

## Upload a Legal Document



If you have already signed a legal document, request your main Kroger contact to upload it to Supplier Hub.

1. Login to <https://partnerpass.krogerapps.com/>

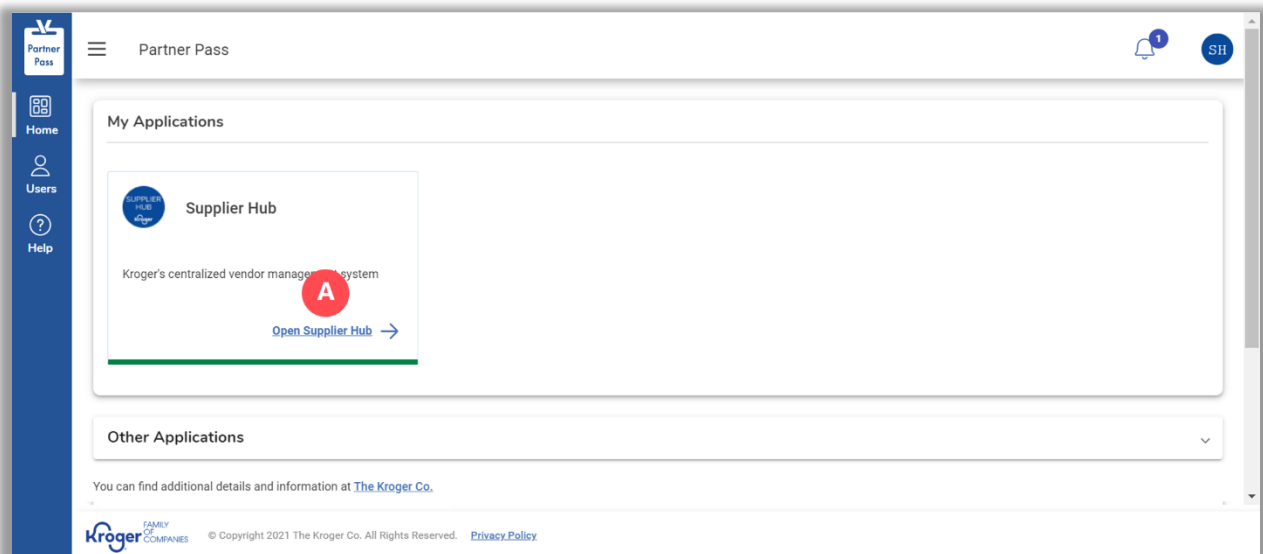
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

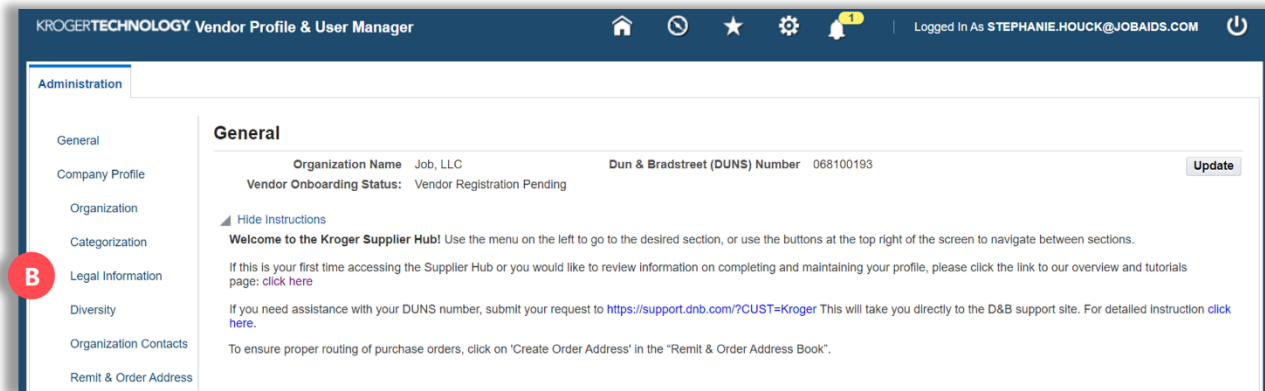
For additional information, please see:

- [Partner Pass information page](#)
- [Partner Pass help page](#)

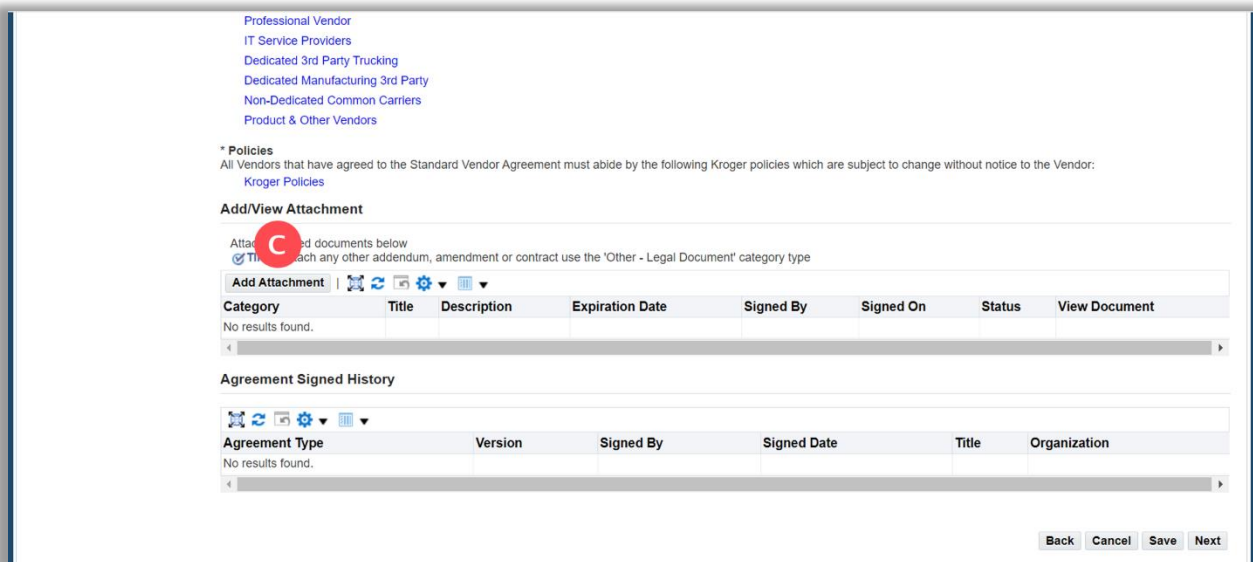
2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



3. Click **Legal Information (B)**.



4. Click **Add Attachment (C)**.



5. Select the document type in the **Category (D)** drop-down box.

6. Enter the **Title, Description, Signed By, and Signed On (E)**.

**Note:** The category of Certificate of Insurance only requires a policy expiration date.

7. Click **Choose File (F)** and select your document.

8. Click **Apply (G)**.

The image shows a software dialog box titled "Attachments" with a close button (X) in the top right corner. The dialog contains several input fields and buttons. A red box highlights the "Title", "Description", "Signed By", and "Signed On" fields, with a red circle labeled "E" next to the "Signed By" field. A red circle labeled "D" is next to the "Category" dropdown menu. A red circle labeled "F" is next to the "File" label, and a red circle labeled "G" is next to the "Apply" button. The "File" field includes a "Choose File" button and the text "No file chosen". The "Cancel" and "Apply" buttons are at the bottom of the dialog.