

Download the Okta Verify App to Login to Partner Pass

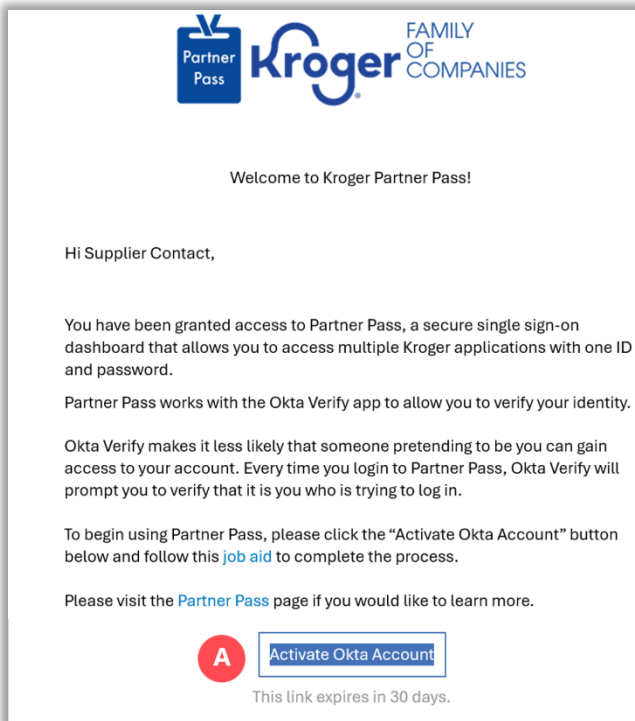
This job aid contains instructions to create a more complex password, set up Okta Verify, and create a security question. **For easiest setup, it is recommended that all these steps be completed during the same timeframe.**

1. On your computer, open the “Welcome to Partner Pass” email you received from Okta <noreply@okta.com> and click **Activate Okta Account (A)**.

Note: If you do not see the “Welcome to Partner Pass” email, check your junk/spam folder.

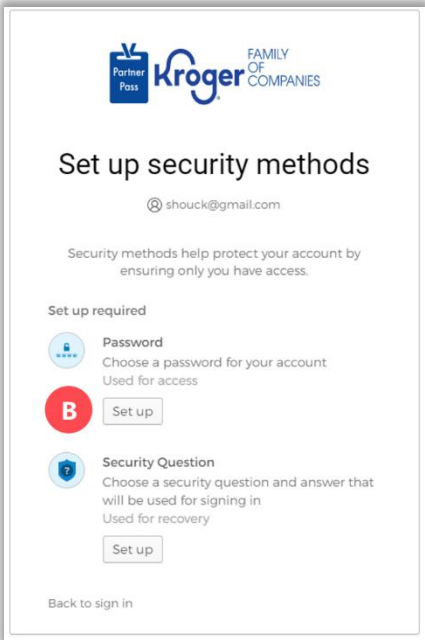
If you still did not receive it:

- Create a new email with the subject line: Welcome to Partner Pass email
- Body of email: Please have the Okta Verify “Welcome to Partner Pass” email resent to [insert email address of the original user].
- Send email to: PartnerPassRequests@kroger.com

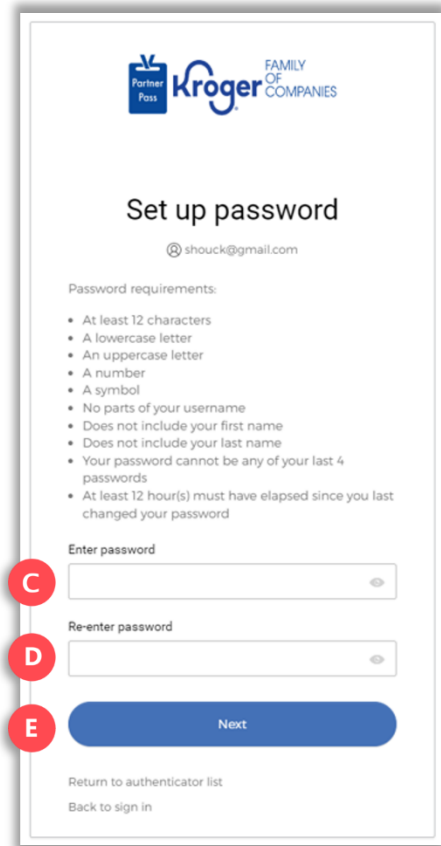


Note: After clicking the link, Partner Pass Security Methods will automatically open in another window on your computer screen.

2. On your computer, click **Set up (B)** for Password.



3. Following the on-screen password requirements, **enter your password (C)**, **re-enter your password (D)**, and click **Next (E)**.

