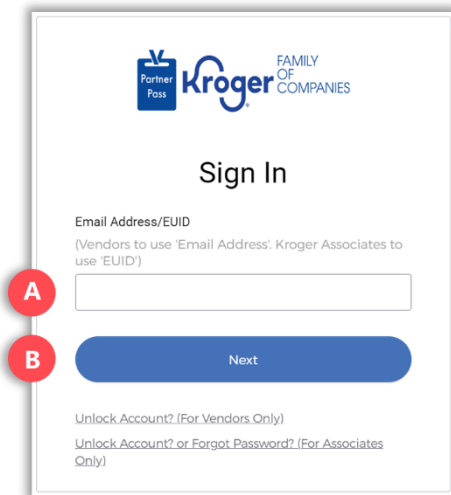


## Grant Application Access

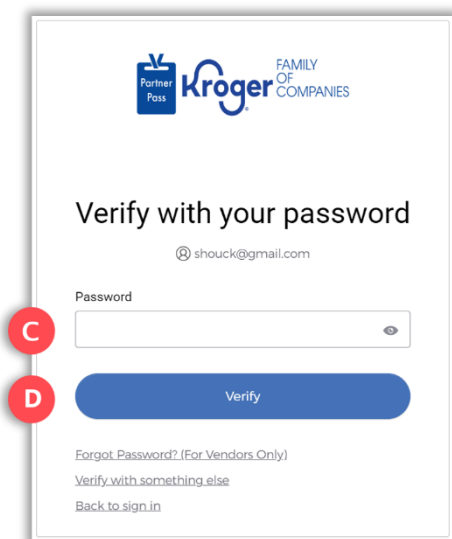
! This task can only be performed if you have the admin user role.

- !
- 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)**.

