

ECOMP Overview



ECOMP was developed by Office of Workers Compensation Program (OWCP) to help improve the speed of communications between all Federal Employee's Compensation Act (FECA) Stakeholders. Also, to help agencies manage their Workers' Compensation (WC) and comply with the new regulations.



ECOMP is a web-based application through which federal employees and their employers may electronically file CA-1, CA-1 COVID-19, CA-2, CA-3, CA-7, CA-7a and CA-6 forms.



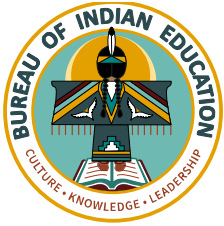
Individual case files are protected under the Privacy Act:

Only the employee, their representative (if any), and the Workers' Compensation Specialist (WCS) routinely have access to the file.

HIPAA doesn't apply to OWCP or employing agencies.



A claimant cannot be directed to file or waive her/his right to file a claim under the FECA. All Workers' Compensation claim decisions are made by DOL/OWCP.



User Roles in ECOMP

Employee - self registers in ECOMP and maintain their own account – including password resets.

Supervisor - The immediate supervisor reviewing the claim filed by the Injured Employee. Can only access the claim to review from the link in the email from noreply@ecomp.dol.gov.



CA-1/CA-1 COVID-19/CA-2 – should be completed by supervisor within 3-5 calendar days.

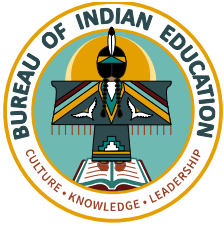
CA-7 – should be completed by supervisor within 2-3 calendar days.

Agency Reviewer (AR) - is responsible for reviewing and submitting claims to OWCP timely.



CA-1/CA-1 COVID-19/CA-2 – should be completed by AR within 14 calendar days.

CA-7 – should be completed by AR within 7 calendar days.

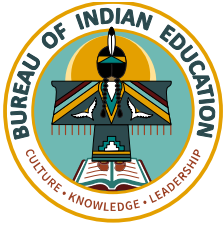


ECOMP Filing Process

- Federal employee may file CA-1, CA-1 COVID-19, CA-2 or CA-7 to claim FECA benefits.



- Form routed to supervisor
 - Form routed to Agency Reviewer
 - Form submitted to OWCP
- Supervisor or AR may obtain the CA-16 form in ECOMP. Please note the completed CA-16 must be uploaded to OWCP.
 - AR may initiate forms on behalf of employees.
 - Only if employee is incapacitated.
 - AR will initiate Official Supervisor's Report of Employee Death (CA-6).



Employee Registration: Info



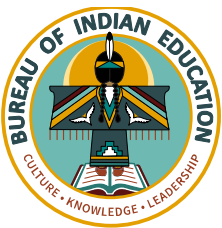
ECOMP home page:
<https://www.ecomp.dol.gov>



First-Time claimants need to register



Returning claimants use credentials received when they registered



Employee Registration: Login to ECOMP



Welcome to ECOMP

The Employees' Compensation Operations & Management Portal

Have you been hurt on the job?

If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have received an official FECA case number, you may also file form CA-7 (Claim for Compensation).

Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

 **Do not upload OWCP forms or medical bills! Forms or bills submitted as uploads will not be processed. Submit medical bills [here](#).**

[UPLOAD DOCUMENTS](#)

Need to file a form?

Register for an account or sign in to get started!

Sign In

Email or Username

Password

[SIGN IN](#)

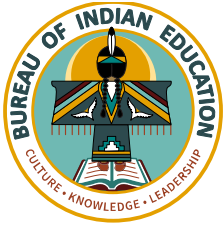
[Forgot password?](#)

Need an account? [Register](#)

Track status of form or document

Enter ECN or DCN

[TRACK STATUS](#)



Employee Registration: Create Account

[HOME](#) [FORMS](#) [DOCUMENTS](#) [HELP](#)



Need to file a form?

Register for an account or sign in to get started!

Sign In

Email or Username

Password

SIGN IN

[Forgot password?](#)

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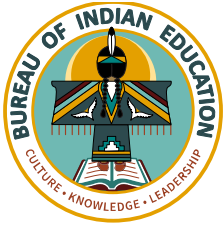
Track status of form or document

Enter ECN or DCN

TRACK STATUS

Need an account? [Register](#)

**Must click “Register” to
create an account**



Employee Registration: Account Basics



REGISTER FOR ECOMP

Your ECOMP account enables you to file and manage forms with the Department of Labor OWCP. Your account is covered under the [Privacy Act](#). If you already have an account, [sign in here](#).

