Manage Organization Contacts

This job aid includes instructions for the following tasks. Click a link below to jump to a specific section.

Delete a contact without a user account
Create a user account or update a phone number or contact types

The first name and last name of a contact must be updated in Partner Pass.

- Update Your First and Last Name
- Update First and Last Name for Other Users

Deactivating/Reactivating a contact with a user account must be done in Partner Pass.

- Deactivate a User
- Reactivate a User

1. Login to **https://partnerpass.krogerapps.com/**

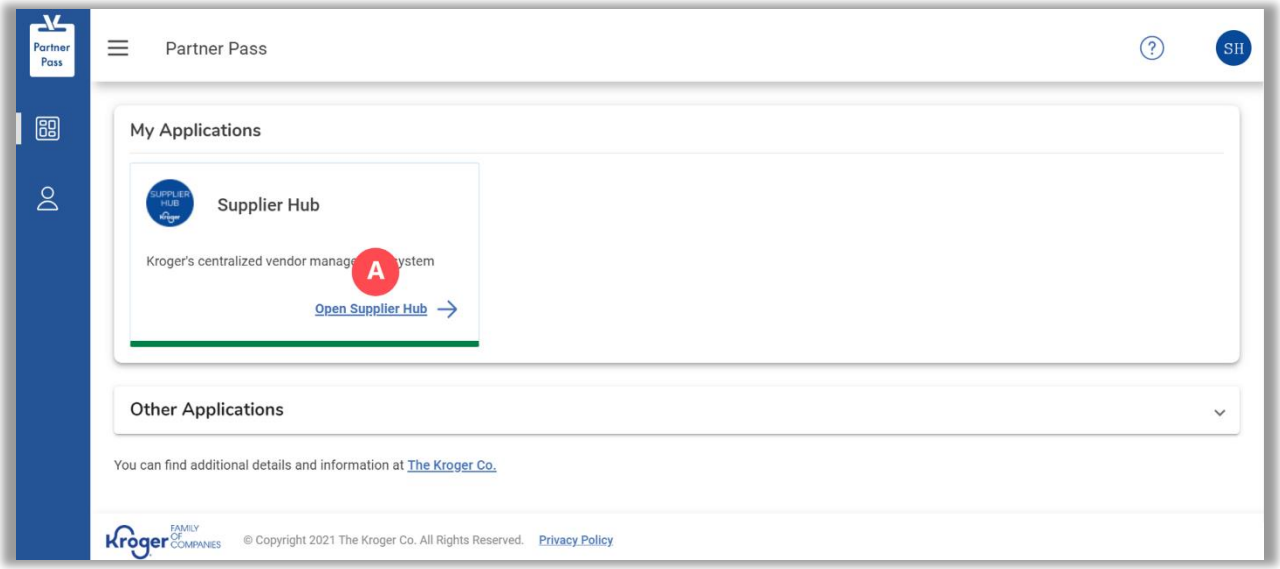
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

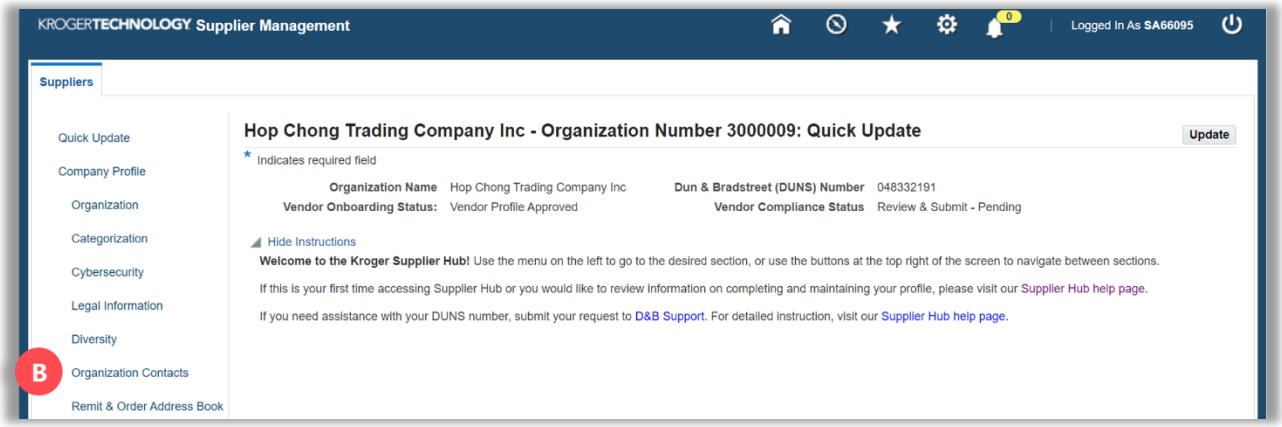
For additional information, please see:

