

Review and Sign Legal Documents



The Legal Information page is to be completed by an authorized person who has the authority to bind your organization to Kroger's terms and conditions.

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

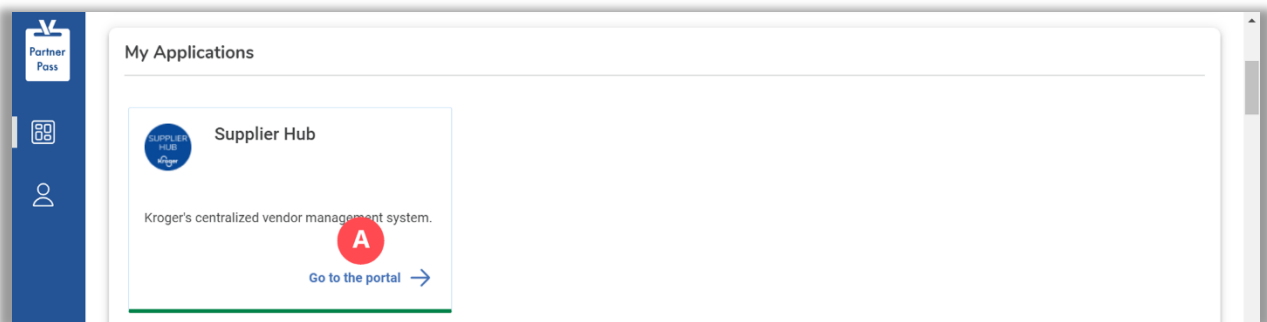
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

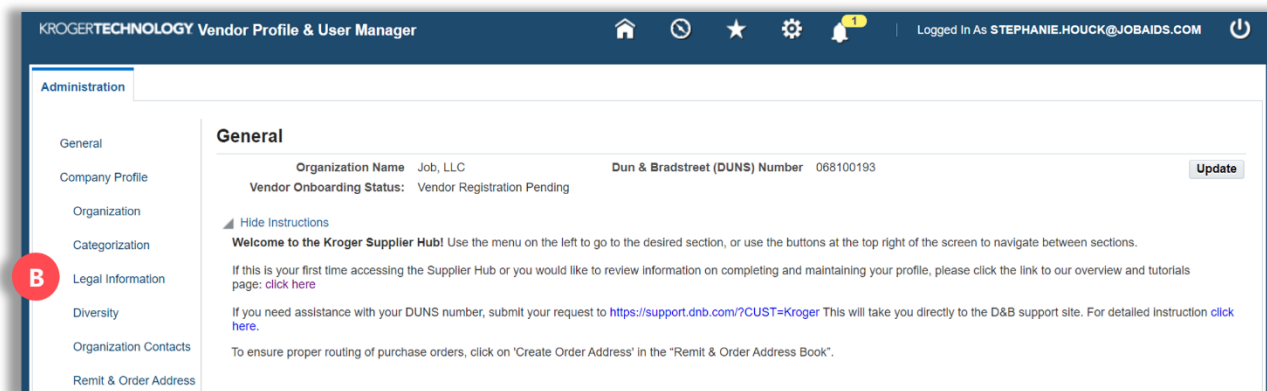
For additional information, please see:

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

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



3. Click **Legal Information (B)**.



4. Read the **legal document (C)**.
5. Select the **radio button for "I agree" (D)**.
6. Input your **Name, Organization, and Title (E)**.

 Verify your information is correct. If you made a mistake, click **Cancel (F)** to discard the changes. **Once you click Save, digital signatures cannot be undone.**

7. Click **Save (G)**.

The screenshot displays the 'Legal Terms and Conditions' page. On the left is a navigation sidebar with categories like 'General', 'Company Profile', and 'Legal Information'. The main content area has a header with 'Legal Terms and Conditions' and buttons for 'Back', 'Cancel', 'Save', and 'Next'. Below the header, there are fields for 'Organization Name' (Job, LLC) and 'Dun & Bradstreet (DUNS) Number' (068100193). A section titled 'Standard Vendor Agreement' (Version January 2020) is shown with a red circle 'C' over the title. Below it, there are radio buttons for 'I agree' (marked with a red circle 'D') and 'I have already signed a Standard Vendor Agreement'. At the bottom, there are input fields for 'Name', 'Organization', and 'Title' (marked with a red circle 'E'), and a 'Print' button. A red circle 'F' is over the 'Cancel' button, and a red circle 'G' is over the 'Save' button.