

Registering for an ECOMP Account

Before you can file any forms in ECOMP as an injured worker or employee, you must first register and create an ECOMP account. To register, click the link “Register” on the ECOMP home page.

First, enter your name, home telephone number and email address. It is recommended that you use your personal email address. This address will be used to send notifications to you about forms you can file in ECOMP. You may want to create an email account specifically for your OWCP claims.

You must also enter your social security number (SSN) and confirm it. When you file forms CA-1, CA-2 or CA-7 in ECOMP you will need to enter your SSN, and it must match the one you entered in your account registration.

If you are not a US citizen and do not have an SSN, you may check the box to indicate this. It may not be changed later.

Scroll down the Government Organization departments and click on UNITED STATES POSTAL SERVICE. Under the Filter by State, click on your state. Pick your performance cluster/ postal district under the Select Agency menu. After you have selected your performance cluster, a message will be displayed informing you which forms the postal service allows to be filed via ECOMP.

Under Who Should Review your Form, ECOMP asks for your immediate supervisor’s email address. If you don’t know the email address, write your supervisor’s first name followed by a period followed by supervisor@usps.gov. For example: sue.supervisor@usps.gov. The district injury compensation office will get a copy of the claim and should forward the claim to the appropriate supervisor.

Next, choose a password, which must be a minimum of 8 characters and contain at least one upper case letter, one lower case letter, one number and one special character. You will need to use this password, along with your email address, to sign into ECOMP.

Finally, choose three security questions for your account, and provide your answers. If you forget your ECOMP password, you will need to answer these questions to reset it.

When you have entered all information, click Create Account.

ECOMP will send a message to your email address asking you to confirm your account registration. Click on the link within the email message to confirm your account and complete the registration process. You will then be taken to ECOMP and a message will be displayed confirming that your account has been created. After clicking OK, you may then sign into ECOMP using your email address and ECOMP password.

After signing in, your Employee Dashboard will be displayed, which lists any forms you have filed in ECOMP. If you need to make any changes to your account settings, you may do so by clicking the Account link at the top of the page.



ECOMP Registration

For assistance in registering for an ECOMP account with OWCP, please provide the following information. (Please Print)

Name: _____

Cell Phone#: _____

Email: _____

Date of Birth: _____

Home Address: _____

***Upon registering you will be asked to enter your social security number and to choose a password. The password must contain at least 8 characters that contain at least:**

1. One uppercase letter
2. One lowercase letter
3. One number
4. One Special Character (For example: @, #, \$,)

Please choose a password before getting assistance with registration to expedite the process.

If you would like to register on your own, scan the QR Code below and follow the instructions.



What you need to do if you suffer a Traumatic Injury

- Stay calm. Look around, where are you located, what time is it?
- Notify your supervisor immediately. Request a CA-16 (Authorization for Examination and/or treatment) and a CA-17 (Duty Status Report) from your supervisor.
- Seek medical treatment. You have the right to choose your own doctor. If management sends you to a contract doctor, they have the right to see you but not the right to treat you. Get treated by a doctor of your choice ASAP.
- Register for an ECOMP account using the QR Code below. If you do not have a computer, the Postal Service must provide you access to one in the office. Contact your union steward or local union office if you need assistance.
- Write a statement of events that led up to your injury and what occurred immediately after. Be very detailed about when, where, and how it happened.
- Go to the Home page of your ECOMP account, under "New Claim", follow the instructions to file a CA-1 Claim for Traumatic Injury. Do not let a supervisor fill out your CA-1, take the time to do it yourself. Contact your union steward or local union office if you need assistance.
- Request Continuation of Pay (COP). Note: COP is not payable if claim is filed more than 30 days from the date of injury.
- Submit Duty Status Reports (CA-17's) or medical restrictions to management as soon as possible. (Do not give local management any other medical documents)
- Keep copies of all documents pertaining to your injury, once an OWCP Claim/File # is issued, save it in your contacts on your mobile device. Write your claim # on any/all documents.
- The Postal Service is required to make every effort to find you work within your medical restrictions. If you feel a job offer exceeds your medical restrictions, accept the job offer and write "under protest" next to your name. Have your doctor review the offer and submit a medical report to the Office of Workers' Compensation Programs (OWCP) explaining why you cannot perform the duties in the job offer. Contact your union steward or local union office if you need assistance.



Scan the QR Code for
Immediate ECOMP Registration

