

# NALC Guide to Filing an OWCP Claim On ECOMP

## **REGISTER WITH ECOMP**

- Log onto ECOMP Website ([www.ecomp.dol.gov](http://www.ecomp.dol.gov)) and create account using 'Sign In/Register' link.
- Select USPS as employing agency and location on date of injury (DOI).
- Enter immediate Supervisor's email address - ( \_\_\_\_\_@usps.gov)
- Choose password of at least 8 characters and select three security questions and answers
- Click on 'Create My ECOMP Account'
- Confirm and complete registration through your selected email; you will be redirected to ECOMP Sign-in

## **FILING A CA-1 TRAUMATIC INJURY**

- Log onto ECOMP Website ([www.ecomp.dol.gov](http://www.ecomp.dol.gov)) - In Employee Dashboard available electronic forms will be displayed.
- Click on 'File an OSHA, CA-1 or CA-2' button then Click on 'Select CA-1 & Continue'
- Enter SSN, date of birth, sex, home number, grade and step as of DOI, mailing address and dependent information
- Verify Supervisor's email address, click 'Continue'
- Provide place, date and time injury occurred as well as occupation
- Enter witness information and Upload attachments in support of your claim (statements, medical reports, etc.)
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- Review and verify information entered
- Indicate Continuation of Pay (COP) or Sick and/or Annual leave
- Agree to disclaimer and click on 'Sign and File Form' to submit CA-1 claim

## **FILING A CA-2 OCCUPATIONAL DISEASE**

- Log onto ECOMP Website ([www.ecomp.dol.gov](http://www.ecomp.dol.gov)) - In Employee Dashboard available electronic forms will be displayed.
- Click on 'File an OSHA, CA-1 or CA-2' button then Click on 'Select CA-2 & Continue'
- Enter SSN, date of birth, sex, home number, grade and step as of date of last exposure, mailing address and dependent information
- Verify Supervisor's email address, click 'Continue'
- Enter occupation and the location you worked when the disease or illness occurred.
- Indicate date you first became aware of the illness & date you first realized the illness was caused or aggravated by employment
- If more than 30-days between date you became aware and filed CA-2 - explain delay
- Upload a work narrative statement, medical report and any other attachments in support of your claim
- Review and verify information entered then Agree to disclaimer and click on 'Sign and File Form' to submit CA-2

## **FILING A CA-7 CLAIM FOR COMPENSATION (CASE FILED IN ECOMP)**

- Log onto ECOMP Website ([www.ecomp.dol.gov](http://www.ecomp.dol.gov)) - In Employee Dashboard previously filed forms will be displayed.
- Click on the link to the right of the filed form - Compensation information will be displayed
- Click on 'File a CA-7'
- Select type of compensation claiming: LWOP, leave buy back, other wage loss
- Enter the period of compensation you are claiming (from-to dates)
  - \*Intermittent dates - complete CA-7a after CA-7*
  - \*Leave Buy Back - complete CA-7b after CA-7*
- Report work performed outside USPS employment during period claimed
- Indicate whether first CA-7 filed - if so enter dependent information
- Enter third party claim information
- Upload attachments in support of your claim (statements, medical reports, etc.)
- Review and verify information entered then Agree to disclaimer and click on 'Sign and File Form' to submit CA-7

## **FILING A CA-7 CLAIM FOR COMPENSATION (CASE NOT FILED IN ECOMP)**

- Log onto ECOMP Website ([www.ecomp.dol.gov](http://www.ecomp.dol.gov))
- Locate case by clicking on 'File New CA-7 for a Case Not Listed'
- Information about claiming compensation will be displayed. Click the button to 'File a CA-7'
- To locate case - enter file number, last name, date of birth and DOI, then click on 'Access Case'
- Follow Steps 4-10 above