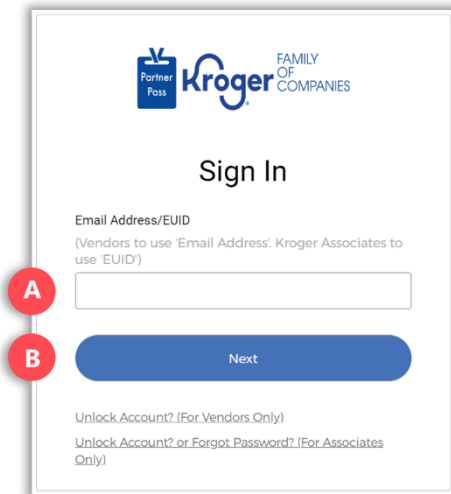


## Grant Access to Supplier Connect



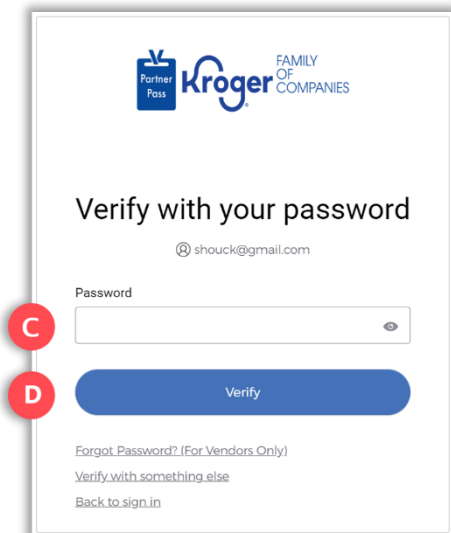
This task can only be performed if you are a Supplier Connect admin.

1. Login to [Partner Pass](#).
2. Enter your **Email Address (A)**.
3. Click **Next (B)**.



The screenshot shows the 'Sign In' page of the Partner Pass portal. At the top is the 'Partner Pass' logo and the 'Kroger FAMILY OF COMPANIES' logo. Below the logos is the heading 'Sign In'. Underneath is a text input field labeled 'Email Address/EUID' with a note: '(Vendors to use 'Email Address'; Kroger Associates to use 'EUID')'. A red circle with the letter 'A' is positioned to the left of this field. Below the field is a blue button labeled 'Next', with a red circle containing the letter 'B' to its left. At the bottom, there are two links: 'Unlock Account? (For Vendors Only)' and 'Unlock Account? or Forgot Password? (For Associates Only)'.

