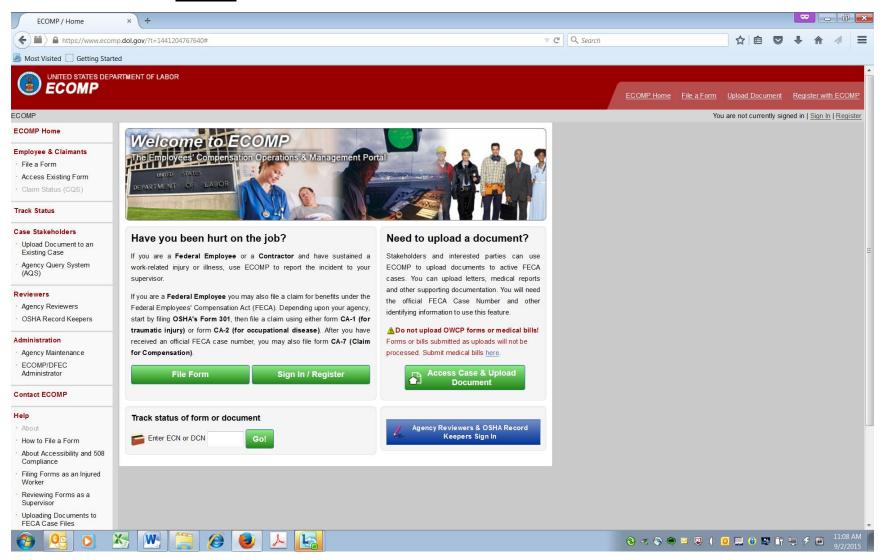
"Welcome to ECOMP" IS THE FIRST SCREEN YOU SHOULD SEE WHEN YOU GO TO THE LINK:

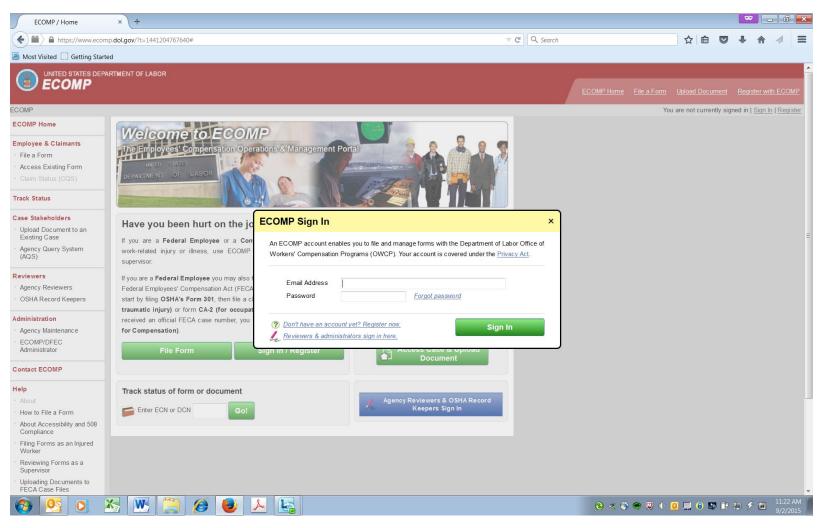
https://www.ecomp.dol.gov/?t=1441395091733#

CLICK ON THE GREEN BUTTON <SIGN IN/REGISTER>.



IN THE YELLOW "ECOMP SIGN IN" BOX, CLICK THE OPTION: "? Don't have an account yet? Register now" TO REGISTER FOR THE FIRST TIME.

