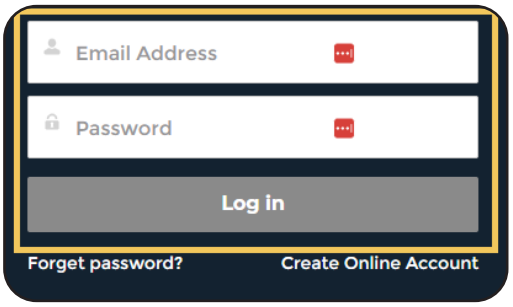
How to Add Contacts to Your Kroc Community Household

Ray & Joan Kroc Center
Coeur d'Alene, ID

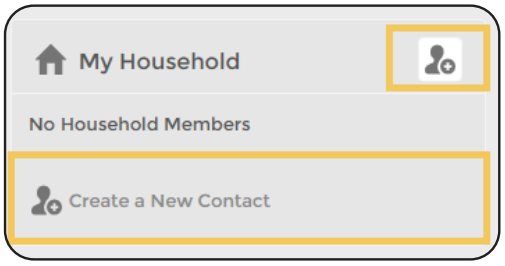
Welcome to Kroc Community! This step-by-step guide will walk you through how to add contacts to your Kroc Community Household. Contacts should only be added if they live in your household full-time. If you are making a purchase for a guest or someone who does not live in your household, please call us and we would be happy to help.

LOG IN TO YOUR KROC COMMUNITY ACCOUNT

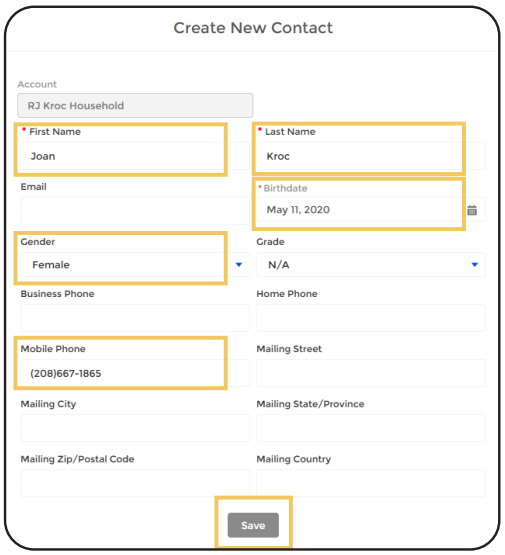
1. Visit Kroc Community
   Go to **cda.kroccommunity.org** and log in with your email and password



2. Navigate to “My Household” on right side of screen
   Click the add contact button

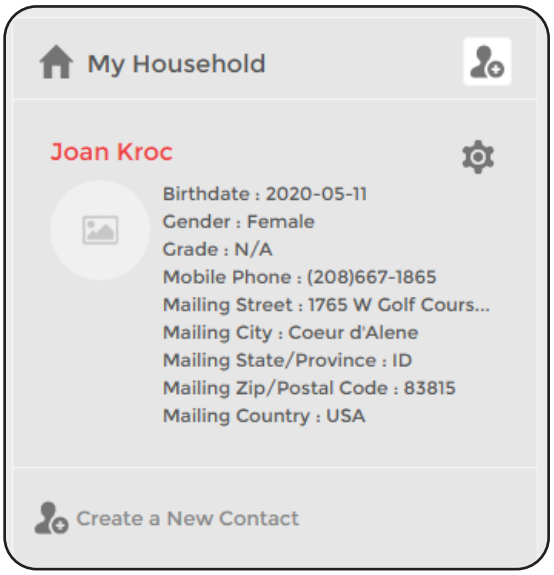


3. Fill in required information, gender, and phone number and click “Save.”



How to Add Contacts to Your Kroc Community Household

You're All Set!
You have successfully added a contact to your household



VISITING THE CENTER

Upon your first visit, please make sure to bring in a form of ID. Once contacts have been added to your household, upon their first visit, the front desk will take photos and verify government issued ID for all contacts who are 18+.

NEED HELP?

Adding a contact to your account does not add them to your membership.
If you'd like to add someone to your membership, please fill out the change form at the front desk.

Not sure who is on your membership? We're happy to check!

For assistance, contact our support team:

Phone: (208)763-0640
Email: info@kroccda.org