



## Employee Website Access

- Please visit [www.capautoreconemployees.com](http://www.capautoreconemployees.com)
- On the right side of the page where it says Log In, you will need to REGISTER for a username and password. Please create your own username and password, so make sure it is something you will remember.
- Once you have created your login information, a request for approval will be sent to Marketing.
- When approved, an email will be sent to the new user and you will then be able to access the employee site.
- Once you have created your account, Marketing will approve you to have access to the 'Managers Only' section. ALL Managers, Admins and Corporate will have access to this section – ONLY!
- If you get locked out, please reach out to [marketing@capautorecon.com](mailto:marketing@capautorecon.com) for a password reset.

### Benefits of the Employee Website:

- Health Insurance Information
- Employee Handbook
- Safety Training
- New Hire Info
- Employee Orientation Videos
- News
- Events
- Employee Benefits and much more....

'Managers Only' – this is for all Managers, Admins and Corporate. Any and all employee documents, reports, and forms are located here. All employees will have access to this website 24/7, 365, from wherever you are. All documents can be accessed and downloaded to your computer right from the employee website. If you call the corporate office requesting a form, you will be instructed to go to the website for the information.

For questions or help with the website, please contact Marketing at 615.361.6880 or [marketing@capautorecon.com](mailto:marketing@capautorecon.com).