- Partner Pass information page
- Partner Pass Support page

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



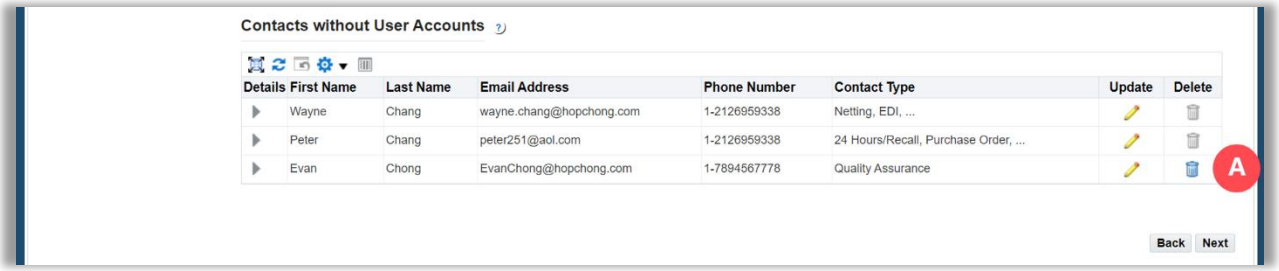
3. Click **Organization Contacts** (B).



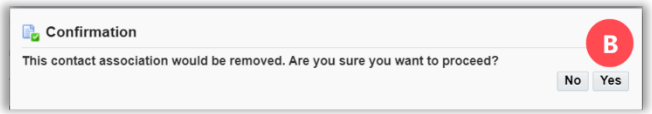
Delete a Contact Without a User Account

> **Note:** Hover over the gray trash cans to learn why the user can't be deleted.