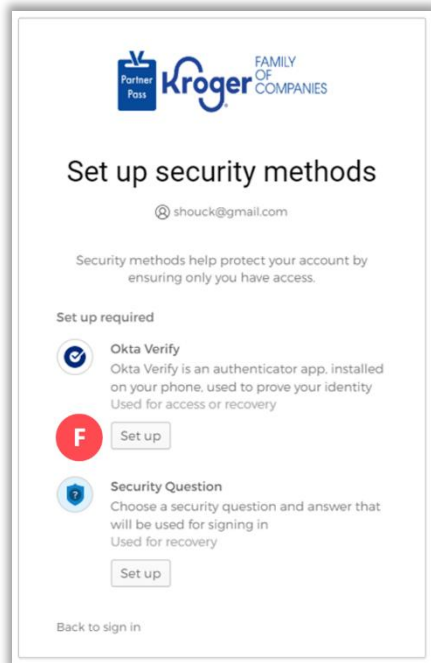


4. Click **Set up (F)** for Okta Verify.

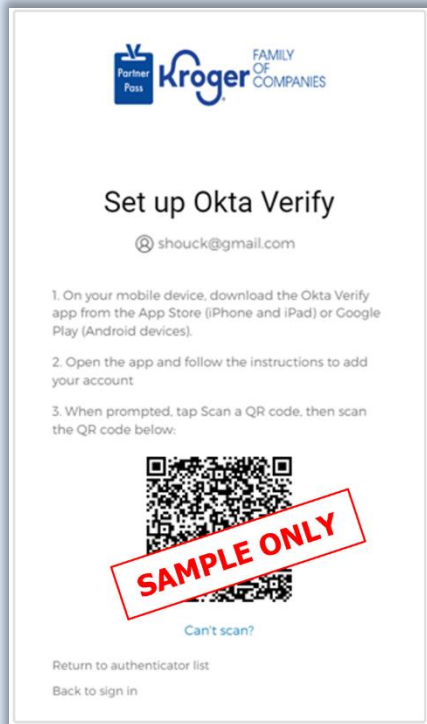
Note: Okta Verify is the free identity management solution that supports Partner Pass.

- The app registers to a device, not a phone number.

! If you already have Okta Verify installed and are using it for other applications (inside or outside of Kroger), open the Okta Verify app and skip to [step 11](#) to add an account.



Note: The next screen displayed on your computer will be a QR code. Continue following this job aid to download the Okta Verify app on your phone or tablet. Once the app is downloaded, you will use your smart phone or tablet to scan the QR code displayed on your computer screen.



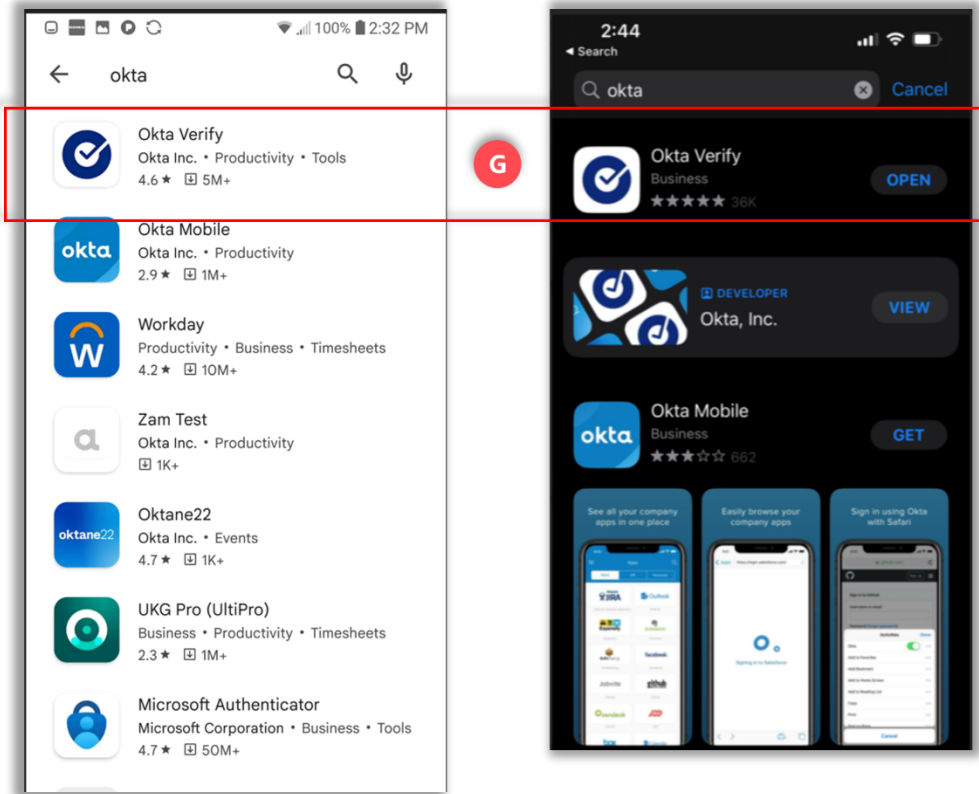
5. From your smart phone or tablet, open the **App/Play Store**.



The Okta Verify app cannot be accessed via desktop, as it does not meet Kroger's security requirements.