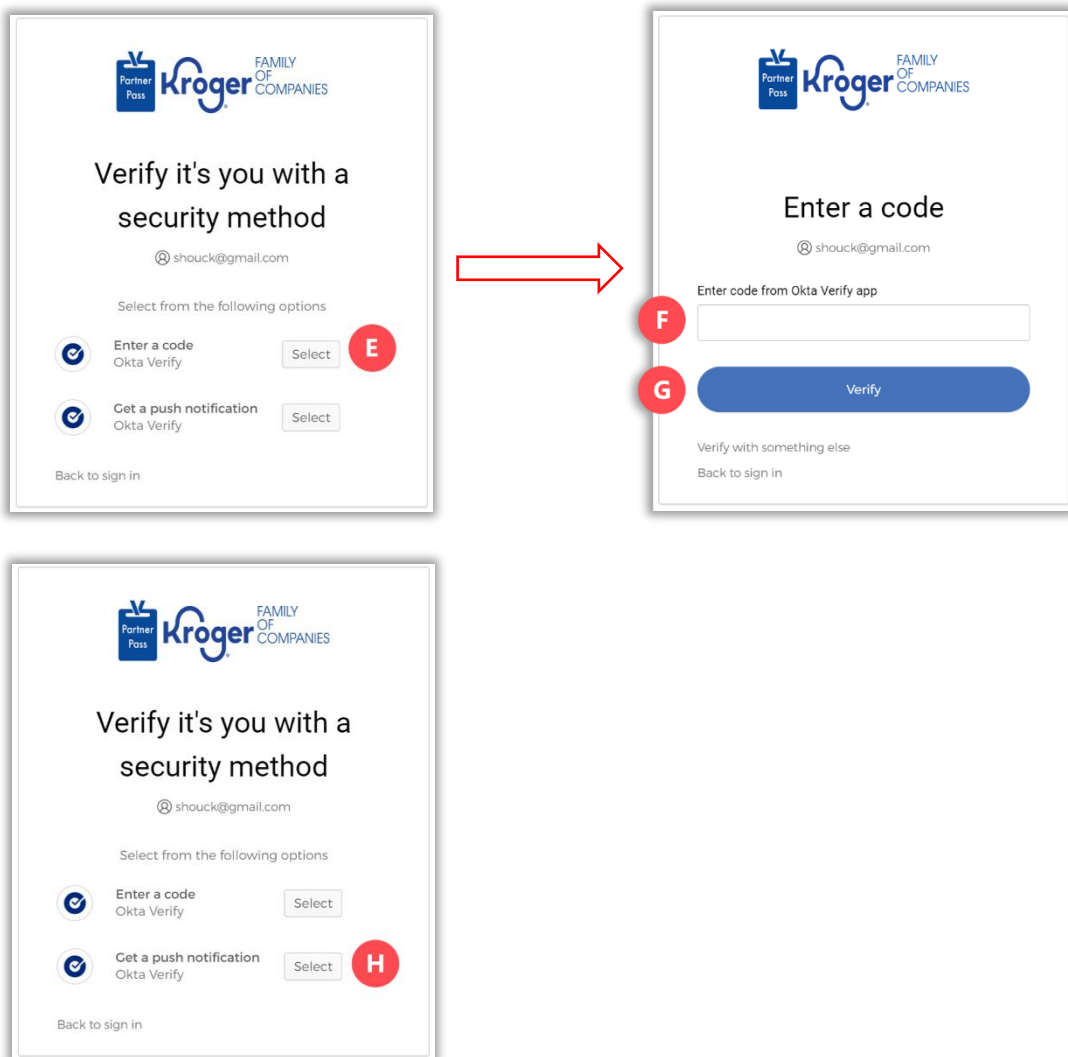
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



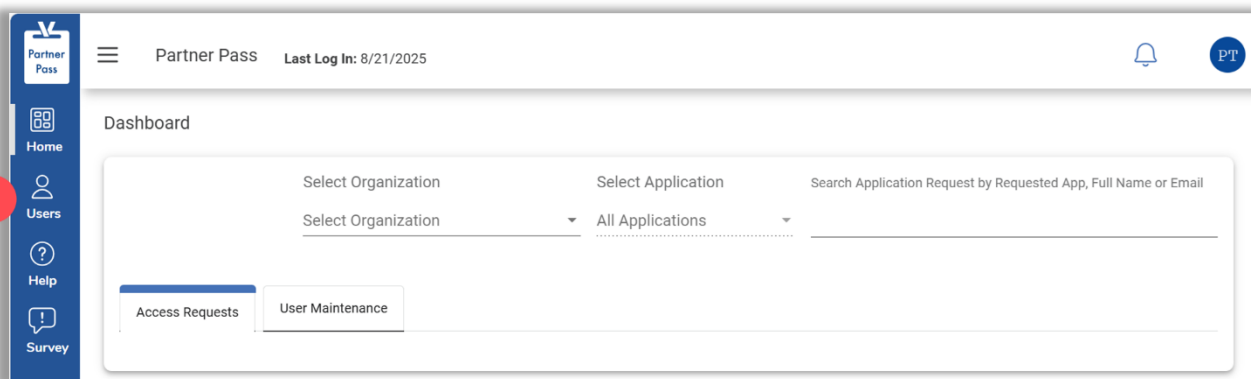
The screenshot shows the 'Verify with your password' page. At the top is the 'Partner Pass' logo and the 'Kroger FAMILY OF COMPANIES' logo. Below the logos is the heading 'Verify with your password'. Underneath is the email address '@shouck@gmail.com'. Below that is a text input field labeled 'Password' with a toggle icon on the right. A red circle with the letter 'C' is to the left of this field. Below the field is a blue button labeled 'Verify', with a red circle containing the letter 'D' to its left. At the bottom, there are three links: 'Forgot Password? (For Vendors Only)', 'Verify with something else', and 'Back to sign in'.

