

CA-1 On-Line Filing

1. Website and Entry to Program:

- a. Start at the website - <https://www.ecomp.dol.gov/#/>
- b. Left side enter “**Filing Claims Electronically**”

2. Completing a CA-1 on-line.

- a. Input the employee’s social security number and birth date.
- b. Fill in all the white blanks. Do not use hyphens.
- c. **Enter Claim** (enter)
- d. Use the **Tabs at the top** of the page to complete each section
- e. **View Claim** (click)
- f. **View Claim for Printing and Submit to ICPA** (click)
- g. **Review** the entries made. **Print the CA-1** Claim for signature by employee, witness (if any) a supervisor. You must click the Print icon on the web-browser.
- h. The “**Employee Rights and Responsibilities Letter**” will print at this time. This is intended to assist the supervisor with providing information to the employee at the time the injury is filed.
- i “**Exit**”

You will send original printed and signed CA-1 to HRO, ATTN: OWCP

3. Additional Notes.

- a. **Block 17 – Agency name and address of reporting office**

Agency Name:	Dept of AF, TAGO-NE or Dept of AR, TAGO-NE
Street Address:	2433 NW 24 th Street
City:	Lincoln
State:	NE
Zip	68524

b. Caution: Many **dates are filled in automatically** with the date and times and might need to be reset. This is just one of the locations. Be sure to change when appropriate.

- b. OWCP forms are also located at the Dept of Labor site: <https://www.dol.gov/general/forms>