Filing a CA-2

After signing into your ECOMP account with your email address and password, you will see your Employee Dashboard, which lists each existing injury/illness claim you have initiated, draft forms, and any current actions required of you. To file a new Form CA-2 click "New Claim" on the menu at the top.

If your employing agency has enabled filing of form OSHA 301 in ECOMP, you will need to file that form before filing form CA-2. Instructions are available in the separate training module "Filing an OSHA 301 Form." If your employing agency has not enabled OSHA 301 filing, you will not need to complete this form in ECOMP, and may begin filing a CA-2.

If you already filed an OSHA 301, but did not immediately file a claim after completing that form, locate the 301 form on your dashboard and click the link to start filing a claim based on that incident for benefits under the Federal Employees' Compensation Act.

Review and or select your Government Organization Department and Duty Station.

Click "File a CA-1 or CA-2" under the "To file a form for injury or illness" heading to continue. Information about filing a claim on form CA-1 or CA-2 will be displayed. Click "File a CA-1 or CA-2" to proceed.

If you filed an OSHA 301 form, information about the incident will be displayed.

To file a CA-2 to claim an occupational disease, review the information and click "Select & Continue" under the CA-2 heading.

Your name will be pre-populated from your ECOMP account. Your email address from your account will also be displayed. This will be used to advise you of the status of your claim and send communications such as information on the dangers of opioid medications or other relevant topics.

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. 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 the right arrow on the bottom of the page to proceed.

Next, enter your occupation and the location where you worked when the disease or illness occurred. Provide the date you first became aware of the illness. Also enter the date you first realized the illness was caused or aggravated by your employment, explain how you realized this relationship, and describe the nature of the disease or illness.

If your claim is not filed within 30 days of the date you became aware of a relationship between your illness and your employment, you may explain the delay in filing. This field is optional. 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. Click the right arrow on the bottom of the screen to proceed.

A narrative statement concerning the occupational disease you are claiming should be submitted along with your CA-2. Your statement should include the information listed on this page and may be uploaded as an attachment in a subsequent step. If you are not submitting a statement with your claim, the reason should be explained in the space provided. Click the right arrow on the bottom of the screen to proceed.

A medical report concerning the occupational disease you are claiming should be submitted with your claim. The report should include the information listed on this page and may be uploaded as an attachment in a subsequent step. If you are not submitting a medical report with your claim, the reason should be explained in the space provided. Click the right arrow on the bottom of the screen to proceed.

Next, you may upload your narrative statement, medical report, and any other attachments you wish to submit with your claim. Click "Choose a File" to select documents saved on your computer. Please note that medical bills and reimbursement claims may not be uploaded via ECOMP. You may also upload additional documents at a later time from the ECOMP home page once you have received an OWCP case file number. Click the right arrow on the bottom of the screen to proceed.

A summary of the information you have entered for the CA-2 form is displayed. If changes are needed to any of the fields, you may click the "Edit" button on the right hand side of each section to return to the portion of the form needing changes. Click the right arrow on the bottom of the screen to proceed.

Finally, after reading the displayed certification statement, click "Sign and File" 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. You may also view or save a PDF copy of your CA-2 using the "View" or "Get PDF" buttons. You can click "Upload Attachments" if there is documentation you wish to upload. You may also upload supporting documents at a later time.

You will receive an email from ECOMP with the status of the ECN for your claim, including important information about the dangers of opioid medication. Please review that information carefully. You will receive additional emails from ECOMP each time the status of your form changes.

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. The AR will also print the form and contact you and your supervisor to obtain your signatures on the form. The CA-2 form, with original signatures, will be maintained by your employing organization.

Click "Done."

After 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 manually or by searching for the ECN. Once located, click anywhere on the row.

You will now see the status of the form within the Forms tab. Click the Next Steps drop-down menu and select Withdraw Claim.

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.   You can find the draft form within the Draft Forms tab on your Employee Dashboard.