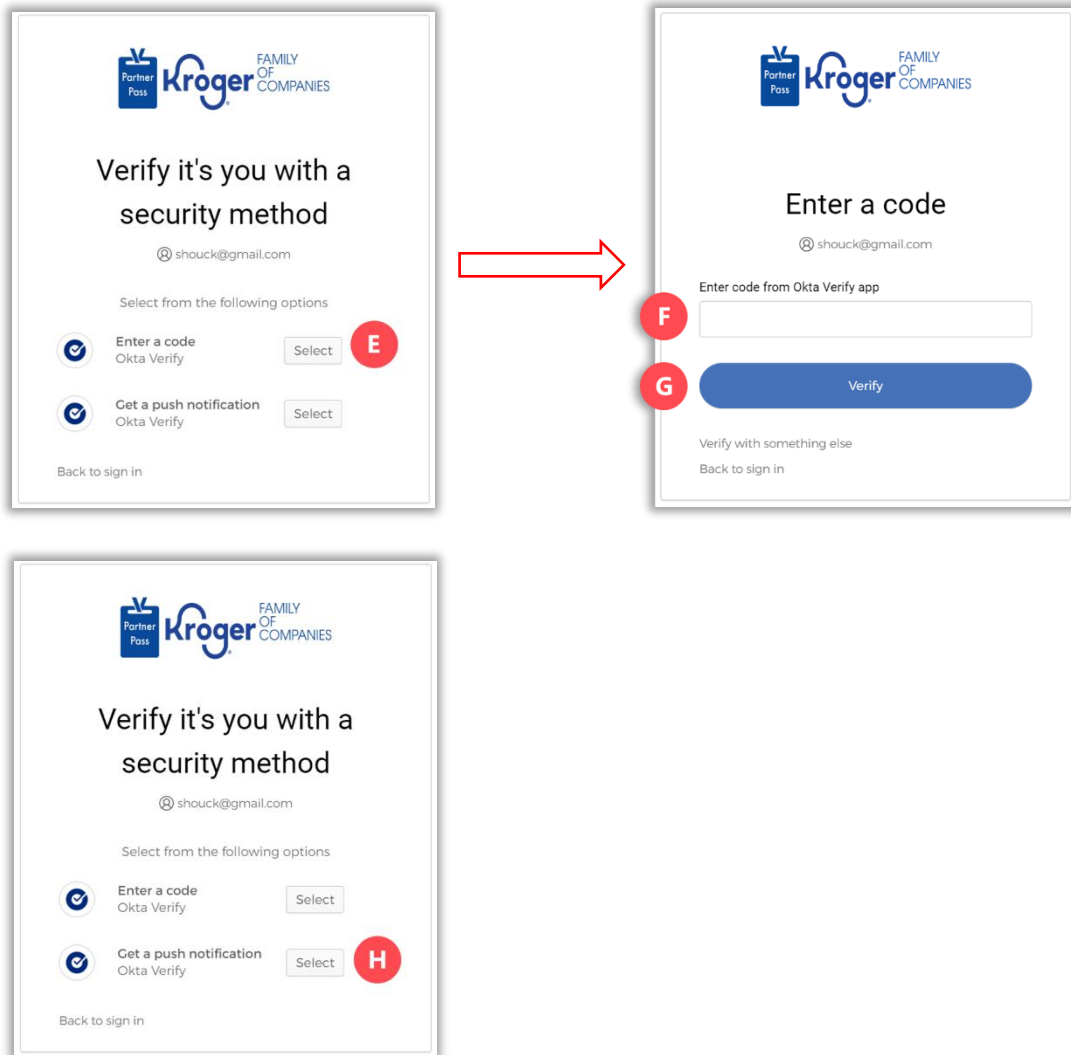


4. Enter your **Password (C)**.
5. Click **Verify (D)**.

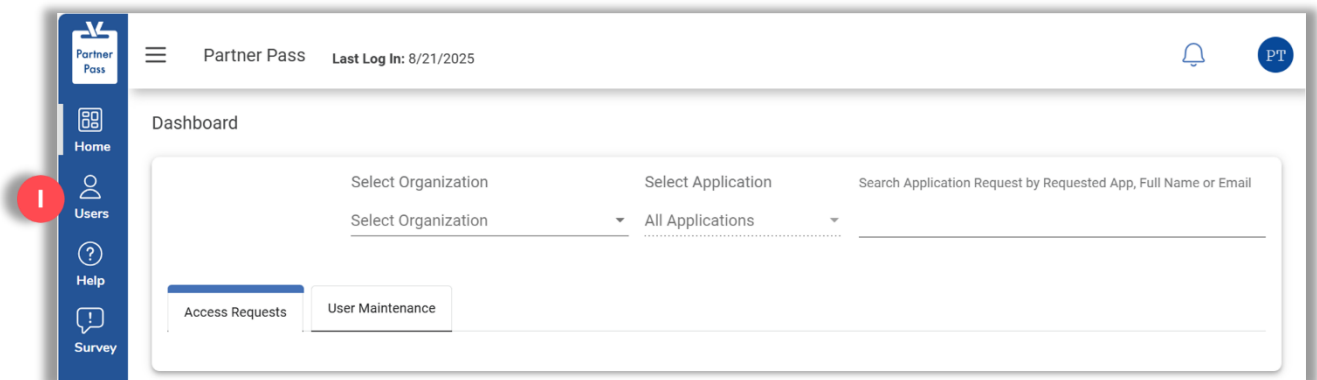


6. Use the table below to determine the next step:

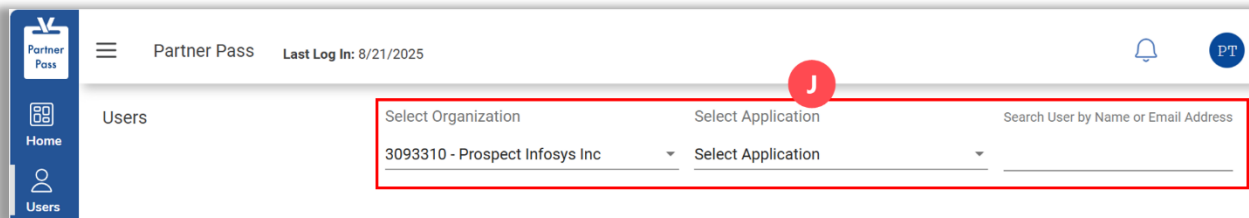
To:	Do this:
Enter a code	<ul style="list-style-type: none"> <li>Click <b>Select (E)</b> for Enter a Code.</li> <li>On your device, open the <b>Okta Verify App</b>.</li> <li>Enter the <b>6-digit code</b> displayed on your device into the <b>Enter code field (F)</b> on the Partner Pass screen.</li> </ul> <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 **Users** (I).



