

Registering for an ECOMP Account

Before you can file any forms in ECOMP as an injured worker or employee, you must first register and create an ECOMP account. To register, click on the Sign In/Register button on the ECOMP home page, then click the link to register for a new account.

First, enter your name, home telephone number and email address. You may either use your government email address or any personal email address. This address will be used to send notifications to you about forms you file in ECOMP.

You must also enter your social security number (SSN) and confirm it. When you file forms CA-1, CA-2 or CA-7 in ECOMP you will need to enter your SSN, and it must match the one you entered in your account registration.

Next, select the government organization where you worked at the time of injury. Using the drop down menus, select your department, then choose the appropriate agency group, agency and duty station for the location where you worked at the time you sustained your injury or illness. You may filter the available selections by state using the drop down filter.

After you have selected your employing organization, a message will be displayed informing you which forms your organization allows to be filed via ECOMP.

Next, enter your immediate supervisor's email address. The address must contain one of the allowable email domains for your organization. If more than one domain is available, choose the appropriate one from the drop down list. After you file a form in ECOMP, it will be forwarded to your supervisor at the email address you have entered, in order for the supervisor portion of the form to be completed.

Next, choose a password, which must be a minimum of 8 characters and contain at least one upper case letter, one lower case letter, one number and one special character. You will need to use this password, along with your email address, to sign into ECOMP.

Finally, choose three security questions for your account, and provide your answers. If you forget your ECOMP password, you will need to answer these questions to reset it.

When you have entered all information, click Create My ECOMP Account.

ECOMP will now send a message to your email address asking you to confirm your account registration. Click on the link within the email message to confirm your account and complete the registration process. You will then be taken to ECOMP and a message will be displayed confirming that your account has been created. After clicking OK, you may then sign into ECOMP using your email address and ECOMP password.

After signing in, your Employee Dashboard will be displayed, which lists any forms you have filed in ECOMP. If you need to make any changes to your account settings, you may do so by clicking the Account link at the top of the page.