



## Gap Inc. Recognition Site Login Instructions

The account verification process below is for employees not accessing the site via SSO.

If you are accessing the site via SSO, you will go directly to the Account Security screen detailed in step 4. If this is your first-time logging in, you will also be asked to set a password and Initial preferences (see page 10) before landing on the homepage.

### ACCOUNT VERIFICATION PROCESS

1. Go to URL <https://www.recognitiongapinc.com/recognitiongapinc/login.do> and click on 'Activate Your Account'

**Welcome**

**Please note:** This is the site Gap Inc. uses to manage our Peer-to-Peer Recognition and Service Anniversary programs. The site has recently been updated so all employees will need to activate their account, even if you have accessed the site in the past. [Click here for detailed account activation/login instructions.](#)

To use this site, you must abide by the Gap Inc. Terms & Conditions. [Click here to review.](#)

English [U.S.]

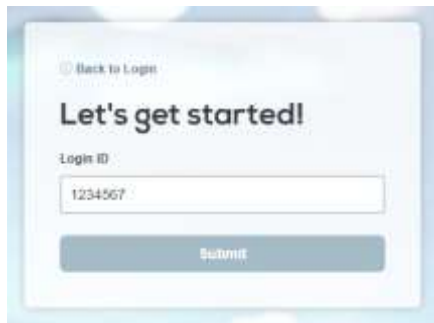
Login ID [Forgot Login ID](#)

Password [Forgot Password](#)

No password? [Activate your account](#)

Log In

2. Enter your Login ID (your 7-digit employee ID) and submit



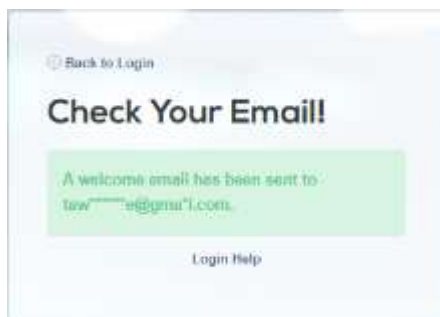
⌕ Back to Login

## Let's get started!

Login ID

Submit

If we have a unique email address for your record, then you will see the following message and receive a welcome email at the indicated email address. Skip to #7.



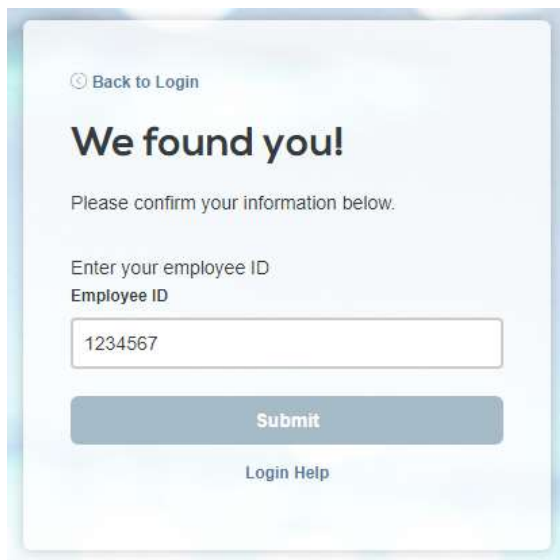
⌕ Back to Login

## Check Your Email!

A welcome email has been sent to:  
taw\*\*\*\*\*@gmail.com.

Login Help

3. If your record does not have a unique email address, then you can continue and add contact method. Re-confirm your employee ID and submit



⌕ Back to Login

## We found you!

Please confirm your information below.

Enter your employee ID

Employee ID

Submit

Login Help

4. Provide an account recovery email address. This should be a personal email address or method of contact – something other than a Gap email address.

The screenshot shows a web form titled "Account Security" with a "Back to Login" link. It prompts the user to provide an alternate email address and/or mobile phone number. The email address field contains "joej@gmail.com". The country code dropdown is set to "United States +1". The mobile phone number field is empty. A "Submit" button and a "Login Help" link are at the bottom.

[Back to Login](#)

## Account Security

Please provide an alternate email address and/or mobile phone number.

