

## Filing a CA-2

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-2, click “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. To file a CA-2, 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-2 & Continue” to begin filing a CA-2.

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 last exposure, 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, 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 "Continue" 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 "Continue" 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 "Continue" to proceed.

Next, you may upload your narrative statement, medical report, and any other attachments you wish to submit with your claim, by clicking "Attach New Document." Please note that medical bills 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 "Continue" to proceed.

A summary of the information you have entered for the CA-2 form is now 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."

Finally, after reading the displayed certification statement, click "Sign & 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-2 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. 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.

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 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."