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Aravo Supplier Guide

Version 3.0

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Getting Started with Intuit as a Third Party

1. **Watch for Invitation:** Email titled **“Action Required: Please complete Intuit's Third Party Registration Form”** and start your registration. *(Check your SPAM if you have not received it)*
2. **Log in to [Aravo]:** Use the provided credentials. Go to **Tasks > My Tasks** and open the **“Third Party Information”** task.
3. **Review Code of Conduct:** Confirm your agreement with **[Intuit’s Supplier Code of Conduct]**, or provide justification if you cannot.
4. **Complete Supplier Profile:** Enter company details, ownership, and registration info to keep your profile accurate.
5. **Watch for Invitation:** Fill Out the DDQ (if applicable): Look for an email titled **“Action Required: Complete Intuit’s Due Diligence Questionnaire”** and start your survey:
   - Answer risk domain questions (Security, Privacy, Compliance, Business Continuity, etc.)
   - Upload requested documents (SOC reports, policies, diagrams, etc.)
6. **Delegate if Needed:** Assign sections of the DDQ to team members with relevant expertise.
7. **Submit Survey:** Review all answers and attachments, then click **Submit Survey**. Intuit’s experts will review and may request clarifications.
8. **Watch for Emails:** Look out for follow-up emails such as:
   - **“Action Required: Provide Additional Info to Complete Registration”**
   - **“Action Required: Provide Banking Details to Complete Registration”**
   - **“Information Only: Your [Third Party] engagement is approved”**

By completing these steps, you help Intuit evaluate and confirm that your organization meets our risk, compliance, and data protection standards.

Intuit Third Party Registration Email & Aravo Portal Welcome Page (Example)

INTUIT **Complete Third Party Registration**

Your Name,

To begin working with Intuit, all third parties must **complete registration** in Aravo, our secure supplier management system.

Please **start your registration** so we can review and approve your organization. This is the first step in our onboarding process.

Need help?

- Visit the Intuit Supplier Programs site for more details and FAQs
- Or email us at suppliermgt@Intuit.com for support

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INTUIT THIRD PARTY PORTAL

Your Name INTUIT

Home | Tasks | Profile

Welcome, Your Name

Your last login was Fri Aug 29 2025 at 09:06:46 CDT

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Welcome to Intuit's Third Party Registration Portal!

At Intuit, *integrity without compromise* is one of our core values. It guides everything we do — from safeguarding customer and employee data to building strong, trusted relationships with our valued Suppliers, Sales Partners, and Affiliates.

Our **Aravo self-service registration portal** makes it simple for third parties to connect and work with Intuit.

To begin, we ask that you provide your company details and other information relevant to the type of business relationship you'll have with us.
Review and take action on any **open tasks** below to get started.

Once your registration is reviewed and approved, you'll receive login access to the Aravo portal, where you can:

- Maintain your company information
- Stay up-to-date with compliance requirements
- Easily manage your ongoing relationship with Intuit

Resources

- Visit Intuit's Supplier Programs site for more information about being a supplier for Intuit — including an updated Aravo guide with FAQs
- Familiarize yourself with Intuit's Supplier Code of Conduct

Need Support? Email SupplierConnect@intuit.com or 3PRM@intuit.com
Intuit Supplier Management & 3rd Party Risk Management (3PRM) teams

Actions

Report Breach | Update Information | Update Information

Tasks

You have no open tasks.

Contact Information

Your Name
Third Party Name

PHONE:
123-456-7890

EMAIL
first-name@email.com

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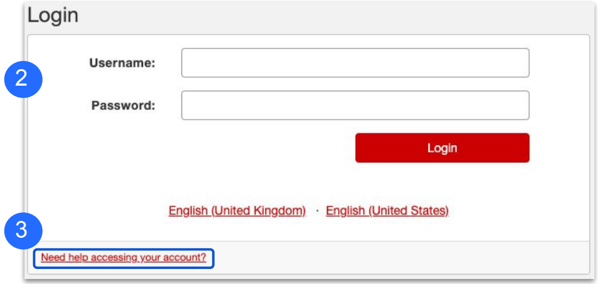
Aravo:
How to Reset Password or Retrieve Username

How to Reset a Password in Aravo

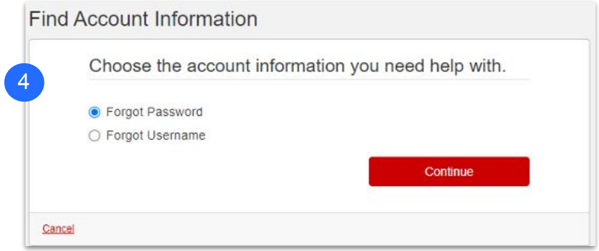
1. Sign in to [Aravo]

2. Enter your **Username**

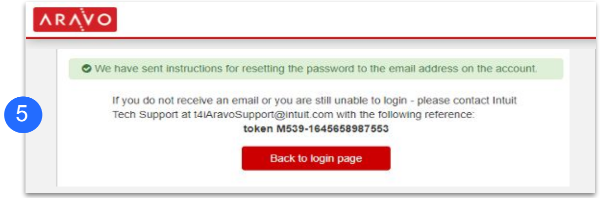
3. Click **Need help accessing your account?**



4. Select **Forgot Password** and click on **Continue**



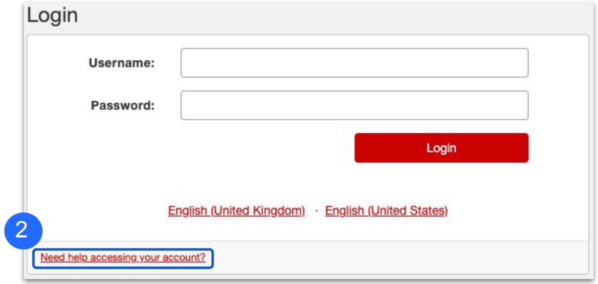
5. Instructions for resetting the password will be sent to your email address



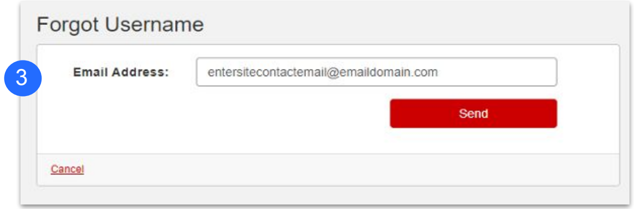
How to Retrieve a Username in Aravo

1. Sign in to [Aravo]

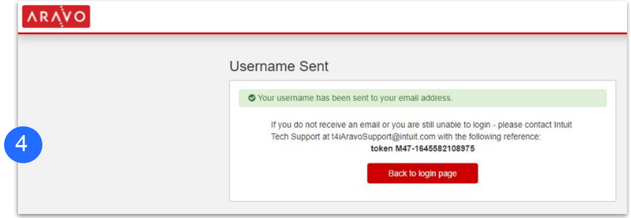
2. Click on **"Need help accessing your account?"**