*These will only be used for account security and assistance. For more information, reference **Terms and Conditions** and **Privacy Policy**.*

Email Address

joej@gmail.com

and/or

Country Code

United States +1

Mobile Phone Number

Submit



[Login Help](#)



5. You should see a popup with the available contact methods for you. Select where you want to receive your activation email and click submit.

[⌕ Back to Login](#)

## We found you!

How should we contact you?

☐   pet\*\*\*\*w@biw\*\*\*\*\*e.com

☐   ts\*\*\*\*t@biw\*\*\*\*\*e.com



Submit



Login Help

[⌕ Back to Login](#)

## We found you!

How should we contact you?

☐   ts\*\*\*\*t@biw\*\*\*\*\*e.com

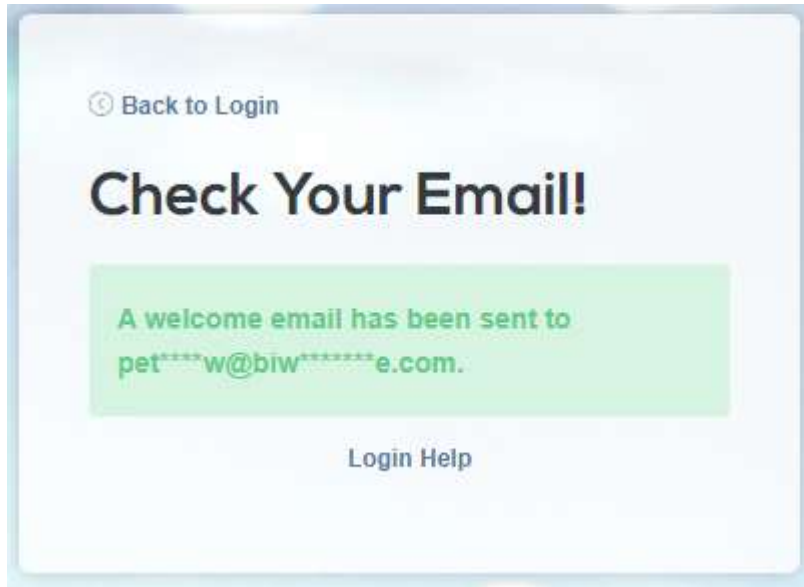
☒   6\*\*\*\*\*390

Submit

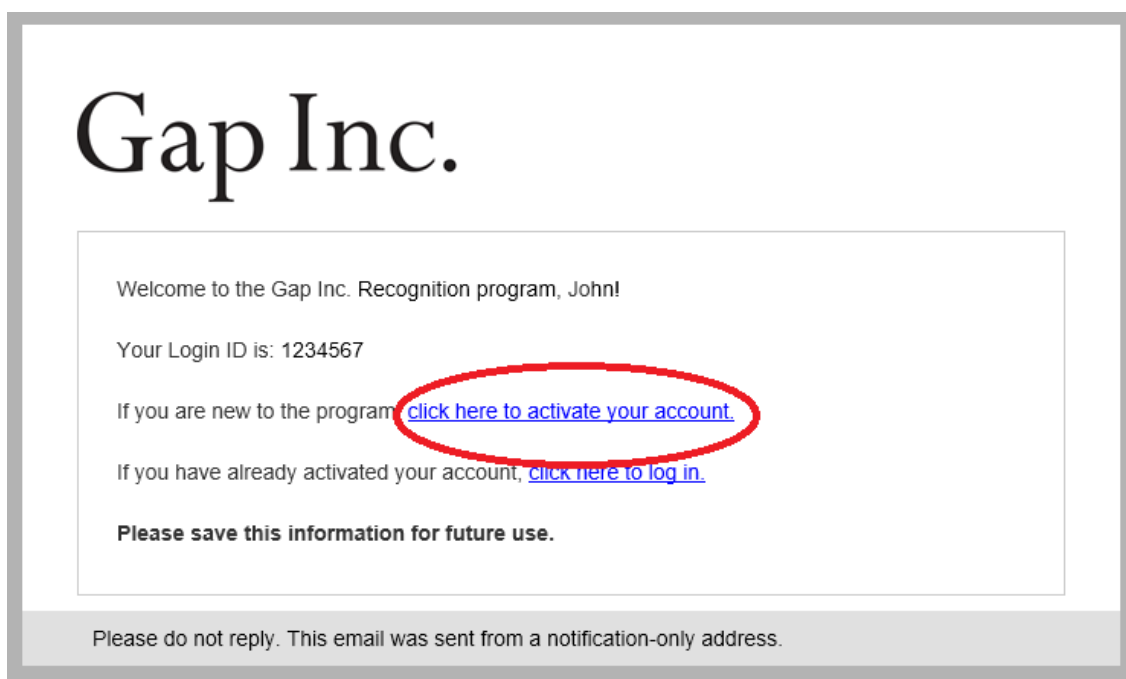
Login Help

6. EMAIL CONTACT METHOD: If you are using email as your contact method, You will see this popup confirming a welcome email has been sent to the selected address.

If you are using text messaging as your contact method, you will receive an activation code via text. Proceed to #9 for the rest of the activation steps.