8. Enter **search criteria (J)** to find the user who needs access.



Partner Pass | Home | Users | Last Log In: 8/21/2025

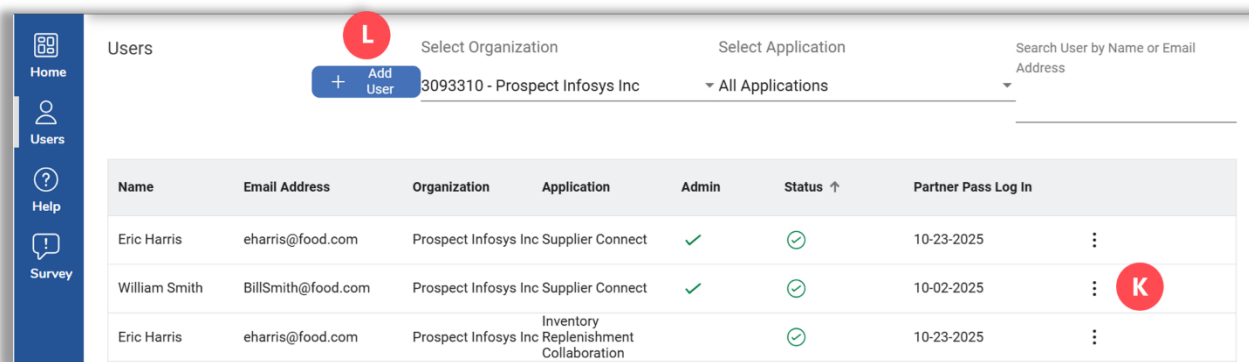
Users

Select Organization: 3093310 - Prospect Infosys Inc | Select Application: | Search User by Name or Email Address

- 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	<ul style="list-style-type: none"> <li>Click the <b>3 dots (K)</b> in the far-right column.</li> <li>Continue to <b>step 10</b>.</li> </ul>
The user is not found	<ul style="list-style-type: none"> <li>Click <b>+Add User (L)</b>.</li> <li>Continue to <b>step 15</b>.</li> </ul>



Users

Select Organization: 3093310 - Prospect Infosys Inc | Select Application: All Applications | Search User by Name or Email Address

Name	Email Address	Organization	Application	Admin	Status ↑	Partner Pass Log In
Eric Harris	eharris@food.com	Prospect Infosys Inc	Supplier Connect	✓	✓	10-23-2025
William Smith	BillSmith@food.com	Prospect Infosys Inc	Supplier Connect	✓	✓	10-02-2025
Eric Harris	eharris@food.com	Prospect Infosys Inc	Inventory Replenishment Collaboration		✓	10-23-2025

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

Name	Email Address	Organization	Application	Admin	Status ↑	Partner Pass Log In	
Eric Harris	eharris@food.com	Prospect Infosys Inc	Supplier Connect	✓	✓	10-23-2025	⋮
William Smith	BillSmith@food.com	Prospect Infosys Inc	Supplier Connect	✓	✓	10-02-2025	⋮
Eric Harris	eharris@food.com	Prospect Infosys Inc	Inventory Replenishment Collaboration		✓	10-23-2025	<b>M</b> Manage User & Access
Jake Zellerman	jzellerman@lakesidefoods.com	Prospect Infosys Inc	Supplier Connect		✓	07-30-2025	Deactivate

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	<ul style="list-style-type: none"> <li>Check the <b>Admin box (N)</b>.</li> <li>Click <b>Request Access (O)</b>.</li> <li>Continue to <b>step 13</b>.</li> </ul>
<b>Note:</b> In Partner Pass, an admin can: <ul style="list-style-type: none"> <li><a href="#">Update first and last name for other users</a></li> <li><a href="#">Assign admin access</a></li> <li><a href="#">Deactivate a user</a></li> <li><a href="#">Reactivate a user</a></li> <li><a href="#">Grant application access</a></li> <li><a href="#">Revoke application access</a></li> </ul>	
Grant access to an application without Partner Pass admin access	<ul style="list-style-type: none"> <li>Click <b>Request Access (O)</b>.</li> <li>Continue to <b>step 13</b>.</li> </ul>

**Supplier Hub**
☐ Admin

**Inventory Replenishment Collaboration**
☐ Admin

[Request access](#)

[Request access](#)

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?