6. Search for **Okta**.

7. Regardless of the device used, tap **Okta Verify (G)**.



8. Tap **Install**.

9. Tap **Get Started**.

10. Tap **Next**.

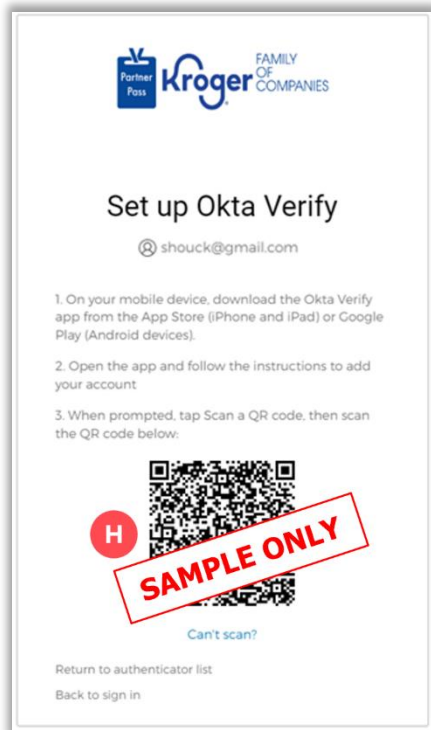
11. Tap **Add Account** (plus sign on top of Okta Verify screen).

12. Tap **organization** (work, school, company).

13. If displayed, tap **Skip** for "Add account from another device?"

14. Tap **Yes, ready to scan**.

15. Use your smart phone or tablet to **scan the QR code (H)** displayed on the Partner Pass Screen on your computer.

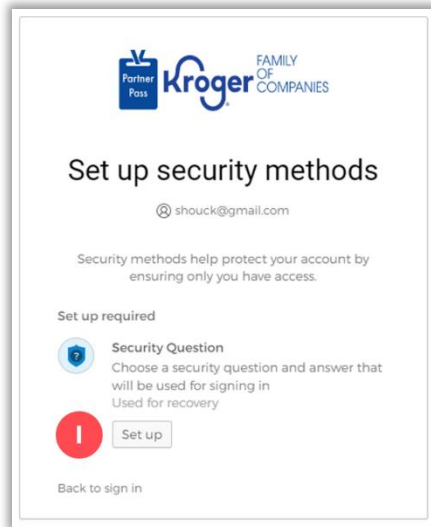


16. On your device, tap **Allow**.
17. On your device, tap **Not Now** on the Enable biometrics screen.
18. On your device, tap **Done**.



- The Okta Verify app cannot be accessed from more than one device.
- If you get a new device, register it just as you did the initial device.
 - The act of registering a new device deactivates the original device.

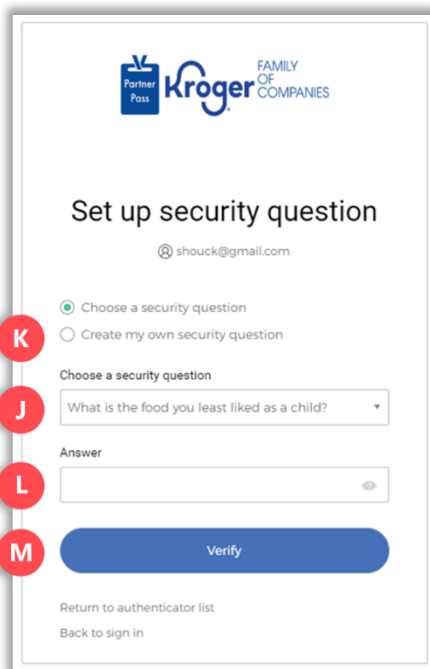
19. On the Partner Pass screen on your computer, click **Set up (I)** for Security Question.



20. Select a security question from the **drop-down box (J)** or **create your own security question (K)**.

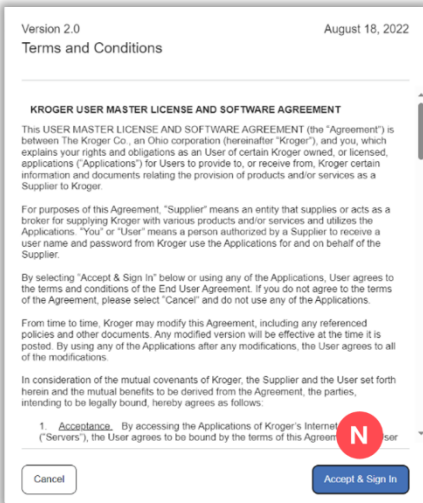
21. Enter your **answer (L)**.

22. Click **Verify (M)**.



23. Read the Terms and Conditions and click **Accept & Sign In (N)**.

Note: You will not see the Terms and Conditions again unless they change.



24. You are now logged into Partner Pass and the Dashboard is displayed.

Keep Okta Verify installed on your device.



Every time you login to Partner Pass, Okta Verify will prompt you to verify that it is you who is trying to log in. This second method of verification offers added security to your account.

Note: If Okta Verify is accidentally deleted from your device, contact the Supplier Engagement Group (844)-277-6165 to have your multi-factor authentication reset.