ECOMP For National Guard Technician Employees

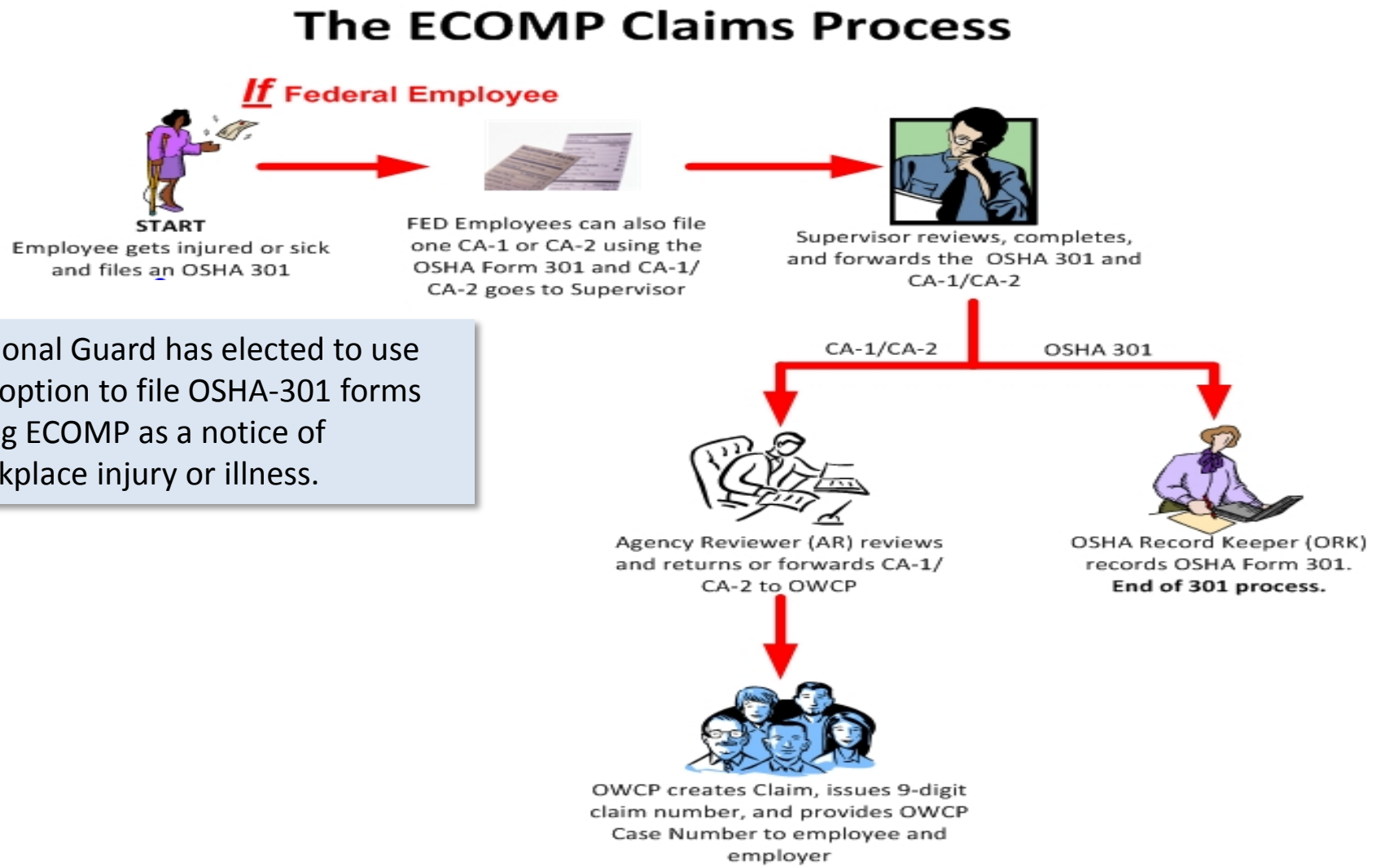
ECOMP

This training will provide employees with the steps necessary to submit OSHA-301 forms and CA-1/CA-2 forms using the Department of Labor application ECOMP.

ECOMP

- ECOMP is a Department of Labor application that will allow DOD to file OSHA-301, CA-1, CA-2, and CA-7 forms electronically.
- ECOMP will be replacing the current EDI method DOD uses to file claims electronically.
- This switch will affect employees, supervisors, injury comp specialists, and safety personnel.

ECOMP's Workflow



National Guard has elected to use the option to file OSHA-301 forms using ECOMP as a notice of workplace injury or illness.

Benefits of using ECOMP

- Employee can file a claim from home and submit to their supervisor. They do not have to use a computer at work or sit with their supervisor in order to file a claim.
- Documents supporting the claim can be uploaded at the time the claim is entered by the employee. This means that crucial information will be seen by the Claims Examiner when the claim is submitted, speeding up adjudication of the claim.
- Employees can log into ECOMP and view and print copies of claim forms when necessary.

Benefits of using ECOMP

- Employees can check status of claim submission and will receive claim numbers when assigned by DOL.
- Claim numbers are received more quickly from DOL allowing medical providers to bill OWCP and thus reduce any problems when providers want to initially submit bills after treatment.

Alternate methods of filing

- If a claim cannot be filed by the employee using ECOMP, there are alternate methods of filing the claim with DOL.
  - The agency can elect to have agency personnel (Injury Compensation Specialist) file a claim on behalf of an employee. This will be an agency decision and will most likely be done on a case by case basis that is dependent upon specific circumstances.
  - Hard copy claim form can be processed through the agency and sent to DOL.

Employee Registration

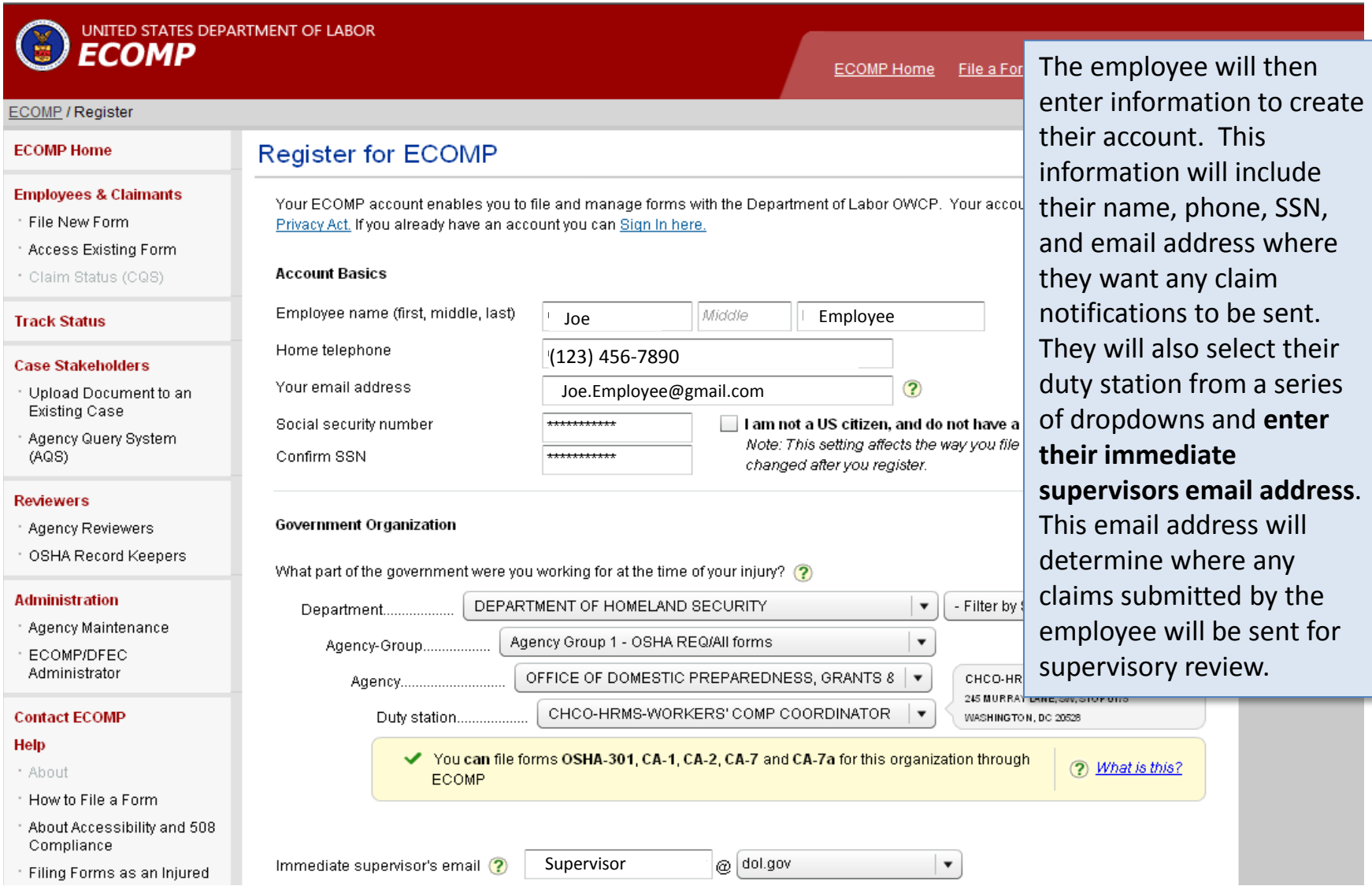
- **Employees must first register and create an account in ECOMP in order to file a claim. During registration, the employee will select their Department/Agency/Duty Station & enter Supervisor E-mail address**.
- Employee uses the Internet at any computer to access the ECOMP URL www.ecomp.dol.gov
- They can then use this account whenever they file subsequent claims using a User ID and Password established when they register.

Employee Registration

- The application guides the employee through the process for ease of use.
- Passwords can be reset using security questions set up during registration so employees do not have to worry about forgotten passwords.
- Employees can use their home computer, if they so desire, to file the required forms.