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

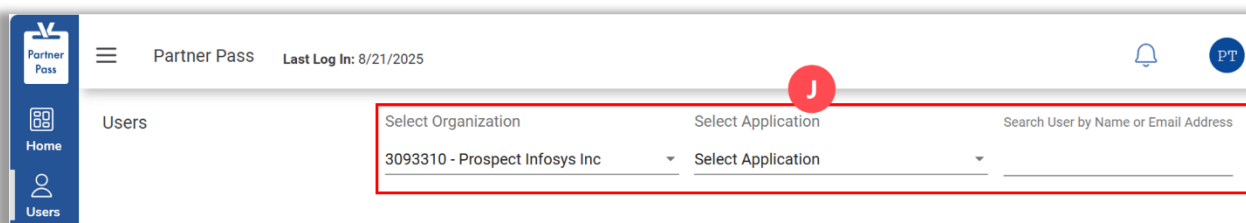
| To:                     | Do this:                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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).



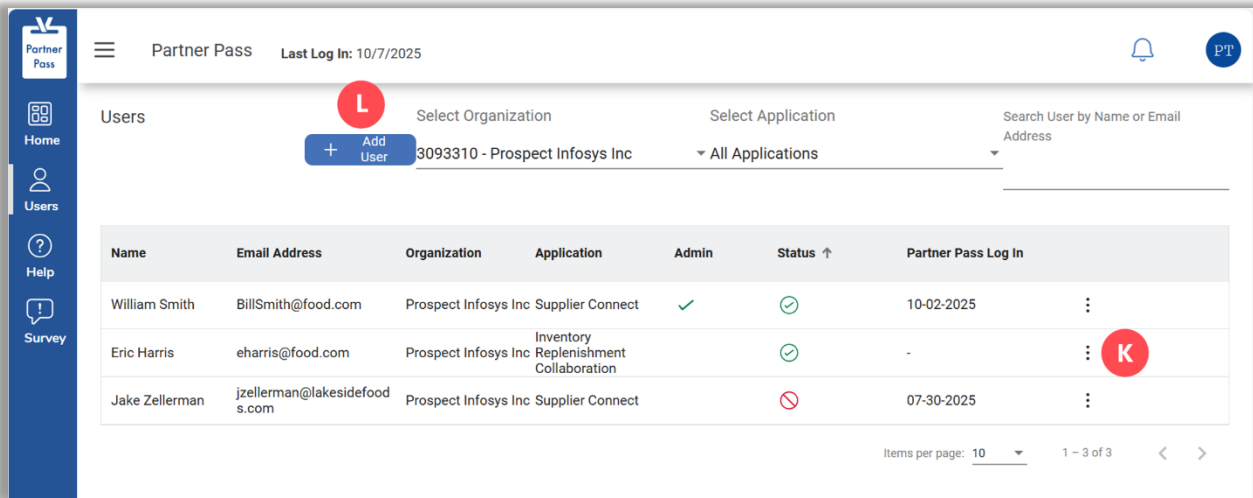
8. Enter **search criteria** (J) to find the user who needs access to Supplier Connect.



- 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</b> (K) 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</b> (L).</li> <li>• Continue to <a href="#">step 15</a>.</li> </ul>                 |



