BAKKAVOR

MyReward Registration Guide for Mobile

Accessing MyReward offers several benefits including:



Here's a step-by-step guide:

Have an issue with your account? **Click here** to access our FAQs.

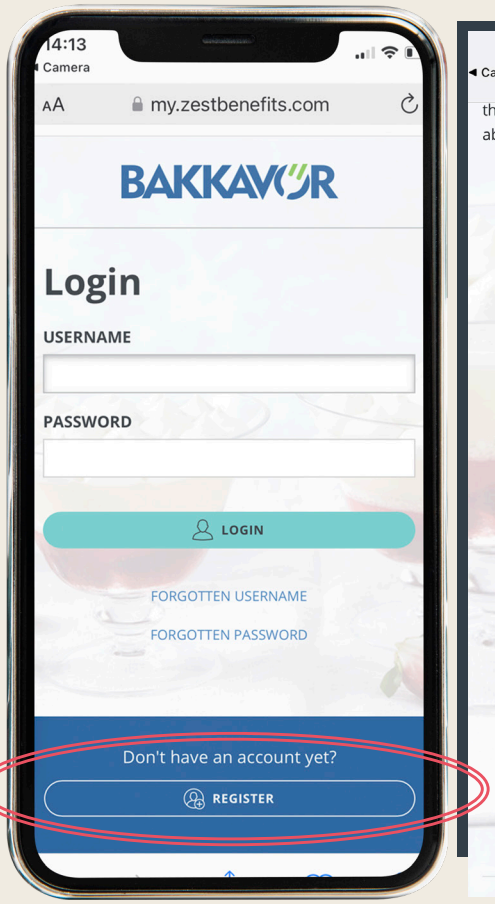
STEP 1

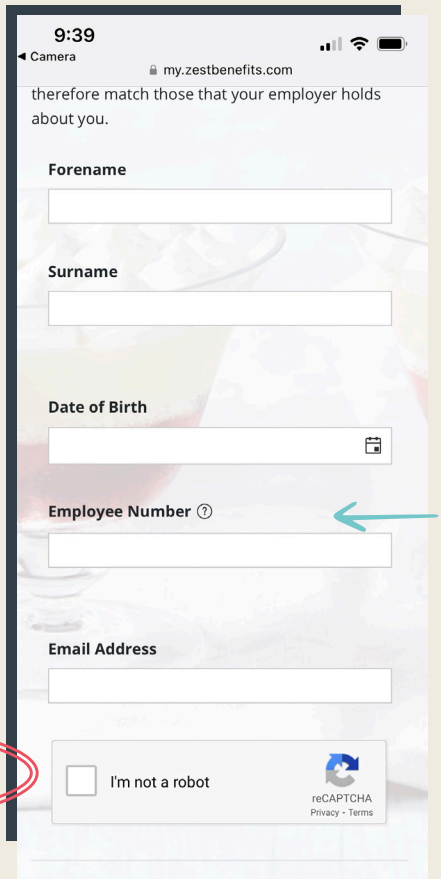
To access MyReward copy this link

http://bit.ly/3KQByyQ

and open in a new browser. Then click on the 'Register' button below.

Are you viewing this guide on a desktop? If yes, please scan the QR code above to access MyReward.



