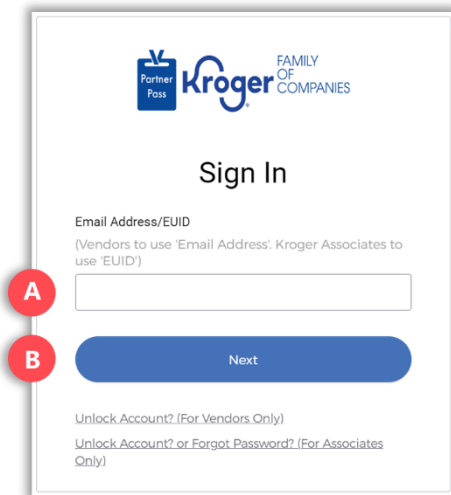# Grant Application Access

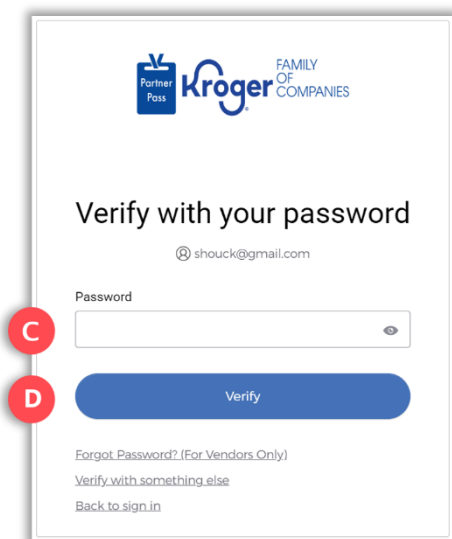> ❗ This task can only be performed if you have the admin user role.

> ❗
> - For access to **Supplier Hub**, you must create the user as an organization contact first.
> - For help with **Supplier Connect** access, see:
>   - Request Access if no Prior Access
>   - Grant Access

1. Navigate to **https://partnerpass.krogerapps.com/**
2. Enter your **Email Address** (A).
3. Click **Next** (B).

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

Verify with your password

shouck@gmail.com

Password

(C)

(D) Verify

Forgot Password? (For Vendors Only)