7. Go to your welcome email from Gap Inc. Global Recognition and click on the 'click here to activate your account' link.



8. That link will bring you back to the login page to set your password. This will be your password for the site and will be used for future logins.

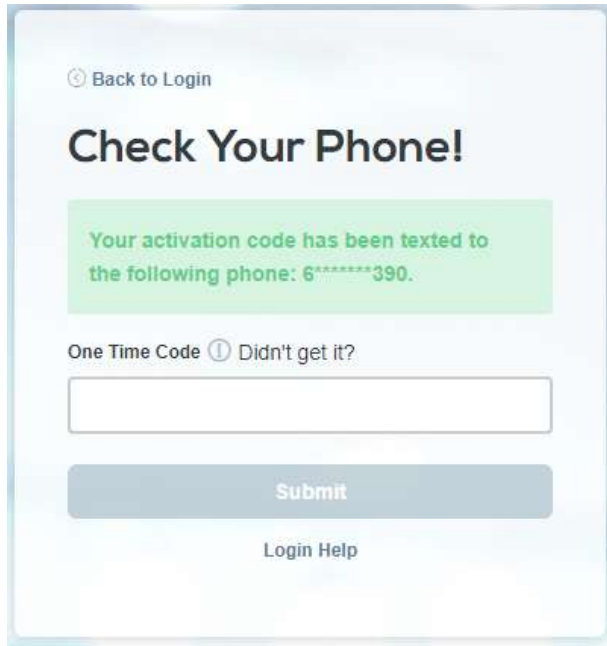
9. IF YOU HAVE USED EMAIL CONTACT METHOD, PROCEED TO #12

TEXT MESSAGE CONTACT METHOD: You will receive a text message with an activation code that you will need to enter in box provided to continue.

Today 12:45 PM

Gap Inc.: The code you requested is yoTsRq.

10. Enter the code in the box provided, labeled 'One Time Code' (make sure to use capital and lowercase exactly as in the code provided). The code expires after 10 minutes, so if you do not complete the process within 10 minutes, you will need to start the process over and get a new code.



⌚ Back to Login

## Check Your Phone!

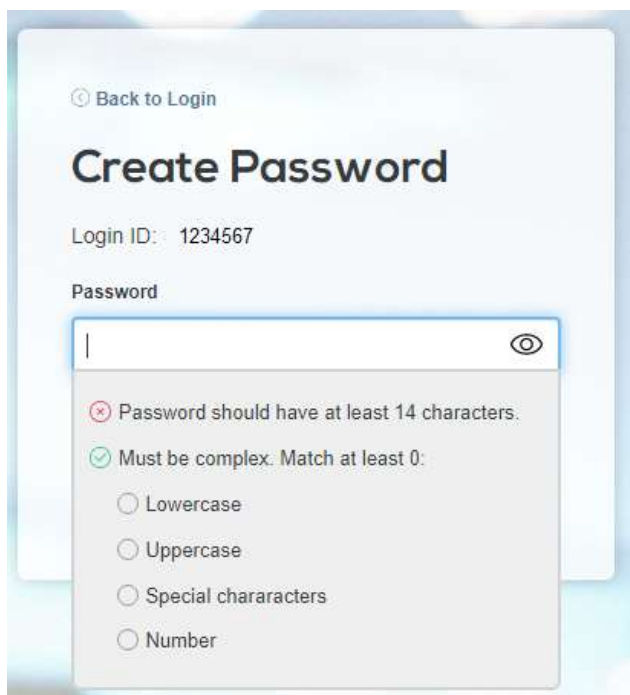
Your activation code has been texted to the following phone: 6\*\*\*\*\*390.

