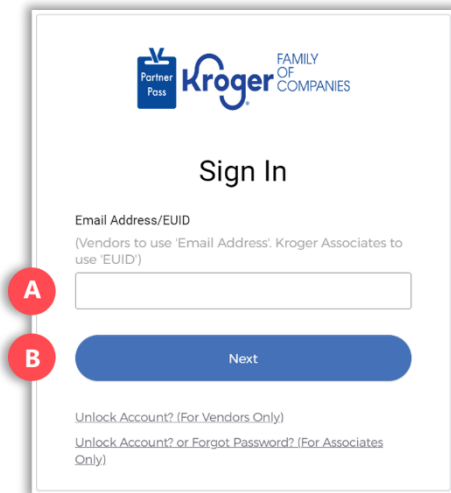


Grant Maximo Access



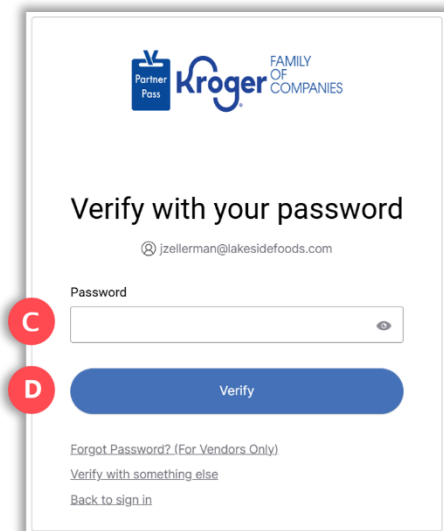
This task can only be performed if you have the admin user role.

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



The screenshot shows the 'Sign In' page. At the top is the Kroger Family of Companies logo. Below it, the text 'Email Address/EUID' is followed by a note: '(Vendors to use 'Email Address'. Kroger Associates to use 'EUID')'. A text input field is present, with a red circle 'A' next to it. Below the input field is a blue 'Next' button, with a red circle 'B' next to it. At the bottom, there are two links: 'Unlock Account? (For Vendors Only)' and 'Unlock Account? or Forgot Password? (For Associates Only)'.

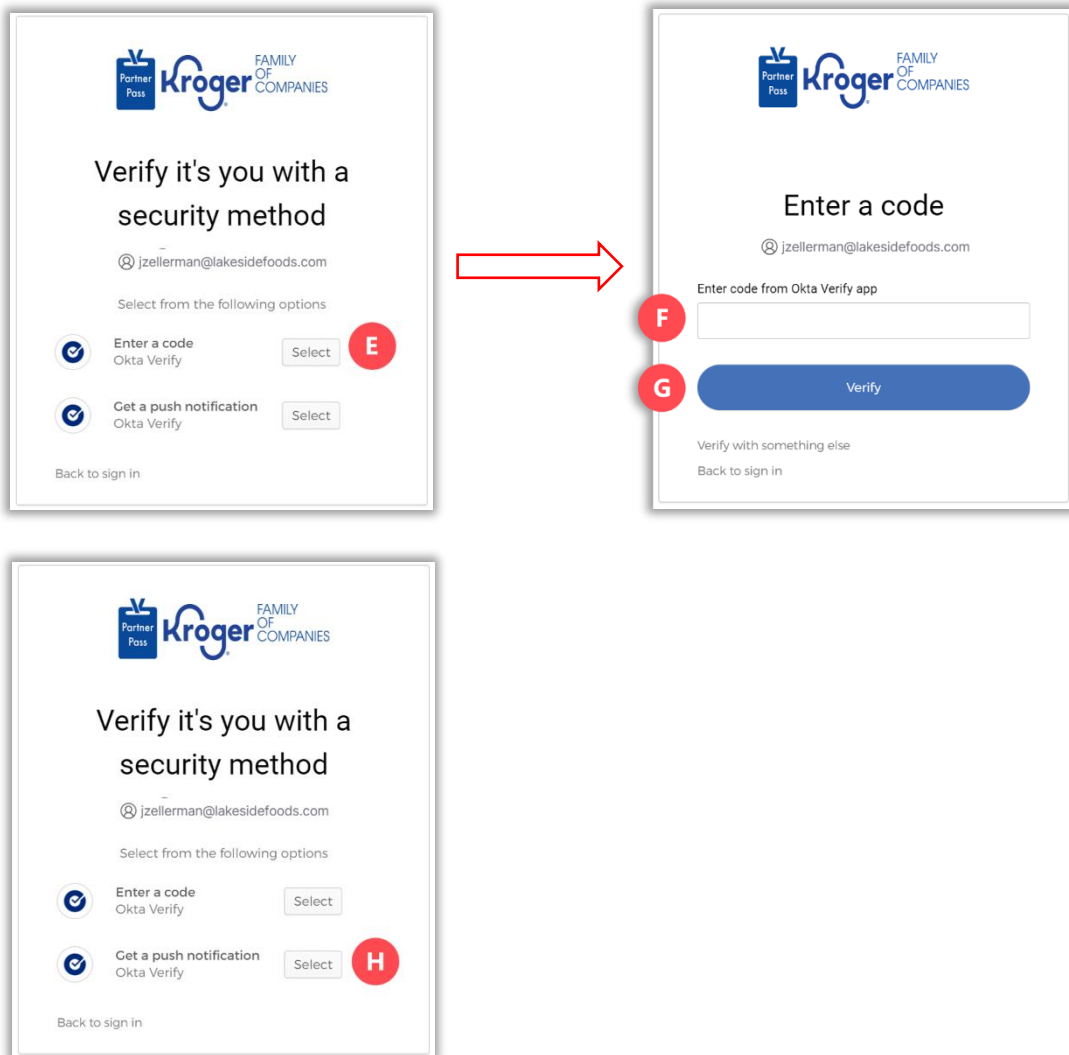
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