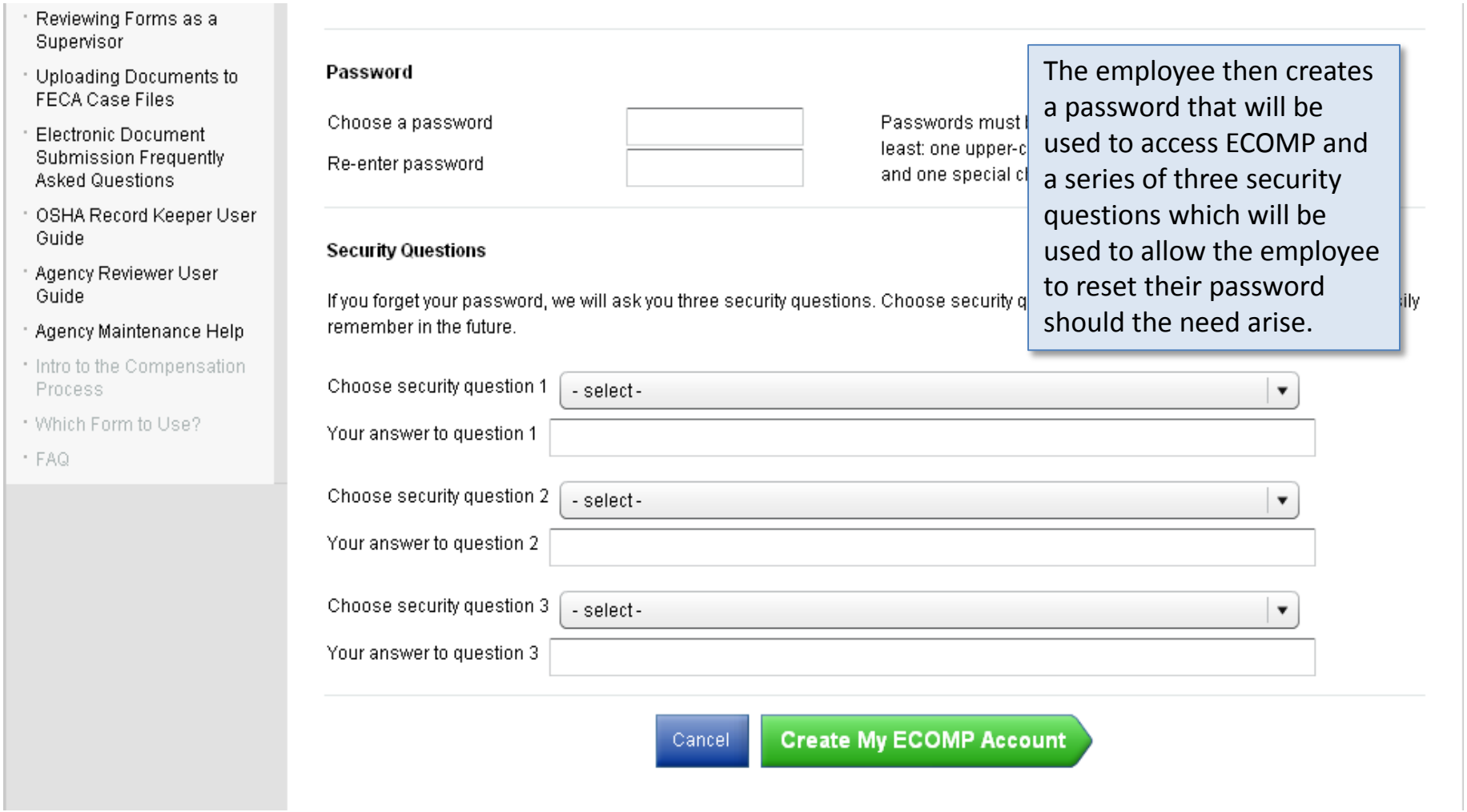
UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
File a Form
Upload Document
Register with ECOMP
ECOMP
You are not currently signed in | Sign In | Register
ECOMP Home
Employees & Claimants
File New Form
Access Existing Form
Claim Status (CQS)
Track Status
Case Stakeholders
Upload Document to an Existing Case
Agency Query System (AQS)
Reviewers
Agency Reviewers
OSHA Record Keepers
Administration
Agency Maintenance
ECOMP/DFEC Administrator
Help
About
How to File a Form
About Accessibility and 508 Compliance
Filing Forms as an Injured Worker
Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User
Welcome to ECOMP
The Employees' Compensation Operations & Management Portal
UNITED STATES DEPARTMENT OF LABOR
Have you been hurt on the job?
If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.
If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have received an official FECA case number, you may also file form CA-7 (Claim for Compensation).
File a Form
Sign In / Register
Need to upload a document?
Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.
Do not upload OWCP forms or medical bills!
Forms or bills submitted as uploads will not be processed. Submit medical bills here.
Access Case & Upload Document
Track status of form or document
Enter ECN or DCN
Go!
The employee will click on the Sign in/Register button to start the registration process

Employee Registration



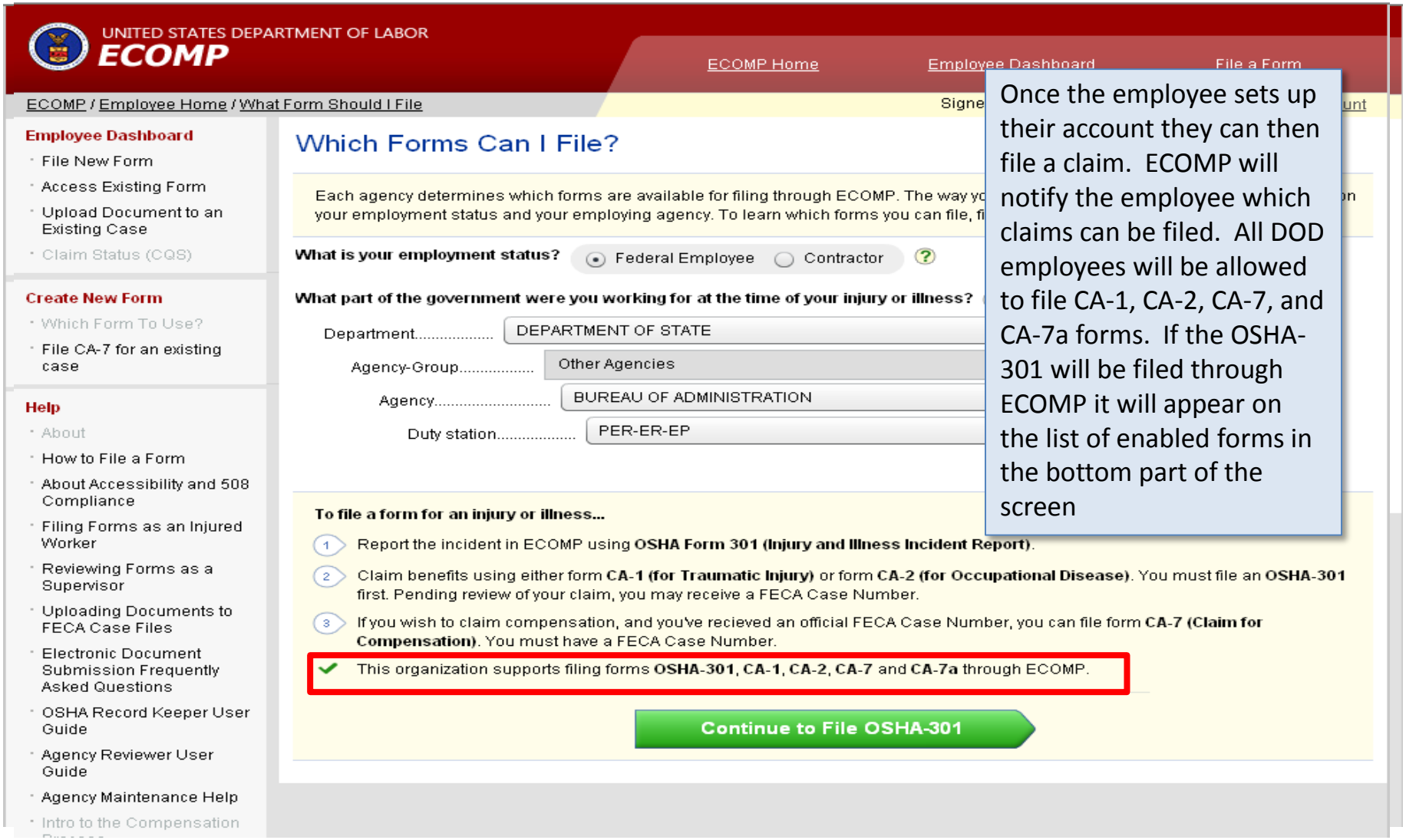
The employee will then enter information to create their account. This information will include their name, phone, SSN, and email address where they want any claim notifications to be sent. They will also select their duty station from a series of dropdowns and **enter their immediate supervisors email address**. This email address will determine where any claims submitted by the employee will be sent for supervisory review.

Employee Registration



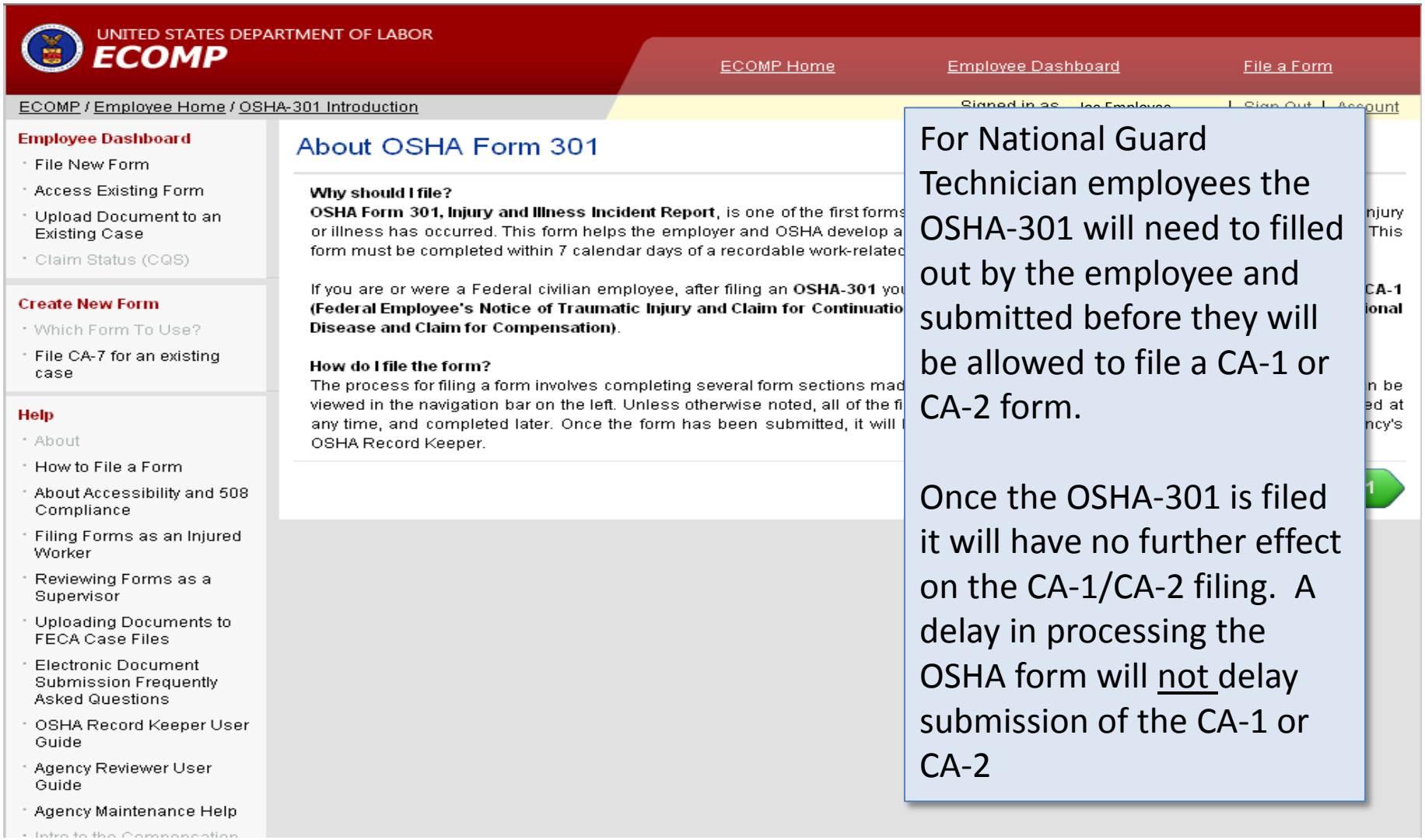
The employee then creates a password that will be used to access ECOMP and a series of three security questions which will be used to allow the employee to reset their password should the need arise.

