

## Filing a CA-2 on 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-2 to claim an occupational disease, click “Select & Continue.”

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

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. The date to enter as the date you first realized the illness was caused or aggravated by your employment will be the date on a medical report where your doctor has described the causal relationship between your work and your medical condition(s).

When describing the nature of the disease or illness, use the diagnosis on your medical report. 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. It is appropriate to enter “Pending medical report.”

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 provide.

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. It is appropriate to enter “Pending medical report.” You can upload the medical report once you get the claim number.

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.

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 click "Edit" to return to the portion of the form needing changes.

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 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 the ECOMP Agency Reviewer (AR), in the district injury compensation office. 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 in the postal service injury compensation office.

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 "Next Steps."

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.

If you have any questions about filing an occupational disease claim, you can go to the Injured on the Job page at [nalc.org](http://nalc.org) and scroll down to Filing a CA-2 for an occupational disease for detailed instructions.