Account Registration for DEEOIC ECOMP

Before you can view any forms or documents in DEEOIC ECOMP you must first register and create an ECOMP account. Creating a DEEOIC ECOMP account allows the DEEOIC the ability to notify you if any documents are uploaded to your case file, review case status updates, view compensation payment information, and access claimant medical and pharmacy bill information.

To register, click the "Register" link under the Sign In box on the ECOMP home page at https://deeoic.dol.gov/#/

To register, please enter your Mobile Telephone number (if your phone number is an international number, check the box to the right). Enter your email address in the next field. When deciding whether to use your personal or work email address when registering, remember that if you change employers, you may not always have access to your work email account. Check the box if you do not have an SSN or if you are not a US Citizen. Next, choose a password, which must be a minimum of 8 characters and contain at least one uppercase 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. Once all of those fields are completed, select the CREATE ACCOUNT button at the bottom of the page.

REGISTER

Registration Help

Welcome to your online benefits portal. Please provide the information to register for access to benefits information. This information will be used to verify identity and provide access to relevant information. Email verification and identity verification will be required before accessing benefits information. If you already have an account, sign in here.

ACCOUNT BASICS

Mobile Telephone ⑦

☐ International

Email Address ⑦

☐ I do **NOT** have a Social Security Number and I am **NOT** a US Citizen. ⑦

PASSWORD

Choose a Password

Re-enter Password

CANCEL   CREATE ACCOUNT

After clicking on the CREATE ACCOUNT button, the next page will appear with a message prompting you to check your email.


YOU'RE ALMOST DONE

An email has been sent to this email address: **Youremail@email.com**
**Check your email and follow the instructions inside.**

If you do not receive your confirmation email in 10 minutes, it may have been lost.

1. Check your spam folder.
2. Ensure that your emails service is not blocking emails from **@deeoic.dol.gov**
3. Make sure that the email you gave us is your correct address (if not please re-register).

You will then receive an email with a link that you will need to click to verify your email address.
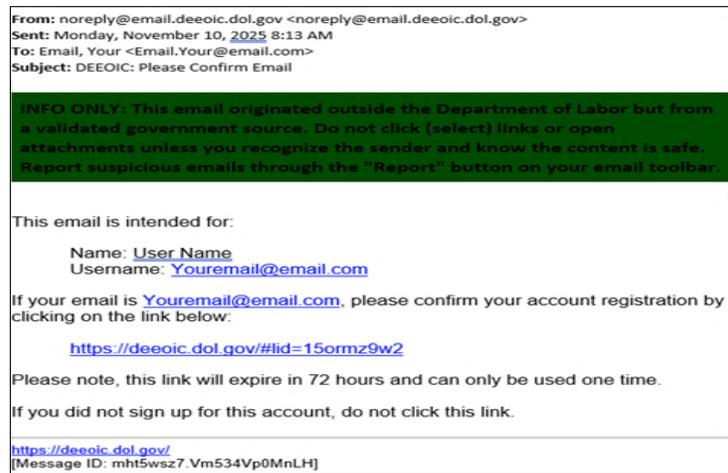
After clicking the link in the email, you will see a similar pop-up to the below.
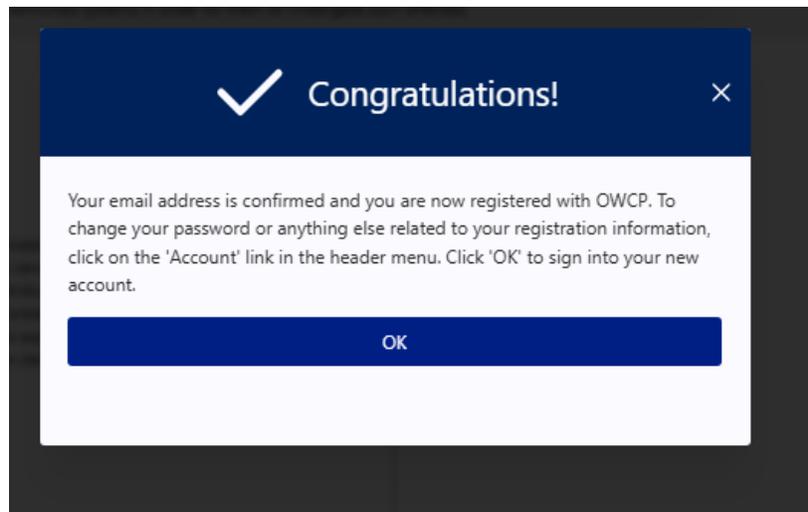
When logging in for the first time, you will need to complete the Multi-factor Authentication and select if you would like to receive the code by email or text.

