ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO GENERATE ARAVO CREDENTIALS

This guide is intended for Aravo primary contacts who will reset their Aravo Username and Password. Note that <u>only primary contacts can access your company account</u>.

How to Generate Username

Step 1: Go to Aravo https://pg.aravo.com/aems/findaccount.do and select Forgot Username > click Continue

Find Account Information

Choose the account information you need help with.

○ Forgot Password
◉ Forgot Username

→] Continue

🔓 Cancel

Step 2: Enter your Primary Email address > click Send

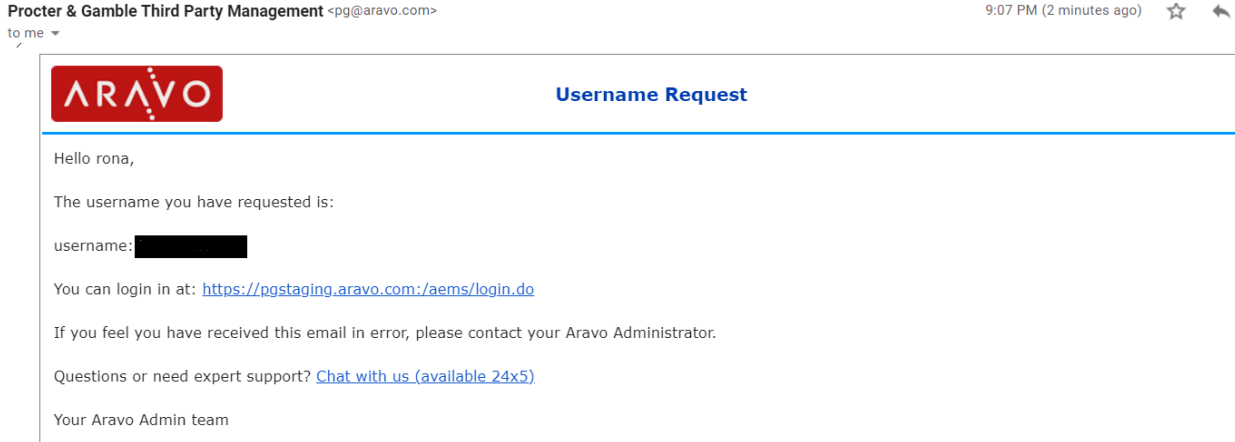**Forgot Username**

Email Address:

| |

→] Send

🔓 Cancel

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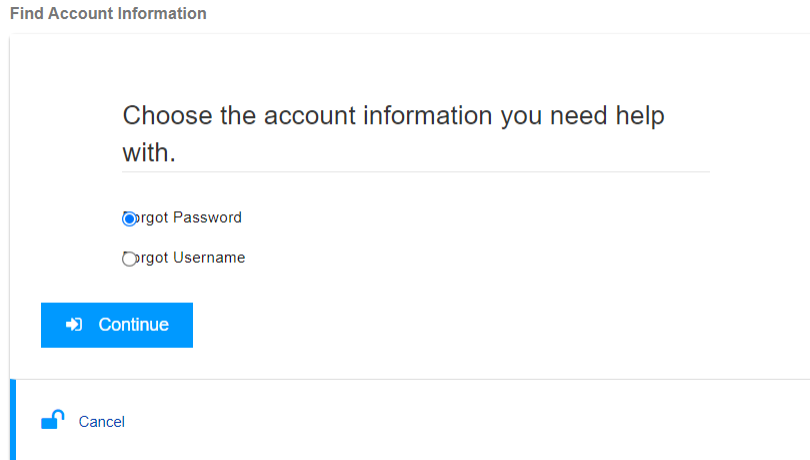## HOW TO GENERATE ARAVO CREDENTIALS

Step 3: You will receive an email from <u>Procter & Gamble Third Party Management <pg@aravo.com></u> with subject line <u>Username Request.</u> Refer to this email to retrieve your Aravo username.

Procter & Gamble Third Party Management <pg@aravo.com>   9:07 PM (2 minutes ago)
to me ▾

ARAVO   **Username Request**

Hello rona,

The username you have requested is:

username: ▮▮▮▮▮▮

You can login in at: https://pgstaging.aravo.com:/aems/login.do

If you feel you have received this email in error, please contact your Aravo Administrator.

Questions or need expert support? Chat with us (available 24x5)

Your Aravo Admin team

How to Generate Password

Step 1: Go to Aravo https://pg.aravo.com/aems/findaccount.do and select Forgot Password > click Continue

Find Account Information

Choose the account information you need help with.

◉ Forgot Password
◯ Forgot Username

→ Continue

🔓 Cancel

Step 2: Enter Username and click Send.

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Note: You can get your username from the email sent by <u>Procter & Gamble Third Party Management <pg@aravo.com></u> with subject line <u>Username Request</u>. This is sent to the primary email of your account.

Reset Password

Please enter your username. Instructions for resetting the password will be sent to the email address on the account.

Username:

➡ Send

🔓 Cancel

Step 3: You will receive an email from <u>Procter & Gamble Third Party Management <pg@aravo.com></u> with subject line <u>Password Request.</u> Refer to this email to get the password reset link. This is sent to the primary email of your account.

Step 4: Click the link to set a new password

Procter & Gamble Third Party Management <pg@aravo.com>   9:14 PM (0 minutes ago) ☆ ↩
to me ▾

ARAVO   **Password Request**

Hello rona,

Please find the link below to set a password.

Click here to set a new password.

Copy and paste the link into your browser, https://pgstaging.aravo.com:/aems/passwordreset.do?token=34656634383966612d646234322d34
3935312d396262342d31393433363463337383530&cs=1uWNWDhBStSUnpxGwakjwOzT0WS6t1VGXGPz9fiThko.arv if you have any difficulties.

You can login in at: https://pgstaging.aravo.com/aems/login.do

If you are still unable to login - please contact Aravo Customer Support with the following reference: token M957-1627478062009

Questions or need expert support? Chat with us (available 24x5)

Procter & Gamble Support

IMPORTANT NOTE: The password reset link may only be used once and <u>expires in 15 minutes</u>. Navigating to a password reset link that contains an already used or expired token result to an "Invalid Link" error page. If this happens, repeat the process from Step 1.

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Step 5: Nominate a New Password > confirm New Password > click Save

Update Password

New Password	
Confirm Password	
	Save

Note: If you have set-up Multi-factor Authentication (MFA), enter the authentication code generated from the MFA method you set-up to successfully update your password. If not, proceed to click Save.

If MFA is enabled	Update Password New Password Confirm Password Save
If MFA is NOT enabled	Update Password New Password Confirm Password This account has two-factor authentication enabled, code verification is required to proceed. Need help? Code Save Cancel

Step 6: Once password is updated, you may now go back to the Aravo Login Page and enter your NEW set of **Username** and **Password**.

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Need help? You can connect with us at https://pg.aravo.com/

Need Help?