3. Enter your Email Address and click on **Send**



4. Username will be sent to your registered email address



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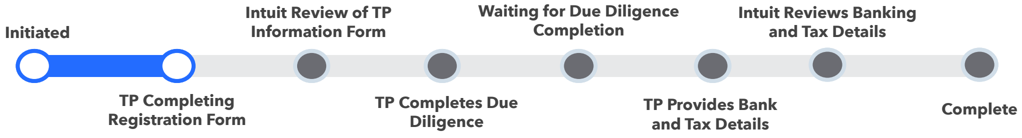
Aravo:

Completing the Third Party Information and Registration Form

Completing the Third Party Registration Form

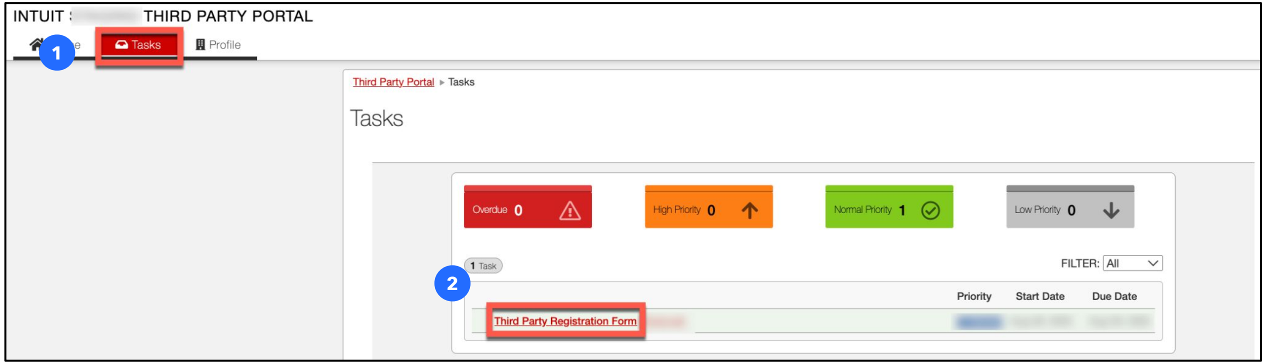


Complete the Third Party Information Form for Supplier Registration and submit for review.

Sign in to Aravo with credentials received via email.

In the **main navigation**:

1. Navigate to Tasks.
2. Locate and click on the task titled Third Party Registration Form.



Completing the Third Party Registration Form

Complete the Third Party Information Form for Supplier Registration and submit for review.

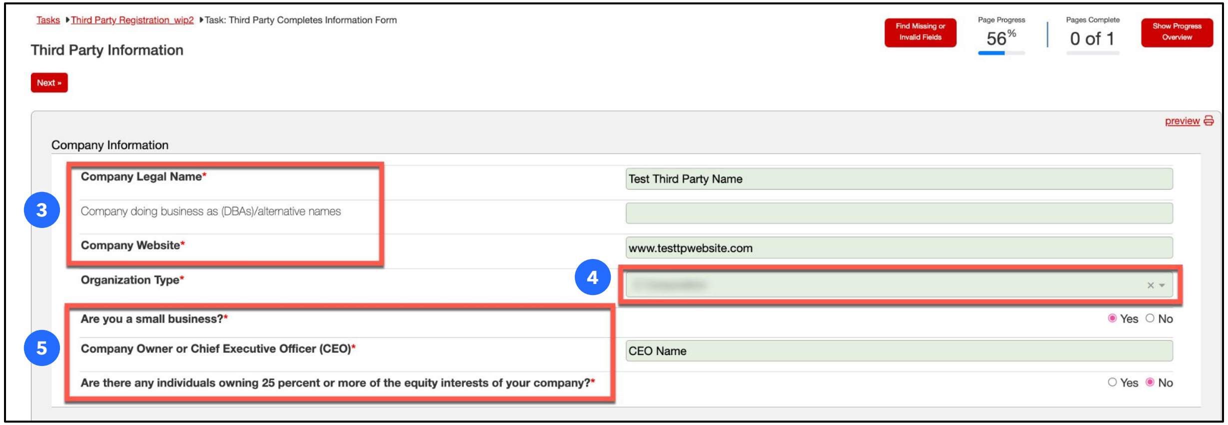
On the Third Party Information Form, fill in the relevant sections.

Company Information:

3. Verify and update the following fields:
   ➔ Company Legal Name
   ➔ Company "Doing Business As" / Alternative Names
   ➔ Company Website

4. Select the appropriate **Organization Type** from the dropdown.

5. Answer:
   ➔ Are you a small business? (Yes / No)
   ➔ CEO or Company Owner Name.
   ➔ Whether any individual owns 25% or more equity in the company



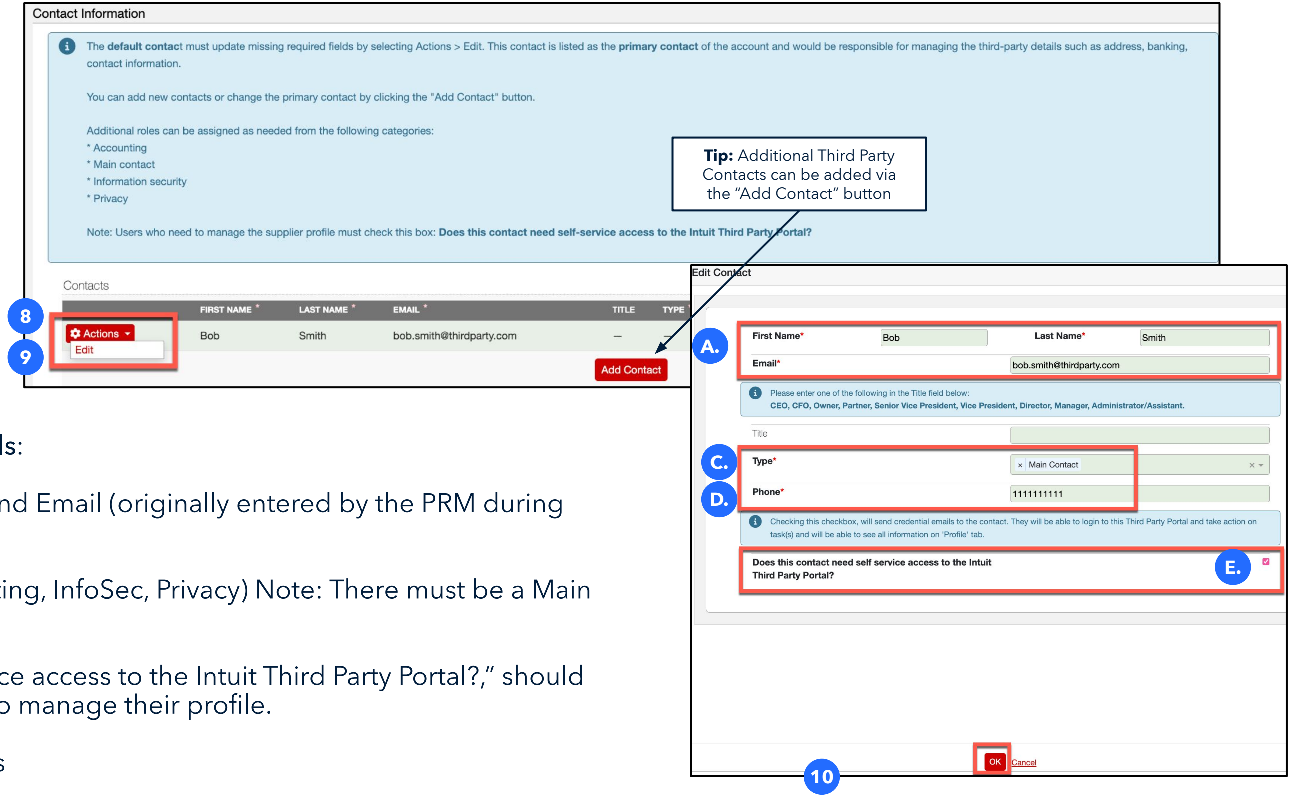
Completing the Third Party Registration Form

