Complete a Facility

> ❗ Once all contact and compliance information has been entered for a facility, you must indicate the facility is complete.

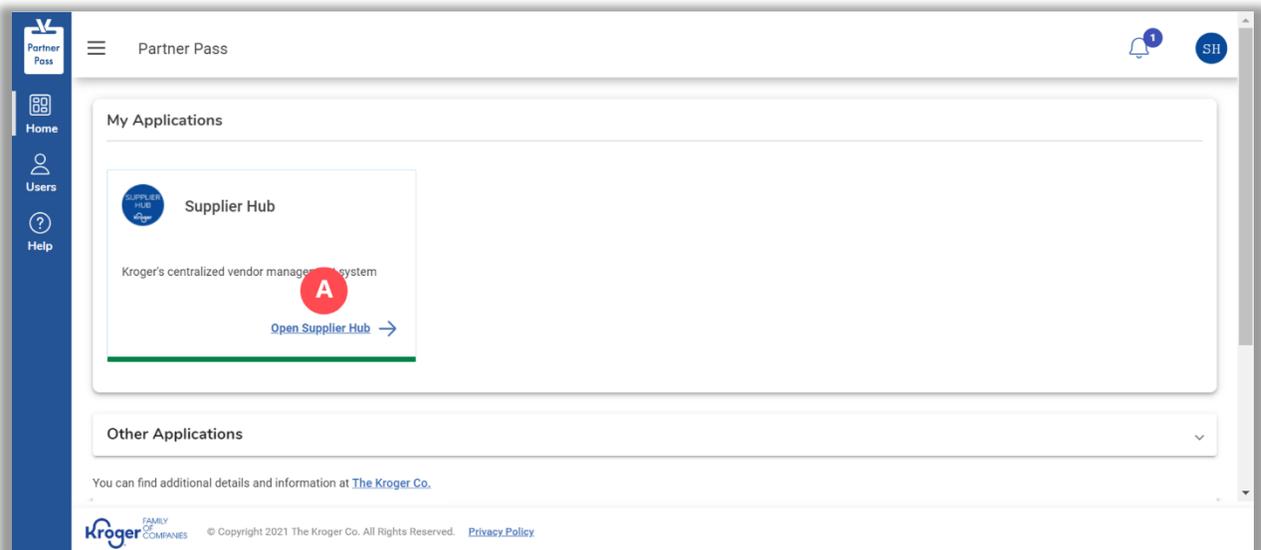1. Login to **https://partnerpass.krogerapps.com/**

> **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.
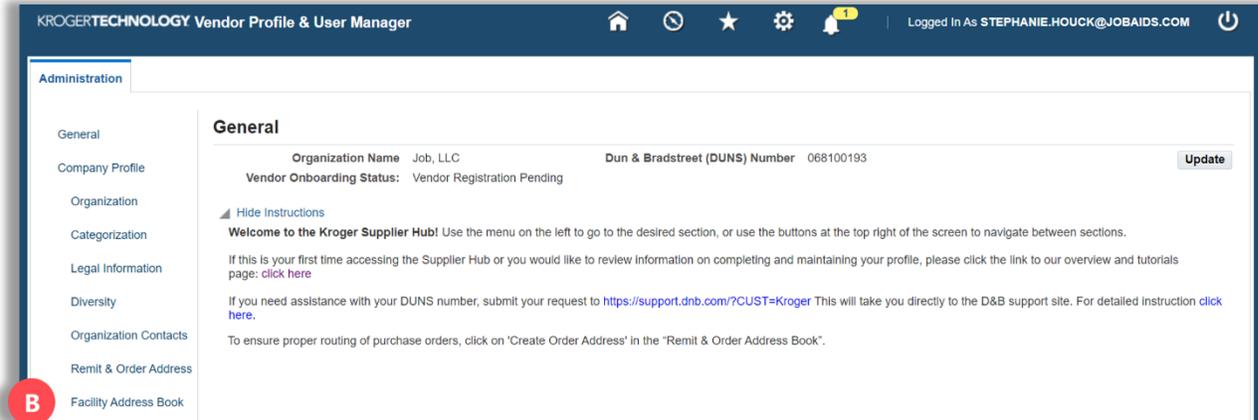>
> For additional information, please see:
> - Partner Pass information page
> - Partner Pass help page