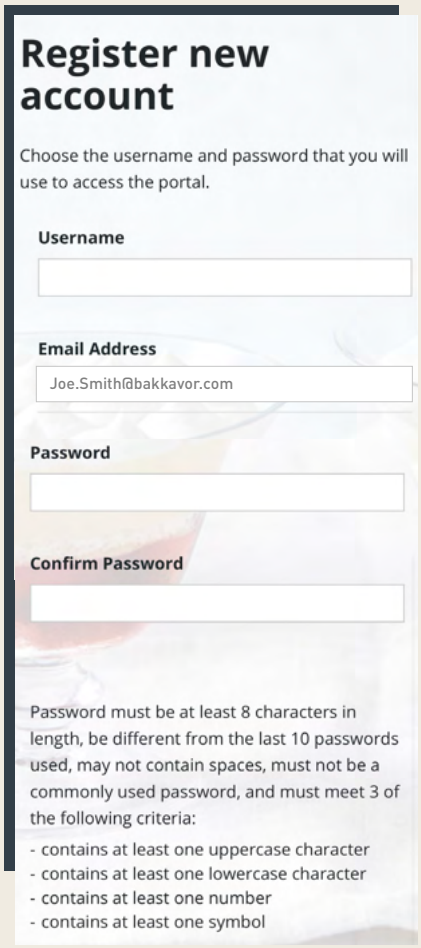


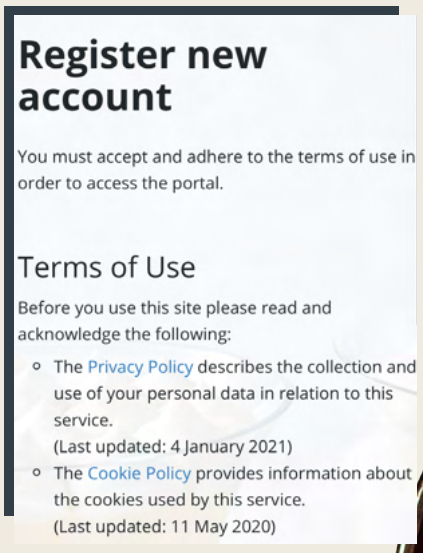
Fill in the form below, verify and then click next.

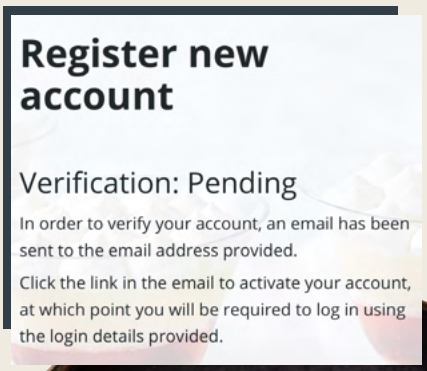
Your employee code can be found in the top left-hand corner of your payslip. If you are a new starter, please speak with HR.

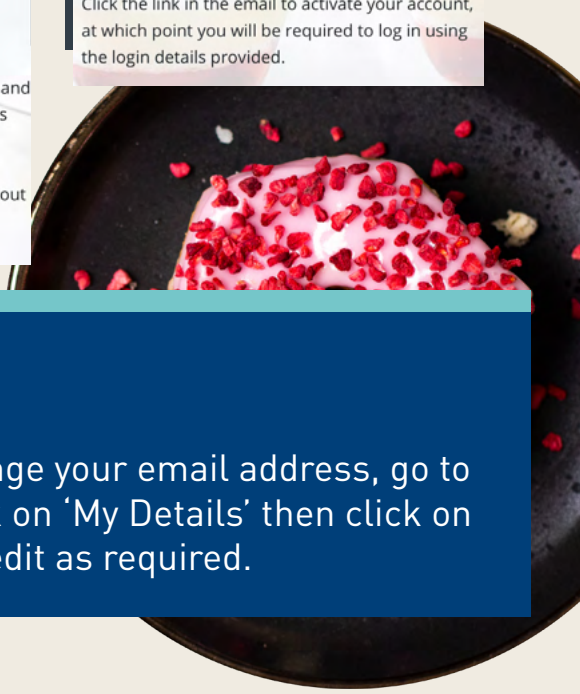
STEP 2

Create a username and password of your choice and accept the Terms of Use.







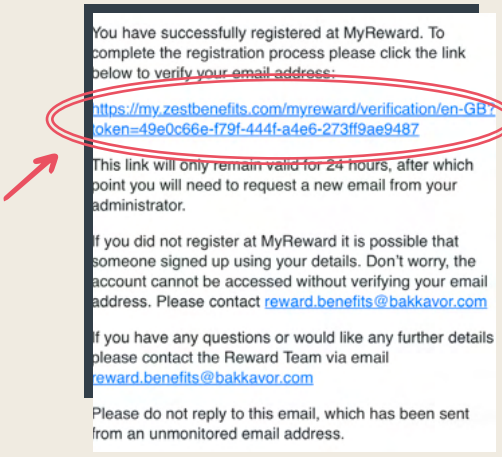


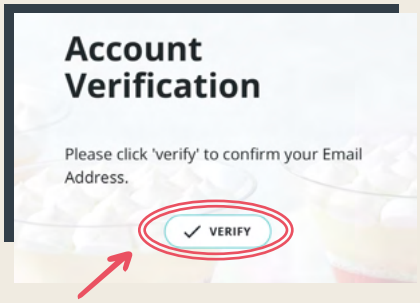
Top tip:

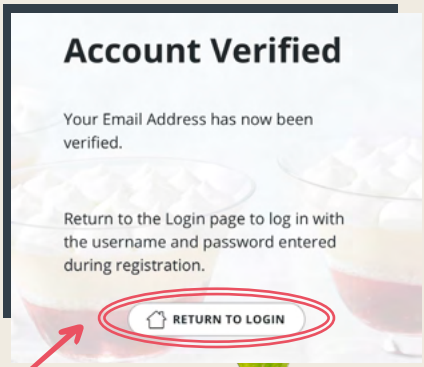
If you need to change your email address, go to **MyREWARD**, click on 'My Details' then click on 'My Account' and edit as required.

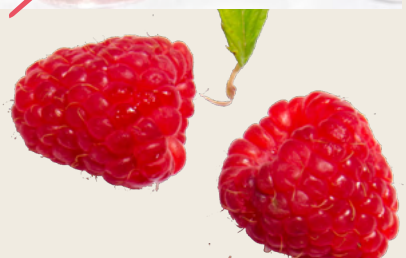
STEP 3

A verification email will be sent to the email address that you entered in **STEP 1**. Click on the link in the verification email to complete your account registration. The link is only valid for 24 hours.









STEP 4

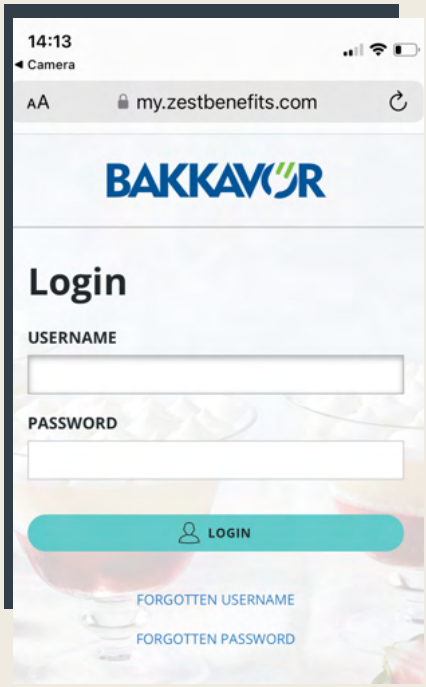
Download one of the following apps in order to verify your account when you log-in next.

For Android or iOS Phone users, you can download an app called **Google Authenticator**

For Windows Mobile Phone users, you can download an app called **Microsoft Authenticator**

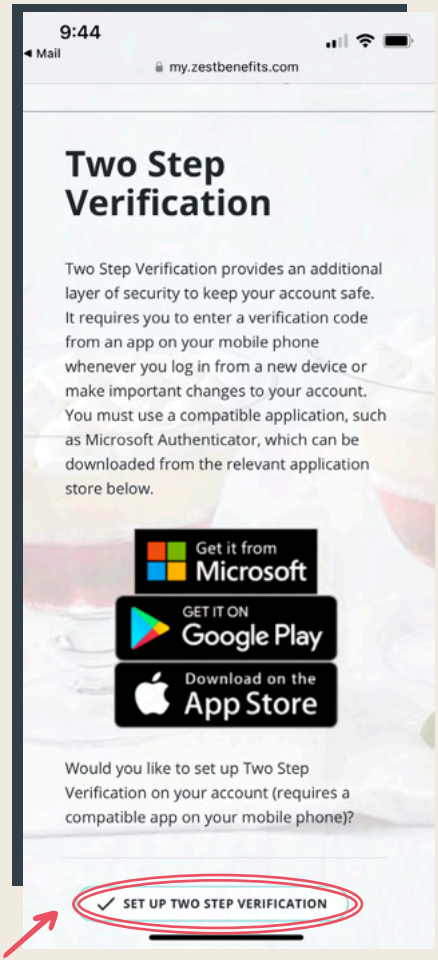
STEP 5

Enter the username and password that you created in **STEP 2** and click 'Login'. You will then be asked to set up Two Factor Authentication.



