Aravo Supplier Guides

Version 1.0
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Aravo: How to Reset Password or Retrieve Username
Supplier Guide: How to Reset Password or Retrieve Username in Aravo

This guide will provide Suppliers with step-by-step guidance on resetting password or retrieving your username in Aravo.

**Password Reset**

**Step 1:** Login to the Aravo portal: 
https://intuit.aravo.com/aems/login.do

**Step 2:** Enter your **Username**

**Step 3:** Click **Need help accessing your account?**
Step 4: Select **Forgot Password** and click on **Continue**

Step 5: Instructions for resetting the password will be sent to your email address
Retrive Username

**Step 1:** Login to the Aravo portal: [https://intuit.aravo.com/aems/login.do](https://intuit.aravo.com/aems/login.do)

**Step 2:** Click on "**Need help accessing your account?**"

**Step 3:** Enter your Email Address and click on **Send**
Step 4: Username will be sent to your registered email address
Aravo:
How to update Banking Details
Supplier Guide: How to Updating Banking Details in Aravo

This guide will provide Suppliers with step-by-step guidance on updating their banking information in Aravo

**Step 1:** Login to the Aravo portal: https://intuit.aravo.com:/aems/login.do

**Step 2:** Enter your Username and Password and click on Login

**Step 3:** Scroll down on the Aravo homepage and click on the Update Information button.
Step 4: Click on the dropdown
Select Some Options

Step 5: Select Site & Bank Details and click submit

Step 6: Click Submit
**Step 7:** Determine whether you want to use your company headquarters address (billing address above) as the payment address.

If yes, select **Yes** skip to **Step 9**
If no, select **No** and continue to **Step 8**

**Step 8:** When you select **No**, the screen will display an area for you to input your billing address. Complete all required fields.

**Step 9:** Enter **ONE** email address for **Purchase Orders** and enter **ONE** email address for Remittance (payment status information).
Step 10: To update the Accounting Contact Information click on Action to show the drop down to choose Edit.

Update First Name, Last Name, Email and Phone of the primary contract as required.

Step 11: To update the Primary Account Information click on Action to show the drop down to choose Edit.

A new window will open.

Step 12: Select your Bank Country from the drop down list.

Note: The bank country will drive the required fields. There are helpful hints to guide you. In this example we have selected United States of America as the Bank Country.

Step 13: Select your Name of Bank from the drop down list.

Step 14: Select your Branch Type

Note: For US or Canada banks choose ABA. For all other countries it will depend on the country your bank is located in, if you need guidance contact SupplierConnect@intuit.com.
Step 15: Enter your **Bank/Routing Number** or **Swift Code** depending on the location of your bank.

**Note:** Please make sure that the account information is only entered with numbers and/or letters and without special characters, for examples -, /, or &.

Step 16: Enter your **Bank Account Number**, **Account Currency**, and **Bank Account Type**.
Step 17: Determine if an intermediary bank required for the payment.

If no, select No and skip to Step 19

Step 18: If you select Yes, additional fields will appear. Enter the required fields as applicable

Step 19: When your updates are complete, select OK.

Note: The Supplier Data Management team will be automatically notified to review and approve. Your Bank Details will be updated within 48 hours.

If you have difficulty in completing any portion of the banking section, please reach out to SupplierConnect@intuit.com with any questions.
Aravo:
How to Add a User
Supplier Guide: How to add a user in Aravo

This guide will provide Suppliers with step by step guidance on adding site contacts within Aravo. Provide contacts for Accounting, Sales/Business, Information Security, Privacy, and 24x7 Emergency. These contacts can be the same person or different people.

Step 1: Login to the Aravo portal: https://intuit.aravo.com:/aems/login.do

Step 2: Enter your Username & Password
Step 3: To edit an existing contact, click **Actions > Edit**.

Step 4: To add new contact, click **Add a new Contact**.
Step 5: Add contact details and select the **Type** field to select from the drop-down list
Step 6: Select the **Self Service Login Access** checkbox

Step 7: Click **OK** when done
Aravo: How to Complete a Security Assessment
Supplier Guide: How to Complete a Security Assessment in Aravo

This guide will provide Suppliers with step-by-step guidance on completing Intuit’s 3rd Party Security Assessment (3PSA). You are being asked to complete this because your company has or will have access to Intuit confidential information. **Note:** You may also receive a Privacy Assessment in addition to this Security Assessment. These are two distinct assessments and both should be completed if requested.

**Step 1:** You should have received an email from a member of our Privacy team with the subject line, **[Action Required] Please Complete and Return Intuit Third Party Security Survey**, open the email

**Note:** If you are not the correct person within your organization to complete the Security Assessment, you can forward the email to the correct individual

**Step 2:** Select **Click here** to begin the assessment

**Note:** If you need support on the Security Assessment you can reach out to the 3rd Party Security Assessment team at **3PSA@intuit.com**
Note: As part of this assessment you will be required to provide information in the following sections:

- Service Overview
- Hosted Data
- Segregation
- Asset Management
- Risk Management
- Encryption
- Business Continuity
- Data Storage
- Access Management
- Network Security
- Hosted Based Security
- Logging and Monitoring
- Vulnerability Management
- Incident Management
- Change Management
- Security Awareness
- Human Resource
- Software Development

Step 3: Select Complete this Intuit Security assessment from the drop down menu

Note: Alternatively, you can attach a security attestation report or Shared Assessment

If you think that this assessment does not apply please reach out to 3PSA@intuit.com to discuss before making a selection

Step 4: Click Next to continue
Step 5: Complete the Service Overview section of the assessment

Note: Throughout this assessment, the responses you give may trigger additional questions to appear.
Step 6: Complete the **Hosted Data Service** section of the assessment

Step 7: Complete the **Segregation** section of the assessment

Step 8: Click **Next** to continue

**Note:** At any point, you can click **Save & Continue** in case you need to leave the assessment and come back to it later.
Step 9: Complete the Asset Management section of the assessment

Note: Throughout this assessment, the responses you give may trigger additional questions to appear.
Step 10: Complete the Risk Management section of the assessment

Step 11: Click Next to continue
Step 12: Complete the Encryption section of the assessment

Note: For more information about the words in blue, you can hover over them and a tips pop up will appear.
Step 13: Complete the **Business Continuity** section of the assessment

Step 14: Complete the **Data Storage** section of the assessment
**Step 15:** Complete the **Access Management** section of the assessment

**Step 16:** Click **Next** to continue
Step 17: Complete the **Network Security** section of the assessment

Step 18: Complete the **Hosted Based Security** section of the assessment

**Network Security**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Intuit in scope services/data hosted behind a firewall with a default-deny rule that drops all traffic except those services and ports that are explicitly allowed for this service/offerings? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an Intrusion Detection/Prevention System (IDS/IPS) to detect/block malicious network traffic at your organization’s network boundaries? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a Web Application Firewall (WAF) in place to protect against common attacks for any Intuit scoped externally facing web applications? *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Host Based Security**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there host-based security (anti-virus, behavioral, etc.) on all systems that handle Intuit scoped services/data? *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Step 19:** Complete the **Logging and Monitoring** section of the assessment

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are ALL logs supporting Intuit scoped data protected against modification, deletion and inappropriate access? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are your network and security systems logging ALL activity info, errors, start and finish times? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are log files retained for 90 days or longer? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are log reviews of systems handling Intuit confidential data continuous with alerting enabled for anomalous activity at least on a daily basis? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have an automated system to alert suspicious events (e.g., SIEM or equivalent)? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are logs encrypted and/or isolated to restrict access to specific roles and prevent tampering? *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 20: Complete the **Vulnerability Management** section of the assessment.

Step 21: Click **Next** to continue.
**Step 22:** Complete the **Incident Management** section of the assessment

**Step 23:** Complete the **Change Management** section of the assessment

**Step 24:** Complete the **Security Awareness** section of the assessment

**Step 25:** Complete the **Human Resource** section of the assessment

**Step 26:** Click **Next** to continue
Step 27: Complete the **Software Development** section of the assessment

Step 28: Add any **Closing Comments**

Step 29: Click **Next** to continue
Note: Review the information that you have provided.

If you need to make any changes, click the Back button.

Step 30: When you are finished with the assessment, click Save & Send Updates.

Note: The 3PSA team will review your assessment and contact you via email if they require any further information or once the assessment is accepted.
Aravo:
How to Complete a Privacy Assessment
Supplier Guide: How to Complete a Privacy Assessment in Aravo

This guide will provide Suppliers with step by step guidance on completing a 3rd Party Privacy Assessment (3PPA). A Privacy Assessment is necessary because your organization will have access to transmit, process or store Intuit corporate, Intuit worker or Intuit customer information. Note: you may also receive a Privacy Assessment in addition to this Security Assessment. These are two distinct assessments and both should be completed if requested.