Verify with something else

Back to sign in

6. Use the table below to determine the next step:
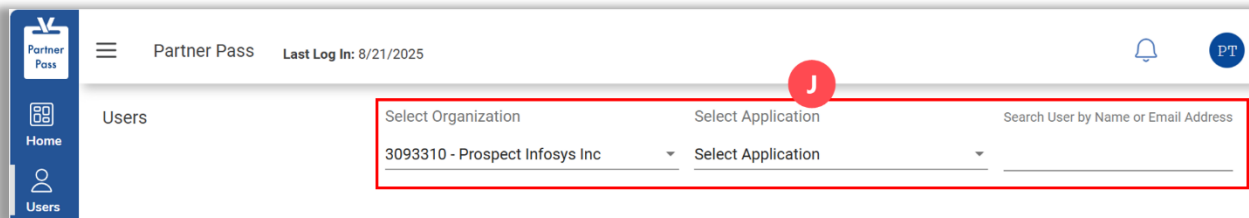
To:	Do this:
Enter a code	• Click **Select** (E) for Enter a Code. • On your device, open the **Okta Verify App**. • Enter the **6-digit code** displayed on your device into the **Enter code field** (F) on the Partner Pass screen. **Note:** A new code is generated every 30 seconds. • Click **Verify** (G). • You are now logged into Partner Pass.