STEP 6

Once logged in, you will see the below screen, please then click on 'Set Up Two Step Verification'.

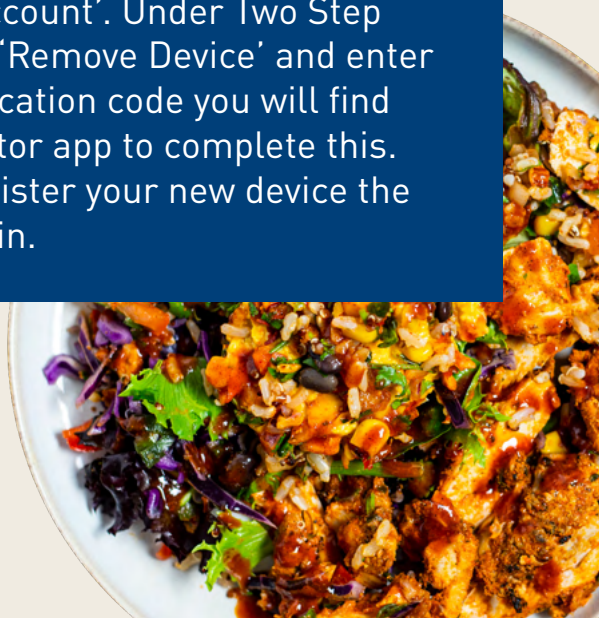


***Please check your phone settings and ensure Date and Time settings are set to "Automatic", if not set to automatic, the authenticator may not work.**

Top tips:

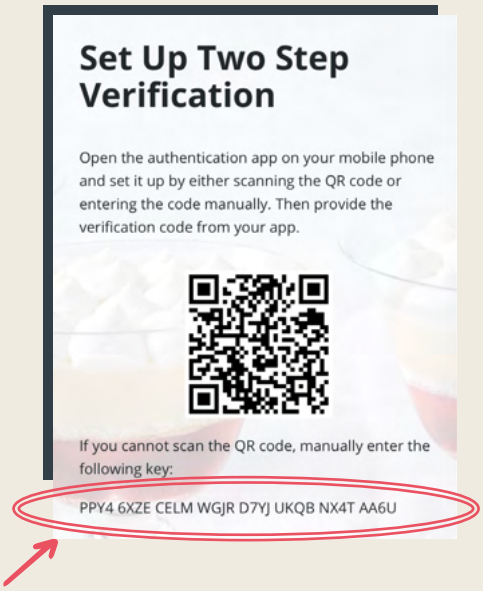
1. Don't delete the authenticator app once installed as you'll need to use it again

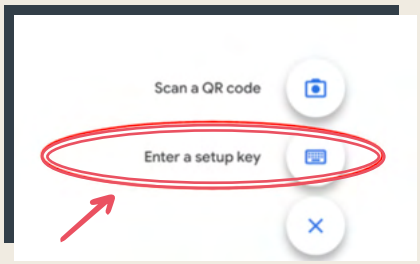
2. If you need to change your phone in the future, log into **MyREWARD** and click on the three bars at the top left of the screen and select 'My Account'. Under Two Step Verification click 'Remove Device' and enter the six digit verification code you will find in the Authenticator app to complete this. You'll need to register your new device the next time you login.

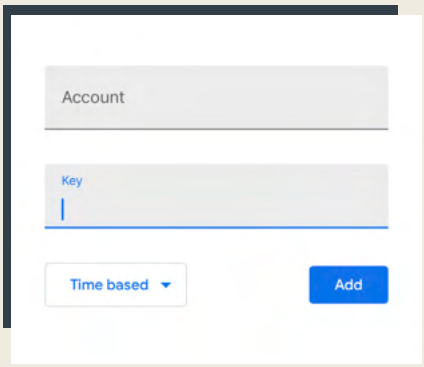


STEP 7

Open the authenticator app that you selected in **STEP 5** and create an account. Copy the 32-digit code provided on the MyREWARD page and paste into the authenticator app.





