

Filing a CA-1 in ECOMP

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 begin, click the button “Get Started – File a Form”

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.

Information about Forms CA-1 and CA-2 will be displayed. To file a CA-1 to claim a traumatic injury, click “Select & Continue.”

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. Your supervisor’s email address will be pre-populated from your ECOMP account, but may be changed if needed.

Next, provide the place where the injury occurred. Also provide the date and time the injury occurred, as well as your occupation; City Letter Carrier. Describe the cause of injury and the nature of injury, with as much detail as possible.

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.

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. 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.

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 click “Edit” to return to the portion of the form needing changes.

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” 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 should also view and 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 the ECOMP Agency Reviewer (AR) at your district injury compensation office. 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 filed in the district injury compensation (HRM) office.

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.

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.

Always consult with your NALC branch OWCP specialist or national business agent’s office before withdrawing or deleting a claim

