

## Filing a CA-7 for a Case Not Filed via ECOMP

First, log into ECOMP with your user name and password. Your Employee Dashboard will be displayed, with a list of any forms that you previously filed in ECOMP.

If your CA-1 or CA-2 was not initially filed via ECOMP, you must first locate the case by clicking the blue button at the top of the screen titled "File New CA-7 for a Case Not Listed."

Information about claiming compensation will then be displayed. Click the button "File a CA-7" to continue.

To locate your case, enter the case file number, your last name, date of birth and date of injury, then click "Access Case."

Note that the social security number (SSN) for your ECOMP account must match the SSN on record for your existing case in order to proceed. You will be notified if the numbers do not match.

Confirmation of the case you have selected will be displayed. Click "Continue" to proceed.

First, your name, OWCP file number and date of injury will be pre-populated with information from your case, and may not be edited. Your mailing address and telephone number, as well as your supervisor's email address, will also be pre-populated, but may be edited if necessary. You must enter your SSN and confirm it. The number you enter must match the SSN of record for your ECOMP account in order to proceed. You will be notified if the numbers do not match. Click "Continue" to proceed.

Next, you must indicate which type of compensation you are claiming: leave without pay; leave buy back; other wage loss; or schedule award. Except for schedule award, you must enter the period of compensation you are claiming, and whether dates are intermittent. If intermittent dates are claimed, you will be notified that a form CA-7a, Time Analysis, should be completed showing the dates you are claiming. You may complete a CA-7a in ECOMP after you finish submitting your CA-7. If you are claiming leave buy back, a form CA-7b, Leave Buy Back Worksheet, will also be needed. If you select other wage loss, you must state the type of wage loss compensation you are claiming. Click "Continue" to proceed.

Next, you must state whether you have worked outside of your federal job during the period that you have claimed. If so, additional information must be provided before proceeding. Click “Continue” to proceed.

Next, you must indicate whether this is the first CA-7 you have filed for this injury. If so, you will need to enter additional information in later steps. If not, you must state whether there have been any changes to your dependents, direct deposit, or other federal benefits since your last CA-7. If any changes are noted, you will need to update the information in a later step. If you indicated that this is not your first CA-7, and that no other information needs to be updated, these steps will be bypassed as you continue to file your CA-7, and will be crossed out in the work flow shown to the left. Click “Continue” to proceed.

If this is your first CA-7, or you indicated that dependents need to be updated, you will now need to enter the information. You should enter each dependent’s name, social security number, date of birth and relationship to you. Also indicate whether the dependent is living with you. If not, you must indicate whether you are making support payments for the dependent. If so, additional information must be provided. Click “Continue” to proceed.

Next, you must indicate whether a claim will be made against a third party, and whether you have applied for or received benefits from the Department of Veterans Affairs or any federal retirement or disability law. If you select “Yes,” additional information must be provided. Click “Continue” to proceed.

Next, you may upload any attachments that you wish to submit in support of your claim. Please note that any periods for which compensation is claimed must be supported by medical documentation of disability or treatment related to your work injury or illness. If you have medical documentation to support your claimed period, you should upload it here by clicking “Attach New Document.” Click “Continue” to proceed.

Next, a summary of information that you entered for the CA-7 form is displayed. If you need to return to any of the fields to make changes, you may use the “Go to Field” button. When all information has been confirmed, click “Continue” to proceed.

If you are ready to file your CA-7, click “Sign & File Form.” You must agree with the displayed statement to proceed.

Confirmation that your form has been forwarded will then be displayed. An email message will be sent to your supervisor by ECOMP as notification that your form requires review, with a link to access it in ECOMP. After your supervisor has reviewed your form and completed the supervisor portion, it will be forwarded to your organization’s ECOMP Agency Reviewer for final review and submission to

OWCP. You may view or save a PDF copy of your CA-7 form using the View and Get PDF buttons.

If you claimed compensation for intermittent dates on your CA-7, you may now file form CA-7a, Time Analysis, by clicking the button "File a CA-7a." If you do not wish to complete a CA-7a at this time you may click "Done" to exit and return to your Employee Dashboard.