Create Organization Contacts

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.
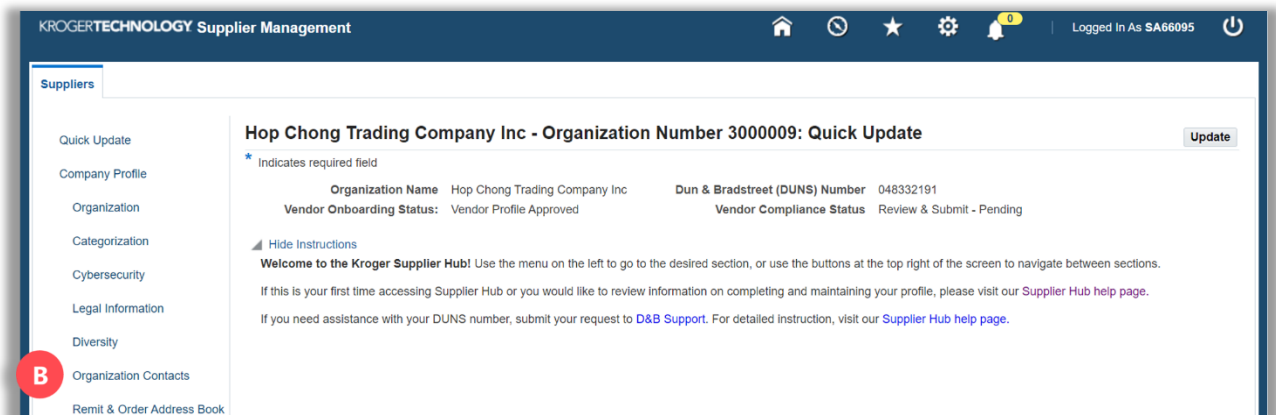>
> For additional information, please see:
> - Partner Pass information page
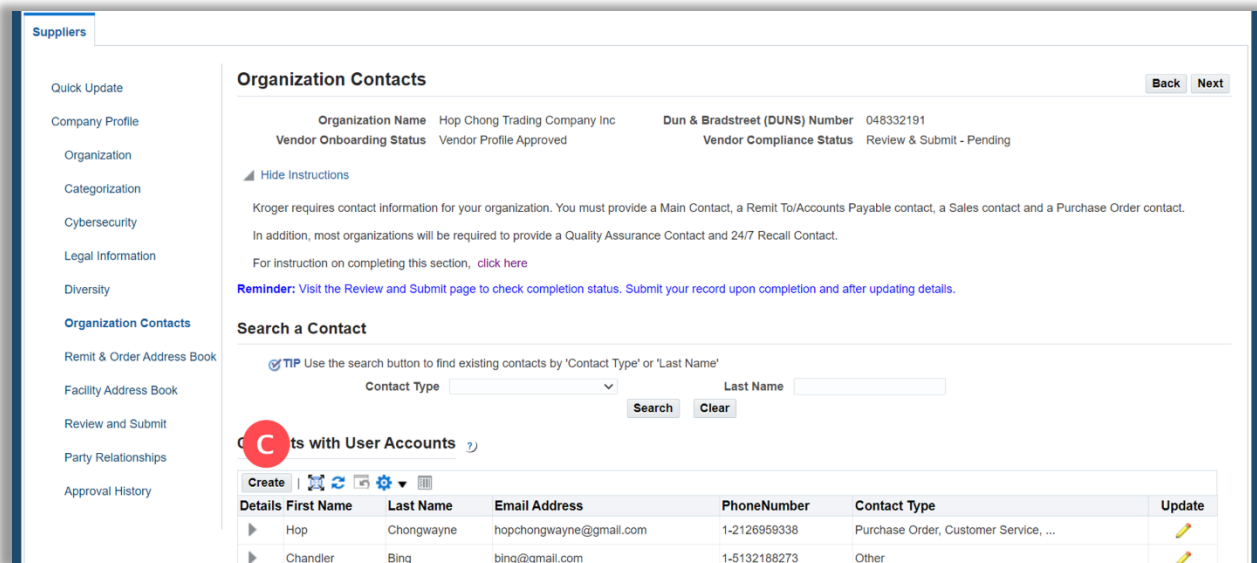> - Partner Pass help page

