



ATTN: KROGER EMPLOYEES RE: DIRECT DEPOSIT

**Unfortunately Kemba no longer has the access to set up your direct deposit.
You must set up direct deposit through Kroger HR Express**

What can you do?

1. Kroger offers a great tool in being able to manage this called Express HR.
 - It is available 24 hours a day
 - Go to www.Kroger.com
 - Go to bottom of page where the company information column is located.
 - Find the Express HR link and click on it
 - You must know your Enterprise User ID (or "EUID") in order to log in. This is the same ID that is used for many Company systems. Contact your manager or an Information Security contact at your work location if you do not know your ID.
 - IDs are not case sensitive; that is, any letters in your ID may be typed as either uppercase or lowercase letters.

Password Help – Click on this link if you need assistance

Use the password here that's associated with your Enterprise User ID (or "EUID"). Passwords are case-sensitive, so make sure the Caps Lock on your keyboard is off.

Choose one of the following two options if you wish to change or reset your password:

I log into other Company systems with my EUID and password.	I do not use my EUID and password with other systems.
Use the PassPort web site to manage your password. Click here to go to PassPort. (This option will work only from your work location or from an approved remote access connection—not from your home computer.)	Click here to establish a password for the first time, reset a locked account, or pick a new password if you have forgotten it.

2. If you need help navigating the system, call toll 1-800-952-8889, after the computerized prompt, dial 47. Be sure you are on the Kroger computer when you call so they can walk you through the system.