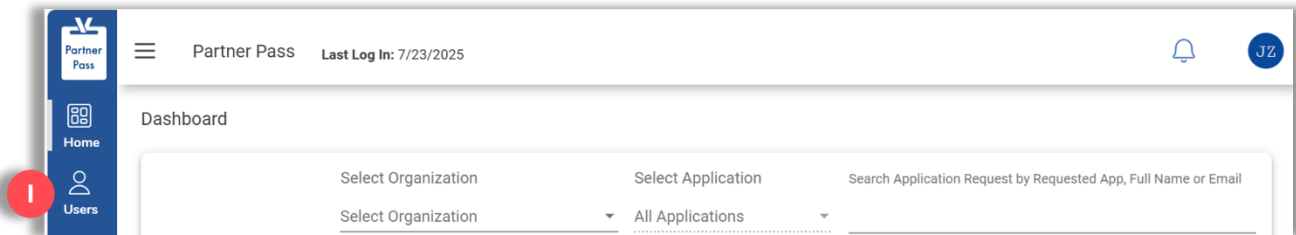
The screenshot shows the 'Verify with your password' page. At the top is the Kroger Family of Companies logo. Below it, the text 'Verify with your password' is followed by an email address: '@jzellerman@lakesidefoods.com'. A 'Password' label is above a text input field, with a red circle 'C' next to it. Below the input field is a blue 'Verify' button, with a red circle 'D' next to it. At the bottom, there are three links: 'Forgot Password? (For Vendors Only)', 'Verify with something else', and 'Back to sign in'.

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

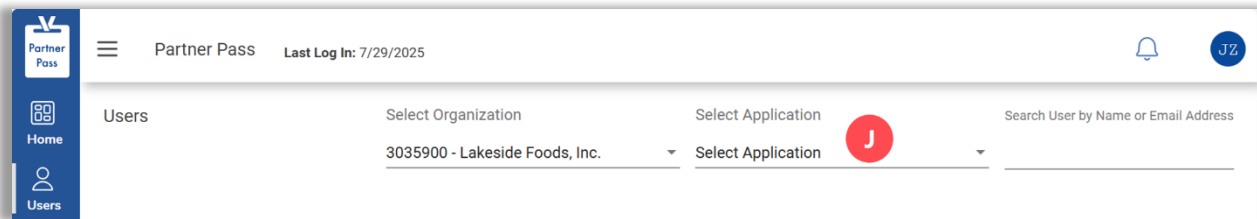
To:	Do this:
Enter a code	- Click Select (E) for Enter a Code. - On your device, open the Okta Verify App. - Enter the 6-digit code displayed on your device into the Enter code field (F) on the Partner Pass screen. Note: A new code is generated every 30 seconds. - Click Verify (G). - You are now logged 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.