Get a push notification	• Click **Select** (H) for Get a push notification. • On your device, click **Yes, it's me**. • You are now logged into Partner Pass.
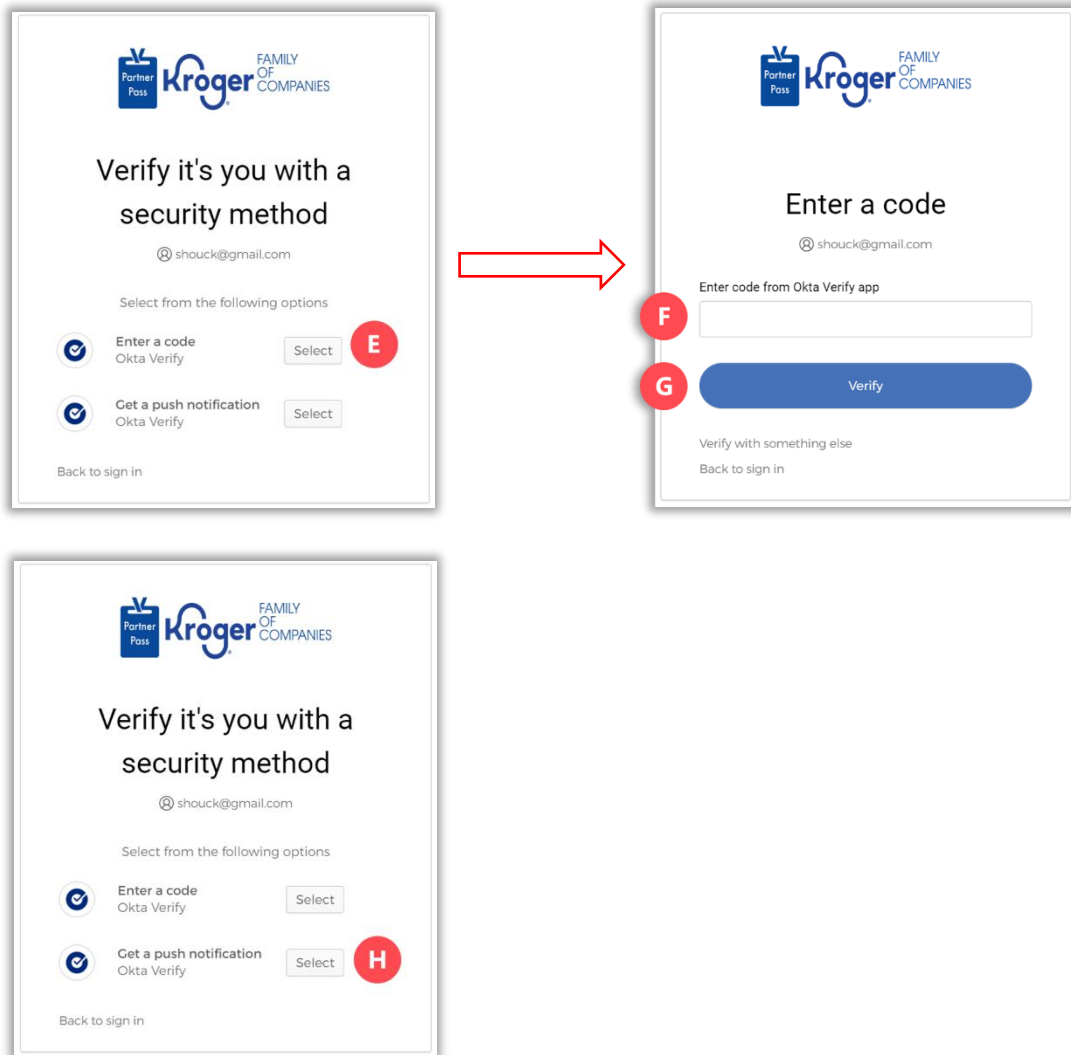
7. Click **Users** (I).
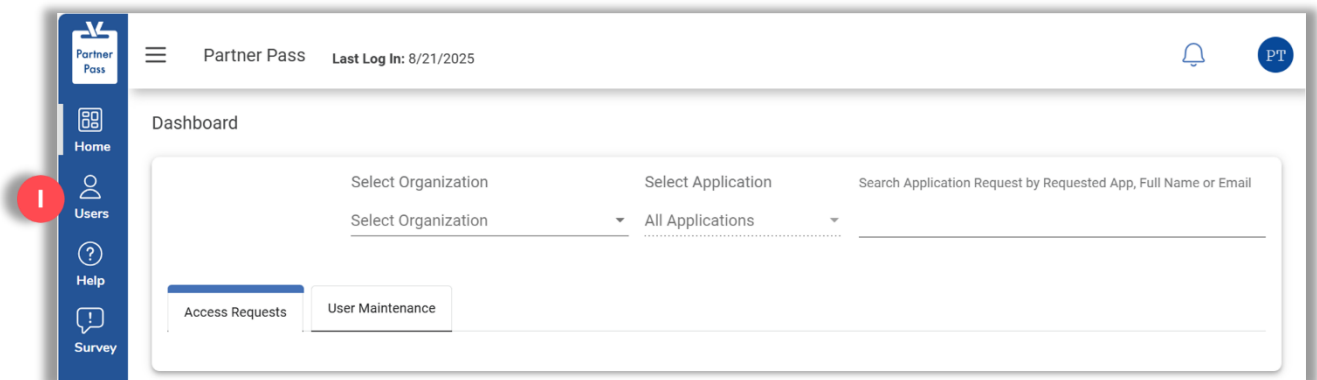
8. Enter **search criteria** (J) to find the user who needs access.
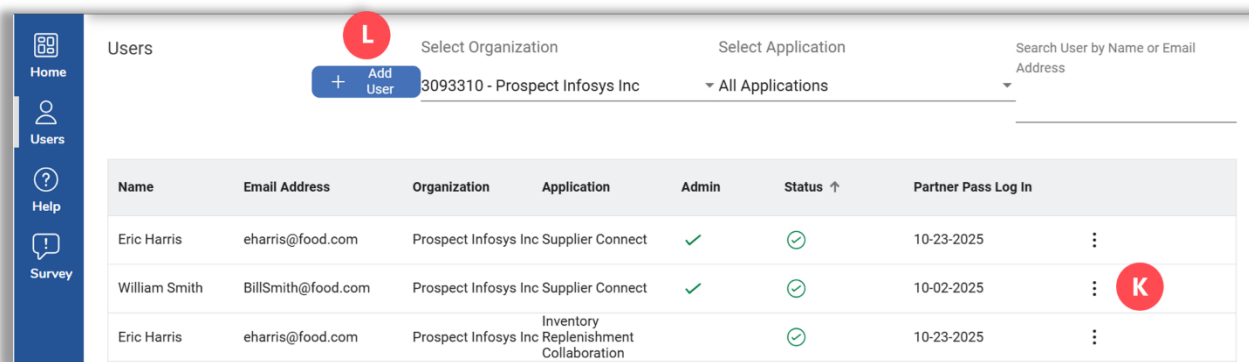
Note:	• If you are set up for multiple organizations, you can switch between them in the **Select Organization dropdown box**.
	• Select **All Applications** to see all users who are set up in Partner Pass for your organization.

