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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

INTUIT    





INTUIT THIRD PARTY PORTAL

Home Tasks Profile

Your Name INTUIT

Welcome, Your Name

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

INTUIT    

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: 423-456-7890

EMAIL: 3rdname@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

The image displays three sequential screenshots of the Aravo user interface, each marked with a blue circle containing a number:

- 2**: The 'Login' screen. It features two input fields for 'Username' and 'Password', a red 'Login' button, and a link for 'Need help accessing your account?' at the bottom. Language options for 'English (United Kingdom)' and 'English (United States)' are visible above the help link.
- 3**: The 'Find Account Information' screen. It prompts the user to 'Choose the account information you need help with.' and offers two radio button options: 'Forgot Password' (selected) and 'Forgot Username'. A red 'Continue' button and a 'Cancel' link are at the bottom.
- 4**: A confirmation screen with the Aravo logo at the top. A green message states: 'We have sent instructions for resetting the password to the email address on the account.' Below this, it provides contact information for Intuit Tech Support and a reference token: 'token M5C9-1645658987553'. A red 'Back to login page' button is at the bottom.

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

Login

Username:

Password:

Login

[English \(United Kingdom\)](#) · [English \(United States\)](#)

[Need help accessing your account?](#)

Forgot Username

Email Address:

Send

[Cancel](#)

ARAVO

Username Sent

✔ Your username has been sent to your email address.

If you do not receive an email or you are still unable to login - please contact Intuit Tech Support at t4@AravoSupport@intuit.com with the following reference: token M47-164582108975

[Back to login page](#)

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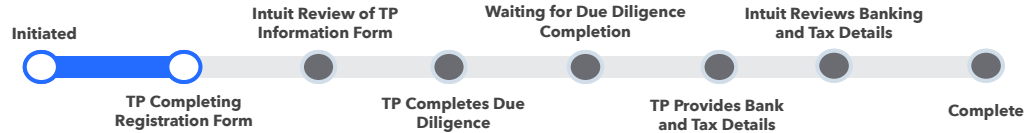


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Aravo:

Completing the Third Party Information and Registration Form

Completing the Third Party Registration Form

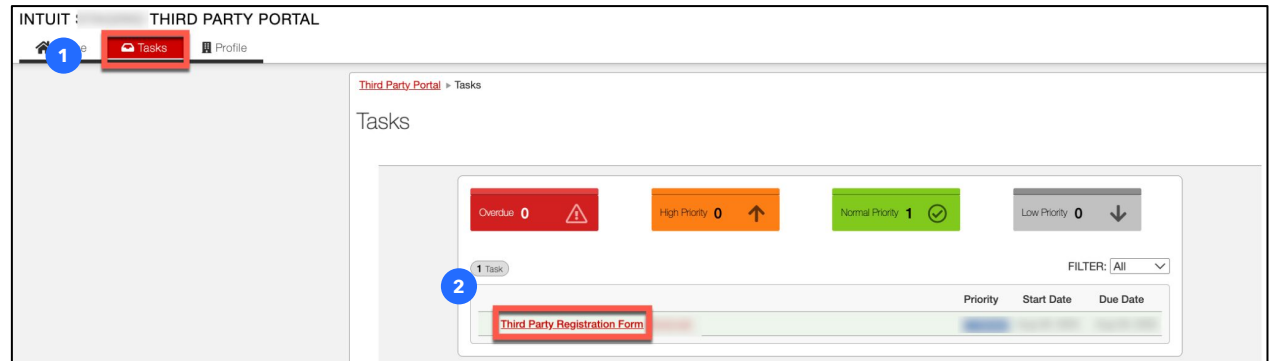


Complete the Third Party Information Form for Supplier Registration and submit for review.

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

The screenshot shows the 'Third Party Information' form with the following fields and annotations:

- 3**: A red box highlights the 'Company Legal Name*' field, which contains 'Test Third Party Name'. Below it is the 'Company doing business as (DBAs)/alternative names' field.
- 4**: A red box highlights the 'Organization Type*' dropdown menu, which currently shows 'Test Third Party Name'.
- 5**: A red box highlights the 'Are you a small business?*' question, which has radio buttons for 'Yes' (selected) and 'No'.
- Below the small business question is the 'Company Owner or Chief Executive Officer (CEO)*' field, which contains 'CEO Name'. Below this is the question 'Are there any individuals owning 25 percent or more of the equity interests of your company?*' with radio buttons for 'Yes' and 'No' (selected).

Other visible elements include a 'Next >' button, a 'Find Missing or Invalid Fields' button, a progress indicator showing '56%' and '0 of 1' pages complete, and a 'Show Progress Overview' button.

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

Contact Information

The default contact must update missing required fields by selecting Actions > Edit. This contact is listed as the primary contact of the account and would be responsible for managing the third-party details such as address, banking, contact information.

You can add new contacts or change the primary contact by clicking the "Add Contact" button.

Additional roles can be assigned as needed from the following categories:

- * Accounting
- * Main contact
- * Information security
- * Privacy

Note: Users who need to manage the supplier profile must check this box: Does this contact need self-service access to the Intuit Third Party Portal?

Tip: Additional Third Party Contacts can be added via the "Add Contact" button

Contacts

	FIRST NAME *	LAST NAME *	EMAIL *	TITLE	TYPE
8	Bob	Smith	bob.smith@thirdparty.com		

9 **Actions** **Edit** **Add Contact**

Edit Contact

A. **First Name*** Bob **Last Name*** Smith

B. **Email*** bob.smith@thirdparty.com

C. **Title**

D. **Type*** Main Contact

E. **Phone*** 1111111111

E. **Does this contact need self service access to the Intuit Third Party Portal?**

10 **OK** **Cancel**

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).

Business Registration Information

11 Provide your business registration number that aligns with the country in which your business is registered*

Upload evidence of your business registration that includes legal name, registration number, and location of registration*

12 Select Files

Test Doc for Intuit Aravo Training.pdf (8.8 kB)

Remove

13a. Agree Disagree

14 Next >

Business Registration Information

11 Provide your business registration number that aligns with the country in which your business is registered* 11111111

Upload evidence of your business registration that includes legal name, registration number, and location of registration*

12 Select Files

Test Doc for Intuit Aravo Training.pdf (8.8 kB)

Remove

13b. Agree Disagree

Reason for disagreeing with Intuit's Code of Conduct

14 Next >

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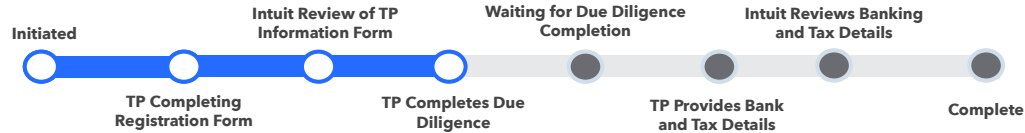


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Aravo:

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**.

The screenshot shows the Intuit Third Party Portal interface. The navigation bar includes 'Home', 'Tasks', and 'Profile' tabs. The 'Tasks' tab is active. The main content area displays a 'Tasks' list with a filter set to 'All'. A task titled 'Third Party Due Diligence (External)' is highlighted with a red box and a blue circle labeled '2'. The task is currently 'Normal' priority. The footer of the page reads 'Intuit Staging Third Party Portal for Test Third Party Name | Help'.

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:

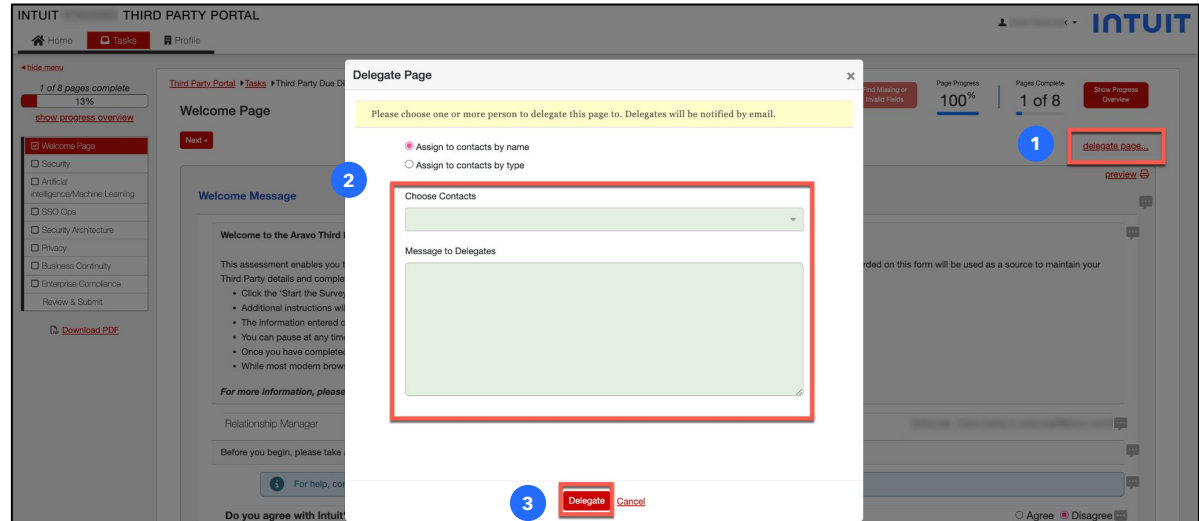
→ Click Delegate Page.

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.

Third Party Portal Tasks Third Party Due Diligence (External)

First Message or Invoiced Status Page Progress 100% Pages Complete 1 of 8 Show Program Overview

Welcome Page

Next -

delegate page... review

Welcome Message

Welcome to the Aravo Third Party Risk Management System. You have received a survey that needs to be completed as soon as possible.

This assessment enables you to update information to us online and comply with our requirements to do business with your organization. The information recorded on this form will be used as a source to maintain your Third Party details and complete the necessary due diligence for initial onboarding, continuous monitoring and/or renewal of contracts.

- Click the 'Start the Survey' button to begin the data entry process. Please note that you have limited time to complete the survey.
- Additional instructions will be provided throughout the process.
- The information entered on a page will be automatically saved each time you click the 'Next' or 'Back' buttons.
- You can pause at any time during the process and then return to the same page utilizing the same link used to get here.
- Once you have completed your input, click the 'Save and Send Updates' button to submit your survey.
- While most modern browsers work with this system, for the best experience we recommend you use Google Chrome, Firefox or Microsoft Edge.

For more information, please contact the Relationship Manager listed below:

Relationship Manager

Before you begin, please take a moment to review Intuit's Code of Conduct and respond below.

For help, contact SupportConnect@intuit.com

Do you agree with Intuit's **Code of Conduct**? Agree Disagree

Comment for not agreeing with Code of Conduct*

Reason for disagreeing with Intuit's Code of Conduct

5 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

The screenshot displays the 'Security Architecture' section of the DDQ. On the left, a 'hide menu' sidebar shows a progress bar at 13% and a list of domains: Welcome Page, Security, Artificial Intelligence/Machine Learning, SSO Ops, Security Architecture (highlighted), Privacy, Business Continuity, and Enterprise Compliance. The main content area has a breadcrumb trail: 'Third Party Portal > Tasks > Third Party Due Diligence (External)'. The page title is 'Security Architecture' with 'Back' and 'Next' buttons. A progress indicator shows '14%' and '1 of 8' pages complete. The question asks for a detailed data flow and architecture diagram. A file named 'Test_Doc_for_Intuit_Aravo_Training.pdf (8.8 kB)' is uploaded. A list of required components includes: All entry and exit points of Intuit data, Data storage locations and types, Processing components and services, Network boundaries and segmentation, Integration points with other systems or services, Data transmission methods and protocols, Security controls and mechanisms at each stage, and All applicable cloud services or infrastructure components. Below the list are two questions: 'Does your product or service involve any integration with Intuit systems?' and 'What kind of software deployment model does your product or service use?'. A final question asks to describe how the authentication system integrates with Intuit's infrastructure. A 'Next' button is located at the bottom right of the 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.

The screenshot displays the 'Review & Submit' page for the Third Party Due Diligence Questionnaire (DDQ). The page is titled 'Third Party Portal > Tasks > Third Party Due Diligence (External)'. The main heading is 'Review & Submit'. A progress indicator at the top left shows '8 of 8 pages complete' and '100%'. A list of sections is shown on the left, each with a checkbox and a 'Review & Submit' button. The sections are: Welcome Page, Security, Artificial Intelligence/Machine Learning, SSO Ops, Security Architecture, Privacy, Business Continuity, and Enterprise Compliance. A 'Download PDF' link is located below the list. A 'Back' button is visible at the top left and bottom left. A 'Submit Survey' button is highlighted in red at the bottom right. A blue box highlights the 'Submit Survey' button, and a red box highlights the 'Review & Submit' button for the 'Welcome Page' section.