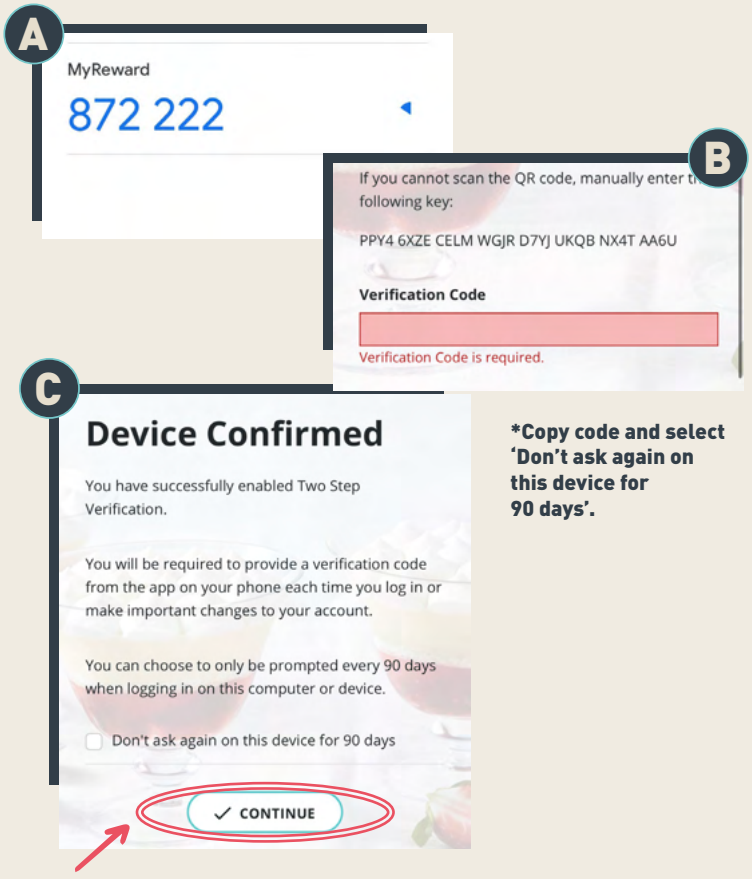


STEP 8

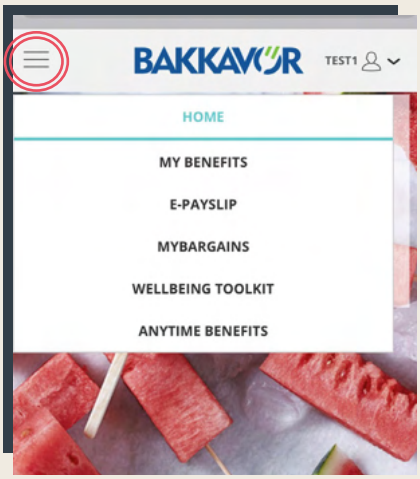
Enter the six-digit code provided by the authenticator (no space required) onto the MyREWARD page, click verify. Device confirmed, you can now click 'Continue'.*

STEP 9

You have now created your MyREWARD and Two Step Verification accounts and will see the welcome screen on MyREWARD.



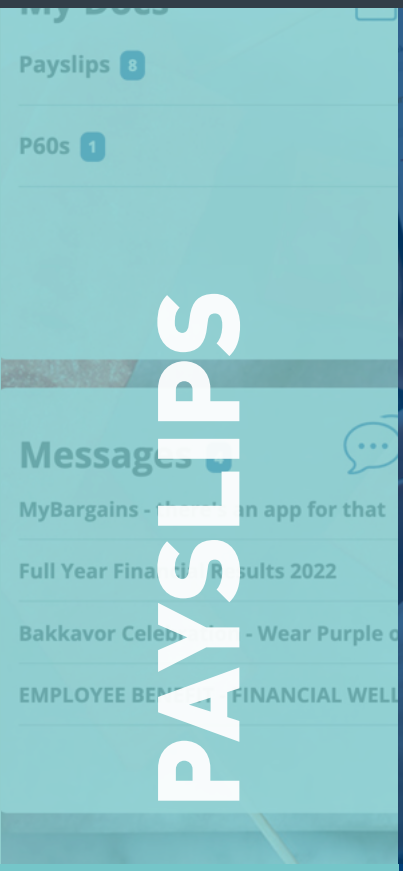
***Copy code and select 'Don't ask again on this device for 90 days'.**