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

If:	Do this:
The user is found	• Click the **3 dots** (K) in the far-right column. • Continue to **step 10**.
The user is not found	• Click **+Add User** (L). • Continue to **step 15**.

10. Click **Manage User & Access** (M).

11. Scroll down to the **Available Apps** section.

> **!**
> - For access to **Supplier Hub**, you must create the user as an organization contact first.
> - For help with **Supplier Connect** access, see:
>   - Request Access if no Prior Access
>   - Grant Access

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

To:	Do this:
Assign admin access to Partner Pass and grant application access Note: In Partner Pass, an admin can: - Update first and last name for other users - Assign admin access - Deactivate a user - Reactivate a user - Grant application access - Revoke application access	- Check the **Admin box** (N). - Click **Request Access** (O). - Continue to **step 13**.
Grant access to an application without Partner Pass admin access	- Click **Request Access** (O). - Continue to **step 13**.

13. Click **Confirm** (P).

Request Access

⚠ Reminder: Application access should only be requested if a Kroger associate has prompted you to do so.

Do you want to request access to Inventory Replenishment Collaboration for William Smith of Prospect Infosys Inc?

P

Cancel   Confirm

14. Application access is granted:

Partner Pass   Last Log In: 10/27/2025

✓ The application access request has been created successfully.   ✕

Manage User & Access   ✕

👤 **William Smith**
✓
Email: BillSmith@food.com

Add User

15. Enter their **Email, First Name, and Last Name** (A).

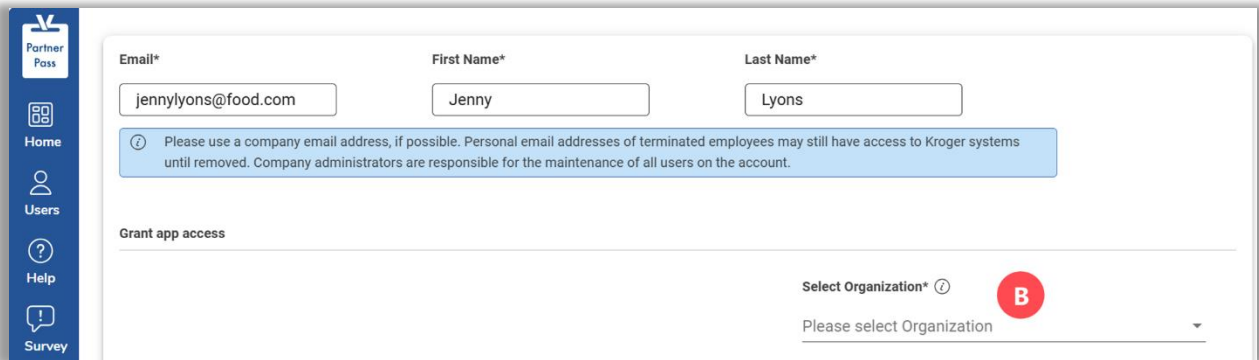Partner Pass   Last Log In: 10/27/2025

Add User   ✕

A

Email*   First Name*   Last Name*

16. Select an **Organization** (B).

❗ To grant the user access to Supplier Connect in multiple organizations at once, you must be a Supplier Connect admin for each organization selected.
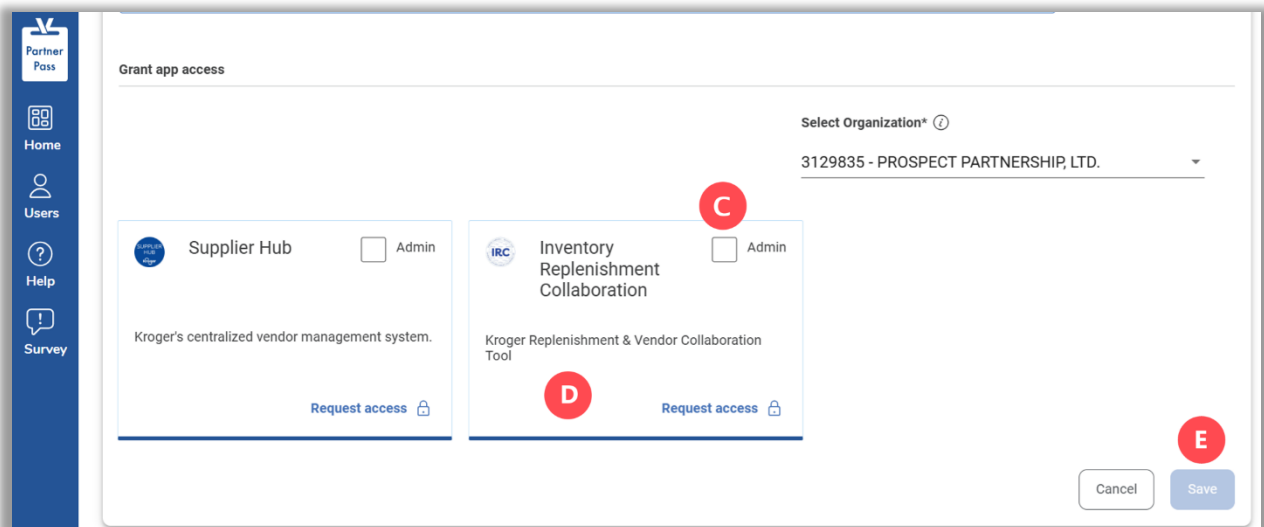
To grant the user access to other applications, select 1 organization at a time, even though multi-organization select is available.

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

To:	Do this:
Assign admin access to Partner Pass and grant application access Note: In Partner Pass, an admin can: • Update first and last name for other users • Assign admin access • Deactivate a user • Reactivate a user • Grant application access • Revoke application access	• Check the **Admin box** (C). • Click the **application tile** (D). • Click **Save** (E). • Continue to **step 18**.
Grant access to an application without Partner Pass admin access	• Click the **application tile** (D). • Click **Save** (E). • Continue to **step 18**.

Note: The Save button will become active after you click the application tile.

18. Application access is granted: