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"
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"
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 file 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.
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.
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

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

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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.
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.

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.
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

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

EXIT THIS CASE