Company Address:

6. Confirm the populated Country (not shown in screenshot).
7. Fill in the address fields (not shown in screenshot).

Contact Information:

8. Click the **red gear icon labeled Actions** next to an existing contact row.



9. **Select Edit** to **update contact details**:
   - A. Contact First Name, Last Name, and Email (originally entered by the PRM during completion of the IRQ).
   - B. Title
   - C. Contact Type (e.g., Main, Accounting, InfoSec, Privacy) Note: There must be a Main Contact for each Third Party.
   - D. Phone
   - E. "Does this contact need self service access to the Intuit Third Party Portal?," should be checked if the user will need to manage their profile.
10. **Select OK** to update contact details

Completing the Third Party Registration Form

Business Registration Information:

11. Enter the **Business Registration Number** matching the country of registration.

12. **Upload supporting evidence** of your business registration.

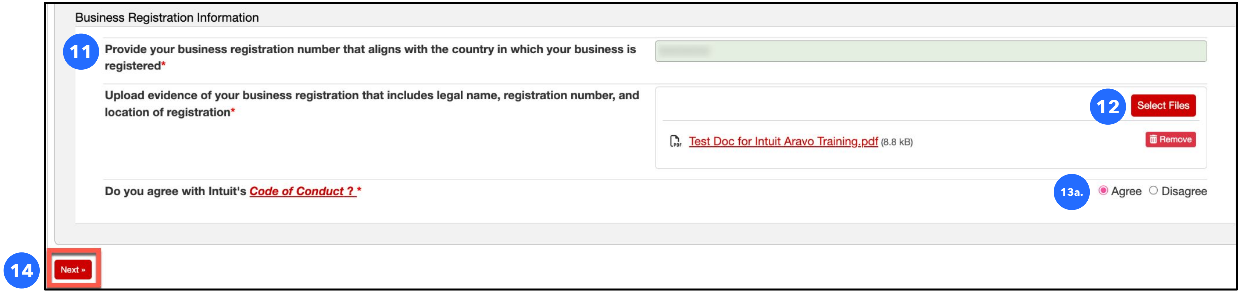
13. Respond to: **Do you agree with Intuit's Code of Conduct?**

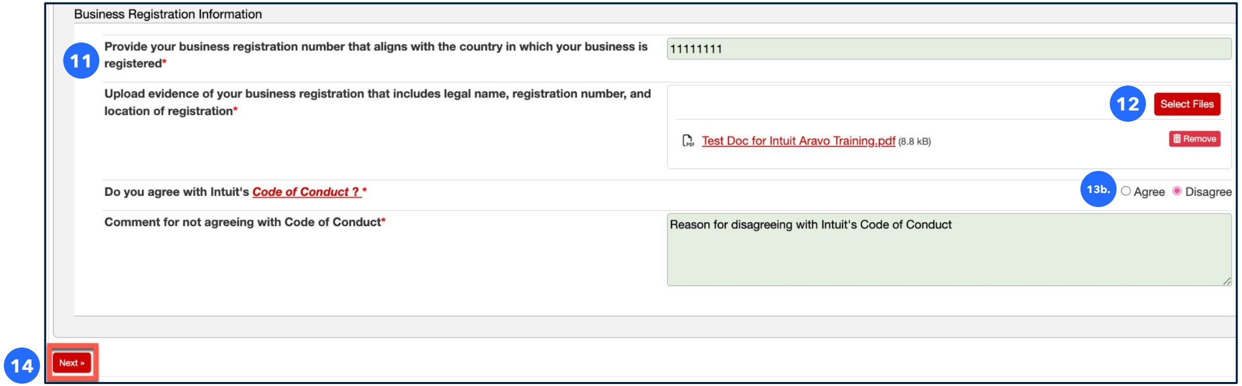
    a. Select Agree, or

    b. If Disagree is selected, provide a reason in the text box.

14. Once all sections are complete and accurate, **click Next.**

15. On the **Review & Submit Page,** click **Complete Task** (not shown in screenshot).





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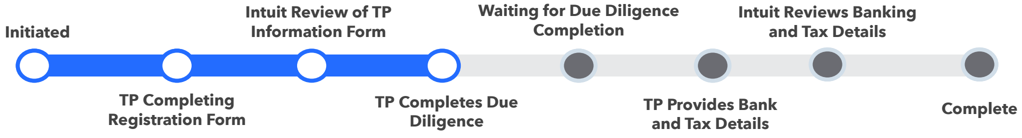
Aravo:

Completing Third Party Due Diligence Questionnaire (DDQ)

Completing the Third Party Due Diligence Questionnaire (DDQ)

