



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 only primary contacts can access your company account.

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

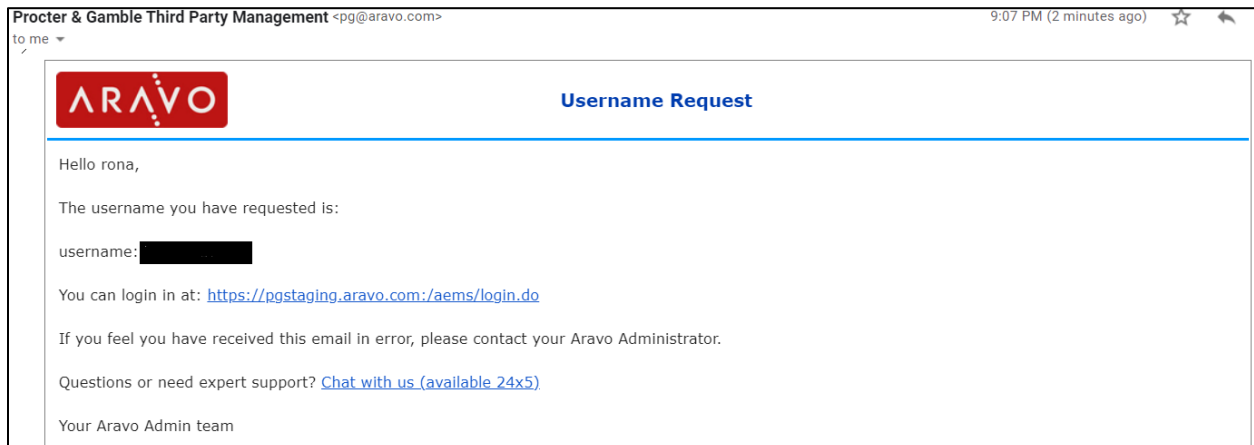
Forgot Username

Email Address:

Send

Cancel

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





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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 your Username and click Send.

Note: You can get your username from the email sent by Procter & Gamble Third Party Management <pg@aravo.com> with subject line Username Request. 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:

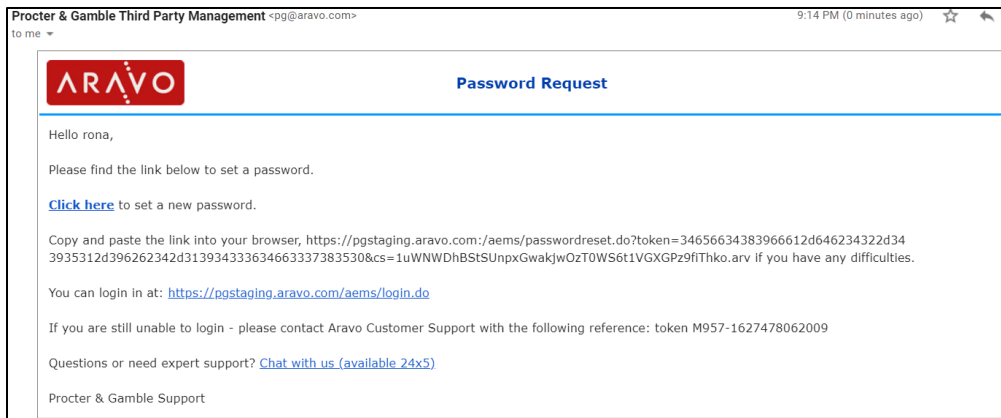
[Send](#)

[Cancel](#)

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

Note: If no email is received, you can connect with us at <https://pg.aravo.com/>

Step 4: Click the link to set a new password





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IMPORTANT NOTE: The password reset link may only be used once and expires in 15 minutes. 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.

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	<p>Update Password</p> <p>New Password <input type="text"/></p> <p>Confirm Password <input type="text"/></p> <p>Save</p>
If MFA is NOT enabled	<p>Update Password</p> <p>New Password <input type="text"/></p> <p>Confirm Password <input type="text"/></p> <p>This account has two-factor authentication enabled, code verification is required to proceed. Need help?</p> <p>Code <input type="text"/></p> <p>Save Cancel</p>

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**.

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