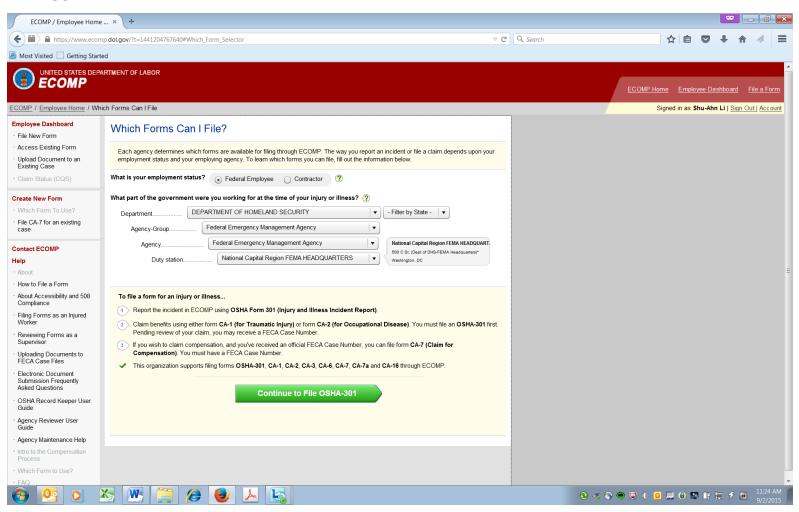
IF YOU HAVE FILED THE OSHA-301, CA-1 OR CA-2 FORM AND HAVE AN ECN # ALREADY ASSIGNED TO YOUR CASE, THEN YOU CAN CHOOSE THE OPTION "Track status of form or document" BOX ON THE BOTTOM LEFT.



IN THIS <u>SCREEN</u> "Which forms can I file?" <u>COPY</u> THE CHOICES FOR THE <u>RADIO BUTTONS AND DROP DOWN MENUS</u> SHOWN BELOW.

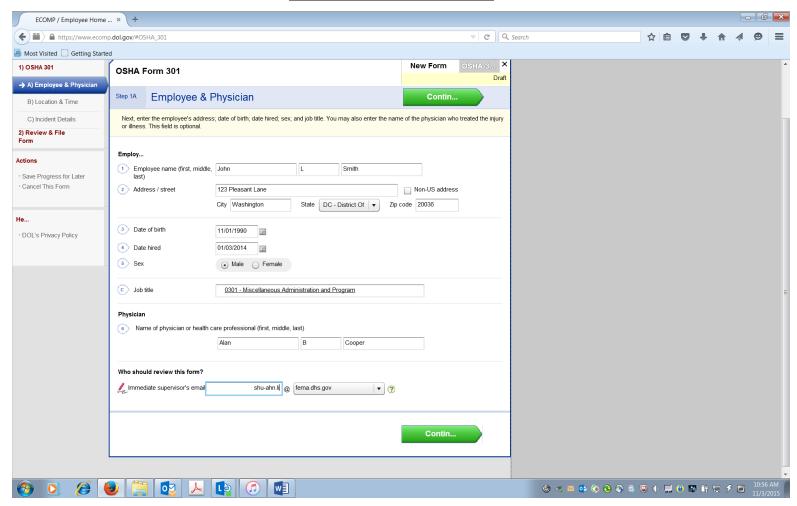
YOU MUST COMPLETE AN OSHA-301 FORM FOR EACH NEW CA-1 OR CA-2 FORM YOU WANT TO CREATE AND SUBMIT.

CLICK THE GREEN BUTTON <CONTINUE TO FILE OSHA-301> AT THE BOTTOM OF THIS SCREEN AND AGAIN ON THE NEXT SCREEN.





WHEN YOU GET TO THE SCREEN "Step 1A Employee & Physician" CHOOSE "0301 MISC ADMINISTRATION AND PROGRAM" FROM THE DROP DOWN MENU IN THE STEP 1A, BOX C "JOB TITLE."

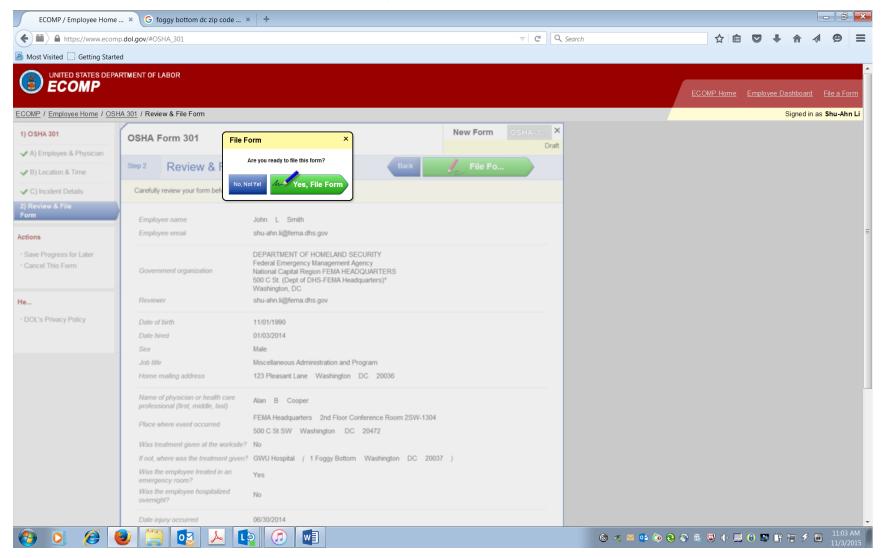


IN THE BOX UNDER "WHO SHOULD REVIEW THIS FORM?" ENTER: "SHU-AHN.LI" IN THE "IMMEDIATE SUPER'S EMAIL" BOX AND CHOOSE "FEMA.DHS.GOV" FROM THE DROP DOWN MENU IN THE BOX NEXT TO THIS.

THEN CLICK THE GREEN BUTTON < CONTINUE>.



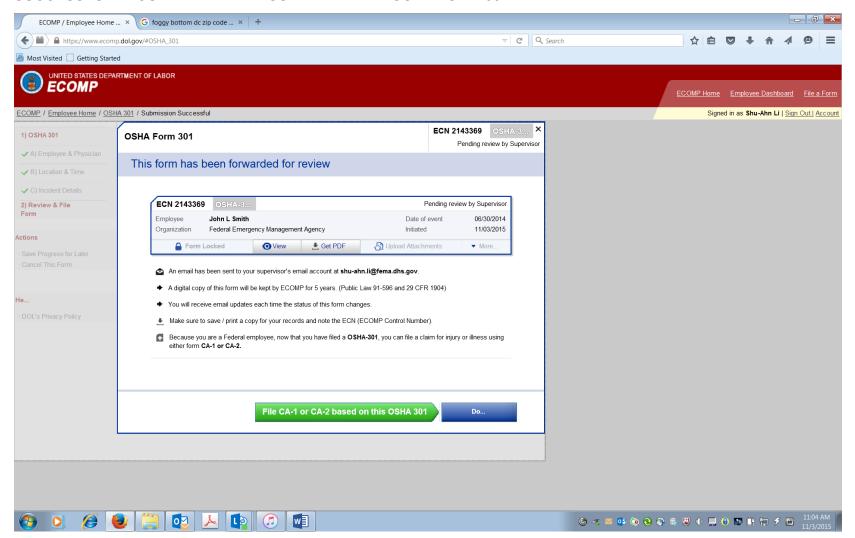
BE AS SPECIFIC AS POSSIBLE WHEN ENTERING ALL DATA IN THE NEXT SCREENS UNTIL YOU COMPLETE THE "OSHA Form 301" SCREENS AND REACH THIS SCREEN "Step 2 Review AND File".



THEN CLICK THE GREEN BUTTON <YES, FILE FORM>.



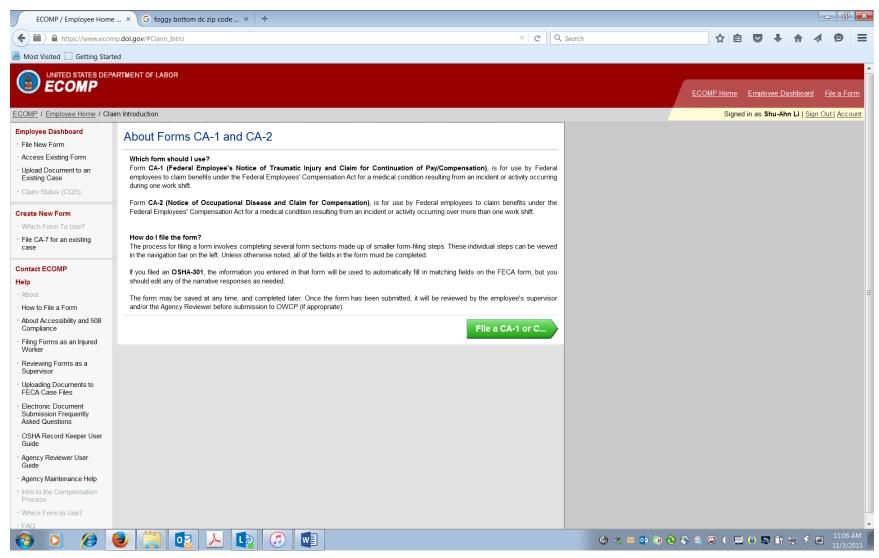
THE NEXT SCREEN YOU SHOULD SEE "This form has been forwarded for review" WHICH CONFIRMS THAT YOU HAVE SUCCESSFULLY COMPLETED AND SUBMITTED THE OSHA FORM 301.



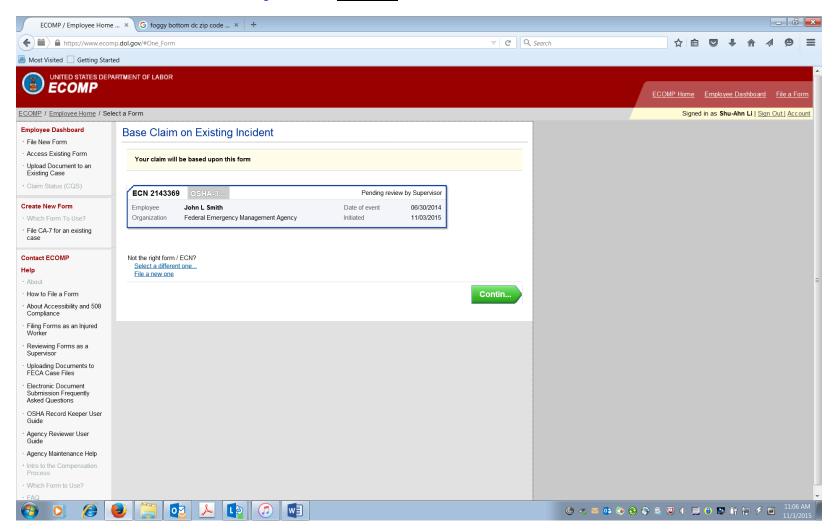
TO CONTINUE IN ECOMP TO FILE EITHER THE CA-1 OR CA-2 CLICK ON GREEN BUTTON <FILE CA-1 OR CA-2 BASED ON THIS OSHA 301>

