Update Sustainability or Add Sustainabilitiy Documentation

Login

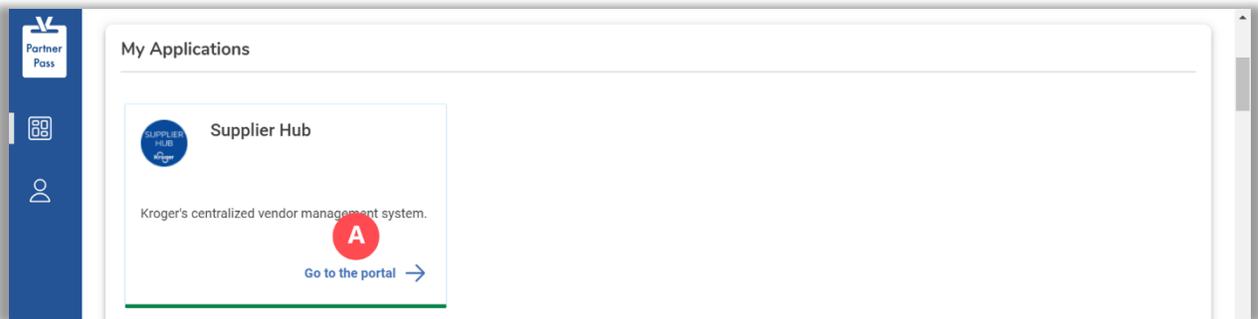1. Login to **https://partnerpass.krogerapps.com/**

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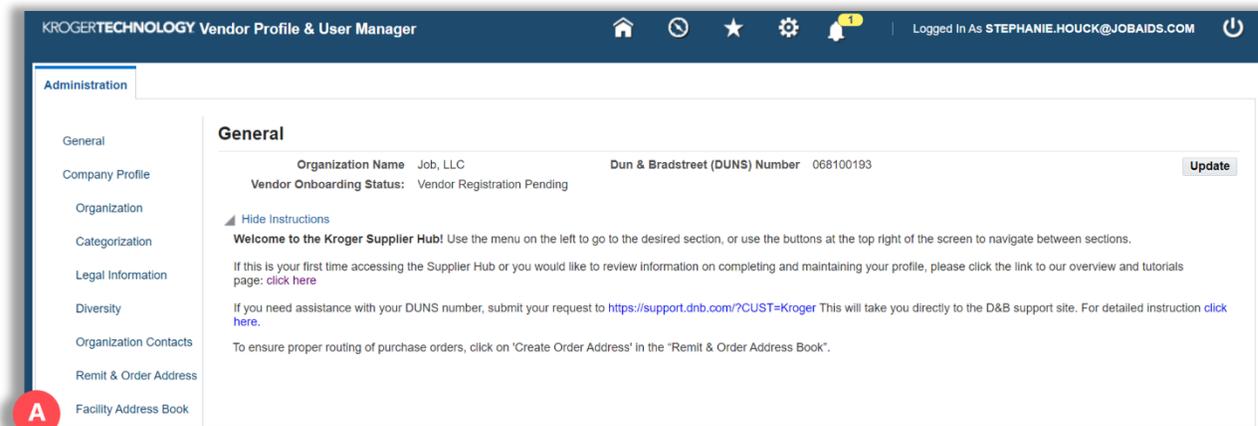> For additional information, please see:
> - Partner Pass information page
> - Partner Pass help page

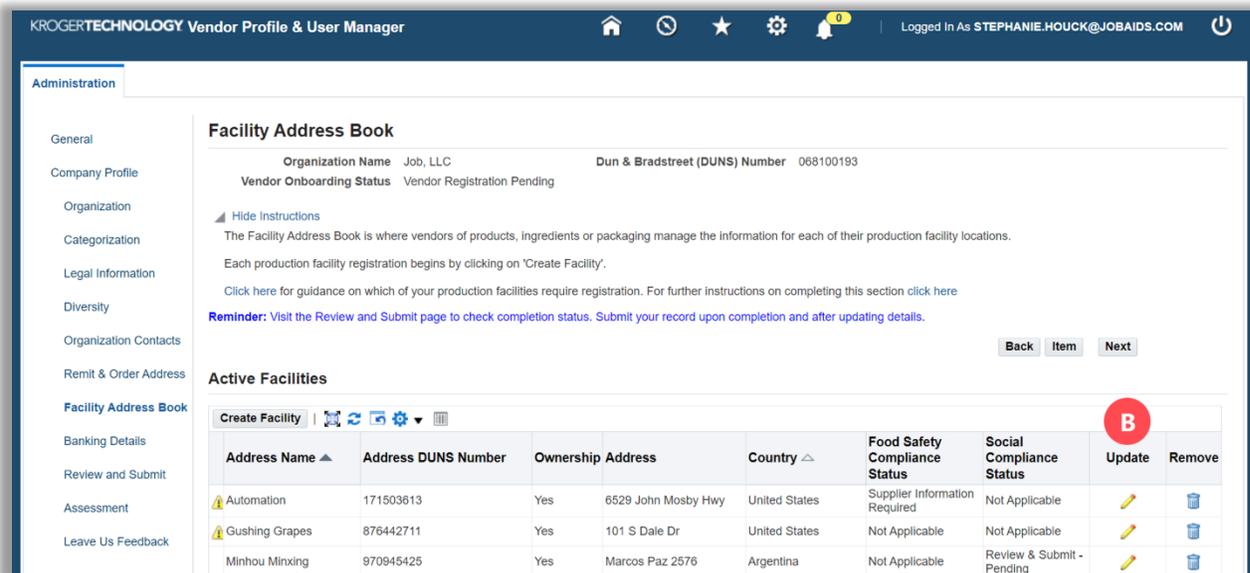2. On the Supplier Hub tile, click **Go to the portal** (A).
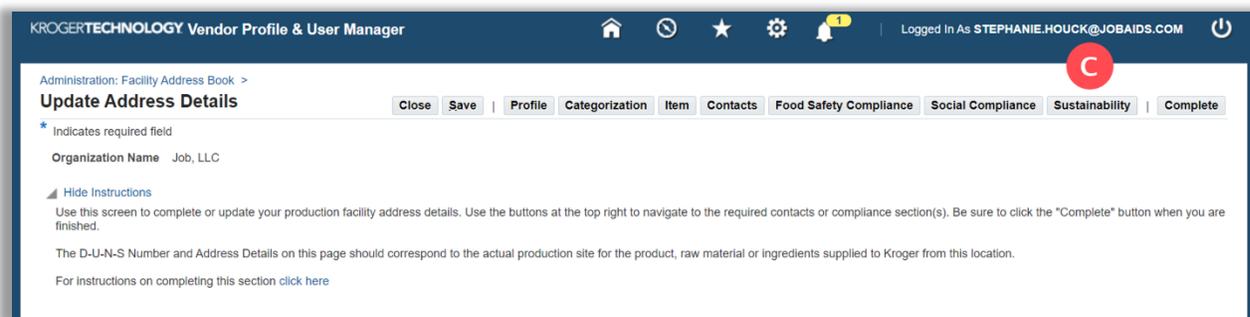