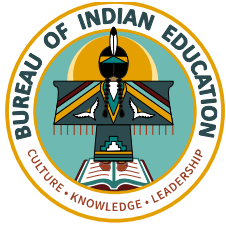
ACCOUNT BASICS

First Name	Middle Name (optional)	Last Name
Home Telephone	<input type="checkbox"/> International	
Email Address	<input type="text"/>	
Social Security Number	Confirm SSN	
<input type="checkbox"/>	I am NOT a US citizen and do not have a social security number.	

Employee will enter name, telephone number, and email address.

Can use their government or personal email address. Keep in mind if employee changes federal employer or leaves federal service, they may not always have access to their government email account.

Must enter social security number (SSN) and confirm it. If not a US citizen and do not have a SSN, the employee will check the box indicated "I am NOT a US citizen and do not have a social security number."



Employee Registration: Password

PASSWORD

Choose a Password

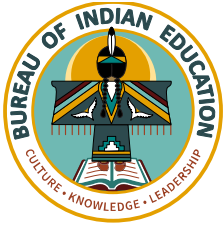
Re-enter Password

CANCEL

CREATE ACCOUNT

Create password.
Minimum 8 characters
1 uppercase letter
1 lower case letter
1 number
1 special character

After all information is
entered click CREATE
ACCOUNT



Employee Registration: Confirmation Email



YOU'RE ALMOST DONE

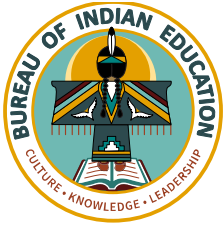
An email has been sent to this email address: dolowcp3@gmail.com

Check your email and follow the instructions inside.

If you do not receive your confirmation email in 10 minutes, it may have been lost.

1. Check your spam folder.
2. Ensure that your emails service is not blocking emails from @www.ecomp.dol.gov
3. Make sure that the email you gave us is your correct address (if not please re-register).

***MUST confirm the account
through email provided first
before you can log into your
ECOMP account***



Employee Registration: Email Link

ECOMP: Please Confirm Email Inbox x

noreplyuat@ecomp.dol.gov
to me ▾

TEST ENVIRONMENT: uat

This email is intended for:

Name: First Last
Username: dolowcp3@gmail.com

If your email is dolowcp3@gmail.com, please confirm your account registration by clicking on the link b

<https://www.training.ecomp.dol.gov/#id=me32uya8l>

Please note, this link will expire in 72 hours.

If you did not sign up for this account, do not click this link.

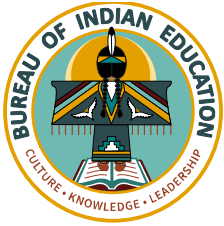
<https://www.training.ecomp.dol.gov/>
[Message ID: kke5lenr.vsX2eGpyOBnQ]

Reply

Forward

Go into your email account and look for an email from noreply@ecomp.dol.gov

Click on the link in the email.



Supervisor Review Process: Attachments

CA-1 Traumatic Injury Claim

ECN 119488 | Pending Review by Supervisor

Attach the following supporting documents: witness statements, job descriptions, and medical documentation. **Do not upload OWCP forms or medical bills here; they will not be processed.** Submit medical bills using [OWCP's Central Bill Processing Center](#). Submit OWCP forms through your agency's established procedures (electronically or in paper form). [Learn more.](#)

ATTACHMENTS (optional) ?

Max file size is 5MB

Limit number of pages to 10 per document

Allow 4 hours for processing

Upload one document at a time. Each upload is assigned a Document Control Number (DCN). Uploads will be converted to black-and-white.