Filing an OSHA 301: Employee Portion



Once the employee sets up their account they can then file a claim. ECOMP will notify the employee which claims can be filed. All DOD employees will be allowed to file CA-1, CA-2, CA-7, and CA-7a forms. If the OSHA-301 will be filed through ECOMP it will appear on the list of enabled forms in the bottom part of the screen

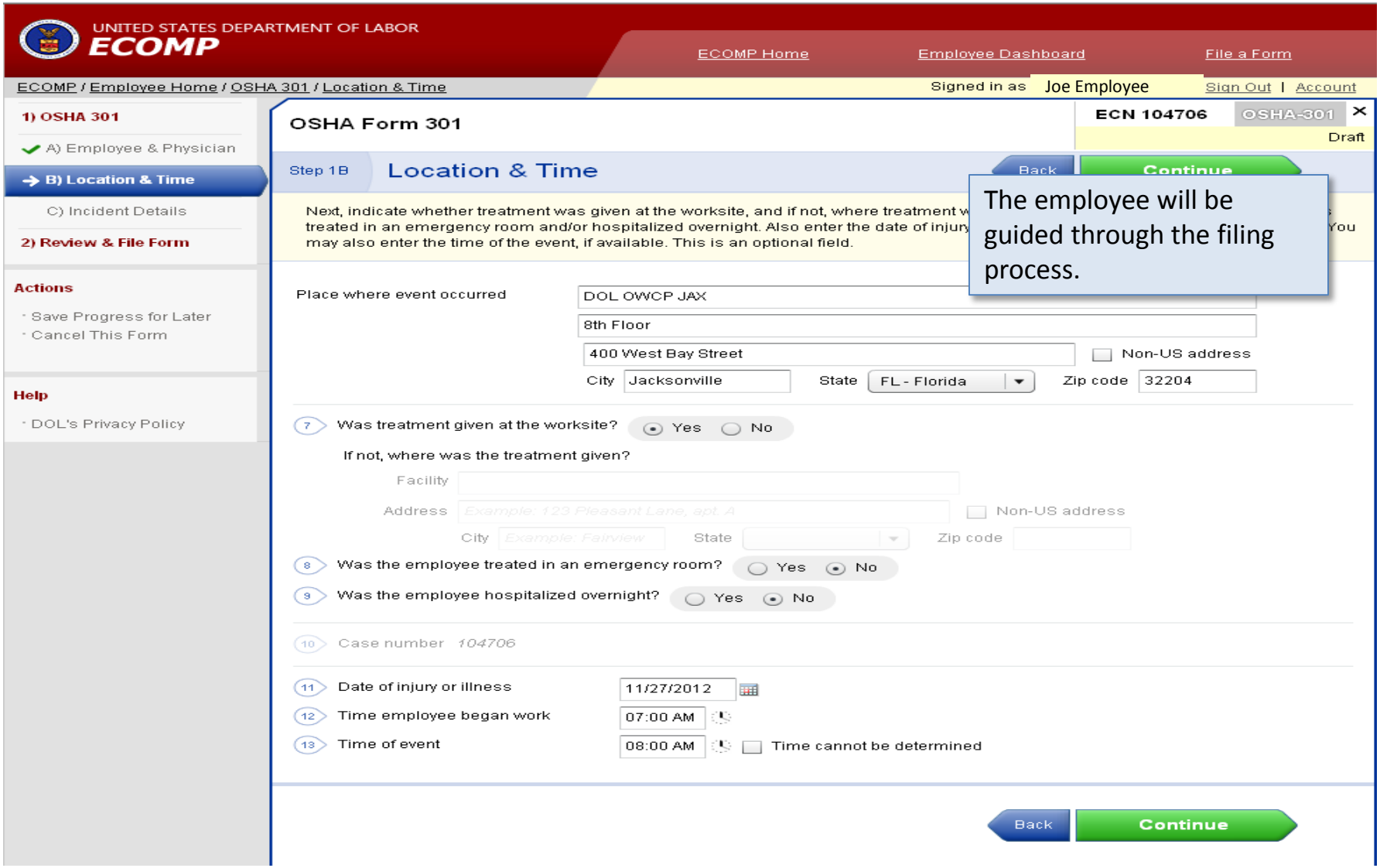
Filing an OSHA 301: Employee Portion



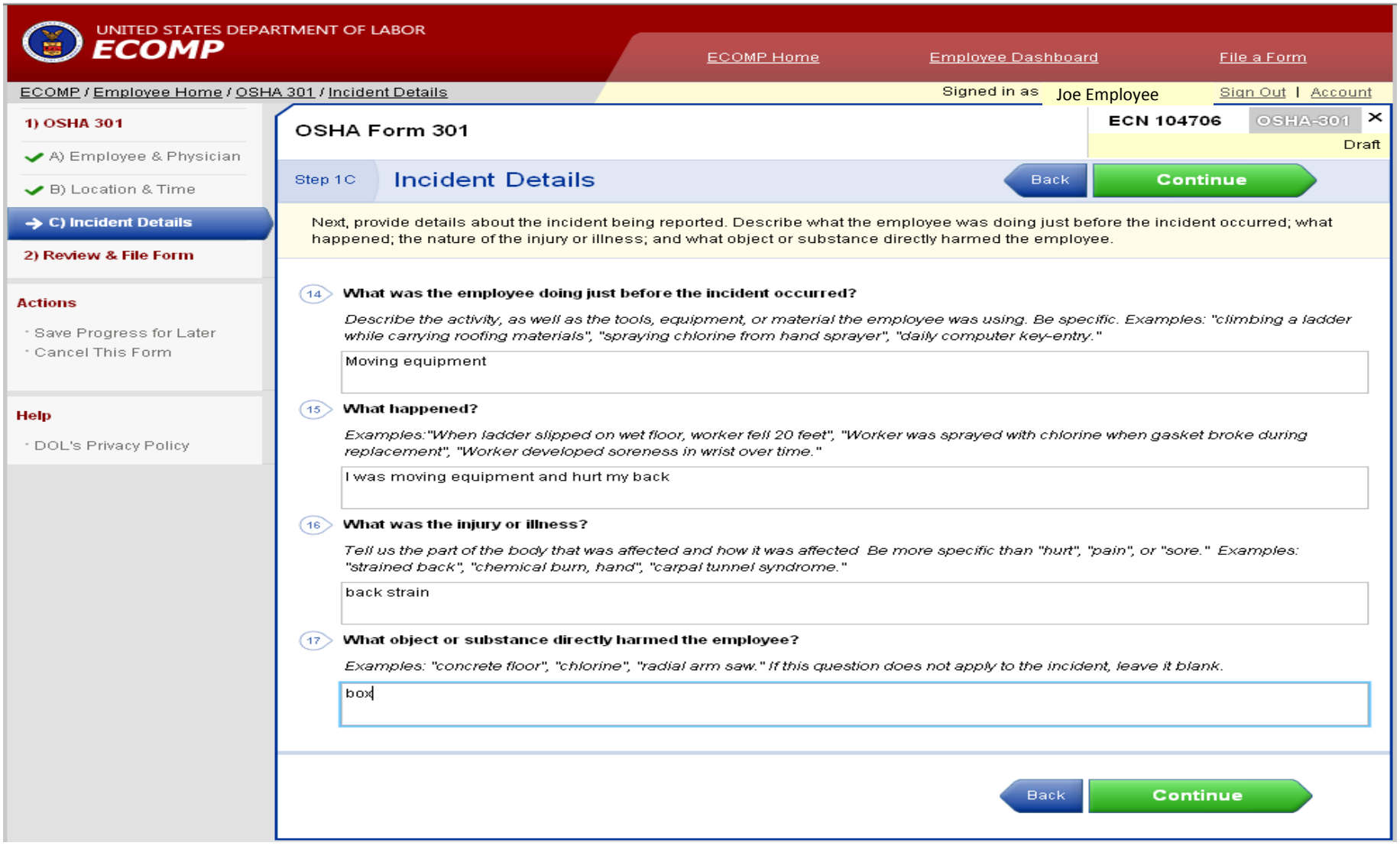
For National Guard Technician employees the OSHA-301 will need to filled out by the employee and submitted before they will be allowed to file a CA-1 or CA-2 form.

Once the OSHA-301 is filed it will have no further effect on the CA-1/CA-2 filing. A delay in processing the OSHA form will not delay submission of the CA-1 or CA-2