Facility Address Book Screen

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

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

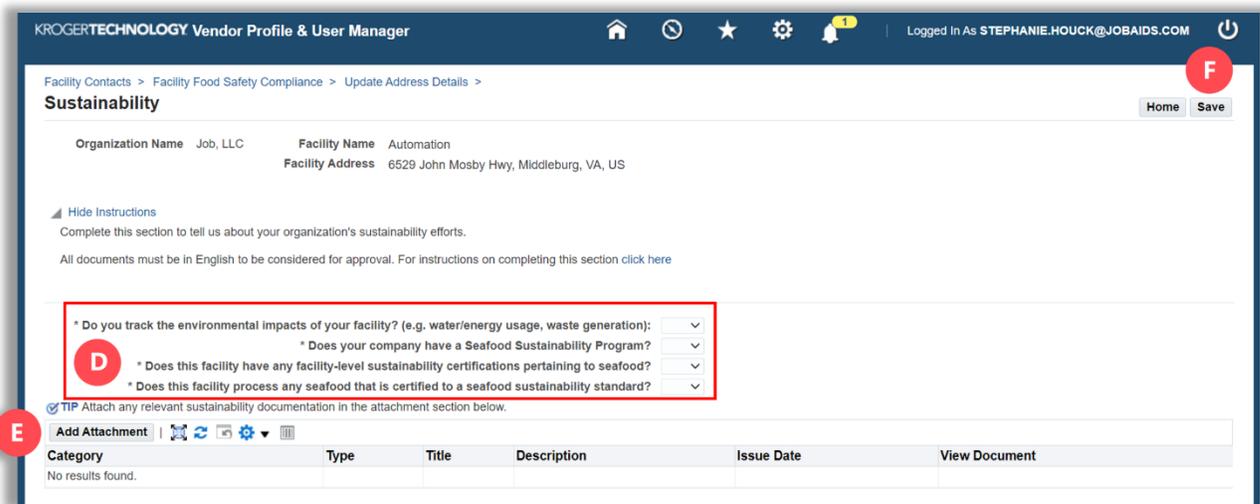5. Click **Sustainability** (C).

6. Update the necessary **questions** (D) displayed on the screen.
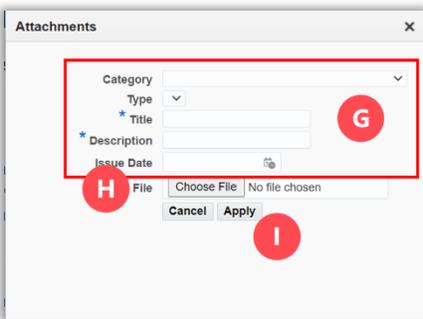
> ❗ If your Facility **does not** provide seafood to Kroger, only one question will be displayed.
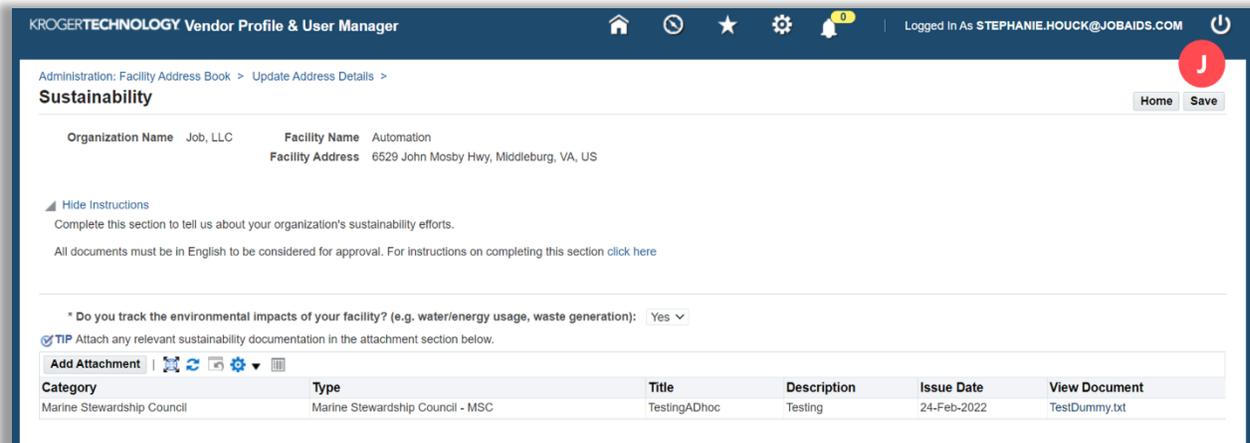
7. Use the below table to determine the next step:

To:	Do this:
Attach any relevant sustainability documentation	Click **Add Attachment** (E) and continue to **step 8**. **Note:** Once a document has been attached to the sustainability page, it cannot be modified or deleted. Instead, you will need to upload a new document.
Save	Click **Save** (F) and go to **step 12**.

8. Select a **Category and Type.** Input a **Title, Description, and select an Issue Date** (G).
9. Click **Choose File** (H) and select your document.
10. Click **Apply** (I).

11. Click **Save** (J).

12. Click **Home** (K).