

## 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 employers may:

- ◆ Electronically file 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:

<https://owcpmed.dol.gov>

If you have questions contact your local DFEC District Office. For a listing of offices, visit:

<http://www.dol.gov/owcp/contacts/fecacont.htm>

# ECOMP



*The Employees' Compensation  
Operations & Management Portal*

Injury Compensation and Medical Services

US Postal Service

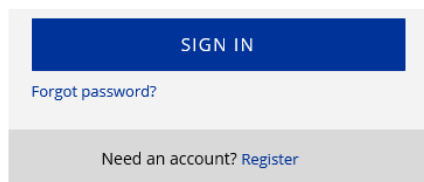
<https://www.ecomp.dol.gov>

# 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 web site: <https://www.ecomp.dol.gov>

1. Click the registration link to register for an account.



2. Enter your personal information including your name, email address, your supervisor's email address (or use: **HRMDistrictE0079@usps.gov**), and choose your agency information. Select:

COLORADO/WYOMING PERFORMANCE CLUSTER -OFFICES

3. Once you have completed the registration information, click the Create Account button.

CREATE 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://www.ecomp.dol.gov/>

## Filing a New Workers Compensation Claim

After logging into your ECOMP account, follow the links to begin filing a new claim:

FILE A CA-1 OR CA-2

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 in the Help section of the ECOMP home page:

### USER GUIDES

INJURED WORKER

SUPERVISOR FORM REVIEW

AGENCY REVIEWER

DISABILITY MANAGEMENT INTERFACE

OSHA RECORD KEEPER

AGENCY MAINTENANCE HELP

UPLOADING DOCUMENTS TO FECA CASE FILES

## Filing a Form CA-7 in ECOMP

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

For cases created in ECOMP, you log in to your ECOMP account and find the CA-1 or CA-2 form for which you want to file a CA-7. Note: you can only file a CA-7 if the form has been created as a case by OWCP.

CASE 094005940   ECN 119235   CA-2		Case Created by DFEC		
FORM LOCKED	Employee	Injured Worker	Date of Event	01/07/2019
	Organization	0000-X2 OFFICE OF ECOMP TESTING	Initiated	03/12/2019
		<a href="#">View</a>	<a href="#">Get PDF</a>	<a href="#">File a new CA-7</a>
You can file a <a href="#">claim for wage loss compensation (CA-7)</a> for this case.				

Click the CA-7 link within the form's listing to begin the process.

For cases created outside of ECOMP, click the button at the top right hand side of the screen to locate an existing case and file your CA-7.

FILE CA-7 FOR CASE NOT LISTED

After you have filled out all required fields in your CA-7 and electronically submitted it to HRM, you will be notified of your form's progress every step of the way via email. You must change your supervisor's email address to: **HRMDistrictE0079@usps.gov**

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

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