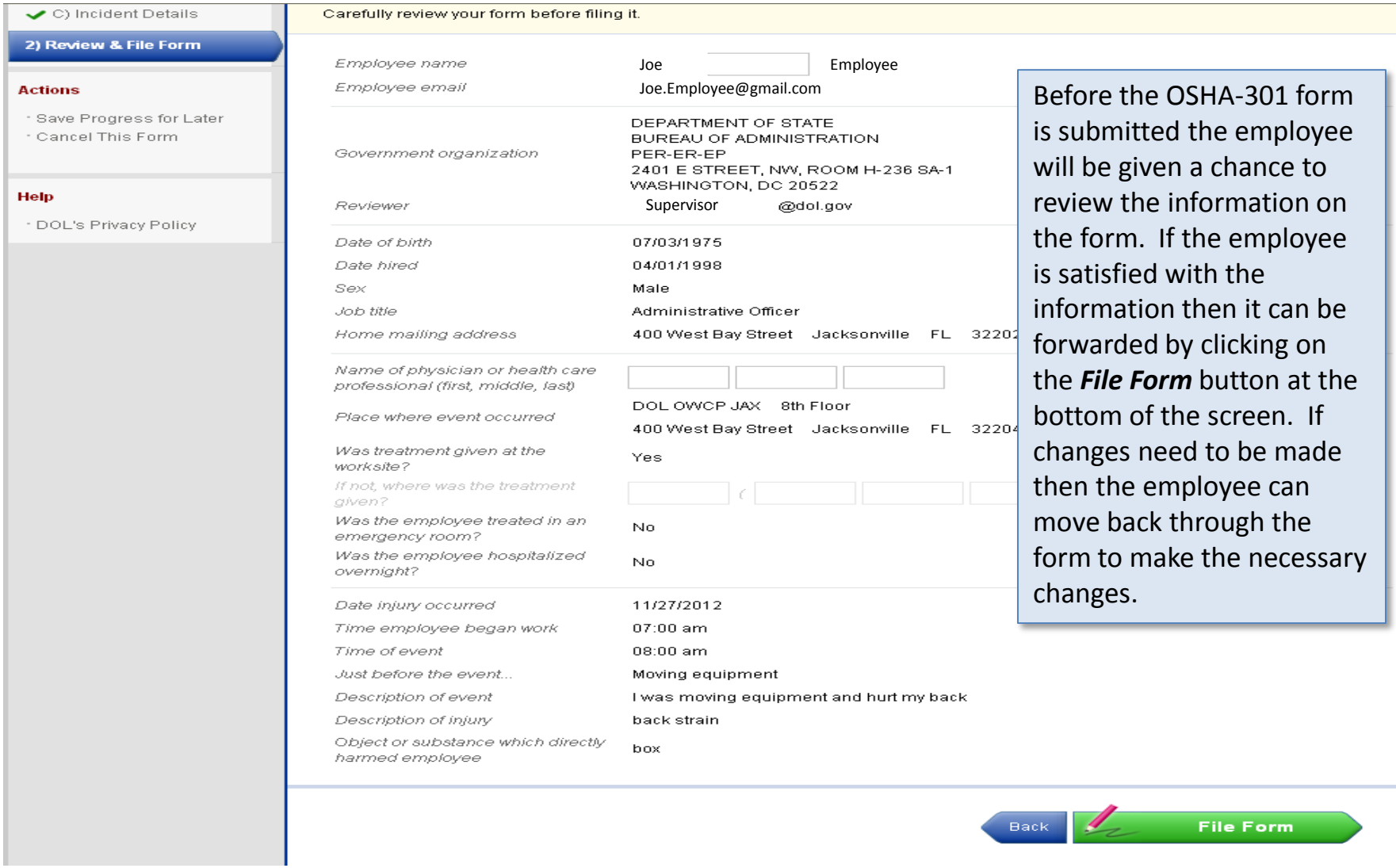
Filing an OSHA 301: Employee Portion



Filing an OSHA 301 : Employee Portion

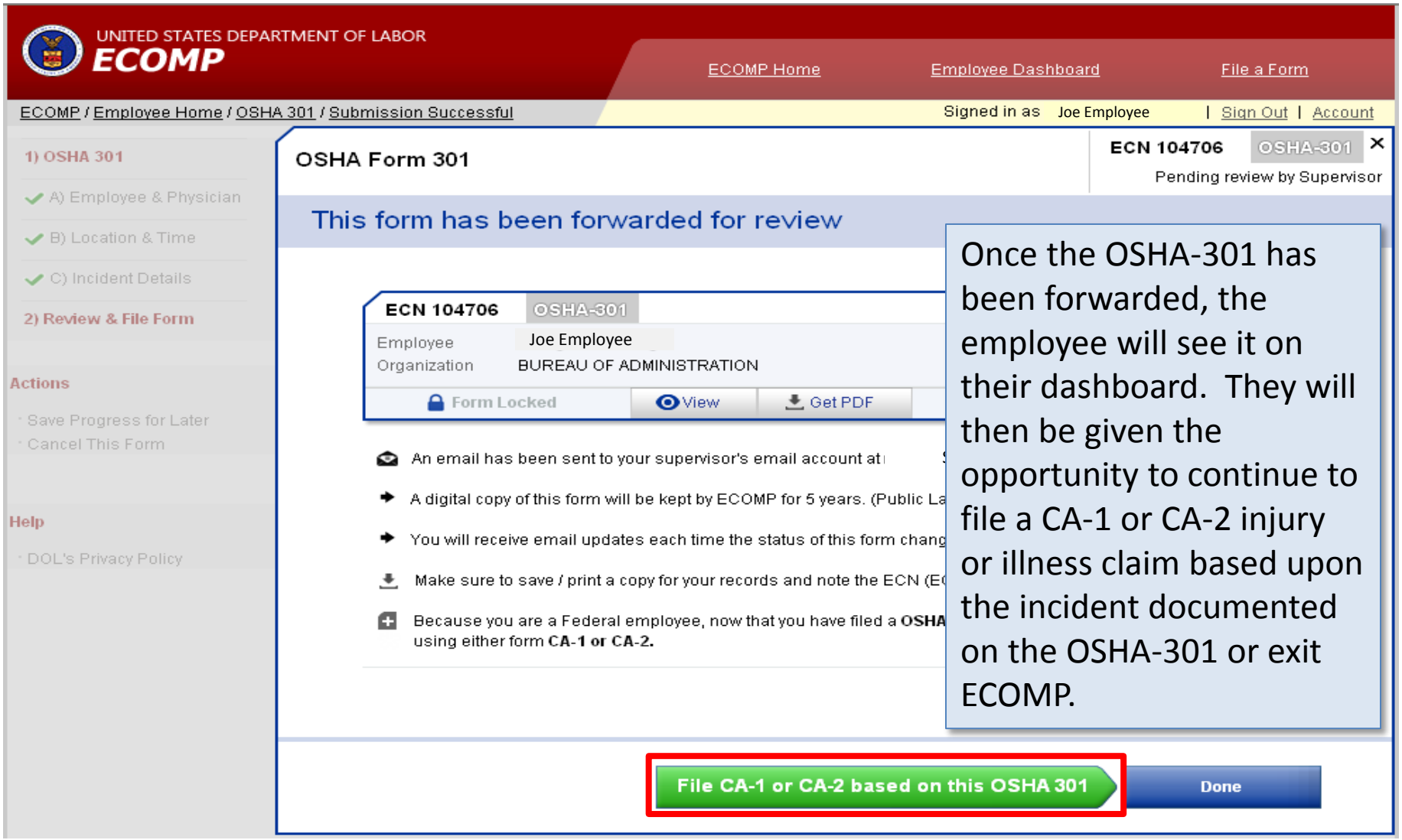


Filing an OSHA 301 : Employee Portion



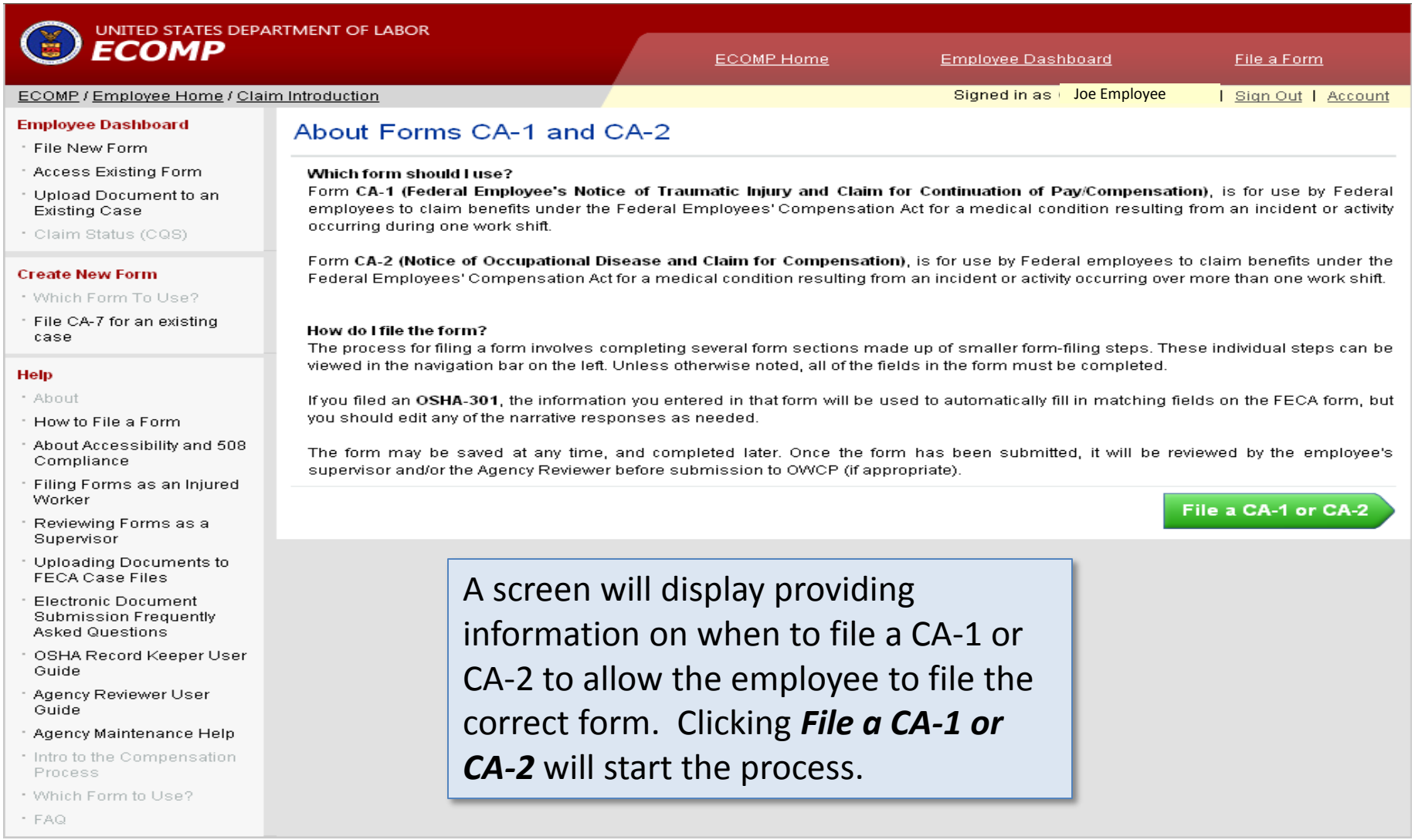
Before the OSHA-301 form is submitted the employee will be given a chance to review the information on the form. If the employee is satisfied with the information then it can be forwarded by clicking on the ***File Form*** button at the bottom of the screen. If changes need to be made then the employee can move back through the form to make the necessary changes.

Filing an OSHA 301 : Employee Portion



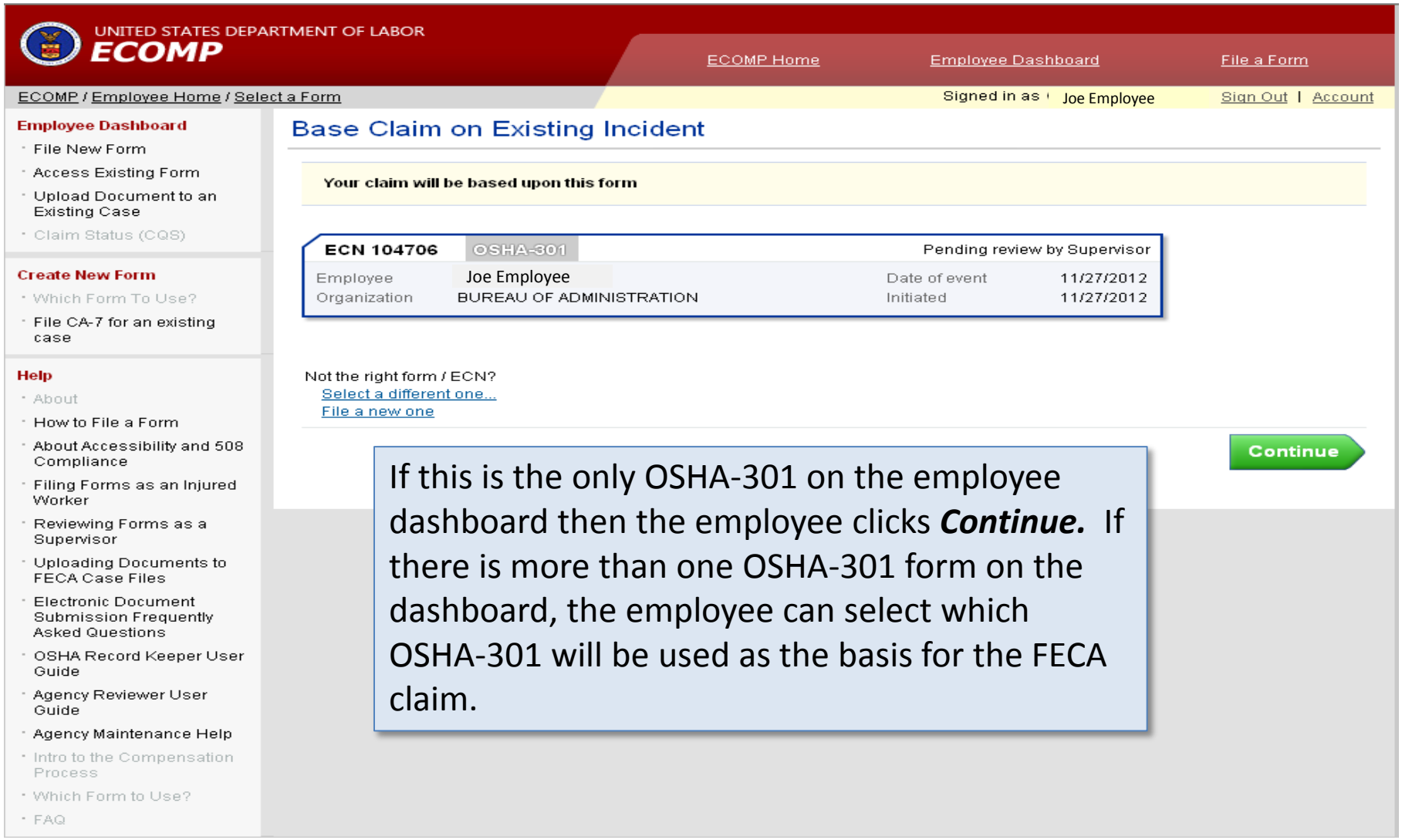
Once the OSHA-301 has been forwarded, the employee will see it on their dashboard. They will then be given the opportunity to continue to file a CA-1 or CA-2 injury or illness claim based upon the incident documented on the OSHA-301 or exit ECOMP.

Filing a CA-1 or CA-2: Employee Portion



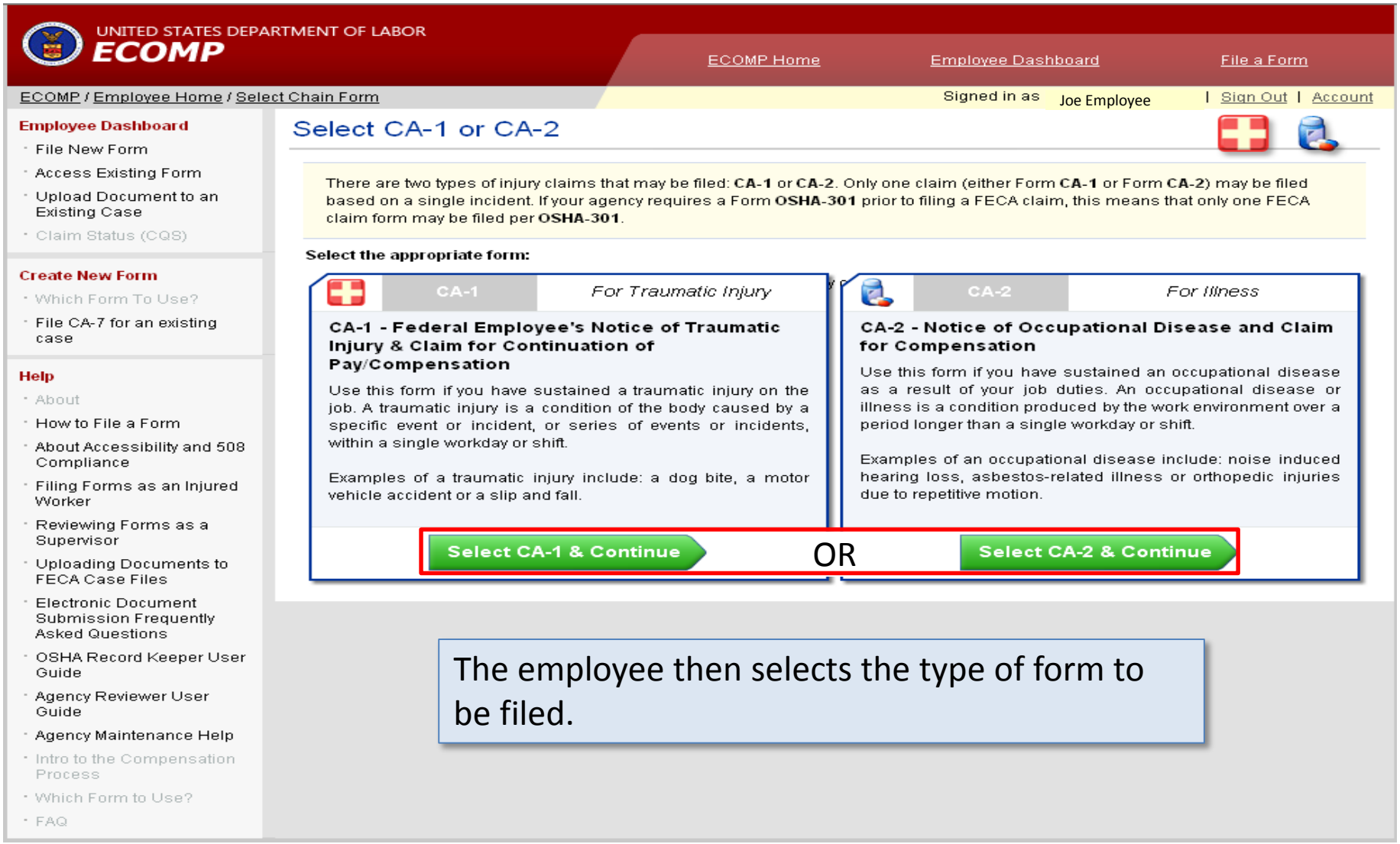
A screen will display providing information on when to file a CA-1 or CA-2 to allow the employee to file the correct form. Clicking ***File a CA-1 or CA-2*** will start the process.

Filing a CA-1 or CA-2: Employee Portion



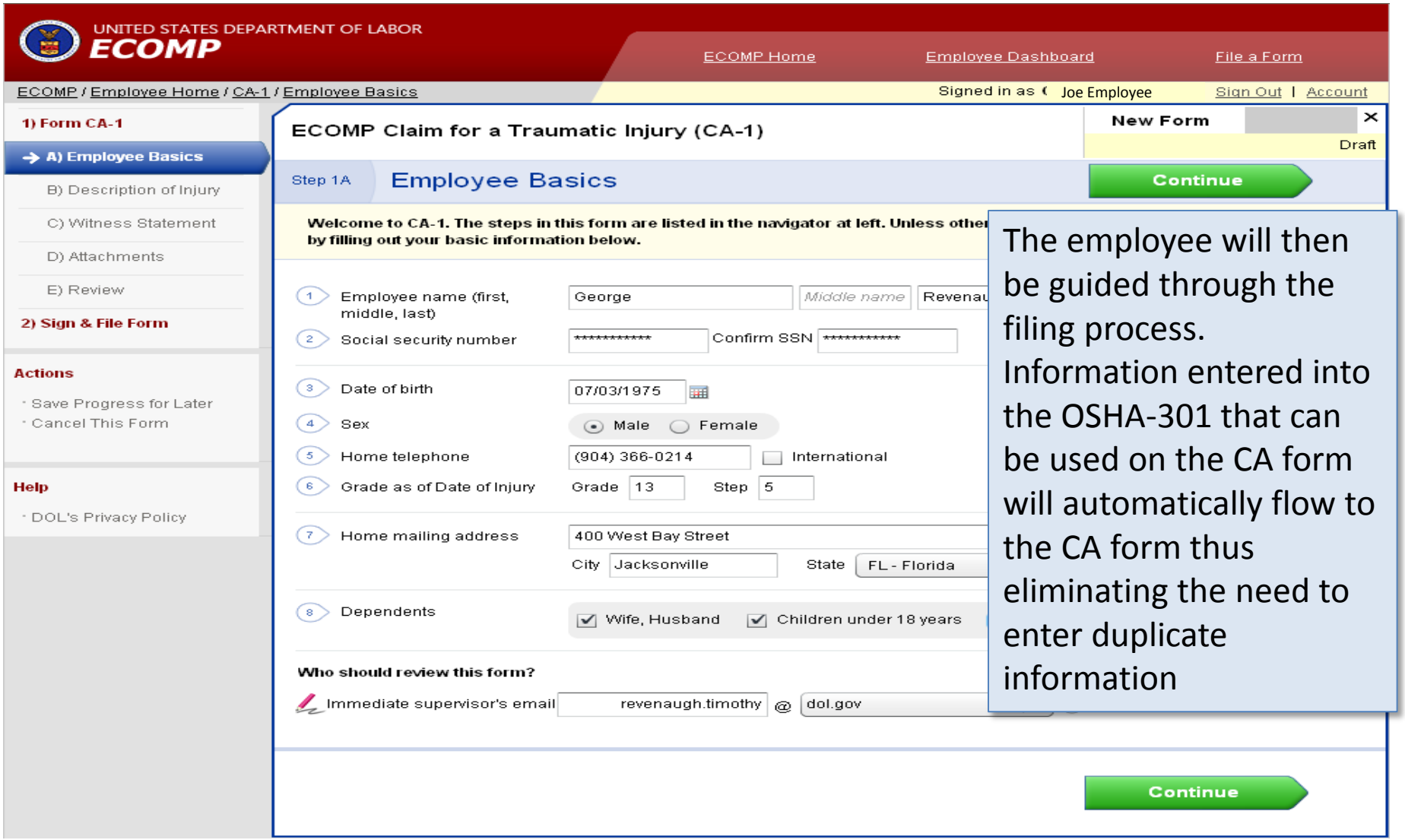
If this is the only OSHA-301 on the employee dashboard then the employee clicks ***Continue.*** If there is more than one OSHA-301 form on the dashboard, the employee can select which OSHA-301 will be used as the basis for the FECA claim.

Filing a CA-1 or CA-2: Employee Portion



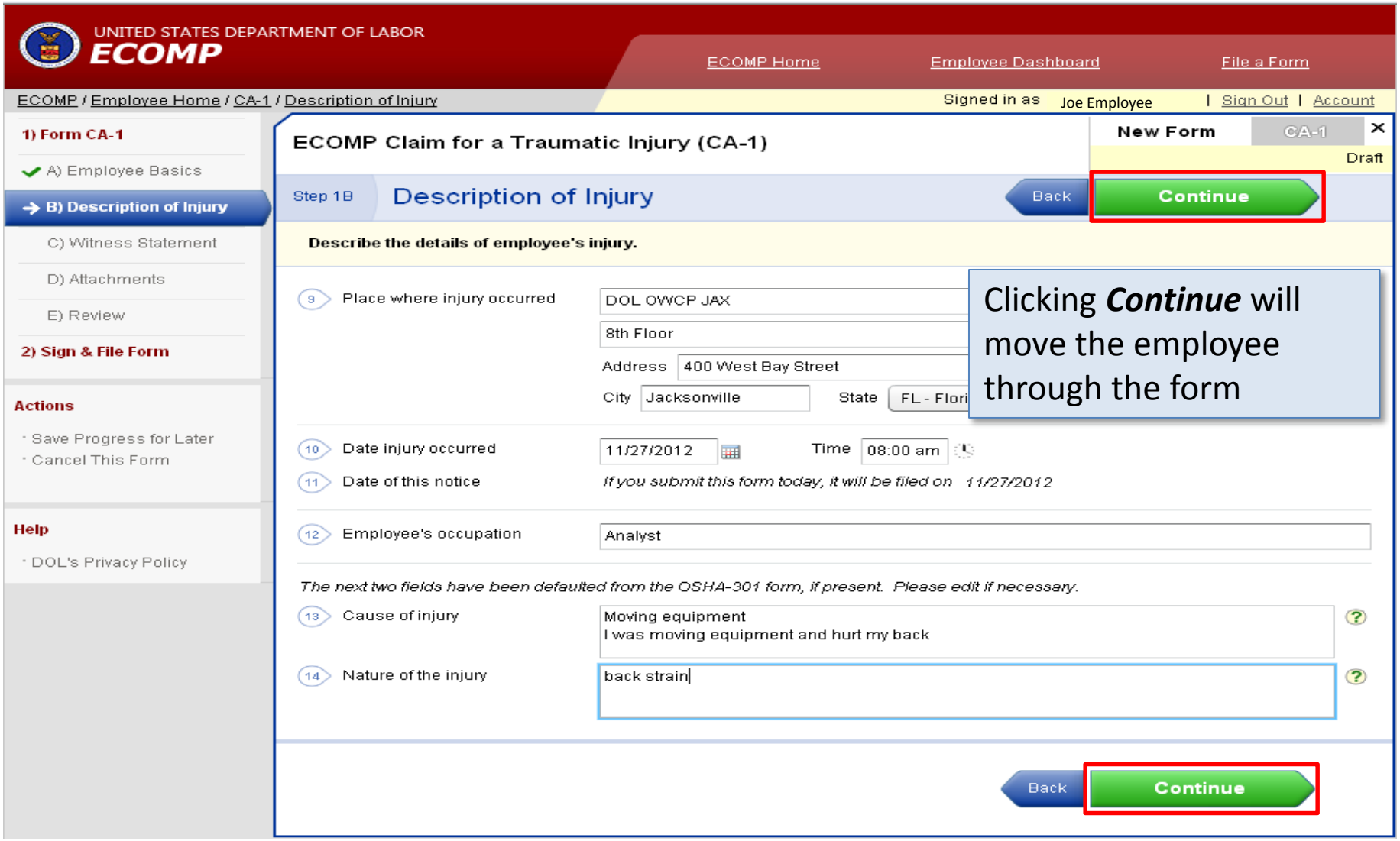
The employee then selects the type of form to be filed.

