

Update a Facility Profile

1. Login to <https://partnerpass.krogerapps.com/>

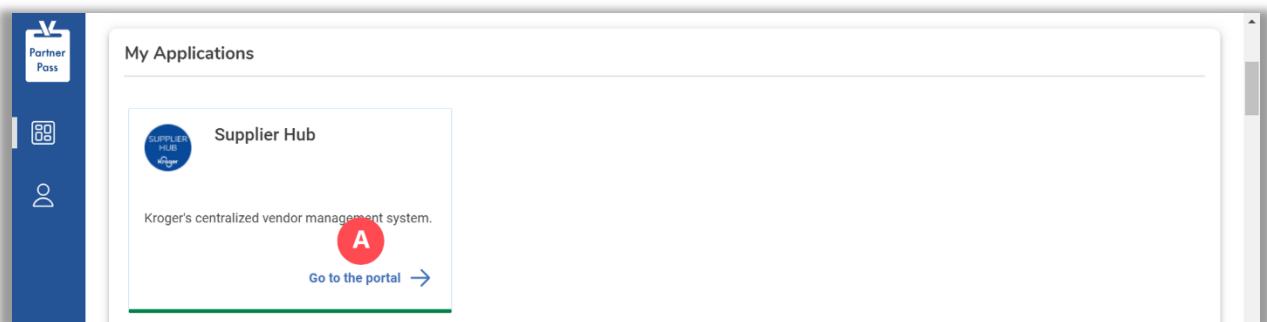
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

Partner Pass works with the Okta Verify app to allow you to verify your identity and make it less likely that someone pretending to be you can gain access to your account.

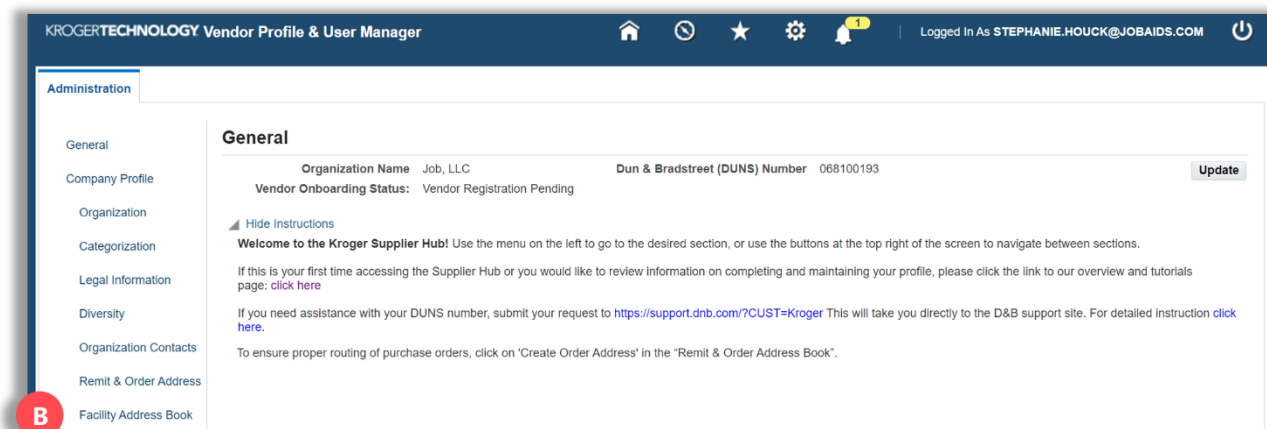
For additional information, please see:

- [Partner Pass information page](#)
- [Partner Pass help page](#)

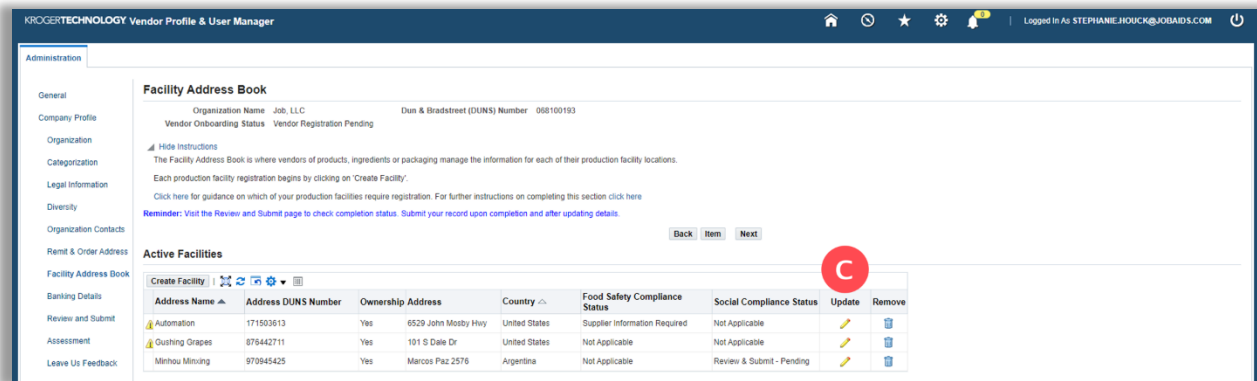
2. On the Supplier Hub tile, click **Go to the portal (A)**.



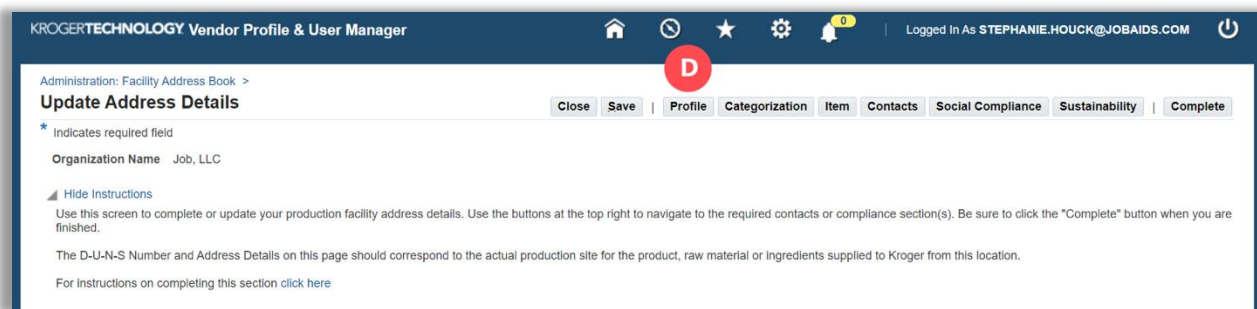
3. Click **Facility Address Book (B)**.



4. Click the **pencil (C)** to update the desired facility.



5. Click **Profile (D)**.



You can only update certain fields on the facility profile.

- If you want to remove the facility, click the **trash can** on the Facility Address Book screen.
- If you need to create a **new** facility, see this job aid: https://www.thekrogerco.com/wp-content/uploads/2022/03/Create-a-Facility_Supplier-Hub_Job-Aid.pdf

6. Update the **products at this facility currently produced, manufactured, or processed for Kroger (E)**.
7. Update the **process(es) performed at this facility for the products or ingredients provided to Kroger (F)**.
8. Update the **months this facility is in production (G)**.
9. Update your **company's relationship with the operations located at this facility (H)**.

! If you do not own the facility, then the Contacts, Food Safety Compliance, Social Compliance, and Sustainability screens will only be visible to the SUPPLIER/FACILITY contact.

10. Click **Save (I)**.

11. Click **Home (J)**.

12. Click **Close (K)**.