Partner Pass Last Log In: 10/7/2025

Users

Select Organization: 3093310 - Prospect Infosys Inc

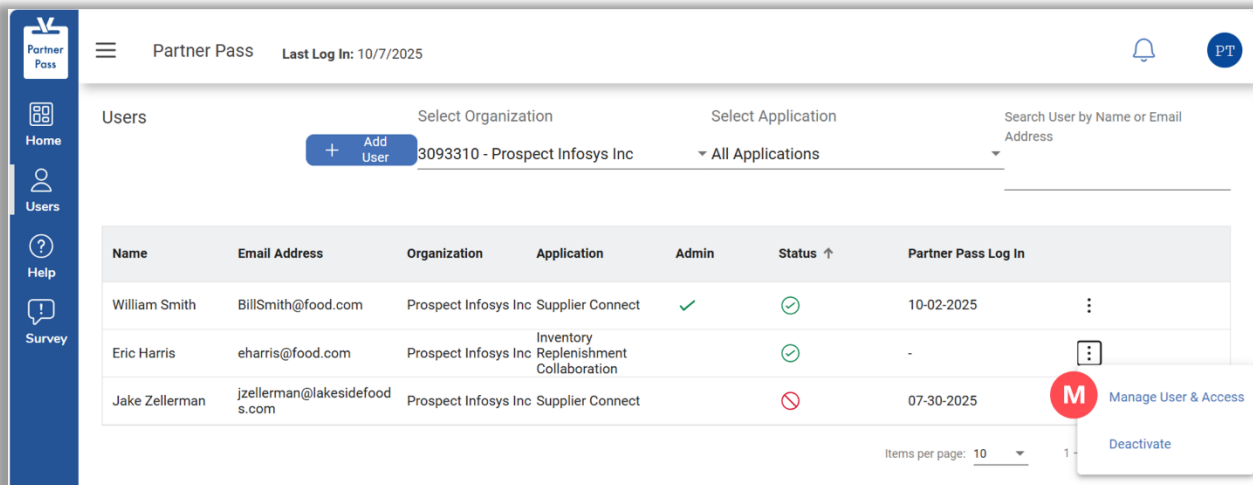
Select Application: All Applications

Search User by Name or Email Address

| Name           | Email Address                | Organization         | Application                           | Admin | Status ↑ | Partner Pass Log In |
|----------------|------------------------------|----------------------|---------------------------------------|-------|----------|---------------------|
| William Smith  | BillSmith@food.com           | Prospect Infosys Inc | Supplier Connect                      | ✓     | ✓        | 10-02-2025          |
| Eric Harris    | eharris@food.com             | Prospect Infosys Inc | Inventory Replenishment Collaboration |       | ✓        | -                   |
| Jake Zellerman | jzellerman@lakesidefoods.com | Prospect Infosys Inc | Supplier Connect                      |       | ✗        | 07-30-2025          |

Items per page: 10 1 - 3 of 3

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



Partner Pass Last Log In: 10/7/2025

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 |
|----------------|------------------------------|----------------------|---------------------------------------|-------|----------|---------------------|
| William Smith  | BillSmith@food.com           | Prospect Infosys Inc | Supplier Connect                      | ✓     | ✓        | 10-02-2025          |
| Eric Harris    | eharris@food.com             | Prospect Infosys Inc | Inventory Replenishment Collaboration |       | ✓        | -                   |
| Jake Zellerman | jzellerman@lakesidefoods.com | Prospect Infosys Inc | Supplier Connect                      |       | ✗        | 07-30-2025          |