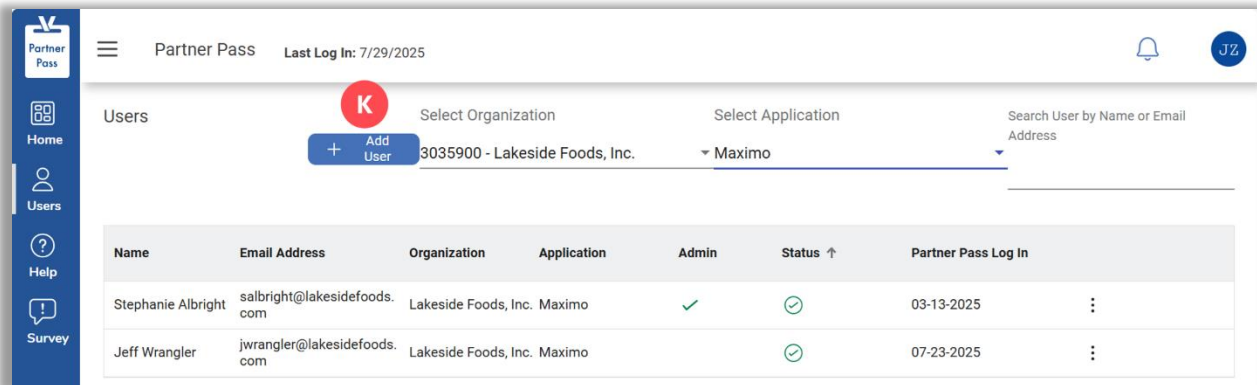
7. Click the **Users icon (I)**.



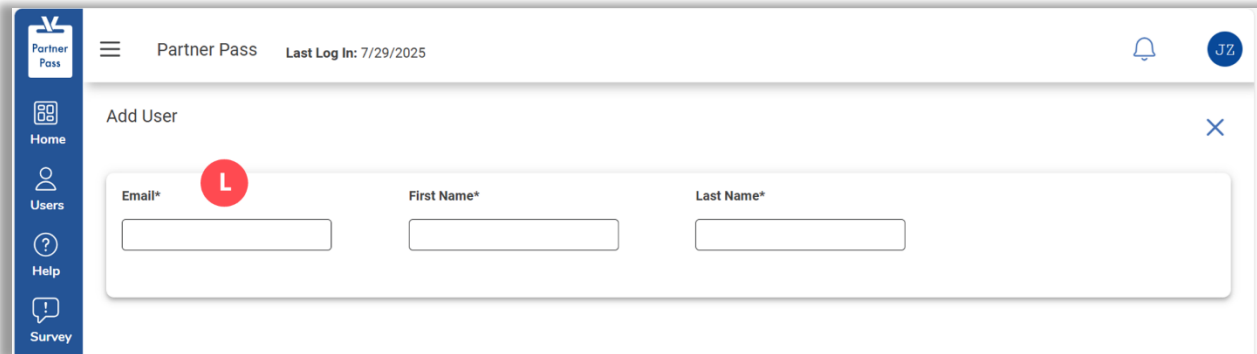
8. Select **Maximo (J)**.



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



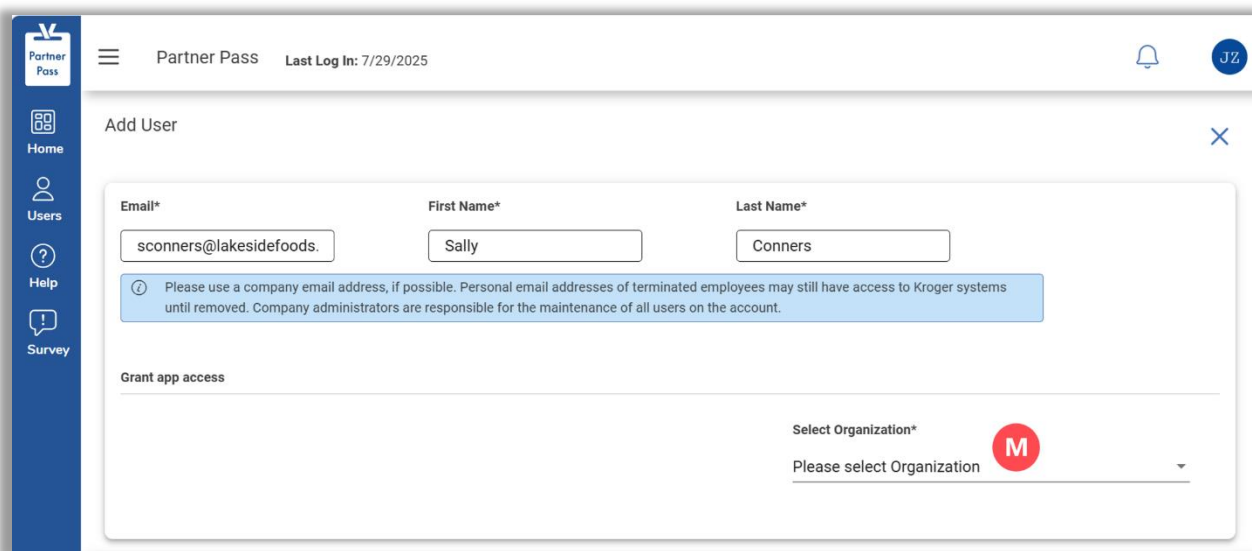
10. Enter the user's **email (L)**.