Attachment A

THE NEXT SCREEN YOU SEE EXPLAINS "About Forms CA-1 and CA-2" CLICK ON GREEN BUTTON <FILE CA-1 OR CA...>



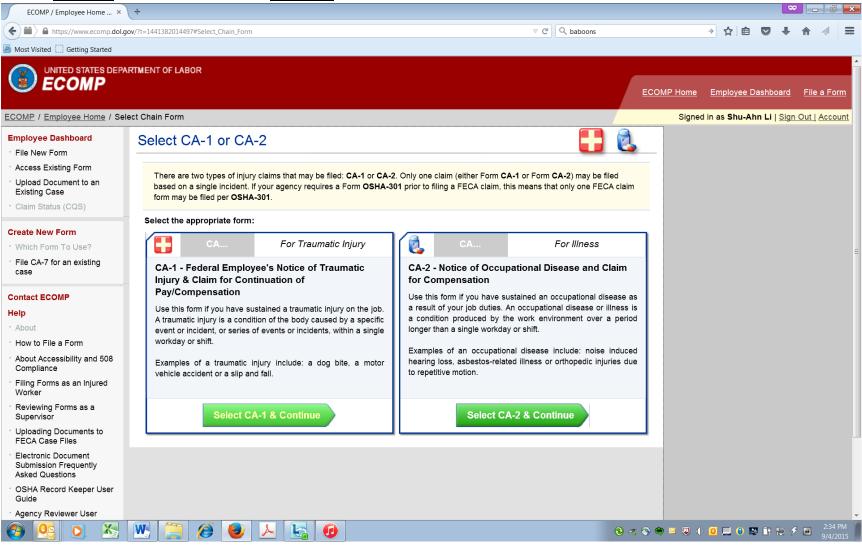
HERE IS THE "Base Claim on Existing Incident" SCREEN.



CLICK ON GREEN <u>BUTTON</u> <CONTINUE> IF THIS IS THE ONLY OSHA 301 YOU HAVE CREATED AND WANT TO INITATE A CA-1 OR CA-2 FORM NOW. IF YOU HAVE MORE THAN ONE OSHA 301 FORM COMPLETED AND SUBMITTED IN ECOMP THEN CLICK ON THE BLUE OPTION: "Select a difference one..." ON THE LEFT.



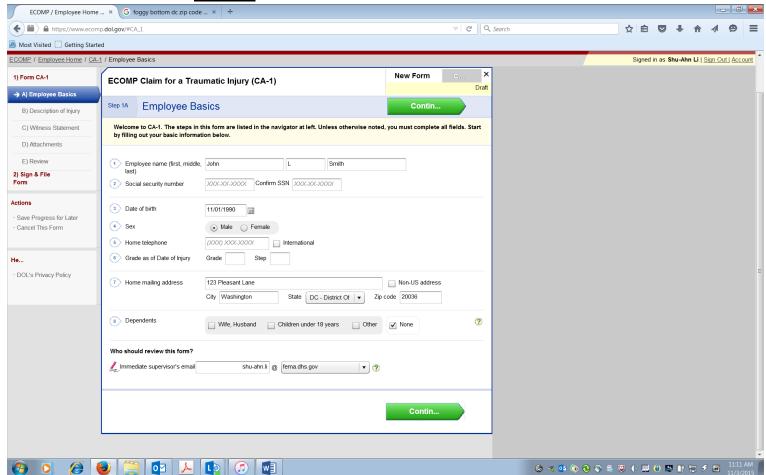
IN THE SCREEN "Select CA-1 or CA-2" CHOOSE THE CA-1 OR THE CA-2 FORM YOU NEED TO COMPLETE.



Attachment A

MOST OF THE DATA YOU ENTERED IN THE OSHA-301 FORM SHOULD AUTOMATICALLY CARRY OVER INTO THE CA-1 AND CA-2 FORMS. REVIEW ALL OF THE DATA THAT WAS AUTOMATICALLY CARRIED OVER CAREFULLY.

HERE IS THE FIRST DATA SCREEN "STEP 1A EMPLOYEE BASICS".



BE AS SPECIFIC AS POSSIBLE WHEN ENTERING NEW DATA REQUESTED.