Items per page: 10 1 - 3 of 3

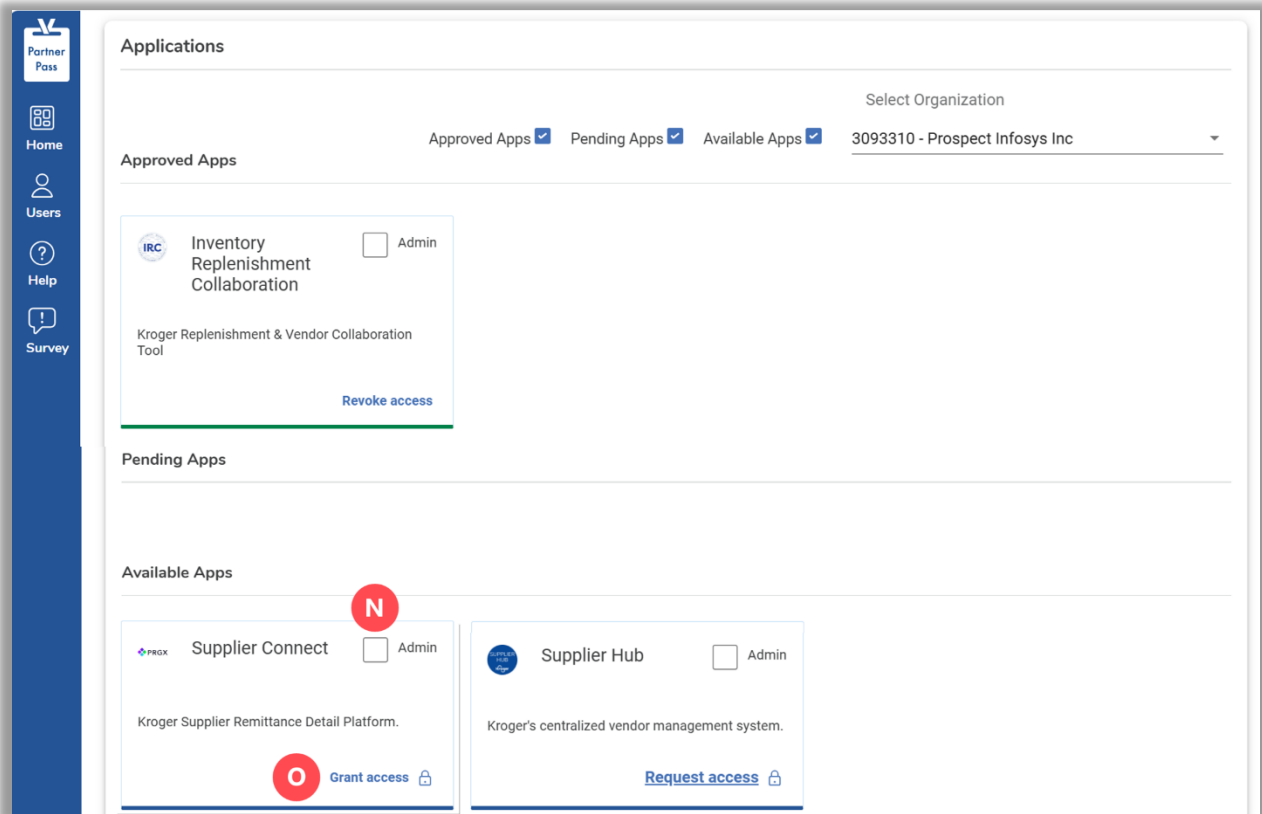
Manage User & Access

Deactivate

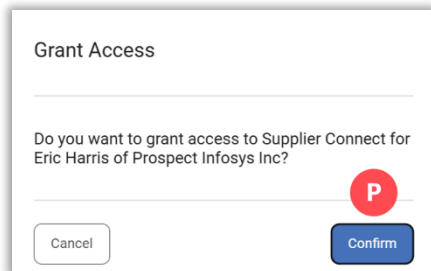
11. Scroll down to the **Available Apps** section.

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

| To:                                                                                                                                                                                                                                                                                                                                                                                                                     | Do this:                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assign admin access                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Check the <b>Admin box</b> (N) on the Supplier Connect tile.</li> <li>Click <b>Grant Access</b> (O).</li> <li>Continue to <b>step 13</b>.</li> </ul> |
| <p><u>Note:</u> In Partner Pass, a Supplier Connect 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 without admin access                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Click <b>Grant Access</b> (O).</li> <li>Continue to <b>step 13</b>.</li> </ul>                                                                       |