Filing a CA-1 or CA-2: Employee Portion



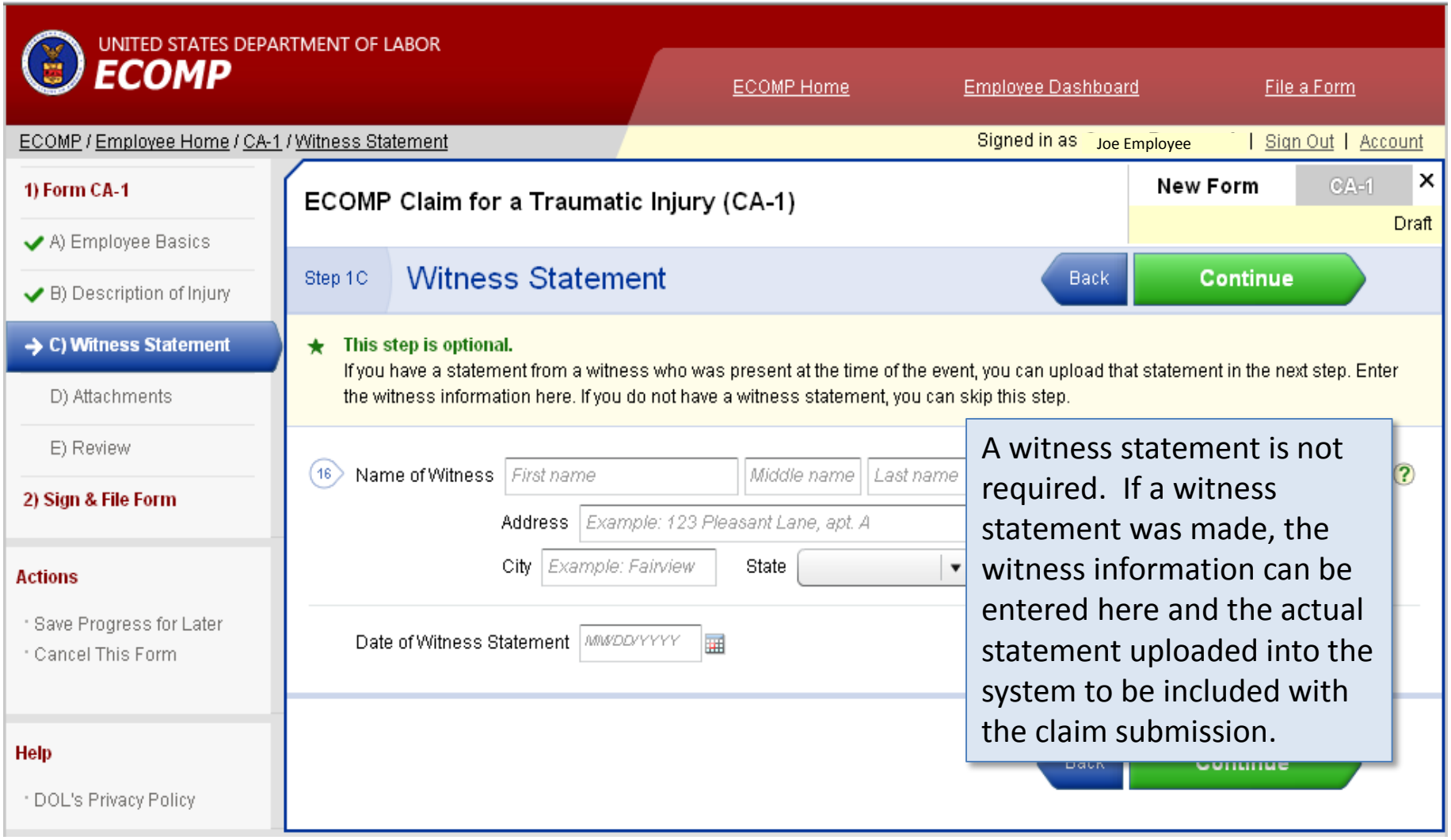
The employee will then be guided through the filing process. Information entered into the OSHA-301 that can be used on the CA form will automatically flow to the CA form thus eliminating the need to enter duplicate information

