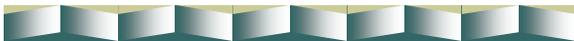


## Welcome to ECOMP

ECOMP is a web-based application accessible via the Department of Labor's public Internet site.

Through this portal, federal workers' and their employees' may:

- Electronically file incident reports and workers' compensation forms;
- Track the exact status of any form or document submitted via ECOMP and
- Electronically upload and submit documents to existing DFEC case files.



Please note that some OWCP services are not a part of ECOMP and are accessed separately.

For Medical Billing Information including authorizations, visit:

<http://owcp.dol.acs-inc.com/>

### **NGB OWCP Liaisons:**

#### **HRAC 1**

Suzette Turpin, 518-786-6123  
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#### **HRAC 3**

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#### **HRAC 4**

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#### **HRAC 7**

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ALWAYS READY.....ALWAYS THERE

# ECOMP



ALWAYS READY.....ALWAYS THERE

## **Employees' Compensation Operations & Management Portal**

<https://ecomp.dol.gov>

National Guard Bureau  
Office of Workers'  
Compensation

## **Filing Forms Using ECOMP**

### **Getting Started**

The Employees' Compensation Operations & Management Portal (ECOMP) allows Federal employees to file claims for benefits under the Federal Employees' Compensation Act (FECA) online. You will begin by registering with the ECOMP website: <https://ecomp.dol.gov>

1. Click the green Sign-In/Register button in the middle of the screen.

### **Sign In/Register**

2. Enter your personal information including your name, email address, and choose your agency information.
3. Once you have completed the registration information, click the

### **Create My ECOMP account.**

4. Go to your email and complete your registration by clicking the provided link to confirm your email.

**Providing accurate information during registration is very important.**

**If you need help with the ECOMP interface, visit:**

<https://ecomp.dol.gov/>

## **Filing a New Workers' Compensation Claim**

Before a Federal employee may file a form Ca-1 or CA-2 via ECOMP, form OSHA 301, Injury and Illness Report, must be filed to provide your employing agency with information required by OSHA.

### **File an OSHS-301, CA-1 or CA-2**

Once an OSHA 301 has been filed to report your injury or illness, file a CA-1 or CA-2 to claim FECA benefits.

### **File CA-1 or CA-2 based on this OSHA 301**

After you have filled out all required fields in your CA-1 or CA-2 and electronically submitted it to your supervisor, you will be notified of your form's progress in ECOMP every step of the way via email. The final email you receive will provide you with your OWCP case number.

You can also monitor your ECOMP forms via your claimant home page. Simply log in to your ECOMP account.

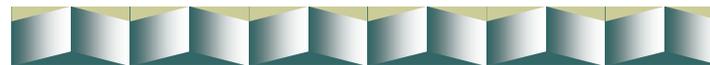
Additional help and training materials for filing claims in ECOMP can be found here:

### **Filing an OSHA 301:**

<https://ecomp.dol.gov/>

### **Filing a Form CA-1 or Form CA-2:**

<https://ecomp.dol.gov/>



**OFFICE OF WORKERS COMPENSATION**

## **Filing a Form CA-7 in ECOMP**

ECOMP also allows Federal employee users to file CA-7 age loss compensation claims via the portal. CA-7 forms may be filed for cases created in ECOMP and for cases created outside ECOMP.

### **Cases Created in ECOMP:**

Log in to your ECOMP account and find the CA-1 or CA-2 form for which you want to file a CA7. NOTE: you can only file a CA7 if the form has been created as a case created by DFEC by OWCP.

Click the CA-7 link in the bubble next to the form's listing to begin the process.

### **Cases Created Outside ECOMP:**

Click the blue button at the top right hand side of the screen to locate an existing case and file your CA-7

### **File New CA-7 for a Case Not Listed**

After you have filled out all required fields in your CA-7 and electronically submitted it to your supervisor, you will be notified of your form's progress every step of the way via mail.

Additional help and training materials for filing CA-7 claims in ECOMP can be found here:

<https://ecomp.dol.gov/>

(The preferred method of filing the CA7 is e-filing through AQS)