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



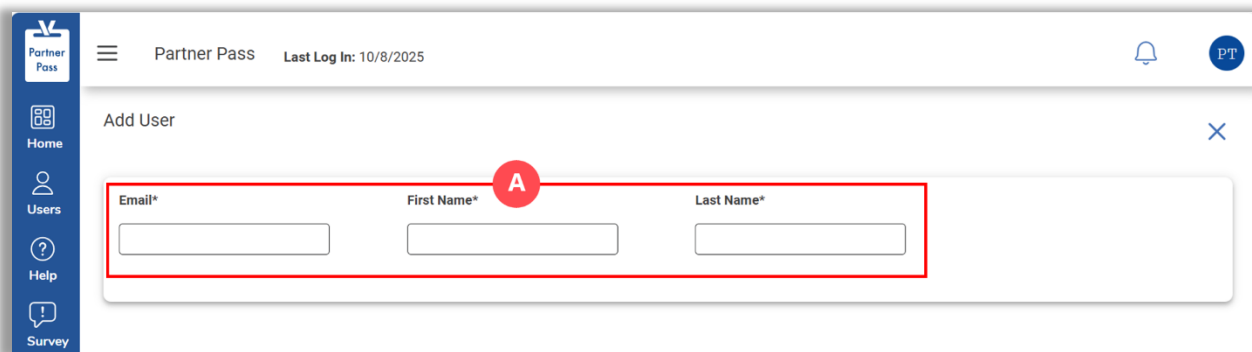
14. Supplier Connect access is granted:



**Note:** The user will receive an email that they have access to Supplier Connect. You are finished with this job aid.

## Add User

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

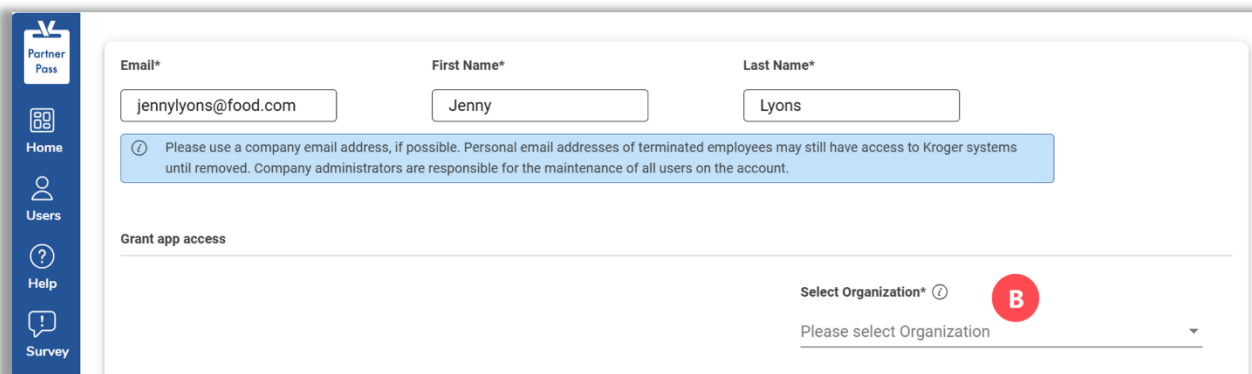


16. Select **Organization(s) (B)**.



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:

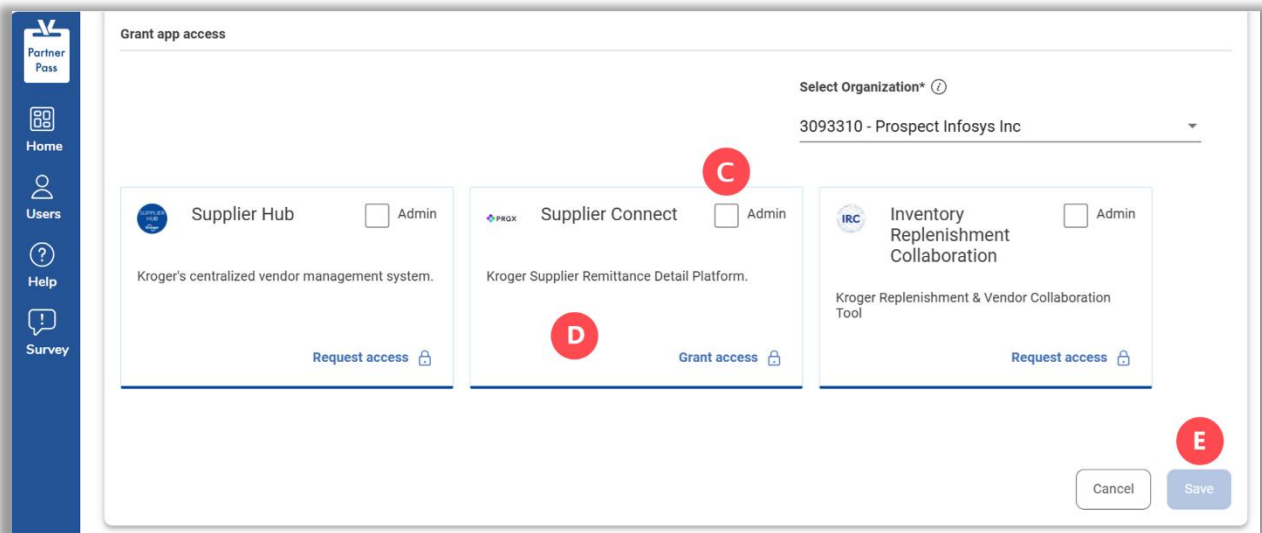
| To:                                                                                                                                                                                                                          | Do this:                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assign admin access to Partner Pass and grant access to Supplier Connect                                                                                                                                                     | <ul style="list-style-type: none"> <li>Check the <b>Admin box (C)</b> on the Supplier Connect tile.</li> <li>Click the <b>Supplier Connect tile (D)</b>.</li> <li>Click <b>Save (E)</b>.</li> <li>Continue to <b>step 18</b>.</li> </ul> |
| <p><b>Note:</b> In Partner Pass, a Supplier Connect 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> </ul> |                                                                                                                                                                                                                                          |

- [Deactivate a user](#)
- [Reactivate a user](#)
- [Grant application access](#)
- [Revoke application access](#)

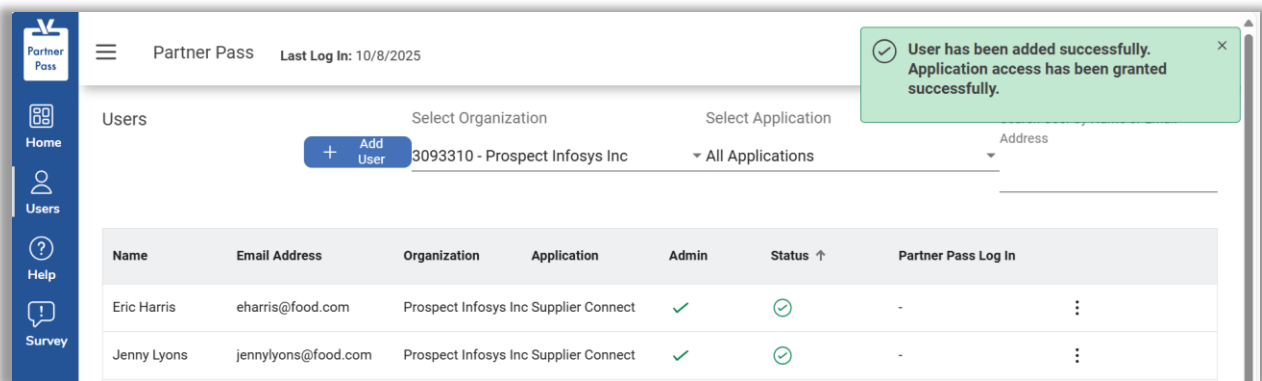
Grant access to Supplier Connect without Partner Pass admin access

- Click the **Supplier Connect tile (D)**.
- Click **Save (E)**.
- Continue to **step 18**.

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



18. Supplier Connect access is granted:



| Name        | Email Address       | Organization         | Application      | Admin | Status | Partner Pass Log In |
|-------------|---------------------|----------------------|------------------|-------|--------|---------------------|
| Eric Harris | eharris@food.com    | Prospect Infosys Inc | Supplier Connect | ✓     | ✓      | -                   |
| Jenny Lyons | jennylyons@food.com | Prospect Infosys Inc | Supplier Connect | ✓     | ✓      | -                   |



If the user should be an admin within Supplier Connect, update that role for them in Supplier Connect.

**Note:** The user will receive an email that they have access to Supplier Connect. You are finished with this job aid.