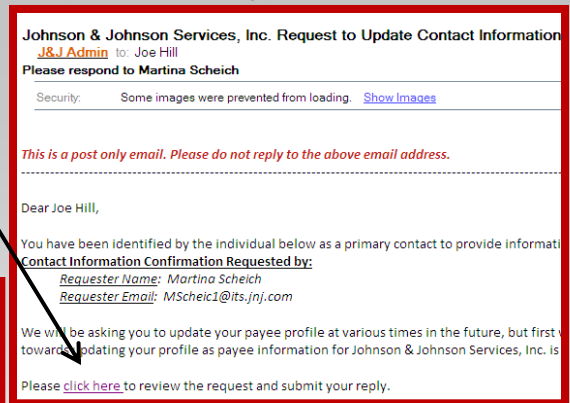
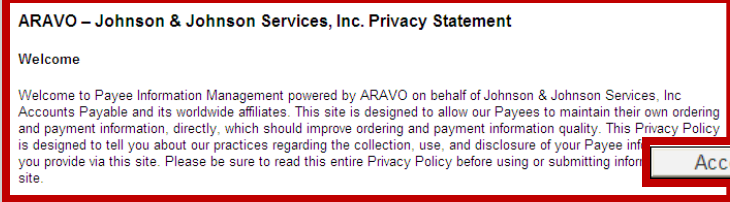


This Quick Reference Guide (QRG) will assist you, the payee, in updating your contact information in Aravo.

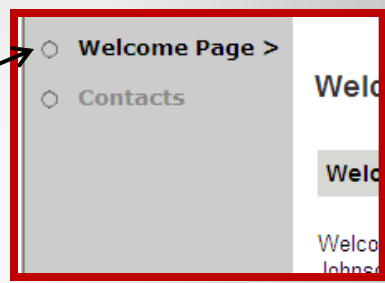
**To Begin**, click the update link in the email received from "J&J Admin."



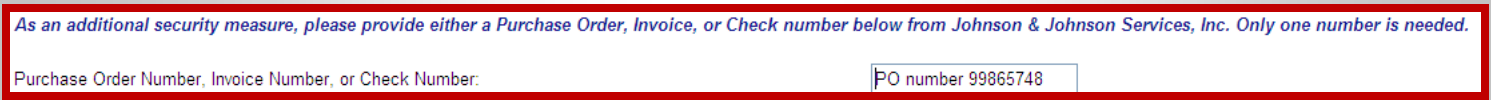
**1** The Privacy Statement will appear in a browser window. Review and click "Accept and Continue" at the bottom of the page.



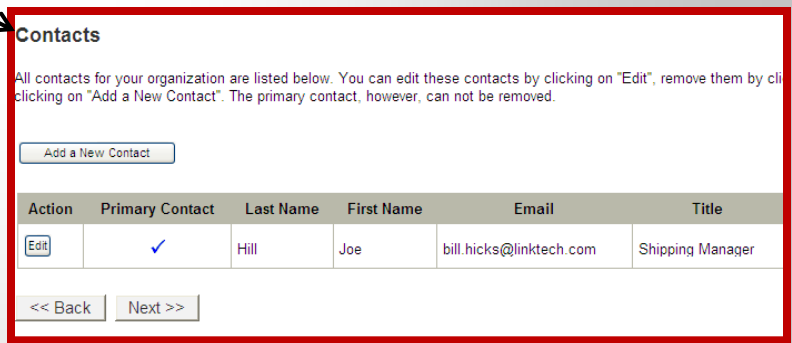
**2** The first page of the survey is the "Welcome" page, which contains introductory information regarding the payee information management solution. Review the information and click "Next" at the bottom of the page.



At the bottom of the page, enter a PO, Invoice, or Check Number as an additional security measure.



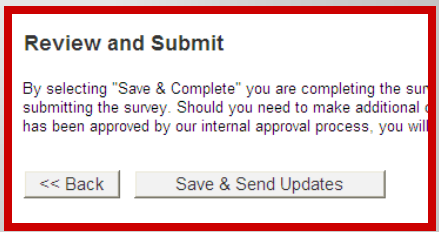
**3** The "Contacts" page appears. You can edit the existing contact information by clicking on "Edit," delete a contact by clicking "Delete," or add additional contacts by clicking "Add."



Note, that only contacts listed have the ability to view and update your payee information.

Once complete, click "Next" at the bottom of the page.

**4** The "Review and Submit" page appears. Review information for accuracy, then click "Save & Send Updates."



You will receive an email confirming that your information was submitted. If there are any questions or issues related to your information, Johnson & Johnson Services, Inc. will contact you via email, and you will receive a final email once your information is approved.