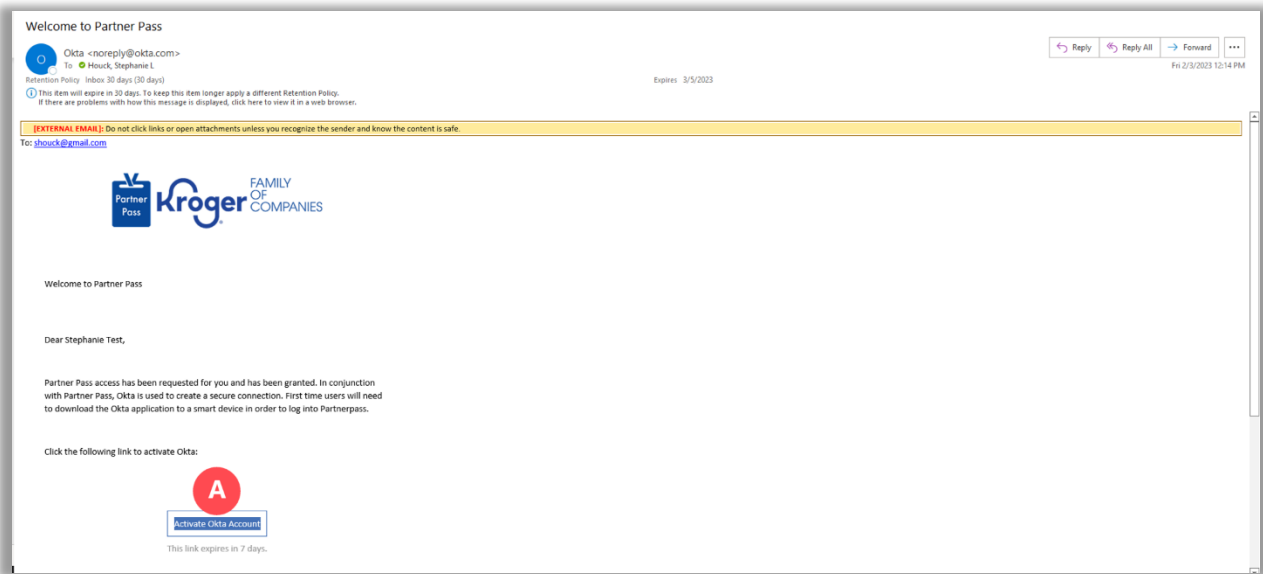


## Download the Okta Verify App to Login to Partner Pass

This job aid contains instructions for how to download the Okta Verify app, create a more complex password, and create a security question. **For easiest setup, it is recommended that all these steps be completed during the same timeframe.**

1. Open the "Welcome to Partner Pass" email you received from Okta and click **Activate Okta Account (A)**.



**Note:** After clicking the link, Partner Pass will automatically open in another screen.

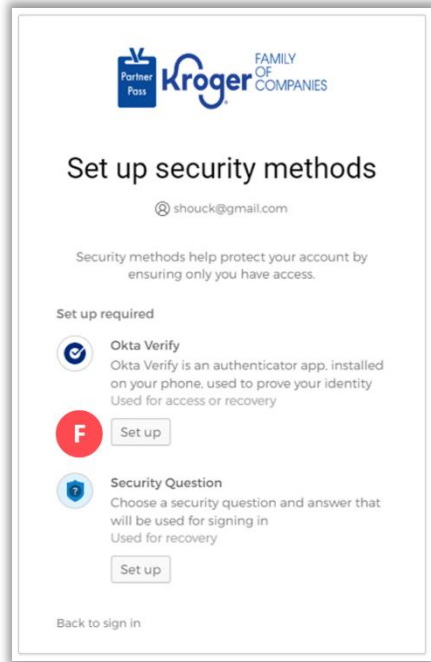
2. Click **Set up (B)** for Password.

3. Following the on-screen password requirements, **enter your password (C)**, **re-enter your password (D)**, and click **Next (E)**.

