

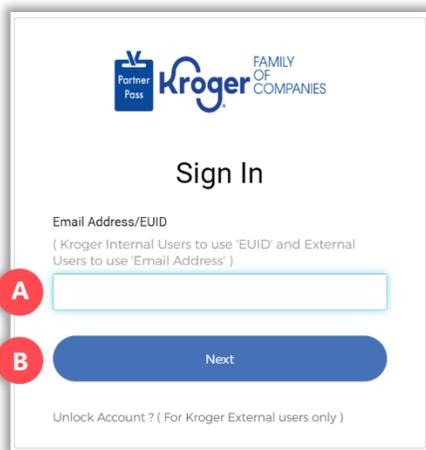
# Add a Supplier/Broker User to an Additional Supplier Organization for the Lavante Application

This job aid is for the following **Lavante** scenario:



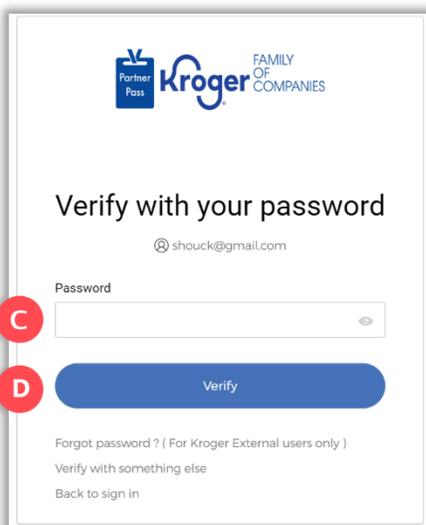
A supplier already has access to organization A. The supplier reaches out to the supplier admin for organization B and asks to be added to Lavante for their organization B.

1. The supplier admin navigates to <https://partnerpass.krogerapps.com/>
2. Enter your **Email Address (A)**.
3. Click **Next (B)**.



The screenshot shows the 'Sign In' page of the Partner Pass application. At the top, there is a logo for 'Partner Pass Kroger FAMILY OF COMPANIES'. Below the logo, the text 'Sign In' is centered. Underneath, there is a label 'Email Address/EUID' followed by a note: '( Kroger Internal Users to use 'EUID' and External Users to use 'Email Address' )'. A text input field is provided for the email address, with a red circle 'A' next to it. Below the input field is a blue button labeled 'Next', with a red circle 'B' next to it. At the bottom, there is a link that says 'Unlock Account ? ( For Kroger External users only )'.

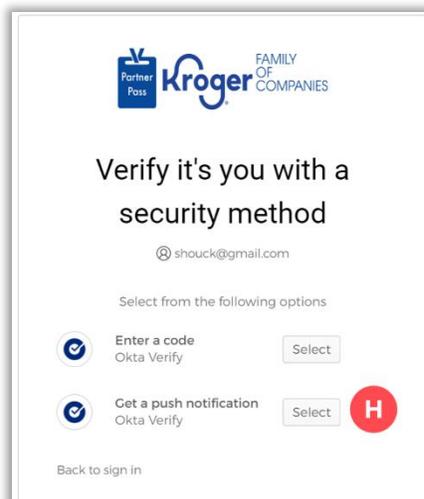
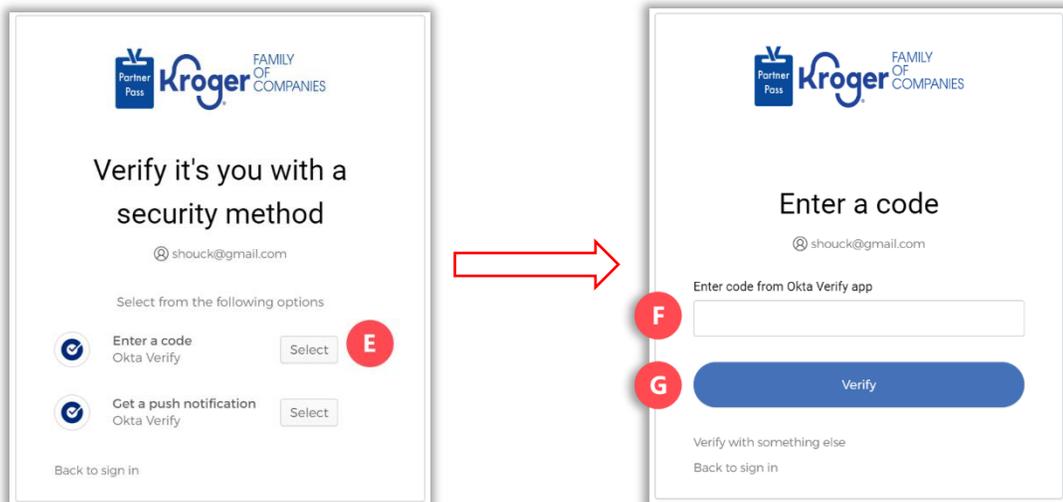
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