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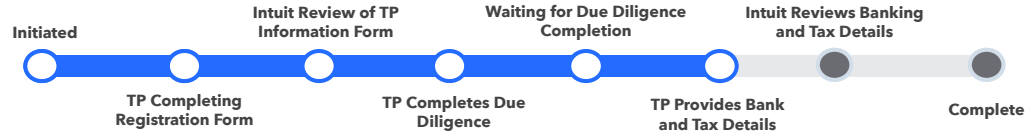
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Aravo:

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**.

The screenshot shows the Intuit Third Party Portal interface. The top navigation bar includes 'Home', 'Tasks', and 'Profile'. The 'Tasks' tab is selected. The main content area displays a 'Tasks' section with a summary of task counts: Overdue (0), High Priority (0), Normal Priority (1), and Low Priority (0). Below this, a table lists tasks. The task 'Third Party Registration Form (External)' is highlighted in red and marked as 'Normal' priority. The table has columns for Priority, Start Date, and Due Date. At the bottom right, there is a footer: 'Intuit Staging Third Party Portal for Test Third Party Name | Help'.

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.

- Third Party can select the already existing contact from their organisation.
- 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

- Fill in all the fields
- Click OK

Accounting Contact Information

Contact*

No Contacts found

3 Add Contact

Add Contact

Search Create New

Search phrase

4

reset

Add Contact

Search Create New

Search phrase

1 results found

Udbhav Vats 4

FIRST NAME	Udbhav
LAST NAME	Vats
EMAIL	UV@test.co

4 OK Cancel

Add Contact

Search Create New 5

5

First Name*

Last Name*

Email*

Phone*

Please enter one of the following in the Title field below:
CEO, CFO, Owner, Partner, Senior Vice President, Vice President, Director, Manager, Administrator/Assistant.

Title

5 OK Cancel

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

The screenshot shows a web form with three main sections, each with a red box around its title and a blue circle with a number indicating the step:

- TAX / VAT Information** (Step 6): A text input field for the Federal Employer Identification Number (EIN). Below the field, it says "Employer ID format: 12-3456789".
- EFT Payment and Banking Information** (Step 7): A dropdown menu for "Site Currency" with "USD" selected.
- Do you want to use your company headquarters address (billing address above) as the payment address?*** (Step 8): A question with radio buttons for "Yes" and "No".
- Email address for Purchase Orders*** (Step 9): A text input field.
- Email address for Remittance*** (Step 9): A text input field.

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

W9/W8BEN/W8BEN-E/W-8IMY/W-8ECI* 10

Drop files here

Banking Information

Bank Country* 11

Name of Bank* 12

Branch Type* 13

Bank Processing Information

Account Currency* 14

For help, contact SupplierConnect@intuit.com

Next > 15 Page is incomplete. [Find Missing or Invalid Fields](#)

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.

The screenshot shows a web interface for reviewing and submitting a form. On the left, a sidebar indicates '100%' completion and lists 'Third Party Banking and Tax Details' with a 'Review & Submit' button and a 'Download PDF' link. The main content area is titled 'Review & Submit' and contains a yellow warning box with instructions to review information and click 'Save' if satisfied. Below this are two 'Back' buttons. A light blue instruction box says 'Click on a page title below to expand a section, or click the + to expand all sections.' A section titled 'Third Party Banking and Tax Details' is expanded. At the bottom right, a 'Task Actions' section features a 'Comment' text area and a 'Complete Task' button with a blue circle containing the number '16'.

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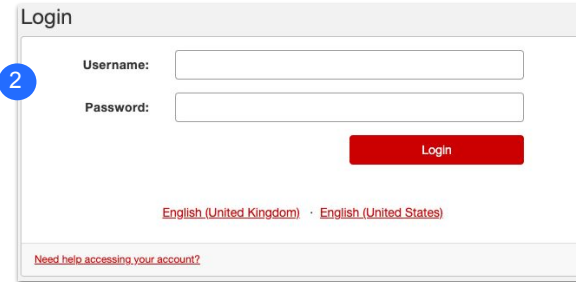
Aravo:

Adding a new user or updating a contact

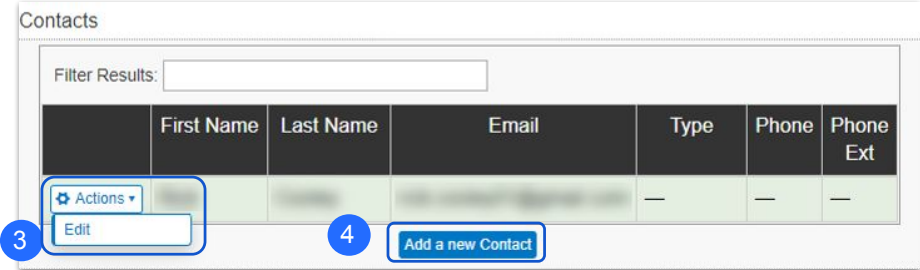
Adding a new user or updating a contact in Aravo

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**



The image shows the Aravo login interface. It features a 'Login' header, a 'Username:' input field, a 'Password:' input field, and a red 'Login' button. Below the button are links for 'English (United Kingdom)' and 'English (United States)', and a link for 'Need help accessing your account?'.



The image shows the Aravo 'Contacts' page. It includes a 'Filter Results:' search bar, a table with columns for 'First Name', 'Last Name', 'Email', 'Type', 'Phone', and 'Phone Ext', and an 'Add a new Contact' button. A blue circle with the number '3' highlights the 'Actions' dropdown menu, which is open to show the 'Edit' option. A blue circle with the number '4' highlights the 'Add a new Contact' button.

	First Name	Last Name	Email	Type	Phone	Phone Ext
Actions ▾				—	—	—
Edit						

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

Add New Contact ✕

5 **First Name *** **Last Name ***

Email *

Title

Please enter one of the following in the Title field above:
CEO, CFO, Owner, Partner, Senior Vice President, Vice President, Director, Manager, Administrator/Assistant.

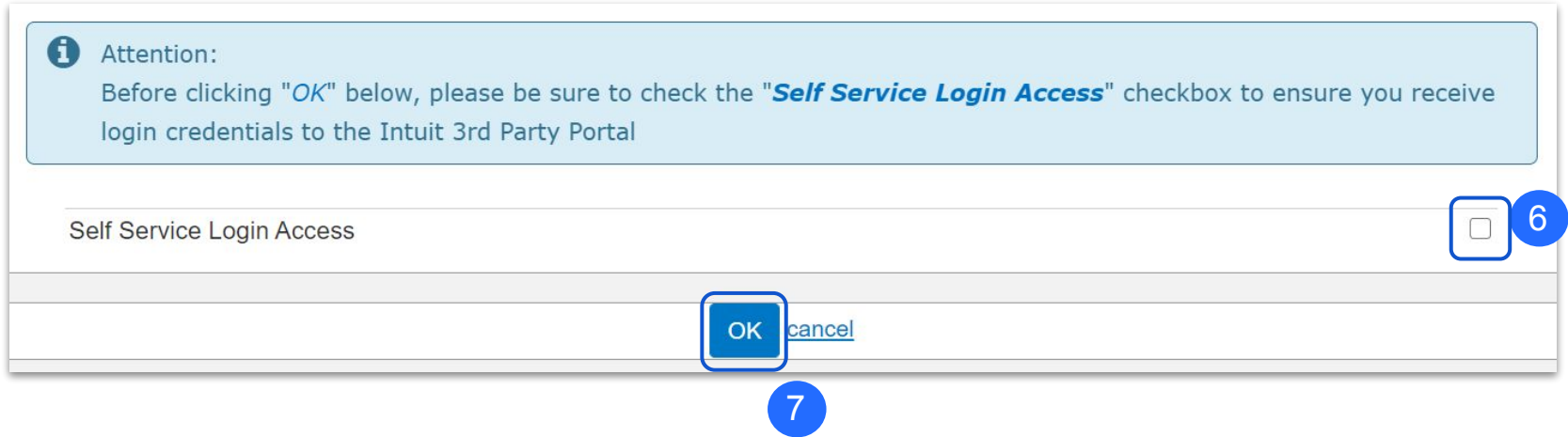
Type *

Phone *

- Accounting
- Business
- 24x7 Emergency
- Information Security
- Privacy

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

7. Click **OK** when done



The screenshot shows a dialog box with a light blue header containing an information icon and the text "Attention: Before clicking 'OK' below, please be sure to check the '**Self Service Login Access**' checkbox to ensure you receive login credentials to the Intuit 3rd Party Portal". Below the header is a form field with the label "Self Service Login Access" and an unchecked checkbox. The checkbox is highlighted with a blue circle and the number "6". At the bottom of the dialog box are two buttons: "OK" and "cancel". The "OK" button is highlighted with a blue circle and the number "7".

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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