Filing a CA-1 or CA-2: Employee Portion

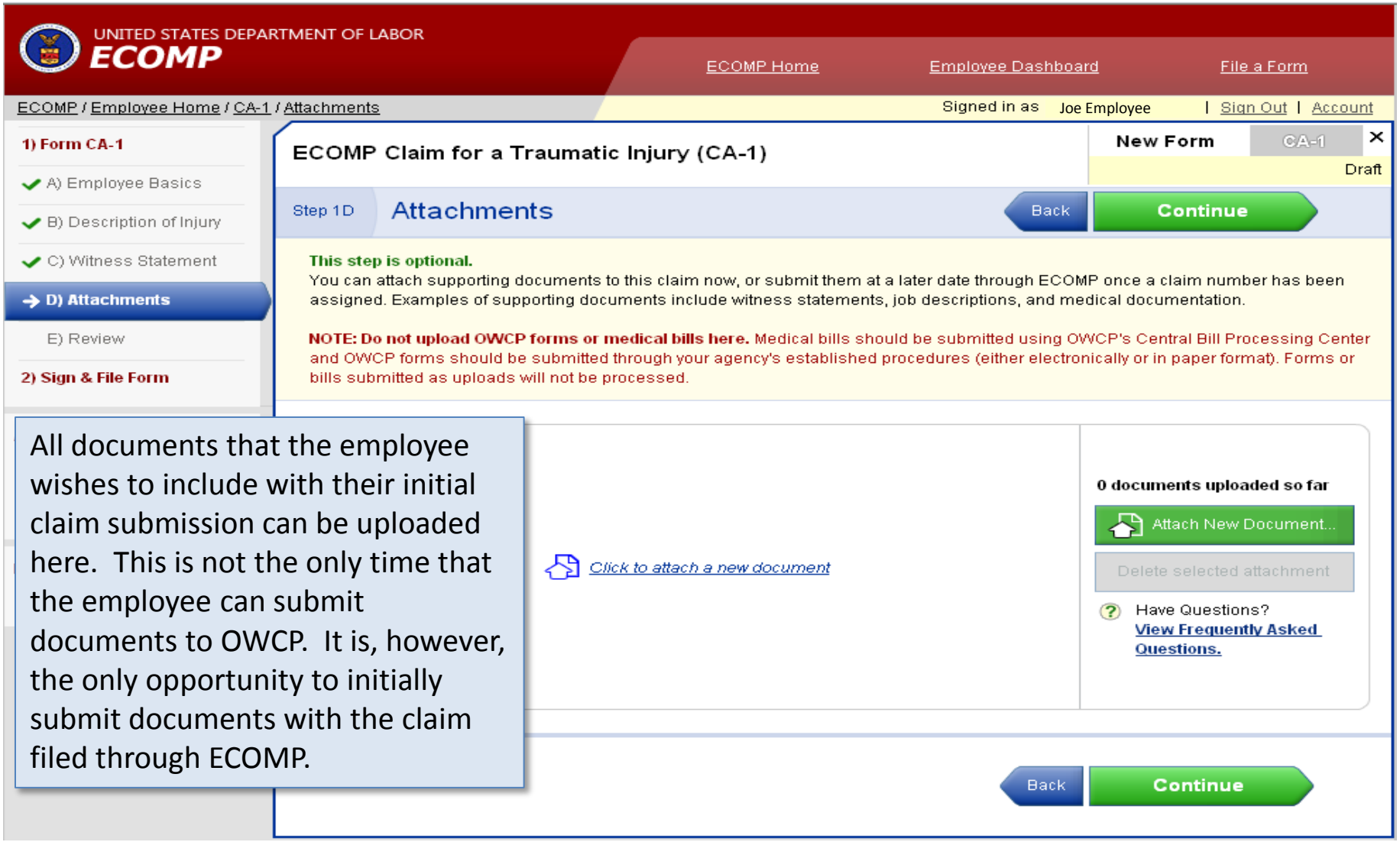


Clicking ***Continue*** will move the employee through the form

Filing a CA-1 or CA-2: Employee Portion

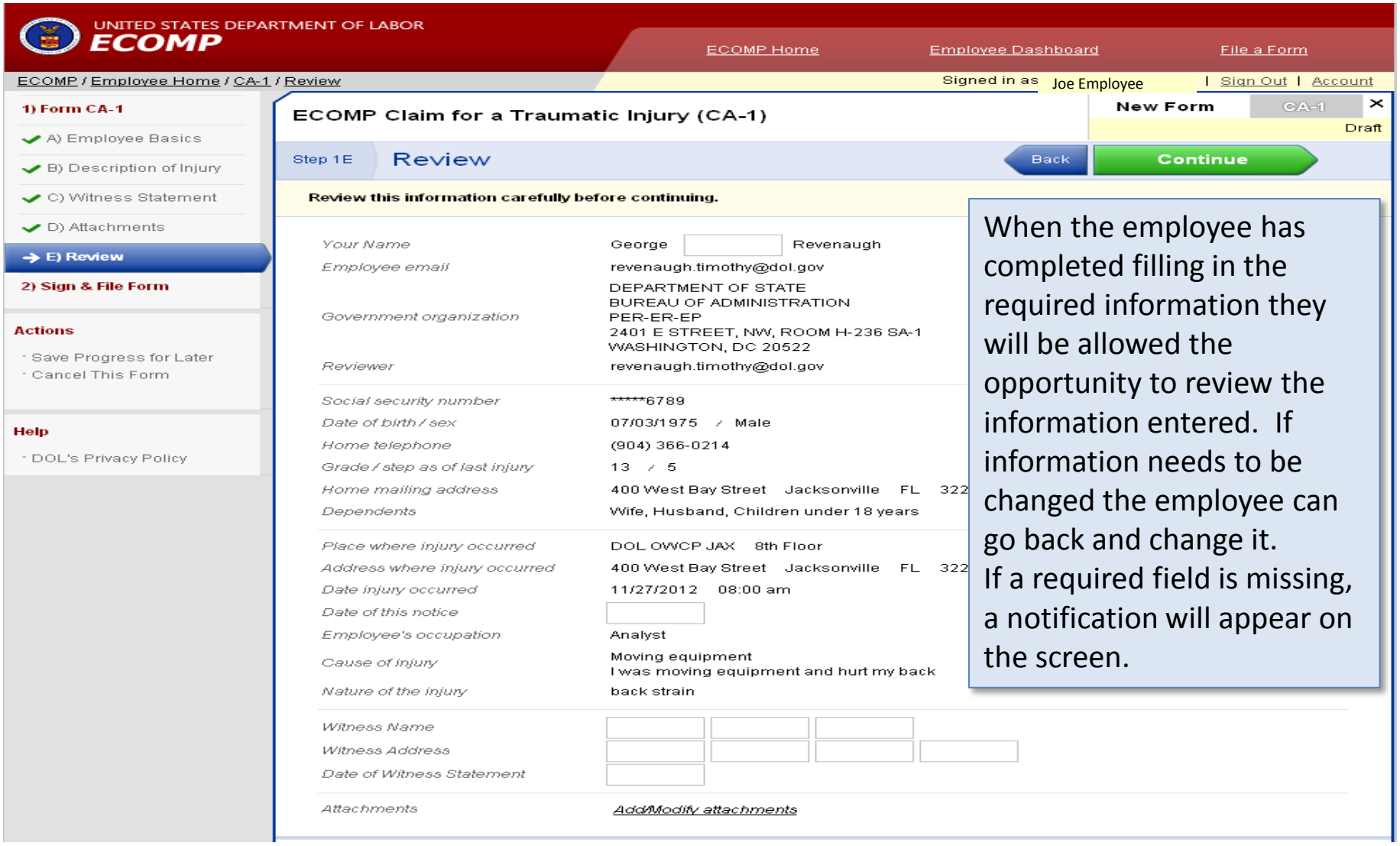


Filing a CA-1 or CA-2: Employee Portion



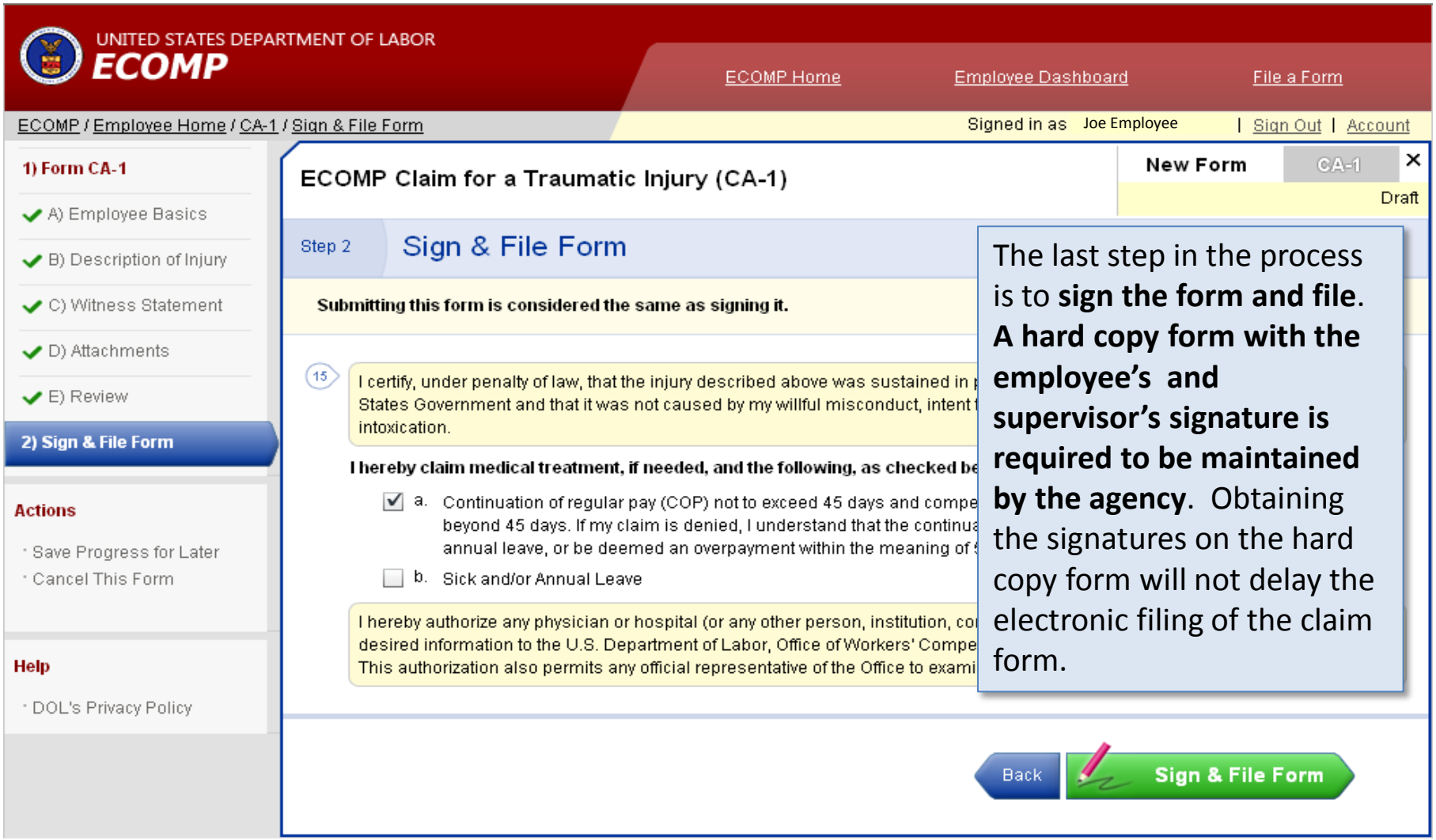
All documents that the employee wishes to include with their initial claim submission can be uploaded here. This is not the only time that the employee can submit documents to OWCP. It is, however, the only opportunity to initially submit documents with the claim filed through ECOMP.

Filing a CA-1 or CA-2: Employee Portion



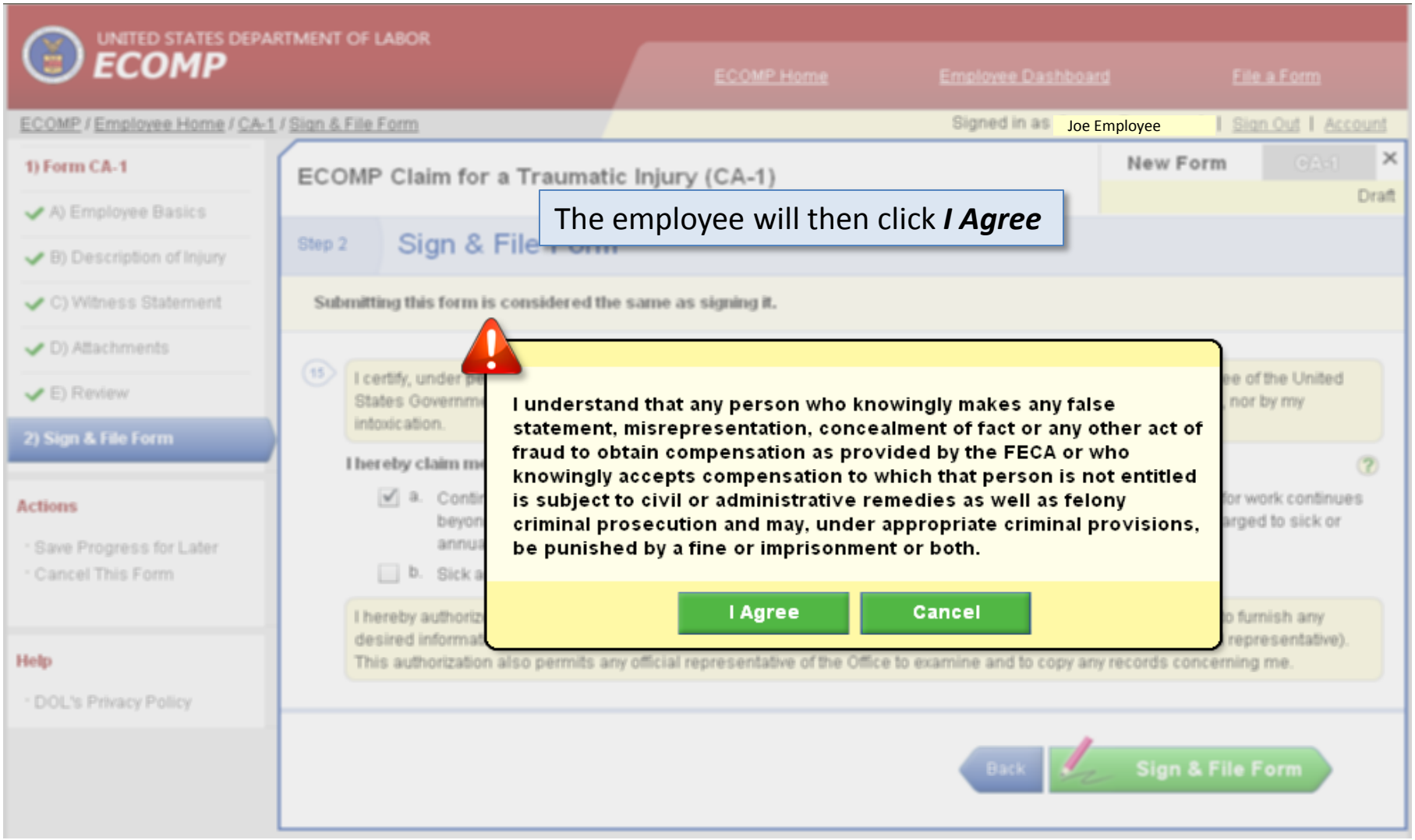
When the employee has completed filling in the required information they will be allowed the opportunity to review the information entered. If information needs to be changed the employee can go back and change it.
If a required field is missing, a notification will appear on the screen.