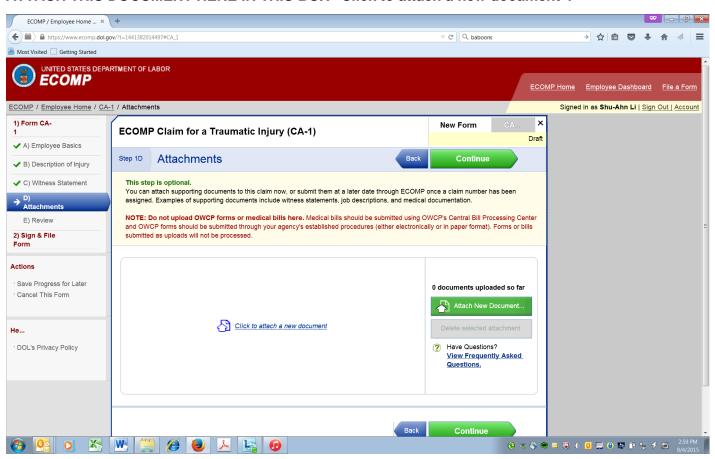
ENTER: "SHU-AHN.LI" IN THE "IMMEDIATE SUPERVISOR'S EMAIL" BOX AT THE BOTTOM.

CLICK ON GREEN BUTTON < CONTINUE>

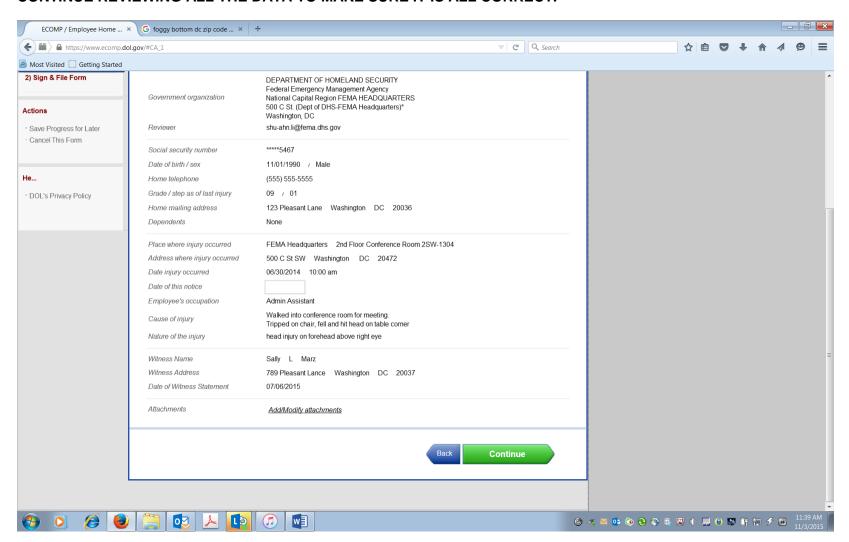
CONTINUE REVIEWING AND ENTERING DATA IN THE NEXT SCREENS UNTIL YOU GET TO THIS <u>SCREEN</u> "STEP 1D ATTACHMENTS" WHICH ALLOWS THE USER TO ATTACH/UPLOAD RELEVANT DOCUMENTS AND SUPPORTING DOCUMENTS.

YOU WILL NEED TO CREATE A SEPARATE DOCUMENT (NOT IN ECOMP) CONTAINING THE NAME AND CONTACT INFORMATION OF THE APPROPRIATE ON-SITE SUPERVISOR (TFL/ISTL). ADDITIONALLY, THIS CONTACT INFORMATION WILL BE USED TO ANSWER SPECIFIC QUESTIONS ABOUT YOUR INJURY/ILLNESS IN CASE YOU ARE NOT AVAILABLE WHEN A WC SPECIALIST HAS ADDITIONAL QUESTIONS.

ATTACH THIS DOCUMENT HERE IN THIS BOX "Click to attach a new document".

