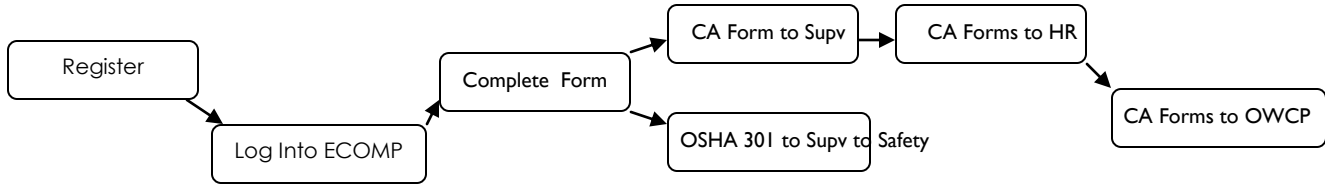




NGB OWCP ICPA Toolbox

Things You Should Know About ECOMP - How To File A CA Form



ECOMP Website: <https://www.ecomp.dol.gov>

Step-by-Step Instructions

- | | |
|--------|---|
| Step 1 | Create an account using the <i>Sign In/Register Link</i> on the ECOMP home page |
| Step 2 | Select your employing government organization |
| Step 3 | Complete the form OSHA 301 before submitting CA1/CA2 |
| Step 4 | Submit OSHA 301 to Safety (ORK) |
| Step 5 | Complete CA 1/CA 2 |
| Step 6 | Submit form to supervisor's email address |

Did You Know?

- You may use the "Track Status" function to monitor the progress of your submission or check status of your forms
- You may save a partially completed form and come back to it later
- You can initiate a claim form from the Employee Dashboard
- You will only be required to register an ECOMP Account the first time you log into ECOMP
- It will only take about 5 minutes to register for an ECOMP Account
- It will only take about 15 minutes to complete the OSHA-301
- It will only take about 15 minutes to file a Form CA-1 or CA-2
- It will only take about 13 minutes to file a Form CA-7
- The following forms may be submitted via ECOMP: OSHA Form 301; Form CA-1; Form CA-2; Form CA-7; Form Ca-7a