4. Click the **trash can** (A) for the contact you want to delete.

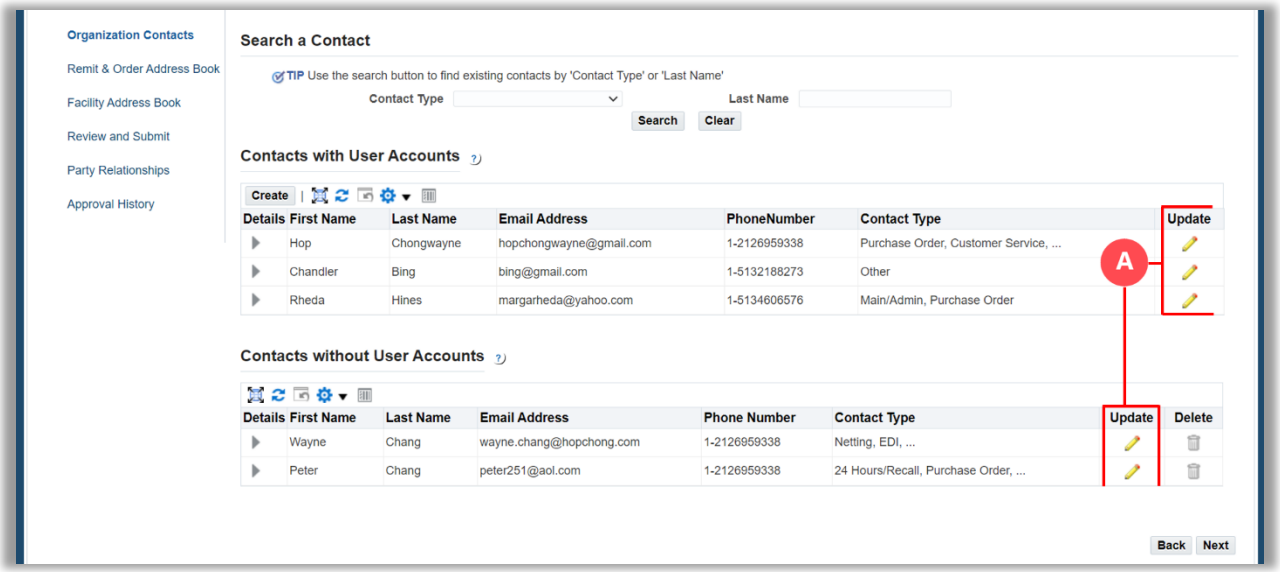


5. Click **Yes** (B).



Create a User Account or Update a Phone Number or Contact Types

6. Click the **pencil** (A) for the contact you want to update.

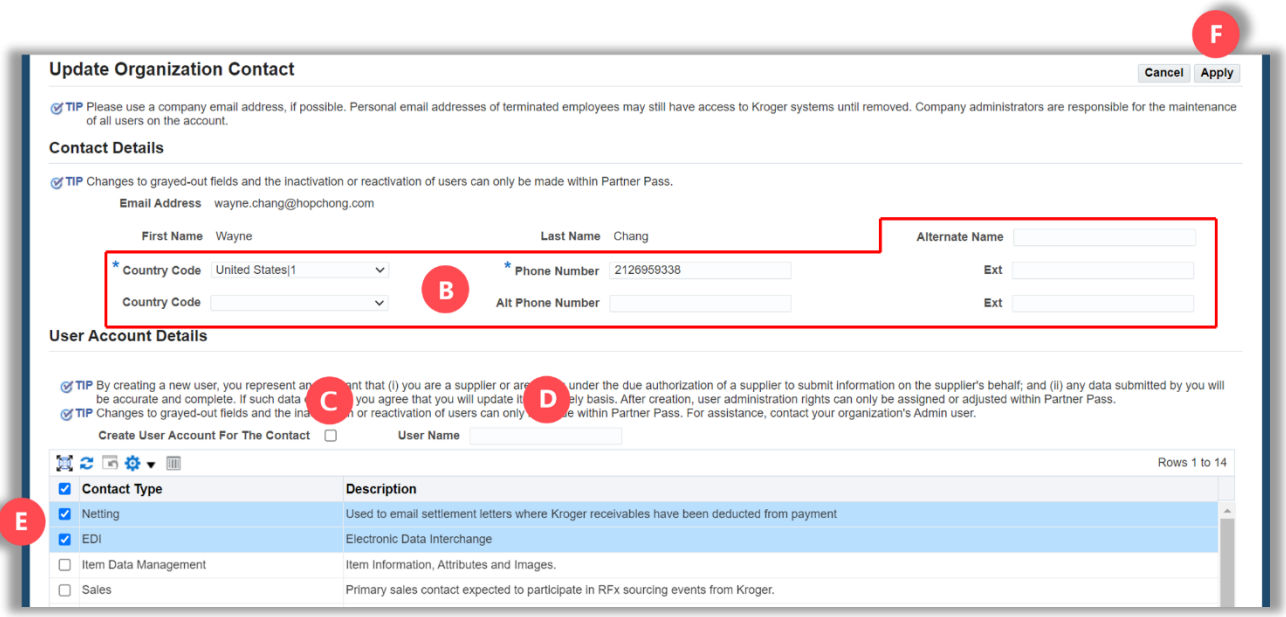


7. Use the below table to determine the next step:

To:	Do this:
Update alternate name, country codes, phone numbers, or extensions	Enter information into the **Contact Details section** (B).
Create a user account so the contact **can** login to Supplier Hub to perform profile maintenance	! *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 **user account checkbox** (C). • If desired, update the **User Name** (D). ○ 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**. **Note:** If the contact needs to be a Partner Pass admin for Supplier Hub in their organization, assign admin access in Partner Pass. Partner Pass admins can: • Update first and last name for other users • Assign admin access • Deactivate a user • Reactivate a user • Grant application access • Revoke application access

Update the contact type(s)	Select or de-select **contact type checkboxes** (E).

8. Click **Apply** (F).



If a 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 Support Page
- Partner Pass information page
- Partner Pass Support page