11. Use the table below to determine the next step.

If:	Do this:
The first and last name fields auto-populate after you click out of the email field, this means the email already exists in Partner Pass due to the user having access to Supplier Hub, Supplier Connect, Ocado, or IRC.	Continue to step 12 .
The first and last name fields are blank after you click out of the email field, this means the email is not found in Partner Pass.	- Enter the user's first name and last name. - Continue to step 12.

12. Select the **Organization (M)**.

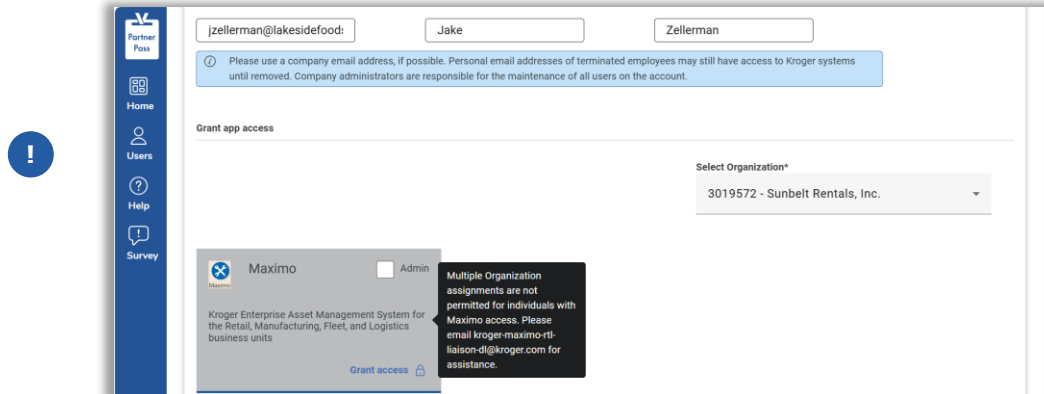


13. Use the table below to determine the next step.

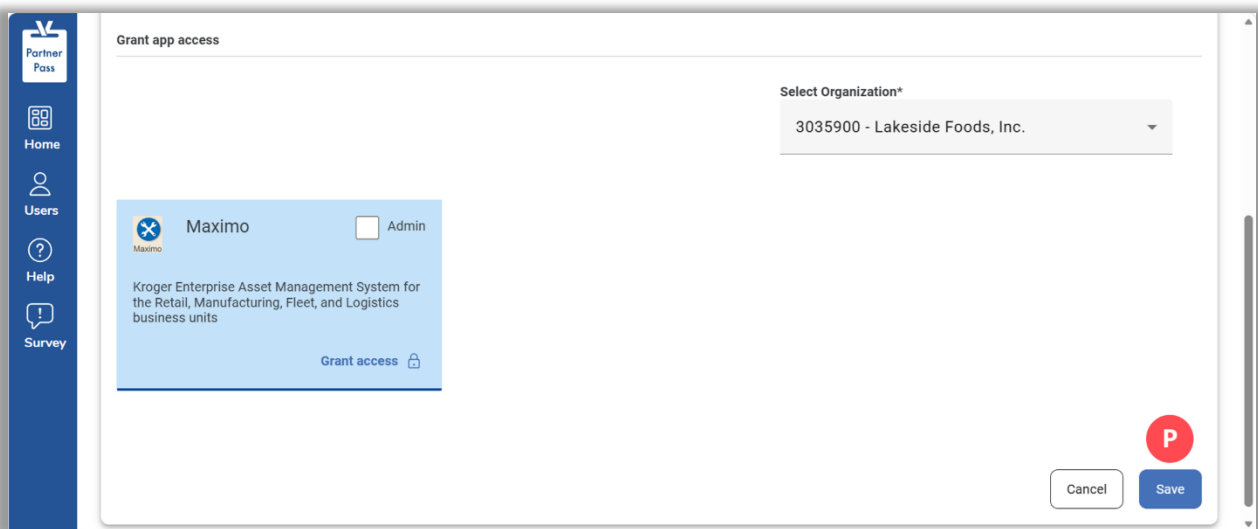
If:	Do this:
The user should be an admin Note - Admins can: - Grant/revoke application access - Deactivate/re-activate a user - Update first and last names of users - Assign admin access to users	- Check the Admin box (N). - Click anywhere inside the Maximo tile (O). - Continue to step 14.
The user only needs access and should not be an admin	- Click anywhere inside the Maximo tile (O). - Continue to step 14.



