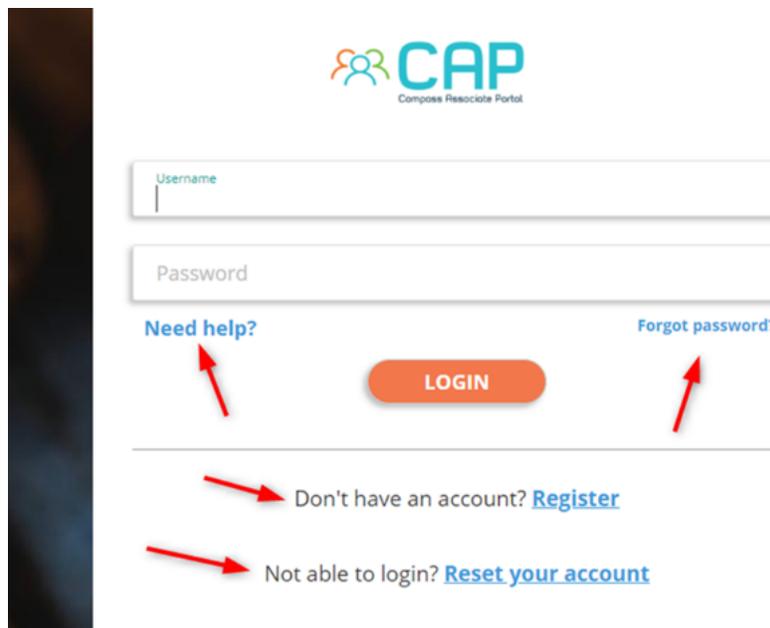


Compass Associate Portal Access for Frontline Associates

To update their personal data, Frontline/Hourly Associates will access Employee Central through the PeopleHub tile in CAP (Compass Associate Portal). Many Associates are already signed up for CAP. For those who are not, follow the instructions below to create an account!



- To login to or sign up for CAP, go to CompassAssociate.com.
- To enroll, follow the steps below:
 1. Click the blue Register link found below the Login button.
 2. Enter your information to verify your employment.
 3. Provide the phone number (optional) and email address (required) you would like to use for your new Compass Associate Portal and Employee Self Service account and click Save.
 4. A welcome message will be delivered to the email account you chose with a **Complete Account Setup** link. Use this link to create your password and account reset security questions.
- If the Frontline/Hourly Associate already has a CAP account but is having trouble logging in, follow the steps below:
 1. If you forgot your password, use the Forgot Password link on the CAP login page
 2. If you cannot get that to work (don't remember answer to security question or if the email they had registered with is no longer valid), use the Reset Account link on the same login page



Once you have completed your account setup, you can login to CAP immediately. Your username for CAP is your personnel number and the password will be what you create during setup.

- Username Example: 123456

For additional questions, please visit the [CAP Login Help Page](#).