4. Click **Set up (F)** for Okta Verify.

**Note:** Okta Verify is the free identity management solution that supports Partner Pass.

- The app registers to a device, not a phone number.



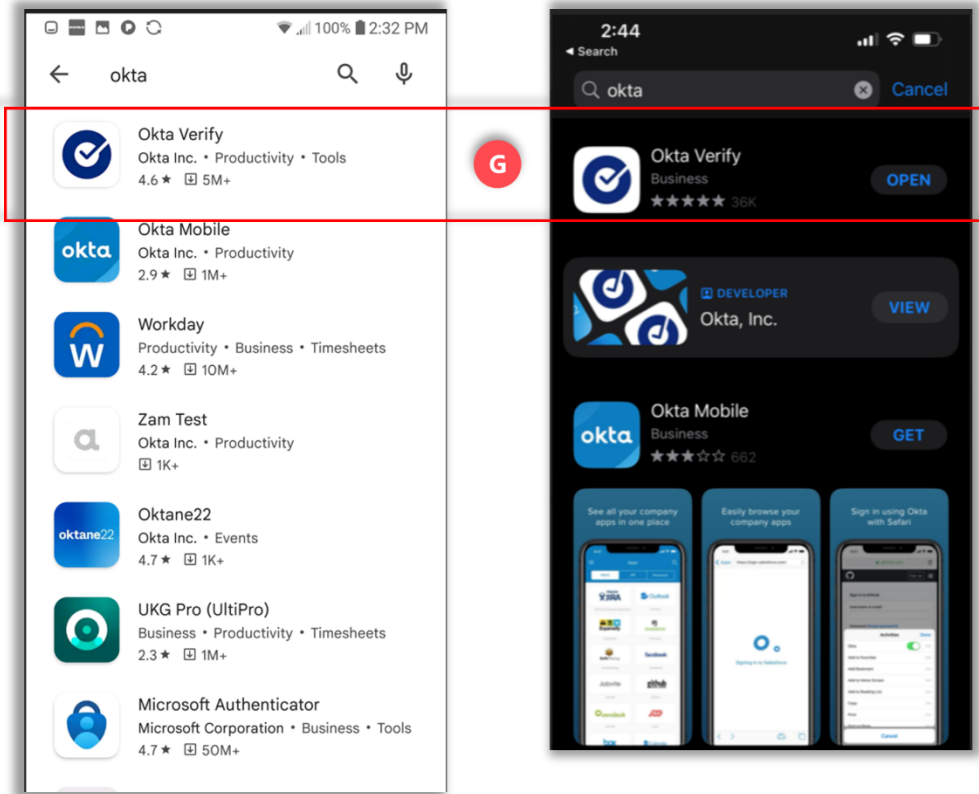
5. From your smart phone or tablet, open the **App/Play Store**.



The Okta Verify app cannot be accessed via desktop, as it does not meet Kroger's security requirements.

6. Search for **Okta**.

7. Regardless of the device used, select **Okta Verify (G)**.



8. **Install** the app.

9. Click **Get Started**.

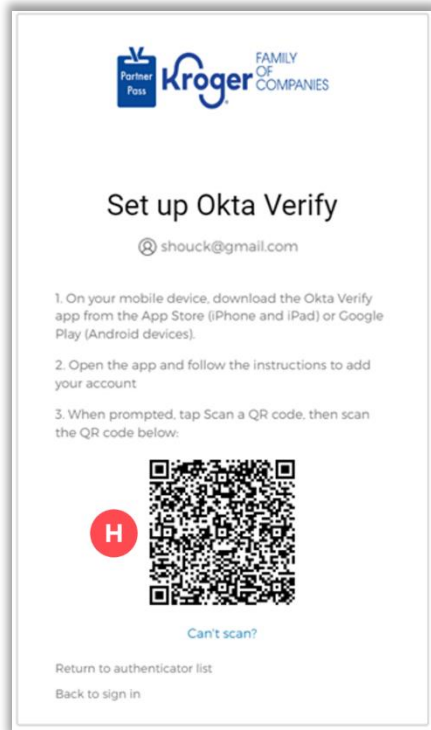
10. Click **Next**.

