



Uploading Documents to FECA Case Files

This tutorial explains how to electronically upload documents into Federal Employees' Compensation Act (FECA) case files using OWCP's Employees' Compensation Operations and Management Portal (ECOMP).

Supportive documents, such as statements, medical report and case inquiries, may be uploaded by parties with an interest in the case, including injured workers, representatives, employing agency staff and medical providers.





First, go to the ECOMP home page: <https://www.ecomp.dol.gov>

Next, click "Upload Documents"

UNITED STATES DEPARTMENT OF LABOR
ECOMP

HOME FORMS DOCUMENTS HELP

Welcome to ECOMP

The Employees' Compensation Operations & Management Portal

Have you been hurt on the job?

If you are a federal employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA Form 301. Then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have markers or official FECA case number, you may also file form CA-7 (Claim for Compensation).

Need to upload a document?

Submitters and Inference parties can use ECOMP to upload documents to action FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

Do not upload OIGCP forms or medical bill. Forms or bills submitted or uploads will not be processed. Submit medical bills here.

UPLOAD DOCUMENTS

Need to file a form?

Register for an account or sign in to get started.

Sign In

Email or Username

Password

SIGN IN

[Forgot password?](#)

[Need an account? Register](#)





To upload a document,
enter the following
information:

- 9 digit case file number
- Claimant last name
- Claimant date of birth
- Claimant date of injury

Then click "Access Case"

Upload Documents to Case

ACCESS CASE

Date of Birth



Date of Injury



EXIT

ACCESS CASE





Click "Choose File"

Browse the files saved on your computer to locate the document you wish to upload.

Please note that file size is limited to 5 MB and that the following files types may be uploaded: jpg, jpeg, gif, png, tif, txt, rtf, pdf, doc, docx

Documents should also be limited to a maximum of 10 pages.

Upload Documents to Case

CASE 00290600			
Last Name	TESTOAGE	Date of Birth	12/21/58
Organization	000402	Date of injury	8/8/12/09

INSTRUCTIONS

Follow instructions on this page when uploading any and all documents. Read more help [here](#).

- Do NOT upload release forms from:
Please see Case # 000402 for details on OSHA 301, 302, 303 or 304. [Click here](#)
- Do NOT upload medical bills or authorized letter requests.
Please see OSHA's [Case 30 Process Guide](#).
- Do NOT upload release for re-employment.
Please see OSHA's [Case 30 Process Guide](#).
- Do NOT upload up additional documents.
Please ensure documents are attached correctly to your

UPLOAD A NEW DOCUMENT

Max file size is 5MB

Limit to a maximum of 10 pages for PDF documents

Allow 4 hours for processing

Upload one document at a time. Each upload is assigned a Document Control Number (DCN). Success will be confirmed via email.

Accepted file formats: pdf, jpg, gif, png, tif, rtf, doc, docx, ppt, pptx, xlsx



CHOOSE A FILE

EXIT THIS CASE





After you have selected the document you wish to upload, a thumbnail image of it will be displayed.

You will then be asked to select a category for the document.

UPLOAD A NEW DOCUMENT



CHANGE FILE

Please ensure documents are oriented correctly to view.

1 Filename

JOB OFFER.docx

2 Document type



Authored Date

3 (mm/dd/yyyy)



UPLOAD

CANCEL

The document is not attached to the case yet. Click the 'Upload' button above to attach it to the case.

EXIT THIS CASE





Select a category for the document from the drop down list:

- EFT (Direct Deposit) Form
- CA-1032 Form (Completed and Signed)
- Address Change
- Attorney Fee Request
- Bill Payment Issue
- CA-7 Status Question
- Case Copy/Document Request
- Designation of Representative
- Election (FECA/OPM/VA/FERS Offset)
- Employer's Claim Challenge
- General Inquiry (Non-Medical)
- Job Offer Copies - Acceptances and Copies for the File
- Job Offer Rejections or Non- Responses
- Reconsideration Request
- Request for Authorization
- Request for Hearing/Review of the Written Record
- Medical
- Nurse
- Rehab

UPLOAD A NEW DOCUMENT



CHANGE FILE

Please ensure documents are oriented correctly to view.

1 Filename

JOB OFFER.docx

2 Document Type

Designation of Representative

Election (FECA/OPM/VA/FERS Offset)

Employer's Claim Challenge

General Inquiry (Non-Medical)

Job Offer Copies - Acceptances and Copies for the File

CANCEL



The document is not attached to the case yet. Click the 'Upload' button above to attach it to the case.

EXIT THIS CASE





After you have selected the type of document to be uploaded and entered the author date, click "Upload" to submit the document to become part of the official FECA case record.

UPLOAD A NEW DOCUMENT



CHANGE FILE

Please ensure documents are oriented correctly to view

1 **Filename**
JOB OFFER.docx

Document Type
2 General Inquiry (Non-Medical)

Authored Date
3 03/14/2019

UPLOAD

CANCEL

The document is not attached to the case yet. Click the 'Upload' button above to attach it to the case.

EXIT THIS CASE





ECOMP will then display a Document Control Number (DCN) for the document you have uploaded. You may use the DCN to track status of the document using the "Track Status" box on the ECOMP home page.

Track status of form or document

TRACK STATUS

Please note that four hours should be allowed for the document to be processed and uploaded to the case file.

Please also note that medical bills may not be uploaded via ECOMP.

UPLOAD A NEW DOCUMENT

Max file size is 5MB

Limit number of pages to 10 per document

Allow 4 hours for processing

Upload one document at a time. Each upload is assigned a Document Control Number (DCN). Uploads will be converted to black-and-white.

Accepted file formats: jpeg, jpg, gif, png, bmp, tif, tiff, rtf, pdf, doc, docx



CHOOSE A FILE

UPLOADED DOCUMENTS



• DCN 119348

• Type: General Inquiry (Non-Medical) | Authored Date: 03/14/2019

View • Uploaded on 03/13/2019 at 4:55 PM

EXIT THIS CASE





After you have noted the DCN for tracking purposes, if you have additional documents to upload, click "Choose a File" to select another document.

When you have finished uploading documents, click "Exit This Case."

For additional information, please visit:

[Electronic Document Submission Frequently Asked Questions](#)

UPLOADED DOCUMENTS



• DCN 119348

• Type: General Inquiry (Non-Medical) | Authored Date: 03/14/2019

[View](#)

• Uploaded on 03/18/2019 at 4:56 PM

EXIT THIS CASE