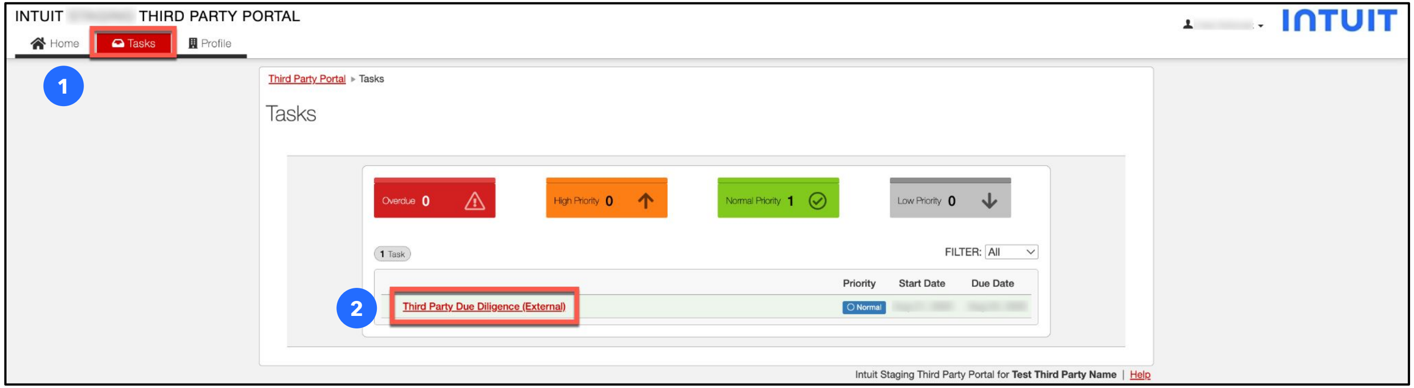


Complete the DDQ for all in-scope domains and submit for review.

Sign in to [Aravo](#) with credentials received via email.

In the main navigation:

1. Navigate to **Tasks**.
2. Locate and click on the task titled **Third Party Due Diligence**.



Completing the Third Party Due Diligence Questionnaire (DDQ)

The **Delegate feature** allows the Third Party Point of Contact (POC) to assign specific domain pages of the Due Diligence Questionnaire (DDQ) to subject matter experts (SMEs) at their organization.

Delegating DDQ Pages
(Each DDQ page has the individual Delegate option)

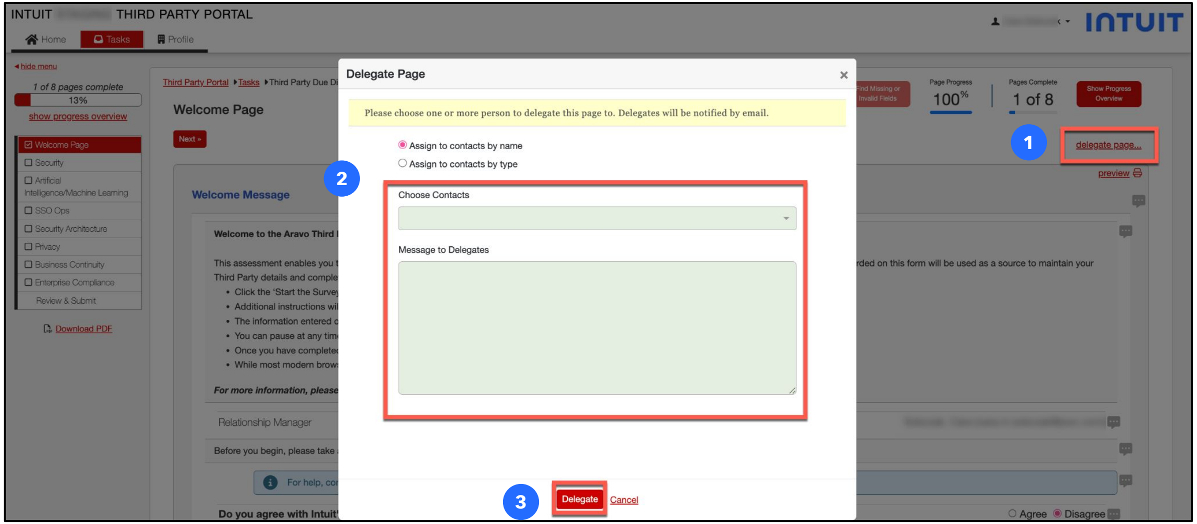
1. **To delegate a page:**

   ➔ Click Delegate Page.

2. Complete the **Delegate Page pop-up** as shown below:

   ➔ Select a contact from your organization.
   ➔ Add an optional message explaining the delegation.

3. **Click Delegate to assign** the page.



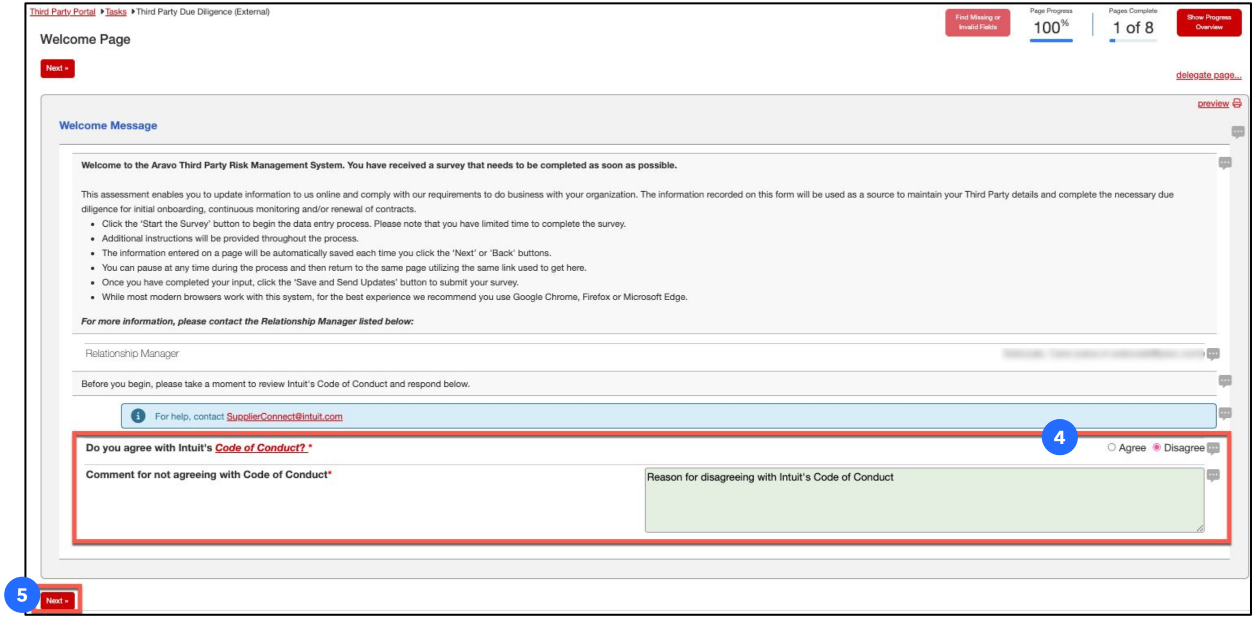
Aravo allows the Third Party Point of Contact (POC) to delegate any or all DDQ pages to other users that have already been added as a point of contact at their organization. This is especially helpful when domain experts are better suited to provide accurate and complete information.