CLICK HERE
to read our FAQs

BAKKAVOR

Congratulations you can now take full advantage of all that MyReward has to offer



View your payslip on a **weekly** basis



Access to savings at nearly **1,000** different retailers via MyBARGAINS



Our **Wellbeing Toolkit** with lots of helpful resources



The **latest** Bakkavor-wide news

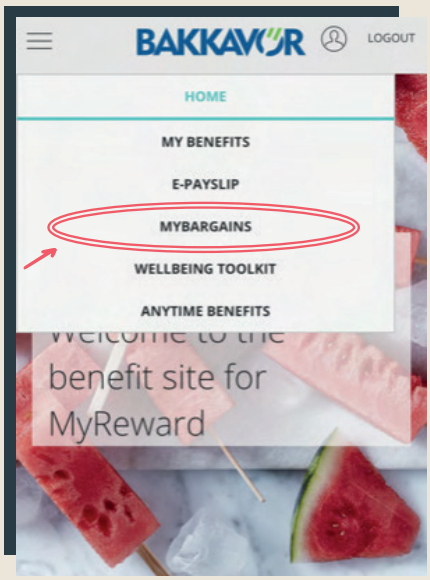


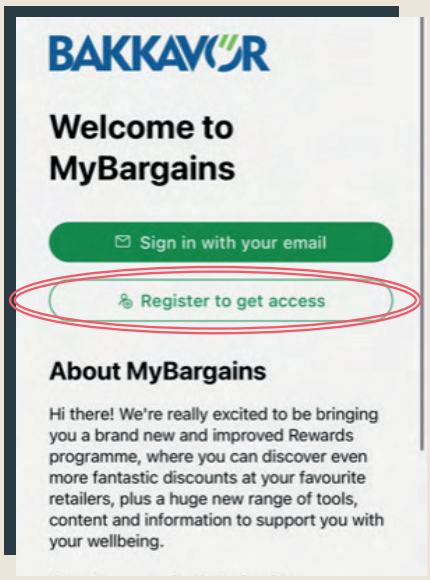
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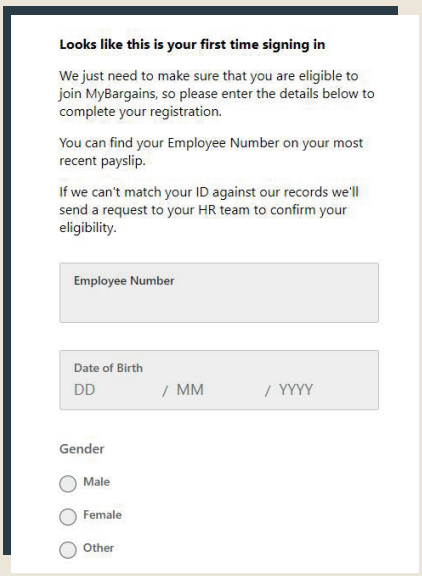
MyBARGAINS

Registering for the first time? Follow our instructions below!

Already registered? CLICK HERE to understand how to use the MyBARGAINS app.