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

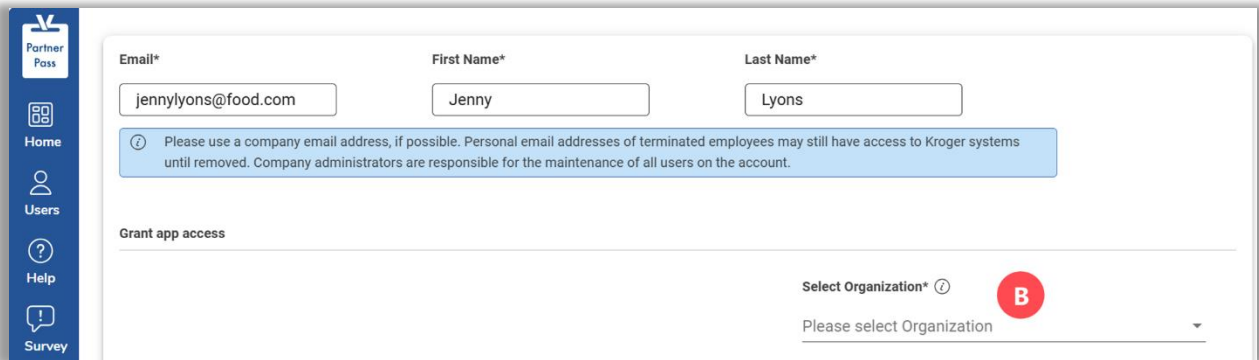
Email\*
First Name\*
Last Name\*

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.

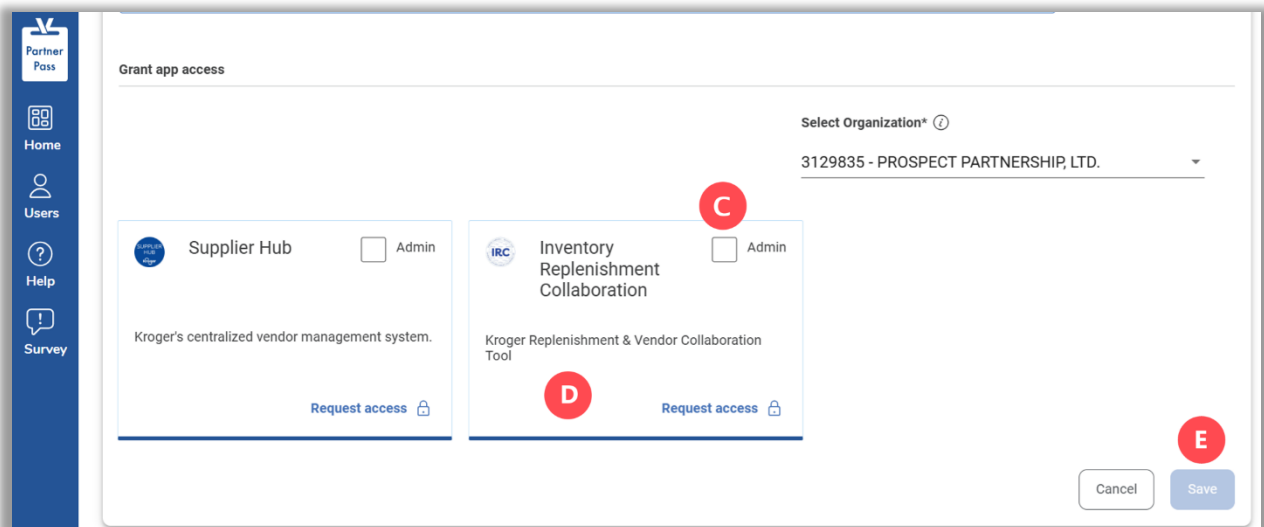
To grant the user access to other applications, select 1 organization at a time, even though multi-organization select is available.



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

To:	Do this:
Assign admin access to Partner Pass and grant application access	<ul style="list-style-type: none"> <li>Check the <b>Admin box (C)</b>.</li> <li>Click the <b>application tile (D)</b>.</li> <li>Click <b>Save (E)</b>.</li> <li>Continue to <b>step 18</b>.</li> </ul>
<p><u>Note:</u> In Partner Pass, an admin can:</p> <ul style="list-style-type: none"> <li><a href="#">Update first and last name for other users</a></li> <li><a href="#">Assign admin access</a></li> <li><a href="#">Deactivate a user</a></li> <li><a href="#">Reactivate a user</a></li> <li><a href="#">Grant application access</a></li> <li><a href="#">Revoke application access</a></li> </ul>	
Grant access to an application without Partner Pass admin access	<ul style="list-style-type: none"> <li>Click the <b>application tile (D)</b>.</li> <li>Click <b>Save (E)</b>.</li> <li>Continue to <b>step 18</b>.</li> </ul>

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



18. Application access is granted:

The screenshot displays the 'Users' management page in the Partner Pass system. A green notification banner at the top right states: 'The application access request has been created successfully.' The interface includes a sidebar with 'Home' and 'Users' options. The main content area features a header with 'Partner Pass' and 'Last Log In: 10/27/2025'. Below this, there are filters for 'Users', 'Select Organization' (set to '3093310 - Prospect Infosys Inc'), and 'Select Application' (set to 'All Applications'). A search bar is available for 'Search User by Name or Email Address'. A '+ Add User' button is located near the organization filter.