Completing the Third Party Due Diligence Questionnaire (DDQ)

Welcome Page:

4. Review **Intuit's Code of Conduct.**
   - ➔ If Agree:
   - ➔ If Disagree: Then Comment for not agreeing with Code of Conduct.

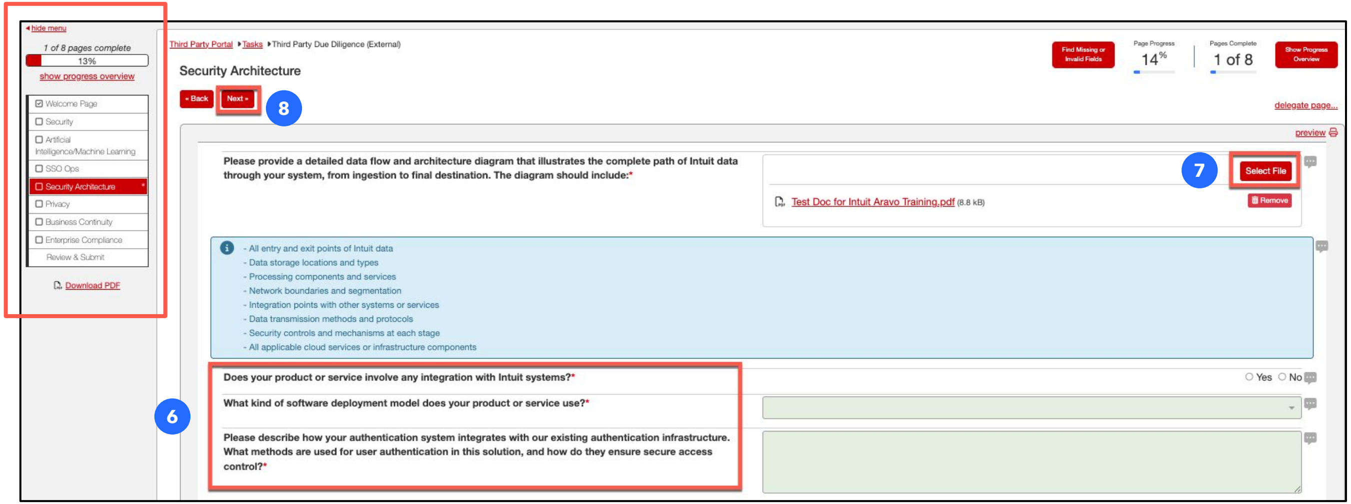
5. Click **Next.**



Completing the Third Party Due Diligence Questionnaire (DDQ)

Refer to the **progress overview bar** on the left side and complete all applicable domain pages.

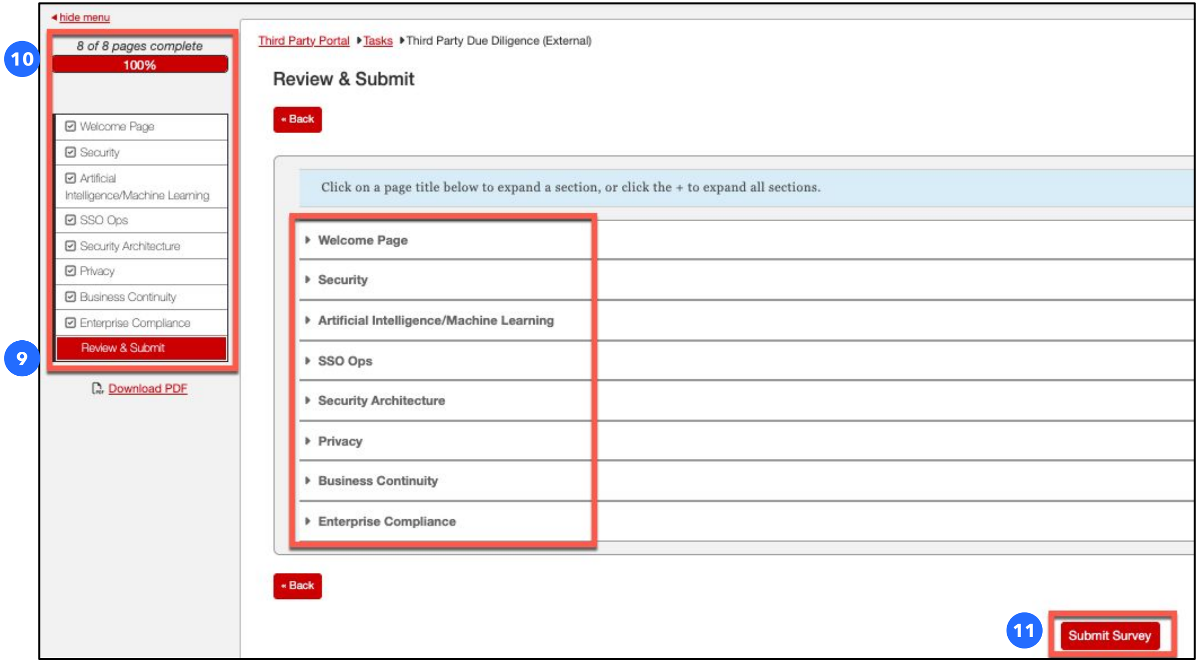
6. **Answer all questions and follow-up questions**
7. **Upload required attachments** (where applicable)
8. **Click on Next** to move to next domain page



Completing the Third Party Due Diligence Questionnaire (DDQ)

Review and Submit Page

9. After all domain sections have been completed, **navigate to the Review & Submit page**.
10. **Confirm that all required fields have been answered and attachments have been added.**
11. **Click Submit Survey to submit** your due diligence responses.



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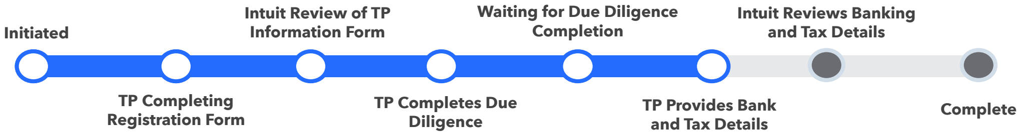
Aravo:

Completing the Banking and Tax Information Form

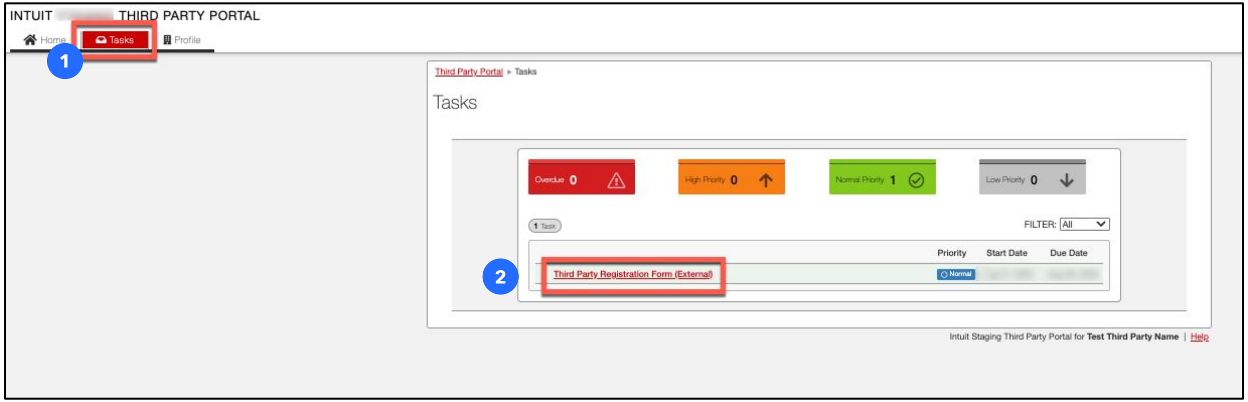
Completing the Banking and Tax Information Form



Sign in to [Aravo](#) with credentials received via email.

In the main navigation:

1. Navigate to the **Tasks tab**.
2. Locate and click on the task titled **Third Party Registration Form**.



Completing the Banking and Tax Information Form

Accounting Contact Information

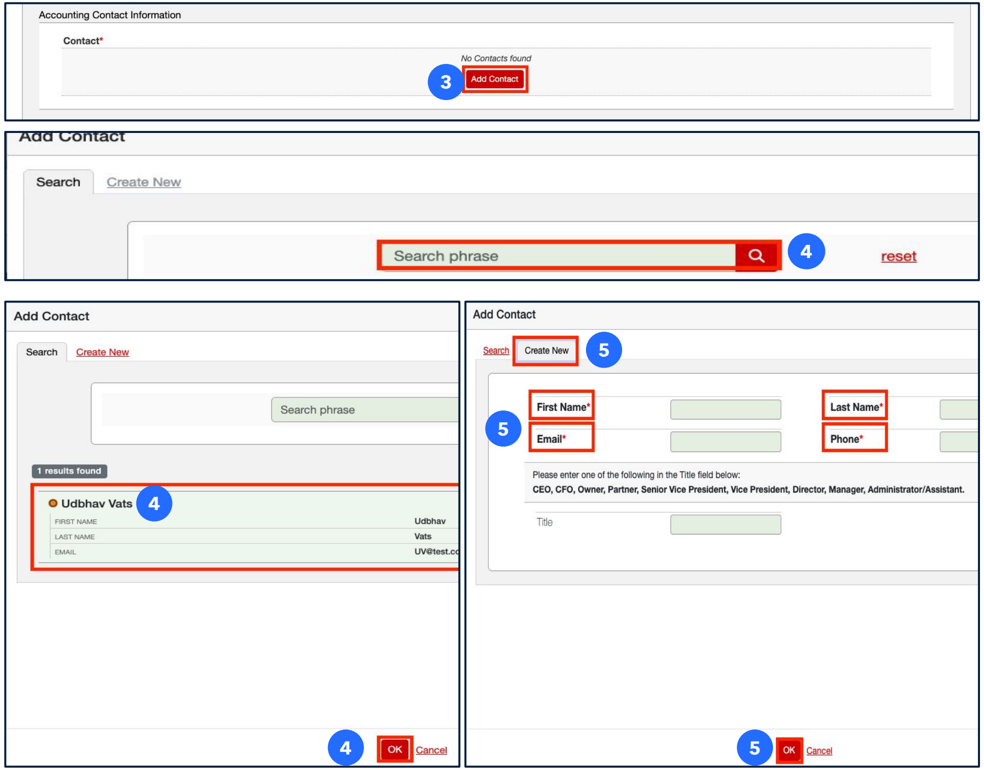
3.Click Add Contact
Add Contact Pop-up

4. Run a blank search by clicking the Search icon.

a. Third Party can select the already existing contact from their organisation.
b. If you only wanted to add an existing contact, Click on Ok now, if you want to create a new contact, do NOT click OK and proceed to step 6.

5. Click on Create New

a. Fill in all the fields
b. Click **OK**



Completing the Banking and Tax Information Form

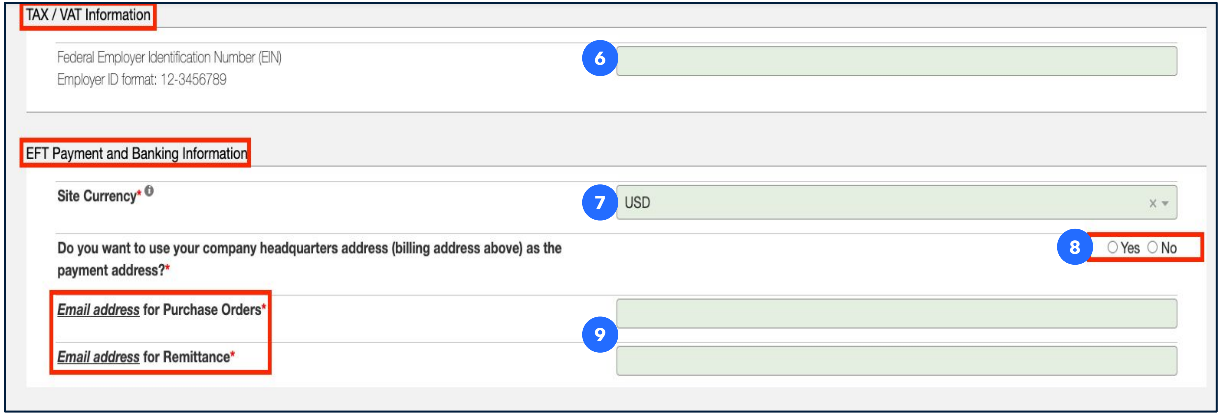
Tax/Vat Information
6. Fill the Tax Information

EFT Payment and Banking Information
7. Verify Site Currency is correct

8. Do you want to use your company headquarters address (billing address above) as the payment address? (Yes/No)

- If Yes: Then proceed to next step
- If No: Then add the new address in the follow up questions that trigger

9. Enter the **email addresses** for **Purchase Orders** and Remittance



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Completing the Banking and Tax Information Form

Tax Documents

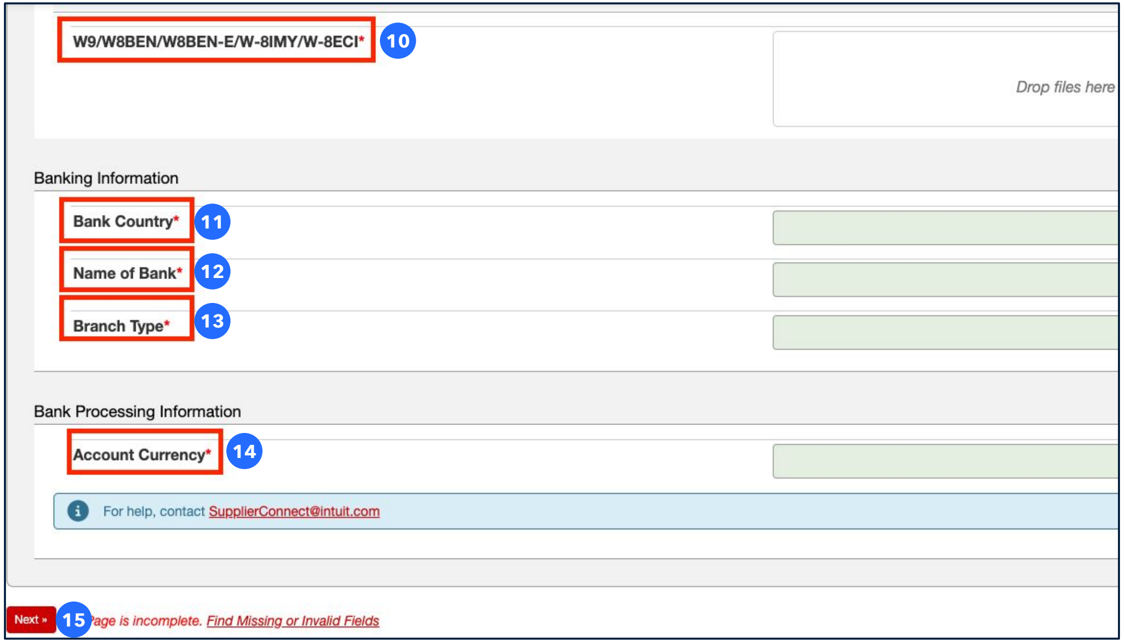
10. Attach the W9/W8BEN/W8BEN-E/W-8IMY/W-8ECI

Banking Information

11. Select the **Bank Country**
12. Select the **Bank Name**
13. Select the **Branch Type**

Bank Processing Information

14. Enter the **Account Currency**
15. Click **Next**



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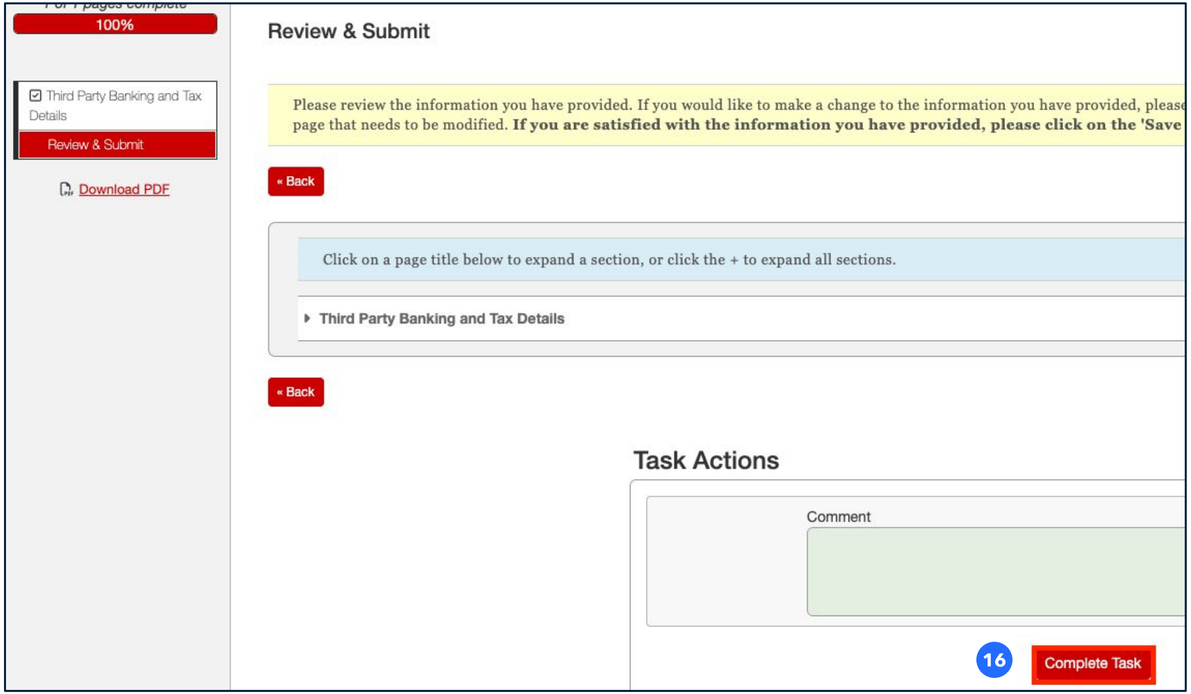
Completing the Banking and Tax Information Form

Review & Submit

16. Click **Complete Task**.



This concludes the Banking and Tax information form process. Intuit will review the Banking and Tax Details.

Be sure to monitor your email for any follow up required - or stay tuned for the email confirmation letting you know that your information is complete.

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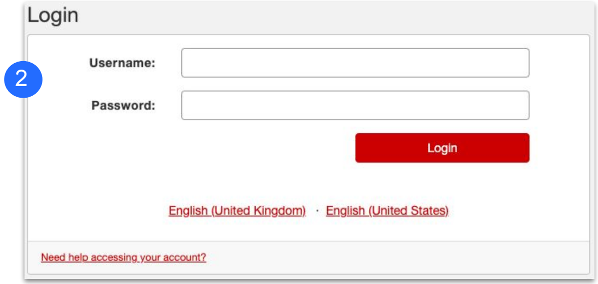
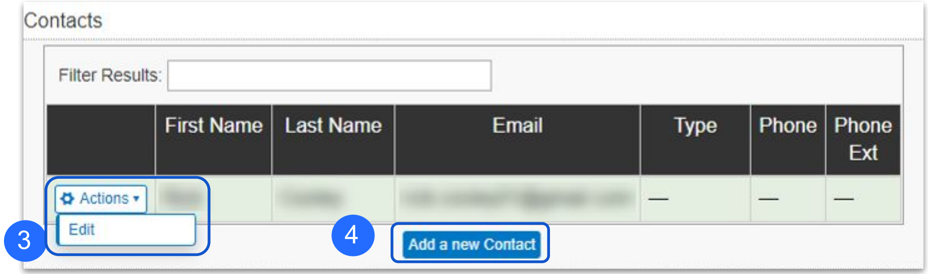
Aravo:
Adding a new user or updating a contact

Adding a new user or updating a contact in Aravo

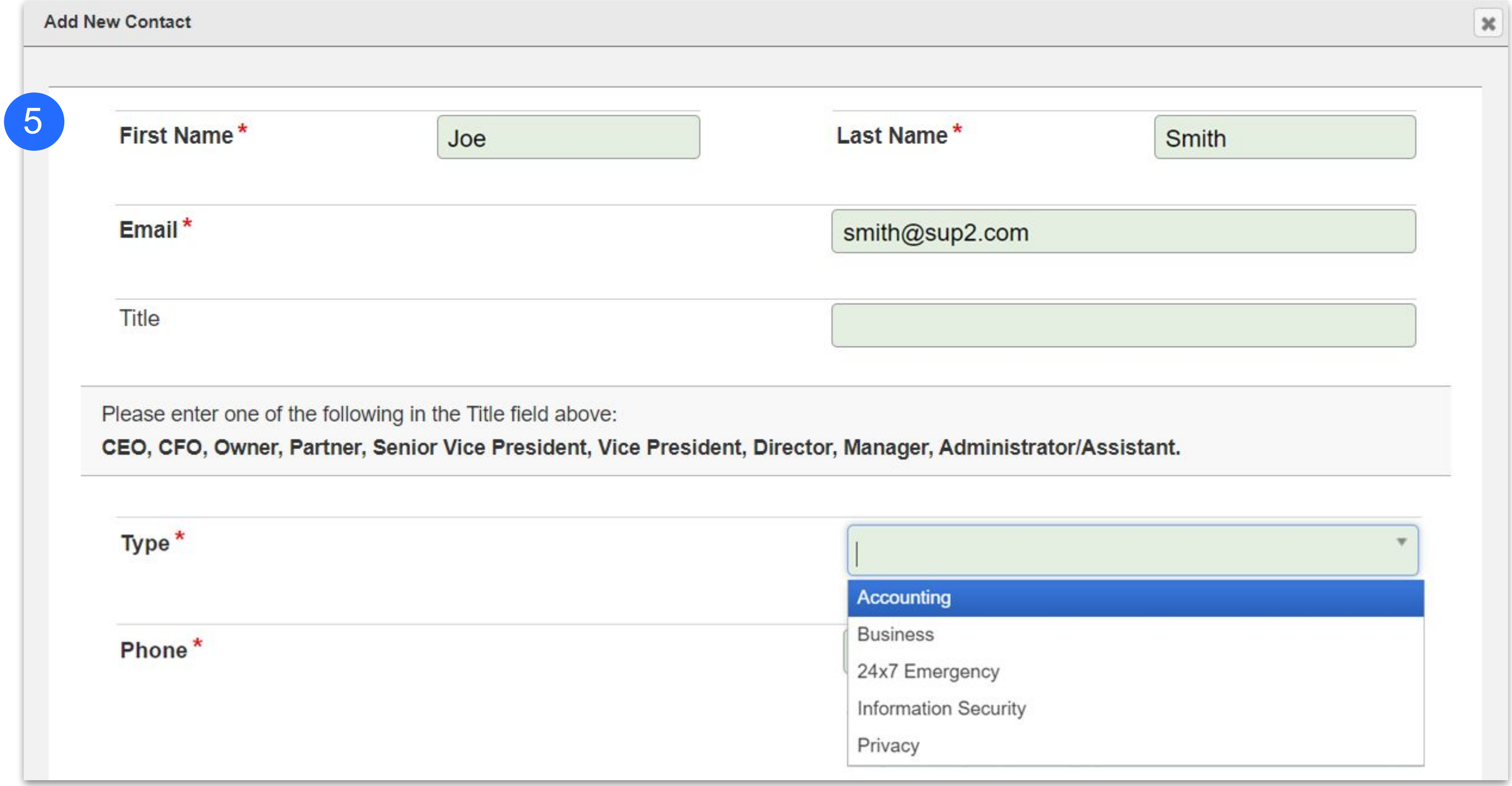
Add other contacts in Aravo to help complete information for your company or to act as a delegate. As contacts change, please update Aravo.

1. Sign in to [Aravo]
2. Enter your **Username & Password**
3. To edit an existing contact, click **Actions** > **Edit**.
4. To add new contact, click **Add a new Contact**



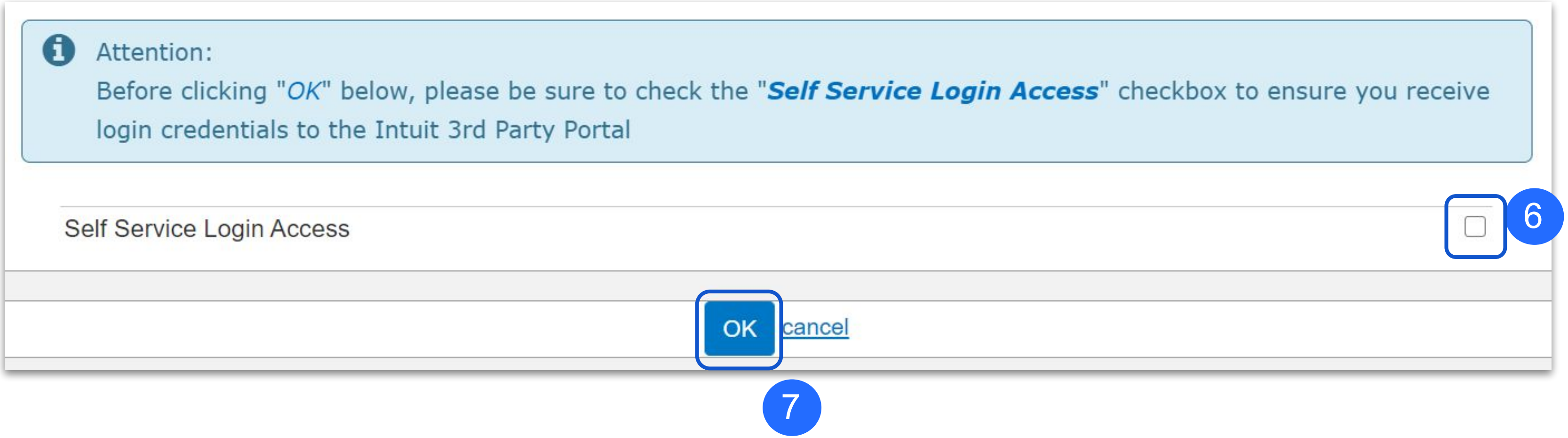


5. Add contact details and select the **Type** field to select from the drop-down list



6. Select the **Self Service Login Access** checkbox

7. Click **OK** when done



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Support

For additional third party-related information and a list of FAQs, visit Intuit Supplier Programs

For any questions or help needed with the onboarding and / or risk assessment process please reach out to Intuit's Third Party Risk Management (3PRM) team at 3PRM@intuit.com

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