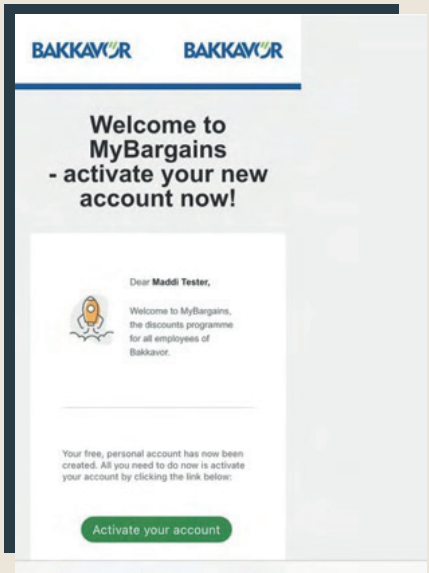


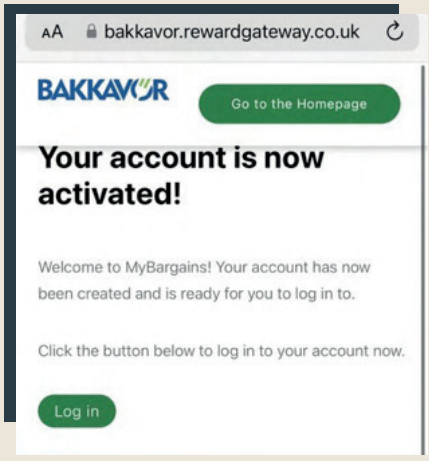




STEP 1 Select "MyBARGAINS" from the menu and then click the "Register to get access" button on the Reward Gateway site.

STEP 2 Enter your information, agree to the Terms & Conditions and then click the 'Register' button.





STEP 3 Open the email from MyBargains to verify your email address and activate your account.

STEP 4 Your account is now activated! If you have any issues, please contact **reward.benefits@bakkavor.com.**

MyBARGAINS



Did you know that there is an app for MyBargains, so you can keep on saving when you're out and about?

Follow these three simple steps to download the SmartSpending App and start saving on the go:

1. Search 'SmartSpending' in the App Store or Google Play and download the app.

You can also download by clicking on one of the links below.

Download on the App Store

GET IT ON Google Play

2. Open the app and select the 'Get Started' option.

3. Enter the email address you use for MyBargains and either enter your password OR choose the Magic Code option.

That's it, now you can save on the go at places like Tesco, Sainsbury's, Asda, M&S, Currys and many more.



If you have any issues or want further information contact the Reward Team at **reward.benefits@bakkavor.com.**

CLICK HERE
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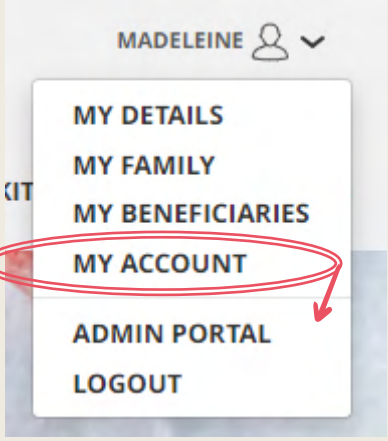
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Frequently Asked Questions:

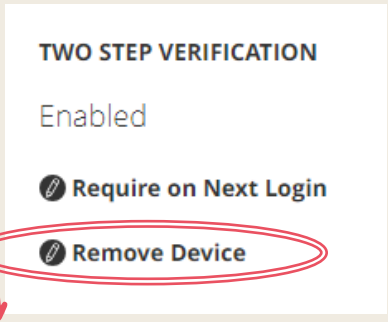
Having trouble accessing MyReward? Read through our helpful FAQs below!

Q. What should I do if I want to change the device that I currently use to access MyREWARD?

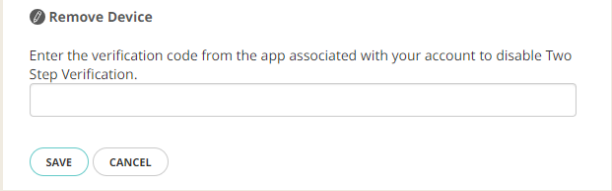
A. You can change your device via your account within MyREWARD. Simply login to your account and select 'My Account'.



Then, select 'Remove Device' underneath 'TWO STEP VERIFICATION'.



Enter the verification code from the authenticator app **on your current device.**



This will disable two step verification on your old device and will enable you to set-up two step verification on your new device!

Q. MyREWARD is not recognising my details. What should I do?

A. Please ensure that you are entering your employee code in the 'employee number' field. If MyREWARD still does not recognise your information, please contact reward.benefits@bakkavor.com.

