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 agecy staff and medical providers.
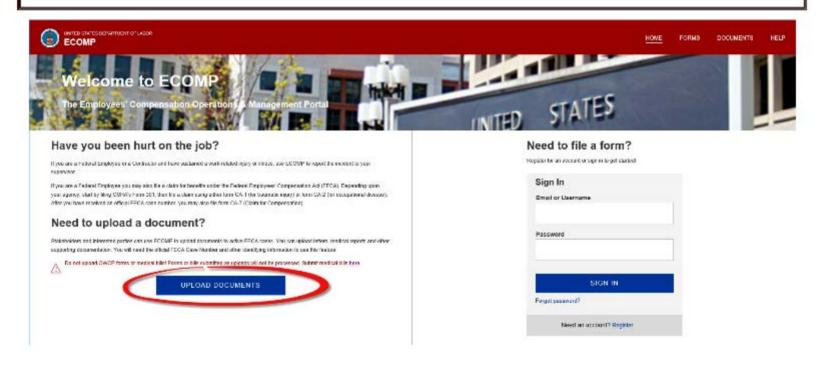
First, go to the ECOMP home page: https://www.ecomp.dol.gov

Next, click "Upload Documents"

Upload Documents to Case

ACCESS CASE

Case Number

Last Name

Date of Birth

(mm/dd/yyyy) 📅

Date of Injury

(mm/dd/yyyy) 📅

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"

EXIT

ACCESS CASE

<div style="border: 2px solid black; padding: 10px;">

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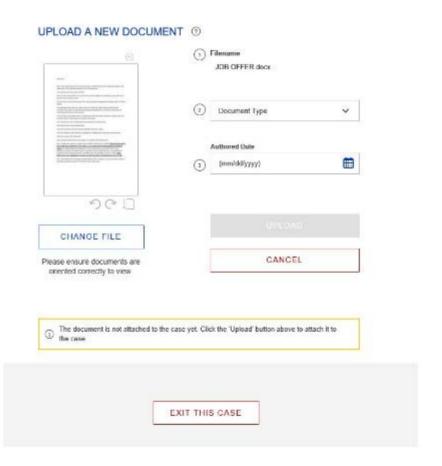
Documents should also be limited to a maximum of 10 pages.

</div>

Upload Documents to Case

CASE 592500000

Last Name	TESTCASE	Date of Birth	12/02/1956
Organization	0000-X02	Date of Injury	05/01/2005

INSTRUCTIONS

Follow instructions carefully or your documents may not be processed. Need more help see Upload

🚫 Do NOT upload claim forms here.
Place claim forms to submit on CA/EN-A01, CA-1, CA-2 or CA-7, click here.

🚫 Do NOT upload medical bills or authorization requests.
Instead use OWCP's Central Bill Processing Center.

🚫 Do NOT upload claims for reimbursement.
Submit OWCP-957 & OWCP-915 forms to OWCP's Central Mail Room.

🚫 Do NOT upload upside-down documents.
Please ensure documents are oriented correctly to view.

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). Colored documents will be converted to black-and-white.

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

[CHOOSE A FILE]

[EXIT THIS CASE]

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

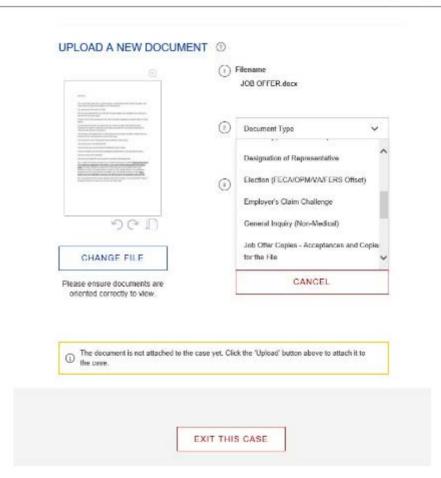You will then be asked to select a category for the document.

UPLOAD A NEW DOCUMENT

Filename

JOB OFFER.docx

Document Type

Authored Date

(mm/dd/yyyy)

UPLOAD

CHANGE FILE

Please ensure documents are oriented correctly to view

CANCEL

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

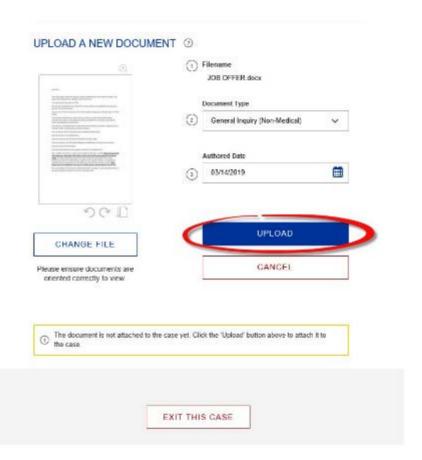EXIT THIS CASE

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

Filename
JOB OFFER.docx

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

CHANGE FILE

Please ensure documents are oriented correctly to view.

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.
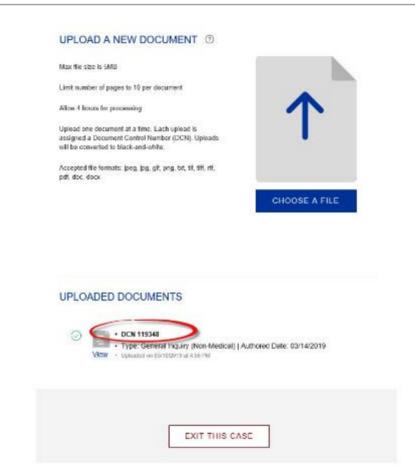
UPLOAD A NEW DOCUMENT ⑦

① Filename
JOB OFFER.docx

Document Type

② General Inquiry (Non-Medical) ▾

Authored Date

③ 03/14/2019 📅

UPLOAD

CHANGE FILE

CANCEL

Please ensure documents are oriented correctly to view.

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

EXIT THIS CASE

‹ ›

UPLOAD A NEW DOCUMENT ⑦

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, txt, tif, tiff, rtf, pdf, doc, docx

CHOOSE A FILE

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

Enter ECN or DCN   **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.

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

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

View
- **DCN 119348**
- Type: General Inquiry (Non-Medical) | Authored Date: 03/14/2019
- Uploaded on 03/18/2019 at 4:56 PM

EXIT THIS CASE