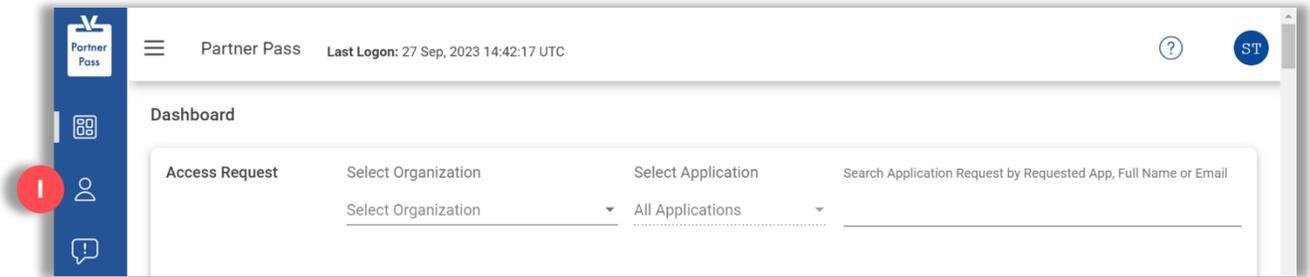
The screenshot shows the 'Verify with your password' page of the Partner Pass application. At the top, there is a logo for 'Partner Pass Kroger FAMILY OF COMPANIES'. Below the logo, the text 'Verify with your password' is centered. Underneath, there is a small icon and the email address 'shouck@gmail.com'. Below that, there is a label 'Password' followed by a password input field with an eye icon, with a red circle 'C' next to it. Below the input field is a blue button labeled 'Verify', with a red circle 'D' next to it. At the bottom, there are three links: 'Forgot password ? ( For Kroger External users only )', 'Verify with something else', and 'Back to sign in'.

6. Use the below table to determine the next step:

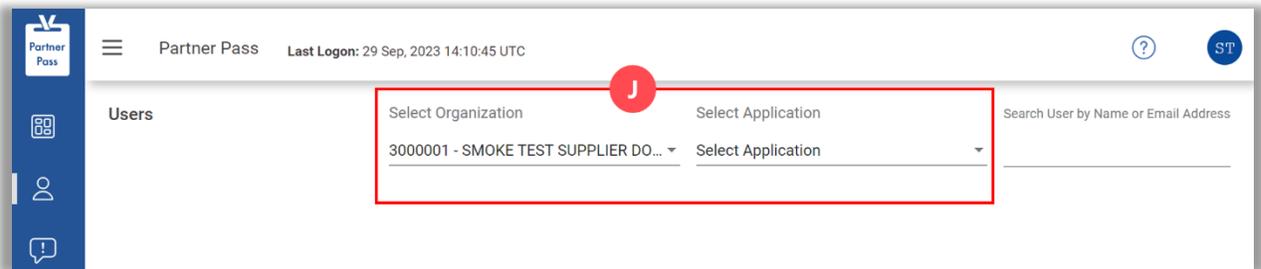
To:	Do this:
Enter a code	<ul style="list-style-type: none"> <li>Click <b>Select (E)</b> for Enter a Code.</li> <li>On your device, open the <b>Okta Verify App</b>.</li> <li>Enter the <b>6-digit code</b> displayed on your device into the <b>Enter code field (F)</b> on the Partner Pass screen.</li> </ul> <p><b>Note:</b> A new code is generated every 30 seconds.</p> <ul style="list-style-type: none"> <li>Click <b>Verify (G)</b>.</li> <li>You are now logged into Partner Pass.</li> </ul>
Get a push notification	<ul style="list-style-type: none"> <li>Click <b>Select (H)</b> for Get a push notification.</li> <li>On your device, click <b>Yes, it's me</b>.</li> <li>You are now logged into Partner Pass.</li> </ul>