Q. What should I do if I have a new device and I did not disable two step verification on my old device?

A. Please contact the Reward Team via reward.benefits@bakkavor.com. They will be able to reset two step verification so you can re-register it on your new device.

Q. What should I do if I have deleted the authenticator app from my device at any stage?

A. Please contact the Reward Team via reward.benefits@bakkavor.com. They will be able to reset two step verification so you can re-register it on your new device.

Q. What should I do if I need to reset my password after 90 days and I have deleted the authenticator app?

A. Please contact the Reward Team via reward.benefits@bakkavor.com. They will need to completely reset your account so you can re-register a new one.

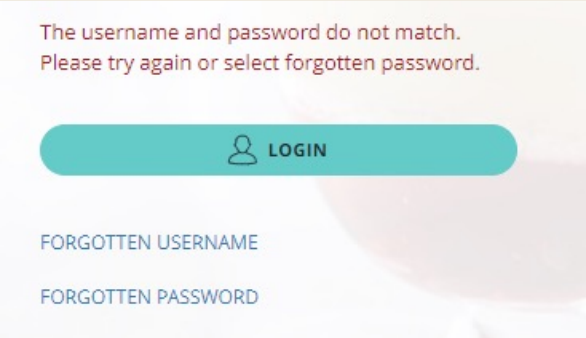
Q. Why do I need to reset my password after 90 days?

A. This is to protect your very sensitive personal information, such as your payslip. This is a Bakkavor requirement and cannot be changed.

Q. What should I do if I have forgotten my password and I have deleted the authenticator app?

A. Please contact the Reward Team via reward.benefits@bakkavor.com. They will need to completely reset your account so you can re-register a new one.

Q. Why does the below error message appear when I'm trying to log into my account?



A. Please ensure that you have used the correct username and password. If you have forgotten your password and/or username, you can request this information by clicking on 'FORGOTTEN USERNAME' and/or 'FORGOTTEN PASSWORD'.

If you have recently reset your password, please ensure that it matches the following criteria:

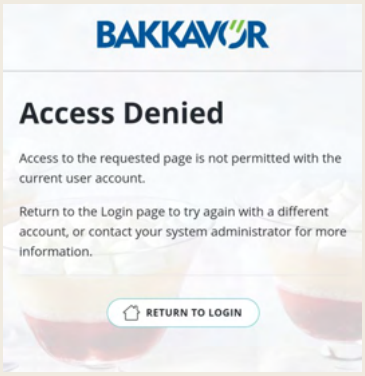
- It has at least one capital letter and one lower case letter
- It has at least one symbol (@?~%^&*)
- It is at least 8 characters in length

If your password does not match the above criteria, please reset it again.

Finally, please ensure that the password you are using is memorable to YOU ONLY. Do not allow anyone else access to this information.

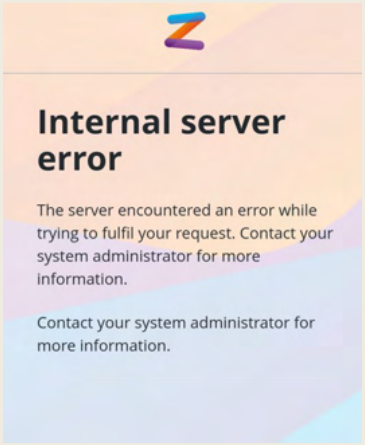


Q. What should I do if I get the following error message?



A. If you have just registered your MyREWARD account, please ensure that you have verified your email address by following the verification link in your email. If you still have this error message, please clear your browser history, and try to access the site again. If this fails, please contact the Reward Team via reward.benefits@bakkavor.com.

Q. What should I do if I have the following error message?



A. Please clear your browser history and try to access the site again. If this fails, please contact the Reward Team via reward.benefits@bakkavor.com.

Q. What do I do if the verification code I am entering is not recognised?

A. If you have changed your device or deleted the authenticator app at any stage, you will need to contact reward.benefits@bakkavor.com to reset your two step verification.

CLICK HERE
to go back to page one