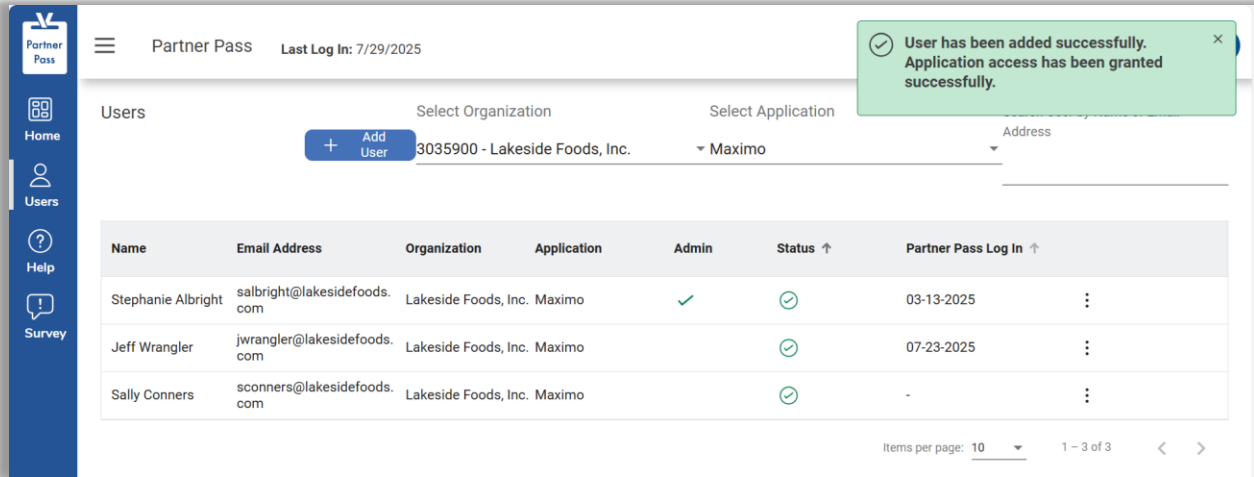
If the Maximo tile is grayed out, this means the user already has Maximo access in another organization. Hover over the tile for more information:



14. Click **Save (P)**.

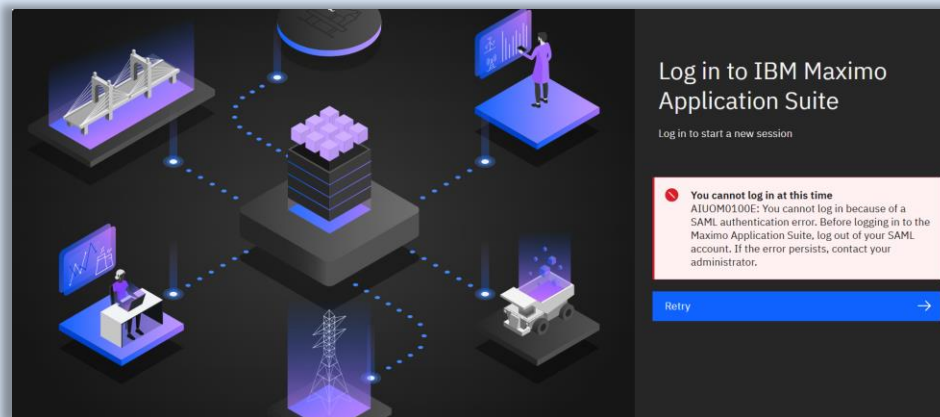


15. The user has been granted access:



Name	Email Address	Organization	Application	Admin	Status	Partner Pass Log In
Stephanie Albright	salbright@lakesidefoods.com	Lakeside Foods, Inc.	Maximo	✓	✓	03-13-2025
Jeff Wrangler	jwrangler@lakesidefoods.com	Lakeside Foods, Inc.	Maximo		✓	07-23-2025
Sally Conners	sconners@lakesidefoods.com	Lakeside Foods, Inc.	Maximo		✓	-

Note: The user will see the Maximo tile in the My Approved Apps section of Partner Pass when they log in. Kroger needs to manually assign the organization to the user and link them to work orders. If the user clicks Open Maximo before the setup is complete, they will either see a blank white screen or a SAML authentication error message:



The user should allow up to 3 business days for Kroger to complete their profile.