

ECOMP E-Filer Quick Start User Guide

The Employee's Compensation Operations & Management (ECOMP) Portal is web-based application accessible via the DOL public internet site, federal workers can electronically file:

- CA-1 and CA-2 Injury Claim Forms
- CA-7, CA-7a and CA-7b Claim for Compensation Forms
- Upload and submit documents to OWCP case files

In order to file a claim, the employee **must** register as E-Filer. The designated Supervisor **does not** need to register in ECOMP. The Supervisor will receive an email with a hyperlink to allow them to complete the CA-1 or CA-2 Supervisor's Report.

How to find the ECOMP:

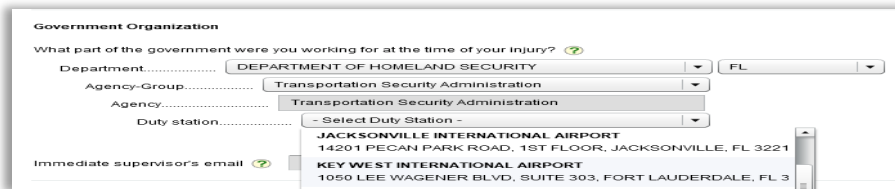
1. Injured worker uses the Internet to access URL www.ecomp.dol.gov

How to register as an E-Filer:

1. Select *Sign In /Register Green Arrow*
2. Select *Don't have an account yet? Register now*
3. Enter in Personal Information:
 - + Tips - Home telephone can be Mobile phone and Email address can be personal email (ensure you have access to personal email at the time of filing claim)
4. Government Organization:

ALL TSA AIRPORTS:

- Department: Department of Homeland Security
- Agency Group: Transportation Security Administration (TSA)
- Agency: (Auto Populated)
- Duty Station: Locate Airport



The screenshot shows a web form titled "Government Organization". It asks "What part of the government were you working for at the time of your injury?". The form has several dropdown menus: "Department" is set to "DEPARTMENT OF HOMELAND SECURITY", "Agency-Group" is set to "Transportation Security Administration", and "Agency" is set to "Transportation Security Administration". The "Duty station" dropdown is open, showing options for "JACKSONVILLE INTERNATIONAL AIRPORT" and "KEY WEST INTERNATIONAL AIRPORT". The "Immediate supervisor's email" field is empty.

5. Check your email and follow the instructions

How to submit a CA-1/ CA-2:

1. Once you have signed into ECOMP, you will see Employee Dashboard
2. Select Green tab **File an OSHA 301, CA-1 or CA-2*
3. Select applicable form (CA-1 or CA-2)
4. Enter in Personal Information in Employee Basics:
 - Item #1- Name, Item #2- SSN, Item #3- DOB, Item #4- Sex etc.
 - Item #6- Grade / Step
 - Tip: Grade type in Pay Band Letter **D, E, F, G, H or I** / Step type in **00**
 - Item #12- Select from the **drop down menu** one of the following Positions:
 - 1802 - Compliance Inspection and Support for TSO, LTSO, STSO
 - 1801 - Inspection Investigation and Compliance for TSM or FAM
5. Enter in Description of Injury
 - Tip: Ensure you describe mechanism of injury/affected body parts, what happened and why
6. Enter in Witness Statement (if applicable)
7. Attachments: Scan and upload documents you wish to include with claim form (e.g. Written statement or medical documentation)
8. Sign & File Form: Select A or B, then select Green Arrow *Sign & File Form* to submit claim to Supervisor
9. Print/Sign – Make sure to save-print-sign two copies. One for your records and the original wet signature goes to your local Workers' Compensation Coordinator (WCC) for record keeping.

ECOMP Claim for a Traumatic Injury (CA-1)

This form has been forwarded for review

ECN 103228 CA-1 Pending review by Supervisor

Employee	Sam King	Date of event	09/28/2012
Organization	DIVISION OF COAL MINE WORKERS' COMPENSA...	Initiated	10/03/2012

Form Locked View Get PDF Upload Attachments More...


Print/Sign

10. Monitor claim process and issuance of claim number via Employee Dashboard