Accepted file formats: jpeg, jpg, gif, png, txt, tif, tiff, rtf, pdf, doc, docx



UPLOADED ATTACHMENTS

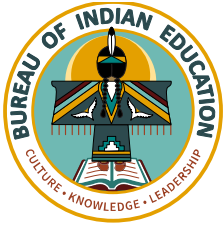


[View](#)

DCN 119489

Type: General Inquiry (Non-Medical) | Authored Date: 04/03/2019

Uploaded by injuredworker.ecomp@outlook.com on 04/08/2019 at 3:44 PM



Supervisor Review Process: Sign and Action to take



CA-1 Traumatic Injury Claim

ECN 119488 | Pending Review by Supervisor

SIGN

Action to Take

Sign & Forward or File	Request Resubmission
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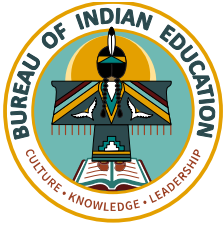
EVENT (optional)

Is this form related to one of these events? (optional) ▼



EXIT

SIGN AND FORWARD



Supervisor Review Process: Resubmission




CA-1 Traumatic Injury Claim

ECN 119488 | Pending Review by Supervisor

SIGN

Action to Take

Sign & Forward or File	Request Resubmission
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 This form will not be submitted and will be returned to the filer, who will be advised of the return reason.

Why? ▼

- 1 - Incorrect Employing Agency
- 2 - Return of form requested by employee

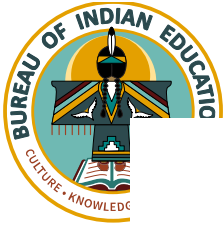
EVENT (optional)

Is this form related to one of these events? (optional) ▼



EXIT


REQUEST RESUBMISSION



Supervisor Review Process:

CA-1 Traumatic Injury Claim

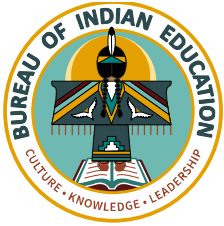
ECN 119488 | Pending Final Review by FECA Agency Reviewer

 FORM LOCKED	ECN 119488 CA-1	<i>Pending Final Review by FECA Agency Reviewer</i>	
	Employee Injured Worker Organization OFFICE OF ECOMP TESTING	Date of Event 04/01/2019 Initiated 04/08/2019	View Get PDF

- You can print a copy of this form using the 'Get PDF' button above.
- A digital copy of this form will be kept by ECOMP for 5 years. (Public Law 91-596 and 29 CFR 1904)

ISSUE CA-16

DONE



Disclosure of Information

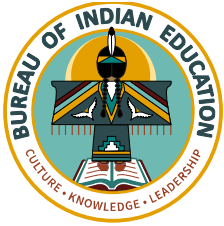
The Department of Labor regulations govern the disclosure of workers' compensation case information.

DOL/GOVT-1 provides that federal agencies that employed the claimant at the time of the occurrence or recurrence of the injury or occupational illness can access OWCP case file information in order to verify billing, to assist in administering the FECA, to answer questions about the status of the claim, to consider rehire, retention or other actions the agency may be required to take with regard to the claim or to permit the agency to evaluate its safety and health program.

Workers' Compensation information is to be used only for Workers' Compensation purposes unless authorized by the employee. The information cannot be used for purposes such as disciplinary action, removal, or the EEO complaint process without the consent of the injured employee. The information, however, can be used to determine placement opportunities for the employee. While you cannot provide information to a Labor Relations Specialist working on a proposed removal, you can provide pertinent information to the Staffing Specialist working on a placement for the employee.

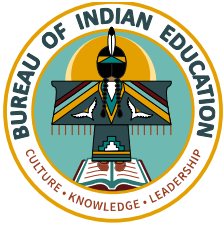
If you are in doubt as to whether you can release information, **just say no**, and then check with the WCS or bureau Program Manager for direction. The WCS should understand the rules governing release of information and can provide you with clear guidance.

For more information, visit: <http://www.dol.gov/sol/privacy/dol-govt-1.htm>



References

- **What a Federal Employee Should Do When Injured at Work CA-10:**
<https://www.dol.gov/sites/dolgov/files/OWCP/regs/compliance/CA-10.pdf>
- **Injury Compensation for Federal Employees Publication CA-810:**
<https://www.dol.gov/owcp/dfec/federalagency.htm>
- **DFEC Procedure Manual:** <https://www.dol.gov/agencies/owcp/FECA/procedure-manual>
- **U.S. Department of the Interior/Workers' Compensation Program:**
<https://www.doi.gov/pmb/hr/workerscompensation>
- **Office of Workers' Compensation Programs Response to the Coronavirus:**
<https://www.dol.gov/agencies/owcp/coronavirus>
- **COVID-19 FAQs:** <https://www.dol.gov/agencies/owcp/FECA/InfoFECACoverageCoronavirus>
- **ECOMP Help:** <https://www.ecomp.dol.gov/#/help>



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