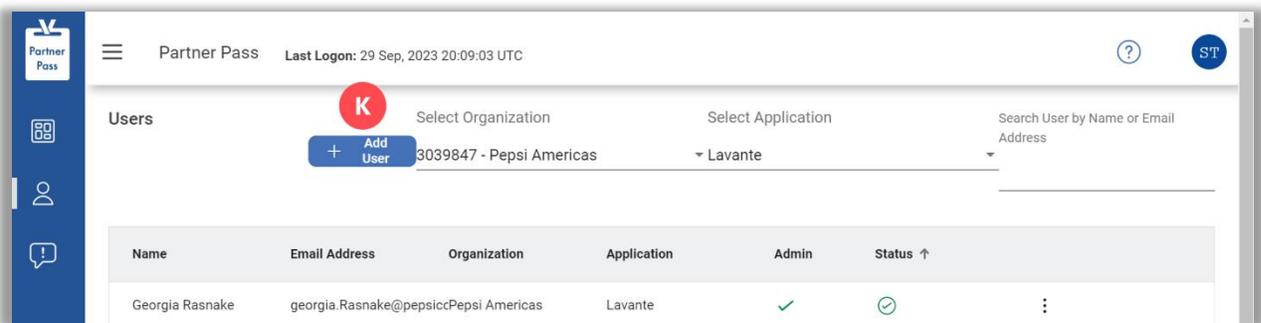
7. Click the **Users icon (I)**.



8. Select the **Organization or Application (J)**.



9. Click **+ Add User (K)**.



10. Enter the supplier/broker's **company email address (L)**.

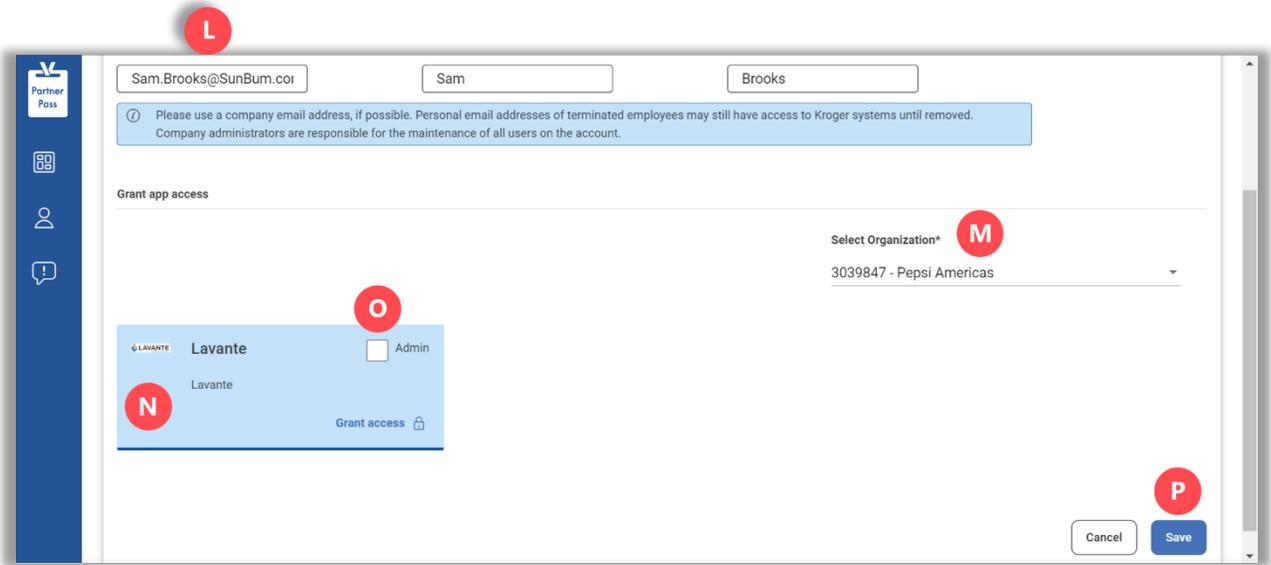
**Note:** When you tab or click in the First Name field, the user's first and last name will automatically be populated based on their organization A record.

11. Select the **organization (M)**.

12. Click the **Lavante tile (N)**.

**Note:** Check the **box (O)** if the supplier/broker should have admin access.

13. Click **Save (P)**.



**Note:** The supplier will receive an email from Partner Pass alerting them that access to the additional supplier organization has been approved.