One Time Code ⓘ Didn't get it?

Submit

Login Help

11. Once you enter the code and click submit, you will get the password screen where you can set your password for the site.



⌚ Back to Login

## Create Password

Login ID: 1234567

Password

✖ Password should have at least 14 characters.

✔ Must be complex. Match at least 0:

- ☐ Lowercase
- ☐ Uppercase
- ☐ Special characters
- ☐ Number

12. Once you have set your password, if you have never logged in before, you will have some first time login screens – completing this information is optional. Once you click past these you will be on the home page. If you have logged in previously, you will be brought directly to the homepage.

## Gap Inc.

### It's your first visit. Cool!

We just have a few quick things for you to do. Then the fun starts!

#### About Me

Profile Picture

(optional)



Choose File

No file chosen

File size limit: 10MB. Supports JPEG, PNG and GIF.

In which city were you born?

(optional)

What is your favorite game?

(optional)

#### My Preferences

##### Participate in the program:

I agree to participate in the program:

- ☒ Yes. Opt in to the program.  
☐ No. Opt out of the program.

Text Messages

(optional)

Select all (Uncheck all)

- ☐ Promotional Messages  
☐ Recognized Received

Send Text Messages To:

Country Code

United Kingdom +44



Phone Number

☐ I accept the Terms and Conditions for Text Messages. \*\* NOTE - TEXT MESSAGING APPLIES TO US ONLY - UK ASSOCIATES SKIP THIS SECTION AND PROCEED TO THE NEXT SECTION

Terms and Conditions

By signing in, Gap Inc. will periodically send you messages about your account. Message and data rates apply. To opt out, text STOP when replying to any text message. Text HELP for additional information. Carriers are not responsible for delayed or undelivered messages.

Submit





Note: Once your account is activated, you will receive a confirmation email or text notifying you your account has been activated. This is a security measure so you would be notified in case someone else has tried to activate your account. As long as you are the one who activated your account you can ignore/delete this message.

# Gap Inc.

John,

**Your account was just activated.**

If you did not activate your account, you should take precautions to protect it. We recommend you [Lock your account](#) immediately and follow the instructions on the page.

**Attention:** this message was sent to an email address that may be shared with another user. If you are not John, please ignore.

Please do not reply. This email was sent from a notification-only address.

Gap Inc.: Your account was just activated. Didn't do it? Lock your account and get help: <https://pprd.biw.link/6Qo4v>



## SSO FIRST-TIME LOGIN PAGE



### It's your first visit. Cool!

We just have a few quick things for you to do. Then the fun starts!

#### Change Security Settings

Password must have at least 14 characters and be complex. Use at least 3 of the following character types: lowercase, uppercase, number, special character.

New Password

Continue

### It's your first visit. Cool!

We just have a few quick things for you to do. Then the fun starts!

#### Change Security Settings

Password must have at least 14 characters and be complex. Use at least 3 of the following character types: lowercase, uppercase, number, special character.

New Password

#### About Me

Profile Picture

 Choose File

File size limit: 10MB. Supported: JPEG, PNG and GIF.

#### My Preferences

Text Messages

Select all / Uncheck all

☐ Promotional Messages

☐ Resignation Requested

Send Text Messages To:

Country Code

Phone Number

☐ I accept the Terms and Conditions for Text Messages. IT \*NOTE - TEXT MESSAGING APPLIES TO US ONLY - UN ASSOCIATES SKIP THIS SECTION AND PROCEED TO THE NEXT SECTION

Terms and Conditions

By clicking it, I agree to receive periodic messages about my account from Gap, Inc. I understand that my participation is voluntary and I may opt out at any time. To opt out, text STOP when replying to any text message. Text HELP for additional information. Message and data rates may apply. Carriers are not responsible for delayed or undelivered messages.

Submit