2. On the Supplier Hub tile, click **Open Supplier Hub** (A).
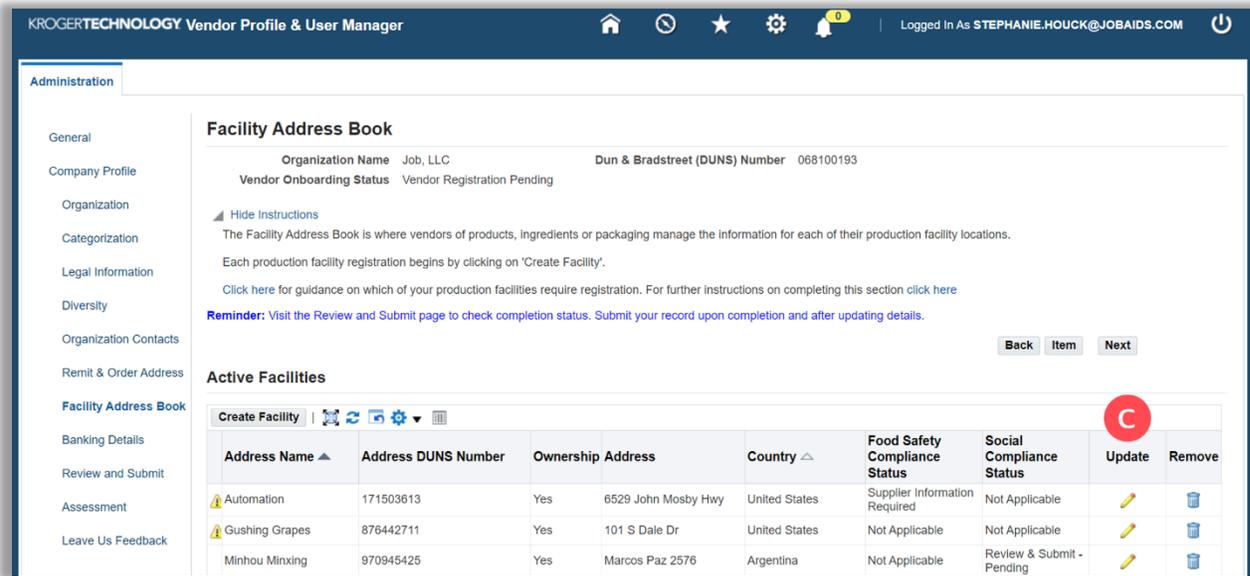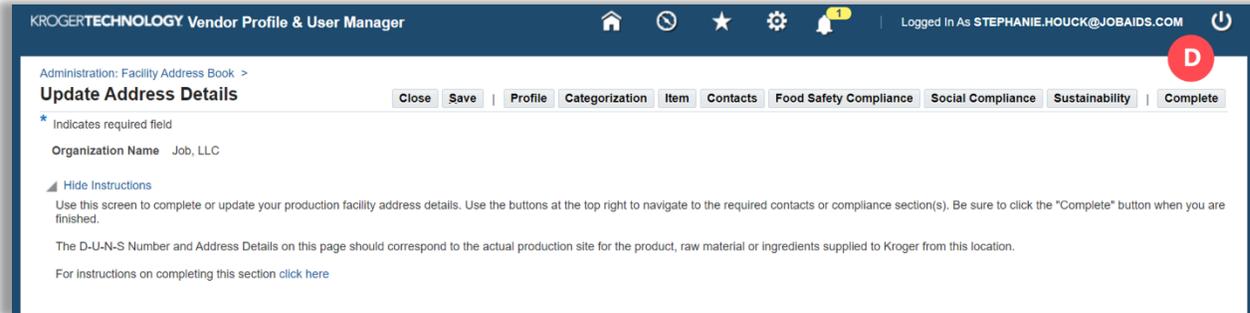
3. Click **Facility Address Book** (B).

4. Click the **pencil** (C) for the facility you need to complete.
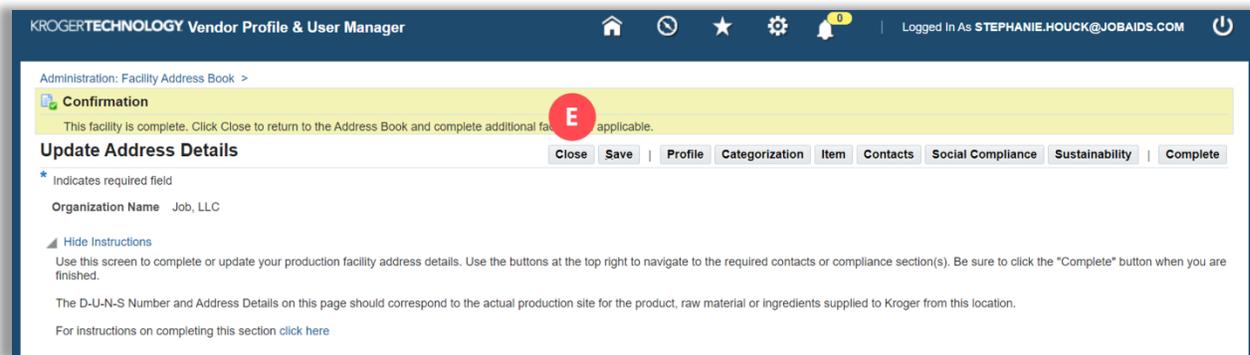
Note: Once a facility is complete, the yellow warning icon will no longer be displayed next to the Address Name.

5. Click **Complete** (D).

6. Click **Close** (E).

> ! If any information is incomplete, you will see the below screen. Click **Home** (F) to return to the Update Address Details screen. Navigate to the incomplete section(s) to complete the information.