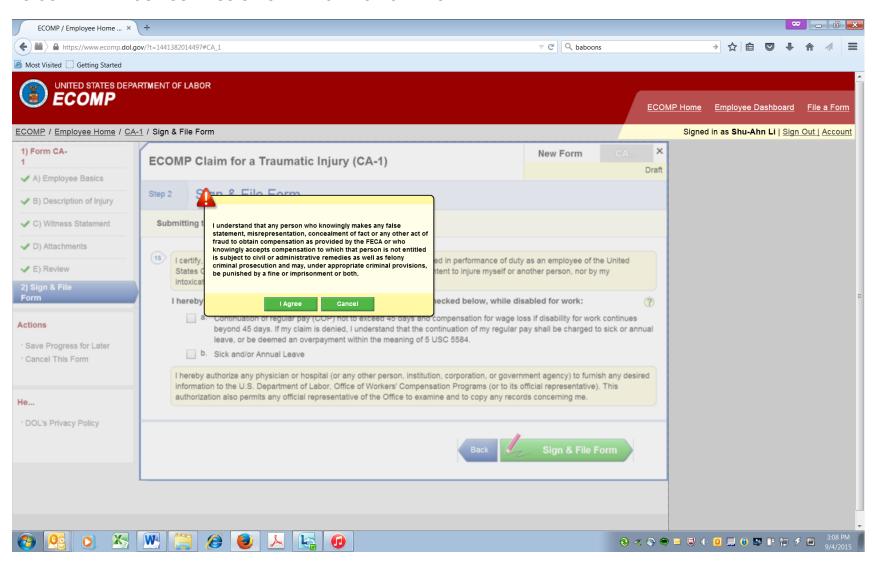


CONTINUE REVIEWING ALL THE DATA TO MAKE SURE IT IS ALL CORRECT.



THE <u>BOX</u> "DATE OF THIS NOTICE" **IS AUTOMATICALLY FILLED IN AND CANNOT BE CHANGED.**CLICK ON THE GREEN <u>BUTTON</u> <CONTINUE>.

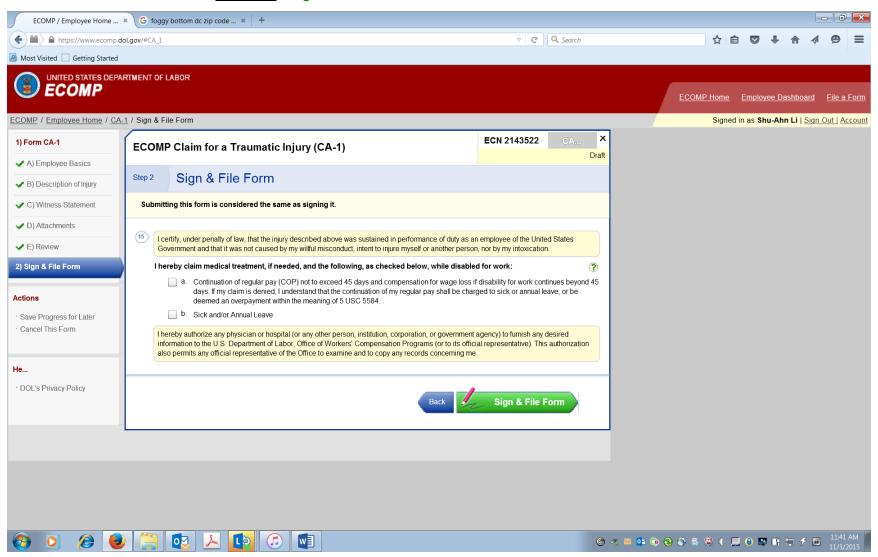
YOU SHOULD GET THIS NEXT <u>SCREEN</u> "Step 2 Sign & File Form" AND MUST CLICK ON THE <u>BUTTON</u> < | AGREE> IN ORDER TO COMPLETE YOUR SUBMISSION OF THE CA-1 OR CA-2 FORM.



Attachment A

IN THE SAME SCREEN "Step 2 Sign & File Form" YOU MUST CHOOSE OPTION A OR B.

THEN CLICK ON THE GREEN BUTTON <Sign & File Form>



THIS <u>SCREEN</u> "This form has been forwarded for review" IS THE CONFIRMATION OF COMPLETION THAT YOU SHOULD SEE WHEN YOU SUCCESSFULLY COMPLETE THE CA-1 SCREENS IN ECOMP.