**Step 1:** You should have received an email from a member of our Privacy team with the subject line, [Action Required] Intuit Third Party Privacy Assessment [Privacy Assessment xxxxxxxxx], open the email

**Note:** If you are not the correct person within your organization to complete the Privacy Assessment, you can forward the email to the correct individual

**Step 2:** Click the link to Complete the Privacy Assessment Here
**Note:** As part of this assessment you will be required to provide information in the following sections:

- Your Organization’s Role
- Data Delete and Access (if applicable)
- Privacy
- Purpose and Use
- Policy
- Reporting

**Note:** If you need support on the Privacy Assessment you can reach out to 3rd Party Privacy Assessment team at 3PPA@intuit.com
**Step 3:** Begin the process by ensuring the **Primary Contact** is listed on the form.

You can select the appropriate contact from the drop down list and click **Associate**.

If the appropriate contact is not found in the drop down list, click **Add a new Contact** to include that person.

**Note:** Once the contact is selected or added, be sure to include the **Type** as **Privacy**.
Step 4: Choose the category for your organization

Step 5: Click Next

Note: At any point you can click Save & Continue in case you need to leave the assessment and come back to it later

Note: The questions that follow in the assessment will depend on your answer to this initial question

In this case, we are showing the questions which appear for Data Processor
**Note:** Throughout this assessment, the responses you give may trigger additional questions to appear.

In this example, we are showing the questions which appear for **Data Processor**

Complete all required questions in the Organization section

### Questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does Intuit have the same customer or Intuit worker data that is stored in your system?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can your company delete all customer data shared with you by Intuit every 30 days without impacting your business model?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>De-identified</strong> means information that has had enough Personal Information removed or obscured such that the remaining information does not identify an individual, and there is no reasonable basis to believe that the recipient of the information can use it to identify an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Aggregated</strong> means information from or pertaining to a group of people that has been altered or manipulated so that there is no reasonable basis for the recipient of the information to discern the specific identity or response of any person from which the data was obtained or to whom it pertains.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you anonymize, de-identify, or aggregate the Intuit data that is shared with you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What data element or combination of data elements can Intuit use to help your company locate an individual in your system?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upon termination of services, are you able to delete any and all related Intuit data?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Step 6:** If applicable, complete the **Data Delete and Access** section (only required for Data Processors)

**Note:** For the **Data Inventory Attachment**, please use the link mentioned to download the template first, and then once completed upload the file.

It is important within the Data Inventory to **specify who is the custodian of the data elements** in case we need to request access or deletion of certain elements.

**Step 7:** Click **Next**
Step 8: Complete the **Privacy** section

**Note:** For more information about the words in blue, you can hover over them and a tips pop up will appear.

Step 9: Complete the **Purpose and Use** section

Step 10: Click **Next**
Step 11: Complete the **Policy** section

**Note:** For more information about about the words in blue, you can hover over them and a tips pop up will appear

<table>
<thead>
<tr>
<th>Policy</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be subcontractors or any other third parties working on your company’s behalf that will be processing Personal Information? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will Personal Information be transferred across international borders by you or your subcontractors? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have an external privacy notice? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have documented policies and procedures detailing your organization’s privacy practices and safeguards, including data handling and data retention (e.g., policies around hot, warm and cold backups for data, logical/physical segregation, legal holds, as well as other exceptions to the deletion requirements listed above)? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have documented policies and procedures on processing and managing data subject rights requests (practices in place to handle requests including but not limited to: Access, Correction, Deletion, Out-Out, Portability)? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have documented policies and procedures to ensure the Personal Information processed is minimized only to what is strictly necessary to fulfill the business purpose? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have documented policies and procedures around how data is deleted/deprecated/segmented once it is no longer necessary for the purpose it was originally retained? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees required to take a privacy awareness training at minimum annually? *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees (i.e. customer support agents) who have access to Personal Information receive role-specific training on data privacy protection practices? *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 12: Complete the Reporting section

Step 13: Click Next
Note: If you need to go back and change any of your responses, click Back.

Step 14: When you are ready to submit, click Save & Send Updates.

Note: The 3PPA team will review your assessment and contact you via email if they require any further information or once the assessment is accepted.
Additional support

For additional questions and reference guides, visit our Supplier Programs page

You can also reach out to us at SupplierConnect@Intuit.com