

## Filing a CA-1

After signing into ECOMP with your email address and password, your Employee Dashboard will be displayed, which lists all forms you have filed in ECOMP. To file a form CA-1, click the button “File an OSHA- 301, CA-1 or CA-2.”

Your employing government organization from your ECOMP account will be displayed. If you need to make any changes, select the appropriate Department, Agency Group, Agency and Duty Station from the drop down lists. Any changes you make to your employing organization will be saved as the default for your ECOMP account.

Information will be displayed on the process for reporting an injury or illness to your organization and claiming benefits, as well as which forms may be filed via ECOMP. If your organization requires you to file form OSHA-301 via ECOMP, you must first complete that form before you may file a CA-1 or CA-2. For instructions on filing an OSHA-301, please see the separate training module titled “Filing an OSHA-301 Form.” If your organization does not require you to file form OSHA-301 via ECOMP, to file a CA-1, click the button “File a CA-1 or CA-2.” Information about each form and the filing process will be displayed. Click “File a CA-1 or CA-2” to proceed.

Next, click “Select CA-1 & Continue” to begin filing a CA-1.

Your name will be pre-populated from your ECOMP account. Enter your social security number (SSN) and confirm it. The SSN you enter must match the SSN of record for your ECOMP account.

Enter your date of birth, sex, home telephone number, grade and step as of the date of injury, home mailing address and dependent information. Notice that ECOMP defaults to “None” so be sure to update this item if you do have dependents. Also note that if you filed an OSHA-301 form for this injury some of this information will be pre-populated and will not need to be completed unless changes are needed. Your supervisor’s email address will be pre-populated from your ECOMP account, but may be changed if needed. The address must contain one of the allowable email domains for your organization. Click “Continue” to proceed.

Next, provide the place where the injury occurred. Also provide the date and time the injury occurred, as well as your occupation. Describe the cause of injury and the nature of injury, with as much detail as possible. Note that if you filed an OSHA-301 form for this injury some of this information will be pre-populated and will not need to be completed unless changes are needed.

Next, if there was a witness to your injury you may enter his or her name and address. This step is optional and may be skipped if there was no witness. If you have a statement from a witness, you may enter the date of the statement and then electronically upload it in the next step. Click "Continue" to proceed.

Next, you may upload any attachments that you wish to submit in support of your claim, such as statements by you or any witnesses, or medical reports. Please note that medical bills may not be uploaded to ECOMP and must be submitted through the established bill submission process. Claims for reimbursement may not be uploaded and must be submitted through the central mail facility. Also note that you may upload supporting documents at a later time from the ECOMP home page if your claim is submitted to OWCP and assigned a claim number.

Finally, a summary of the information you have entered for the CA-1 form is displayed. If changes are needed to any of the fields, you may use the "Go to Field" button to return to the portion of the form needing changes. After confirming all information, click "Continue."

You must then indicate whether you want to claim either Continuation of Pay or Sick and/or Annual leave, for any disability resulting from your injury. After making your selection and reading the displayed certification and authorization statements, click "Sign and File Form" to submit your claim. You must agree with the displayed statement to proceed.

A confirmation message will then be displayed notifying you that your claim has been forwarded to your supervisor for review. The ECOMP Control Number (ECN) which has been assigned to your claim is also displayed. You may use this number to track status of your claim on the ECOMP home page. You may also view or save a PDF copy of your CA-1 using the "View" or "Get PDF" buttons.

An email message will be sent to your supervisor by ECOMP advising that your claim requires review. After your supervisor has reviewed the claim, it will be forwarded to your organization's ECOMP Agency Reviewer (AR). The AR will perform a final review of the claim and forward it to OWCP for creation of a case as needed. The AR will also print the form and contact you and your supervisor to obtain your signatures on the form. The CA-1 form, with original signatures, will be maintained by your employing organization.

If your injury did not result in lost time from work or any medical expense, or first aid treatment only, your claim will not be submitted to OWCP for creation of a case. Rather, it will be maintained in ECOMP, and may be reactivated by your AR for submission if you incur lost time or medical expense at a later date. In this circumstance, you will not be able to go back later and upload documents

using ECOMP because an OWCP claim number is needed to upload documents after the initial filing.

If your claim is submitted to OWCP, you will receive an email from ECOMP once the case has been created which contains your case file number.

You may view a list of all forms you have submitted via ECOMP and their status by visiting your ECOMP Employee Dashboard.

A claim which has been filed but has not yet been submitted to OWCP may be withdrawn by locating it in the list of forms and clicking the "Withdraw Claim" button under "More."

If you need to leave ECOMP in the middle of filing a claim, the form will be maintained in a draft status for one week. After that point, it will be deleted from the system and you will need to start over with a new claim form. A claim which is still in draft status may be deleted by locating it in the list of forms and clicking the "Delete Claim" button under "More."