Filing a CA-1 or CA-2: Employee Portion

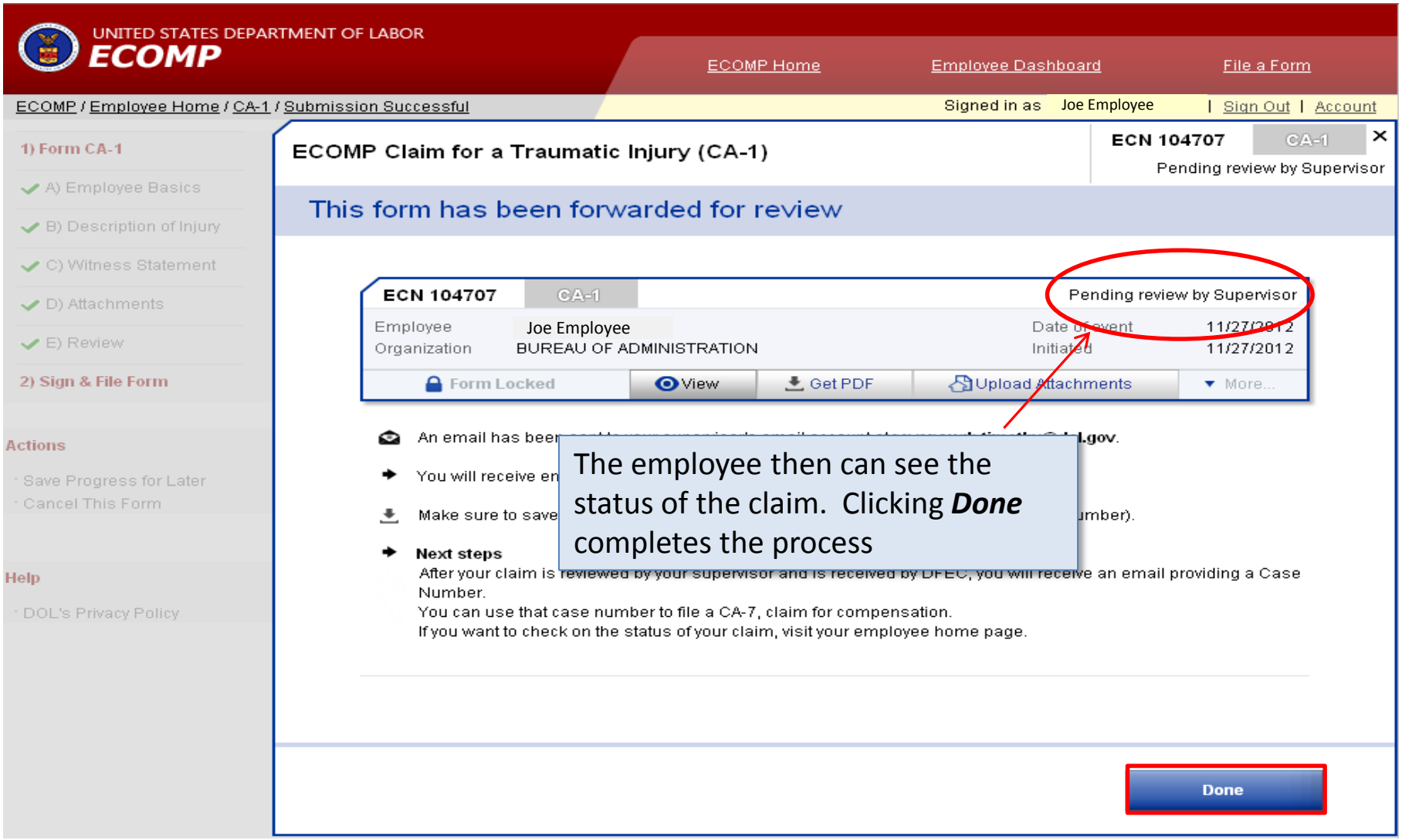


The last step in the process is to **sign the form and file**. **A hard copy form with the employee's and supervisor's signature is required to be maintained by the agency**. Obtaining the signatures on the hard copy form will not delay the electronic filing of the claim form.

Filing a CA-1 or CA-2: Employee Portion

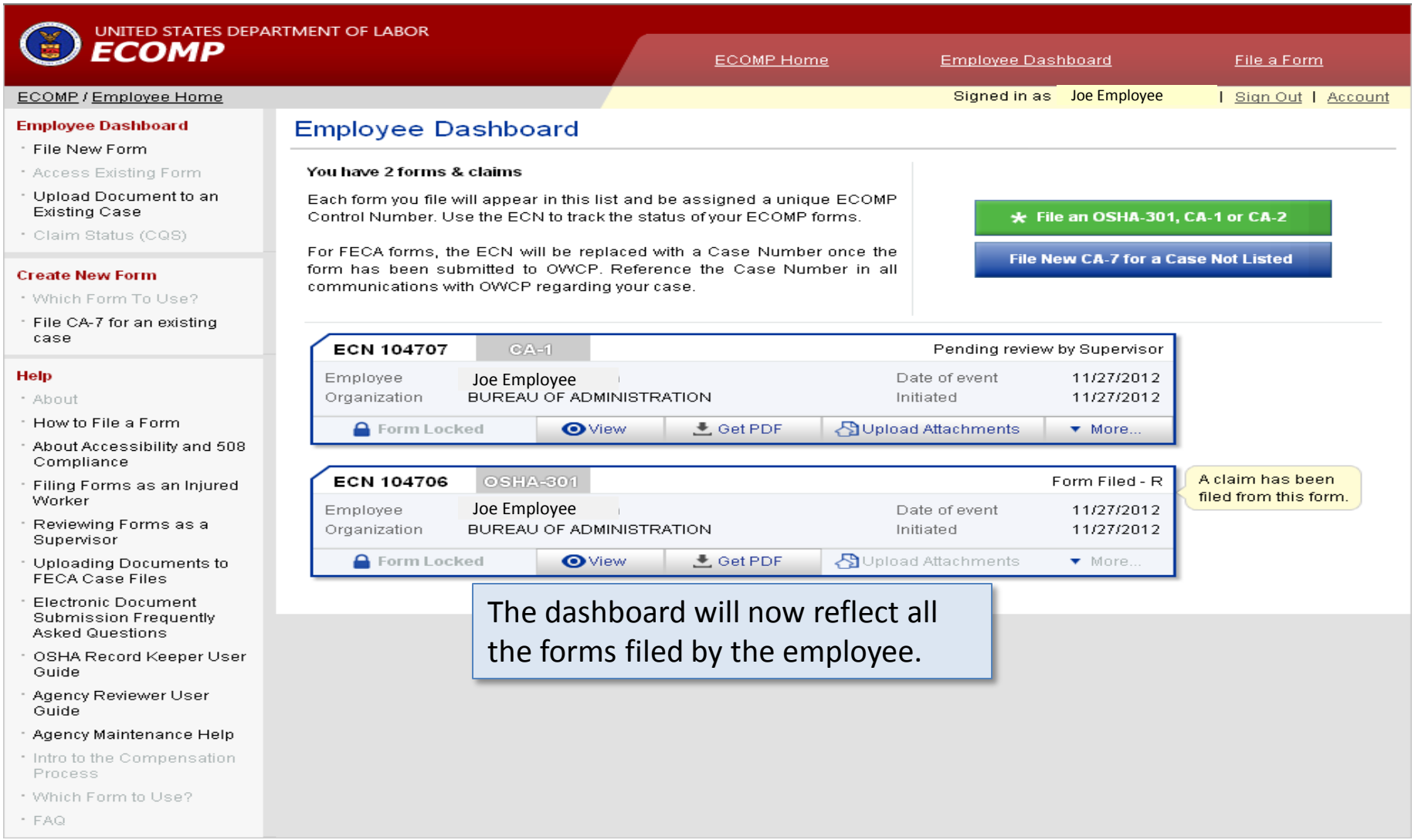


Filing a CA-1 or CA-2: Employee Portion



The employee then can see the status of the claim. Clicking ***Done*** completes the process

Updated Employee Dashboard



The dashboard will now reflect all the forms filed by the employee.

Additional Training

Employee & Claimants
- File a Form
- Access Existing Form
- Claim Status (CQS)

Track Status

Case Stakeholders
- Upload Document to an Existing Case
- Agency Query System (AQS)

Reviewers
- Agency Reviewers
- OSHA Record Keepers

Administration
- Agency Maintenance
- ECOMP/DFEC Administrator

Contact ECOMP

Help
- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured Worker
- Reviewing Forms as a Supervisor
- Uploading Documents to FECA Case Files

Have you been hurt on the job?

If you are a **Federal Employee** or a **Contractor** and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a **Federal Employee** you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing **OSHA's Form 301**, then file a claim using either form **CA-1 (for traumatic inju** you have received an of **-7 (Claim for Compens**

File Form

Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

Do not upload OWCP forms or medical s! Forms or bills submitted as uploads will not rocessed. Submit medical bills here.

Access Case & Upload Document

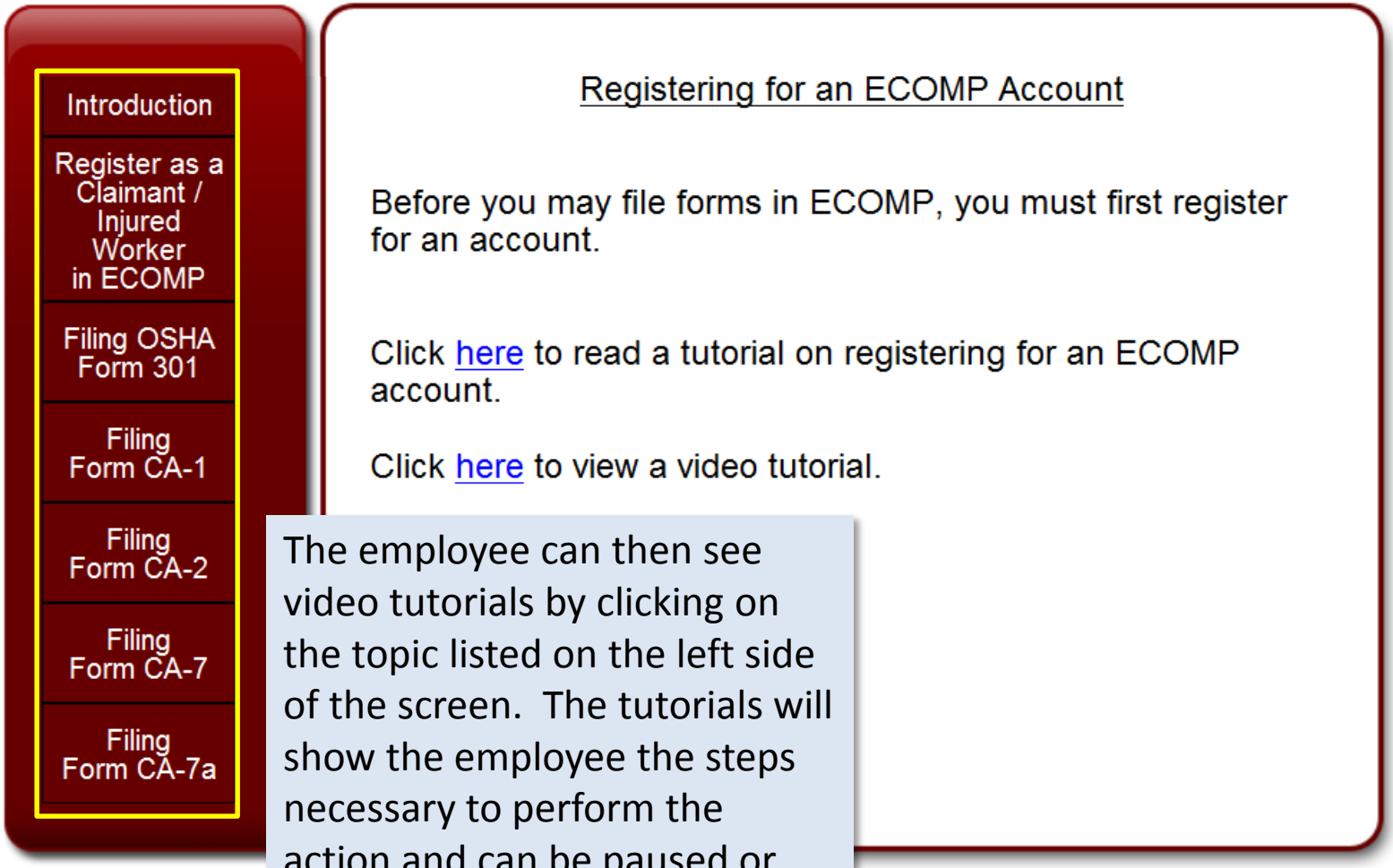
Track status of form

Enter ECN or DCN

Agency Reviewers & OSHA Record Keepers Sign In

Additional training is available for employees. To view this training click on the ***Filing Forms as an Injured Worker*** link on the ECOMP page under the **Help** section.

Additional Training



The employee can then see video tutorials by clicking on the topic listed on the left side of the screen. The tutorials will show the employee the steps necessary to perform the action and can be paused or replayed as necessary.