2. On the Supplier Hub tile, click **Open Supplier Hub** (A).
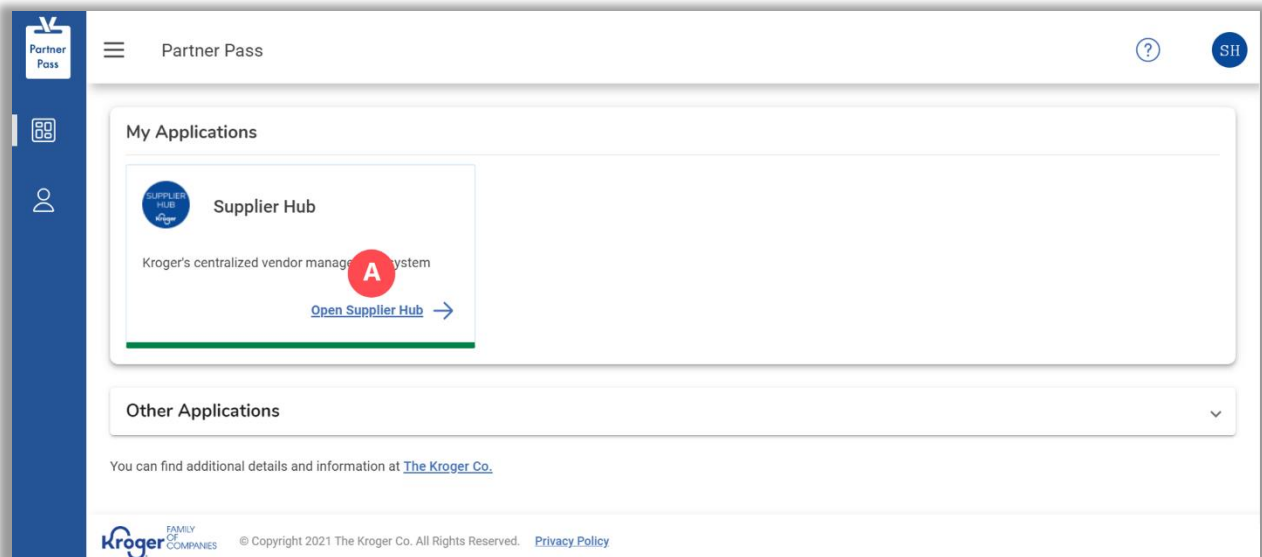
3. Click **Organization Contacts** (B).

4. Click **Create** (C).

5. Enter the **Email Address** (D).

> ❗ If the email address has already been added, the first and last name will be defaulted from the existing profile. Any changes to the first and last name will be synchronized among all supplier profiles.

6. Enter the **First Name, Last Name, and Phone Number** (E).
7. If desired, update the **User Name** (F).

> ❗ The User Name defaults to the email address, but you may enter a different, unique User Name in the field. **The User Name cannot be changed after you click Apply**.

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

To:	Do this:
Create a contact that **can't** login to Supplier Hub, but can be contacted by Kroger	• Select the **Contact Type**(s) (G). • Click **Apply** (H).
Create a user account so the contact **can** login to Supplier Hub to perform profile maintenance	• Select the **user account checkbox** (I). ❗ *By creating a user account, the contact will be able to see and modify their organization's entire Supplier Hub record, including EIN/SSN and banking information.* • Select the **Contact Type(s)** (G). **Note:** During this initial creation, if the contact is assigned a contact type of Main/Admin, they will flow to Partner Pass as a Partner Pass admin for Supplier Hub in their organization. Partner Pass admins can: o Update first and last name of users

- o [Assign admin access](#)
- o [Deactivate a user](#)
- o [Reactivate a user](#)
- o [Grant application access](#)
- o [Revoke application access](#)
- Click **Apply** (H).

Note: If the contact needs to be a Partner Pass admin for Supplier Hub in their organization **after this initial creation**, admin access must be given in Partner Pass on the Manage User & Access screen.

- [Assign admin access](#)

After the user account has been created, the contact will receive a "Welcome to Partner Pass" enrollment email from <noreply@okta.com> with instructions for accessing Supplier Hub via Partner Pass.

For additional information, please see:
- [Quick Reference Guide: Supplier Hub Login Information](#)
- [Supplier Hub Help Page](#)
- [Partner Pass information page](#)
- [Partner Pass help page](#)