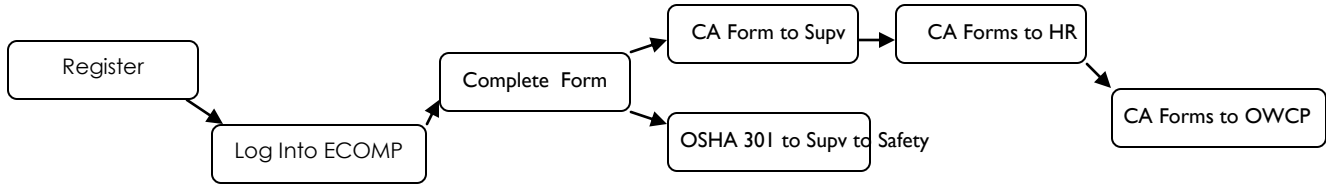




## NGB OWCP ICPA Toolbox

### 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 *Sign In/Register Link* 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