

## ***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:**

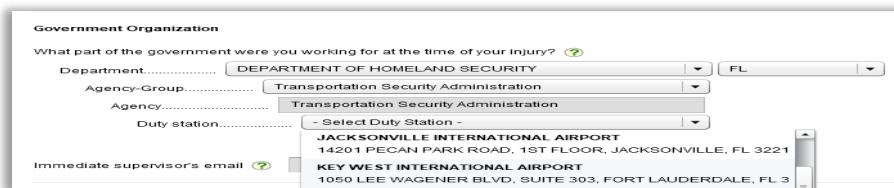
1. Injured worker uses the Internet to access URL [www.ecomp.dol.gov](http://www.ecomp.dol.gov)

### **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



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)  
ECN 103228  
Pending review by Supervisor  
This form has been forwarded for review  
ECN 103228 CA-1 Pending review by Supervisor  
Employee Organization Sam King DIVISION OF COAL MINE WORKERS' COMPENSA... Date of event Initiated 09/28/2012 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