

## **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](mailto:sue.supervisor@usps.gov). For example: [sue.supervisor@usps.gov](mailto: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.