11. Click **Add Account**.

12. Select **organization** (work, school, company).

13. Select **Yes, ready to scan**.

14. Use your device to **scan the QR code (H)** displayed on the Partner Pass Screen.



15. On your device, click **Allow**.

16. On your device, click **Not Now** on the Enable biometrics screen.

17. On your device, click **Done**.



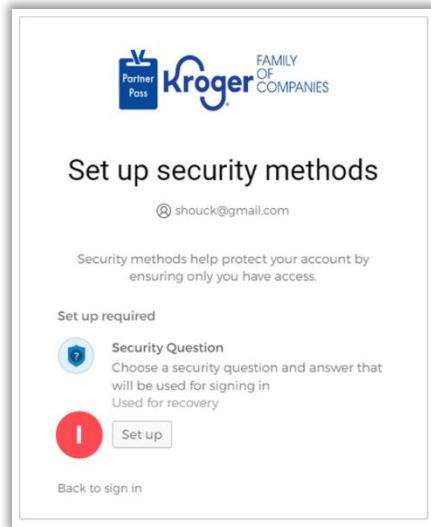
Keep this app installed on your device. You will need it to login to Partner Pass every time.



The Okta Verify app cannot be accessed from more than one device.

- If you get a new device, register it just as you did the initial device.
- The act of registering a new device deactivates the original device.

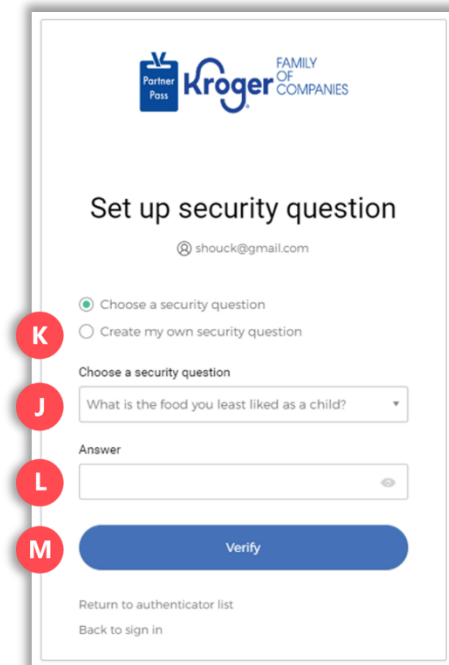
18. On the Partner Pass screen, click **Set up (I)** for Security Question.



19. Select a security question from the **drop-down box (J)** or **create your own security question (K)**.

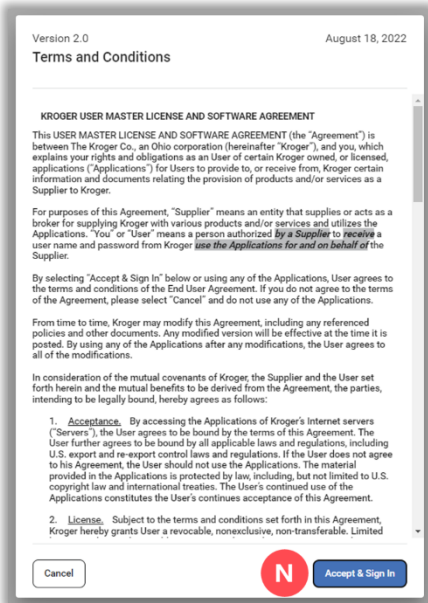
20. Enter your **answer (L)**.

21. Click **Verify (M)**.



22. Read the Terms and Conditions and click **Accept & Sign In (N)**.

**Note:** You will not see the Terms and Conditions again unless they change.



23. You are now logged into Partner Pass and the Dashboard is displayed.