



Energy Document Portal (EDP)

WHAT IS THE ENERGY DOCUMENT PORTAL?

The Energy Document Portal (EDP) is an electronic document submission system that allows Energy Employees Occupational Illness Compensation Program Act (EEOICPA) claimants to file a new claim, file a consequential claim, complete benefit payment forms, electronically submit documents to their existing case file, and/or verify that documents were successfully submitted.

HOW DO I ACCESS THE EDP?

You can learn more and access the EDP at the following website address:

<http://www.dol.gov/EnergyProgramEDP>.

WHAT IS THE BENEFIT OF ELECTRONICALLY UPLOADING DOCUMENTS INTO THE EDP?

Documents electronically uploaded into the EDP are available to claims adjudication staff shortly after the upload is complete, thus eliminating delays with mailing.

WHAT DO I NEED TO UPLOAD DOCUMENTS INTO THE EDP FOR EXISTING CLAIMS?

To upload documents into the EDP for an existing claim, you will need a Division of Energy Employees Occupational Illness Compensation (DEEOIC) Case ID number, the Employee's Last Name, and the Last 4 numbers of the Employee's Social Security Number (SSN).

WHAT TYPES OF DOCUMENTS MAY BE ELECTRONICALLY SUBMITTED THROUGH EDP?

Several claim and benefit payment forms can be electronically filled out and signed through EDP. These include: Claim Application Forms (Form EE-1 or Form EE-2), Employment History (Form EE-3), Acceptance of Payment (Form EN-20), Claim for Medical Reimbursement (OWCP-915), and Medical Travel Refund Request (Form OWCP-957). Please note, claimants using EDP to submit Forms EE-1 or EE-2 must use this option to provide a valid digital signature; we are unable to accept scanned copies of these forms in EDP. Other documents can be scanned and uploaded to an existing case file, such as employment records, medical reports, and additional forms needed by DEEOIC claims staff during the adjudication process may be electronically uploaded into the EDP.

DO I HAVE TO ELECTRONICALLY UPLOAD DOCUMENTS INTO THE EDP?

No, you do not have to electronically upload documents into the EDP. Use of the EDP is voluntary. If you do not wish to upload documents into the EDP electronically, you may continue to mail documents to the Central Mail Room (CMR). The address for the CMR is: U.S. Department of Labor OWCP/DEEOIC P.O. Box 8306 London, KY 40742-8306. Please include the DEEOIC Case ID Number on all documents mailed to the CMR.

You may also bring your document to the nearest DEEOIC Resource Center where they will be uploaded into the system. A geographical listing of DEEOIC's Resource Centers including contact information can be found at the following website link: <http://www.dol.gov/EnergyProgramEDP>.

HOW DO I CHECK THE STATUS OF THE DOCUMENTS I UPLOADED INTO EDP?

The EDP will generate a Document Control Number (DCN) after a document is successfully uploaded. You can verify that the document has been submitted by clicking the "check status" button within EDP. You can also contact the Claims Examiner assigned to your case for verification or if you have additional questions.

WHERE CAN I GO FOR HELP?

If you have questions or need additional help, please contact a DEEOIC Resource Center:

<http://www.dol.gov/EnergyProgramResourceCenters>.