



RETURN TO HEALTH

Introduction to the ECOMP Claims Process

Reporting a workplace incident and filing a claim for compensation require different forms, depending upon your employment status and government organization. Not all government agencies use ECOMP for form filing. You can check to see what forms your agency files through ECOMP by clicking "Register" from the [ECOMP homepage](#) and then selecting your employing government organization.

Submitting and Reviewing Forms

Remember that before filing a form in ECOMP, you must register and create an account. Once you have registered, you can initiate a form from your Employee Dashboard.

You must fill out each form completely and submit it for review. You may save a partially completed form and come back to it later. You may also upload and attach supporting documents to be submitted along with a FECA claim form. If your form is incomplete, it will appear in your Dashboard as 'DRAFT' and will not be processed until you complete all fields and submit the form for review.

Once you submit your form, it will be reviewed by your supervisor (you WILL be asked for their email address) and then by a reviewing official within your agency. If appropriate, FECA forms will then be submitted to OWCP. If your supervisor has a question, he/she may send the form back to you. Forms sent back for your review will appear in your Dashboard as 'Returned to Filer'.

You will receive status emails during this process. You may also use the "Track Status" function to monitor the progress of your submission or check the status of your forms from your Employee Dashboard.

Which Form Should I File?

Form **CA-1 (Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation)**

Form **CA-2 (Notice of Occupational Disease and Claim for Compensation)**

What Will I Need?

- An ECOMP account (you can register for an ECOMP account using your email address)
- Your government organization
- **Your supervisor's email address**
- For new injury/illness claims, details for the event (place, time, extent of injury, etc.)
- If available, supporting documentation, such as medical reports (have these ready in electronic format)

**Taken from "How to File A Form" on [ecompany.dol.gov](#)*