UNITED STATES DEPARTMENT OF LABOR   HELP

Account Security

An account security code is required to complete your login. Please select the option below to receive your code. ⑦

○ Send Code via **email** to | USERNAME@User.com |

● Send code via **text message** to phone number ending in | 2468 |

To receive a security code, phone numbers must be capable of accepting text messages. If a number is unable to receive a text message, please select email. You may update your phone number once you gain access to your account.

SEND

After entering the code received by text or email, you will enter that code and click the VERIFY button.

UNITED STATES DEPARTMENT OF LABOR   HELP

Account Security

An account security code has been sent via **text message** to phone number ending in | 2468 | ⑦

Security Code

| 3337205 |

VERIFY

☐ Remember this device for 90 days.

Having trouble? Resend a new code to your device here.

You will then be taken to a page to read the Rules of Behavior and check the box to proceed to identify verification.

Rules of Behavior

BEFORE USING THIS U.S. FEDERAL GOVERNMENT SYSTEM, YOU MUST READ AND AGREE TO THE FOLLOWING RULES OF BEHAVIOR.

Restricted Use:

- You are accessing a United States Department of Labor (DOL) system that contains sensitive, confidential, and personally identifiable information related to the Federal Employees' Compensation Act, the Longshore and Harbor Workers' Compensation Act (and its extensions), the Energy Employees Occupational Illness Compensation Program Act, and the Black Lung Benefits Act that is covered by the Privacy Act of 1974 (where applicable) and all applicable DOL privacy and security policies. This system is the property of the DOL and shall only be accessed and used by authorized users, and only for purposes consistent with the Office of Workers' Compensation Programs' (OWCP's) processing and administering of compensation claims.
- Use or access of this system for any unlawful purpose is prohibited. Unauthorized access or use of this site (including any images, data, text, contacts, or information provided) may subject violators to criminal, civil and/or administrative action. All information on this site may be intercepted, recorded, read, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

Accountability:

- Users shall treat the system and information in an ethical, informed, and trustworthy manner.
- Users shall not provide false, inaccurate, or misleading information and shall not commit violations of any law related to the system.
- Users shall acknowledge actions and accept responsibility for correcting their own errors and notifying OWCP of any problems with accessing and using this system.
- Users shall report site security and personally identifiable information (PII)-related incidents, or any incidents of suspected fraud, waste, or misuse of OWCP's systems immediately.

Confidentiality:

- Users shall prevent unauthorized people from viewing and/or accessing the information in this system, whether in electronic form or on paper.
- Users shall protect information that is transmitted through and resides in the system from improper use and disclosure.
- Users shall not post information in this system on social media, social networking, bulletin boards, or external websites/applications.

Integrity:

- Users shall make sure that the information which they manage, and for which they have responsibility, is accurate and up to date.
- Users shall prevent unauthorized changes, destruction or tampering with information.
- Users shall protect confidential and/or sensitive information from disclosure.
- Users shall create only authorized records.
- Passwords and User IDs:
  - Users shall never share passwords or account information.
  - Users shall use only the user accounts to which they have been assigned to access the system and shall not misrepresent other users of this site.
  - Users shall protect their accounts with secure passwords.
  - Users shall change their passwords immediately should they suspect that someone else knows or has access to their passwords.
  - Users shall safeguard passwords from access by other individuals.
  - Users shall not reuse this account's password for any other website or application account.
  - Users shall never share their account information on social media, social networking, bulletin boards, or external websites/applications.

Penalties for Non-compliance:

- Users who do not comply with the ROB are subject to penalties that can be imposed under the Privacy Act (when applicable), and existing policy and regulations, including:
  - Suspension of system privileges; and/or
 - Criminal prosecution when provided by law.

OWCP will enforce the use of penalties against any user who willfully violates any OWCP, Department, or Federal system security (and related) policy.

☐ I have read the above document and agree to these Rules of Behavior.

NEXT

VERIFICATION:

After completing the ROB, you will need to click on the "VERIFY WITH LOGIN.GOV" button as shown below.
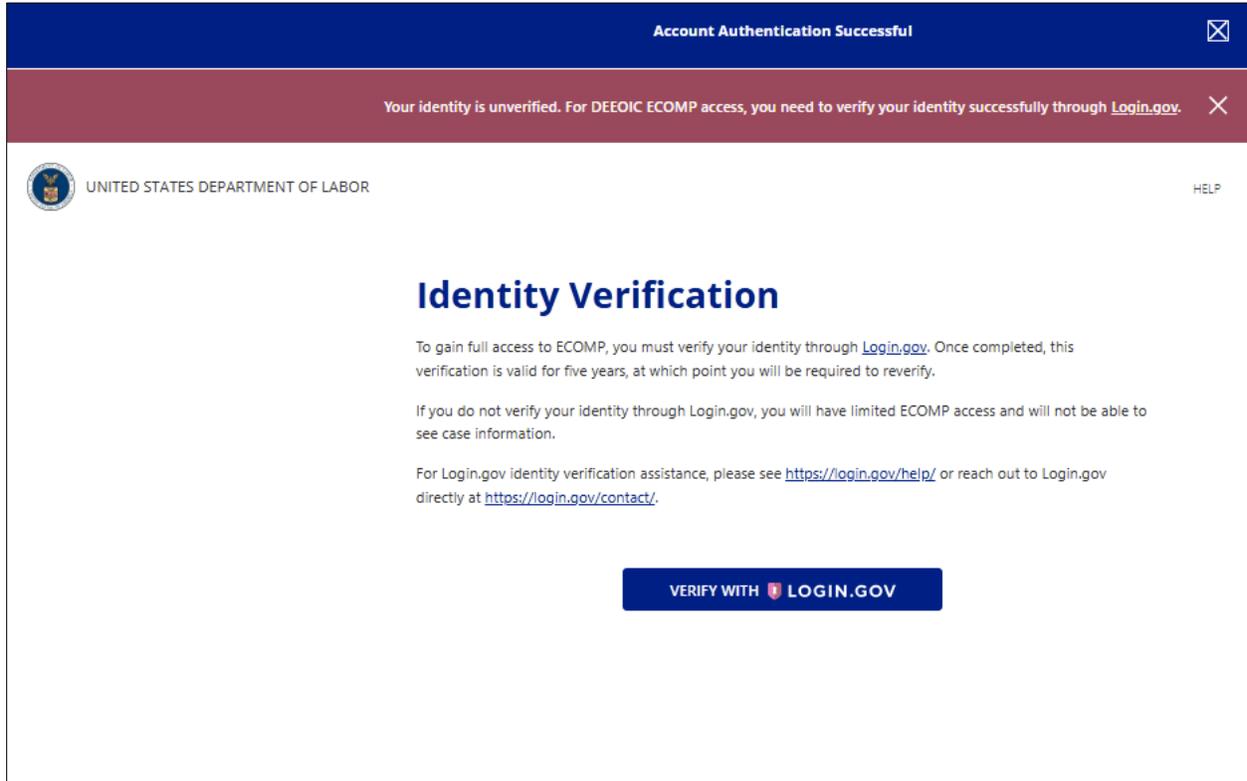
When proceeding with ID verification through Login.gov, you will complete the prompts through the system, and it can take about 15 minutes. Login.gov will explicitly state the verification process and guide you through the steps to verify your identity. A brief overview of the Login.gov process is provided below:

    i.   Sign in or create an account with Login.gov
    ii.   You can either verify your identity by taking photos with your mobile phone, or alternatively, you may verify in person at participating Post Offices.
    iii.   If you choose to verify online, you will add photos of your driver's license or state ID and then take picture of yourself for comparison.
    iv.   You will enter your SSN.
    v.   You will then verify your information and click Submit if correct.
    vi.   You will then need to verify your US-based phone number, and receive a code through text or voice call, and enter that code.

vii. Re-enter your Login.gov password, and save the personal key displayed.

viii. Finally, you can connect to ECOMP by selecting the Agree and Continue button at the bottom.

ix. You may also verify your identity by mail if you do not have a phone number by following the login.gov prompts.

If anytime during the Login.gov process you need assistance, please visit the link below:

Login.gov Contact Us page: https://login.gov/contact/ or https://login.gov/help/

If you are verified successfully, you will be redirected back to ECOMP, and you can proceed to log into the ECOMP system. If your Identity Verification is returned as unsuccessful, you will see an image similar to the one below, prompting you to verify with Login.gov. Without successfully verifying, you will not be able to access case information in ECOMP. If you cancel the verification process and exit Login.gov, you will be taken to ECOMP landing page for OWCP.

Account Authentication Successful ⊠

Your identity is unverified. For DEEOIC ECOMP access, you need to verify your identity successfully through Login.gov. ✕

UNITED STATES DEPARTMENT OF LABOR
HELP

Identity Verification

To gain full access to ECOMP, you must verify your identity through Login.gov. Once completed, this verification is valid for five years, at which point you will be required to reverify.

If you do not verify your identity through Login.gov, you will have limited ECOMP access and will not be able to see case information.

For Login.gov identity verification assistance, please see https://login.gov/help/ or reach out to Login.gov directly at https://login.gov/contact/.

VERIFY WITH 🛡 LOGIN.GOV

As an Unverified User, you will be prompted to "VERIFY WITH LOGIN.GOV", each time you login to your ECOMP account.

CHANGING ACCOUNT INFORMATION:

You can navigate to the Account Information screen by clicking on your name in the upper right portion of the screen and selecting the Account link.
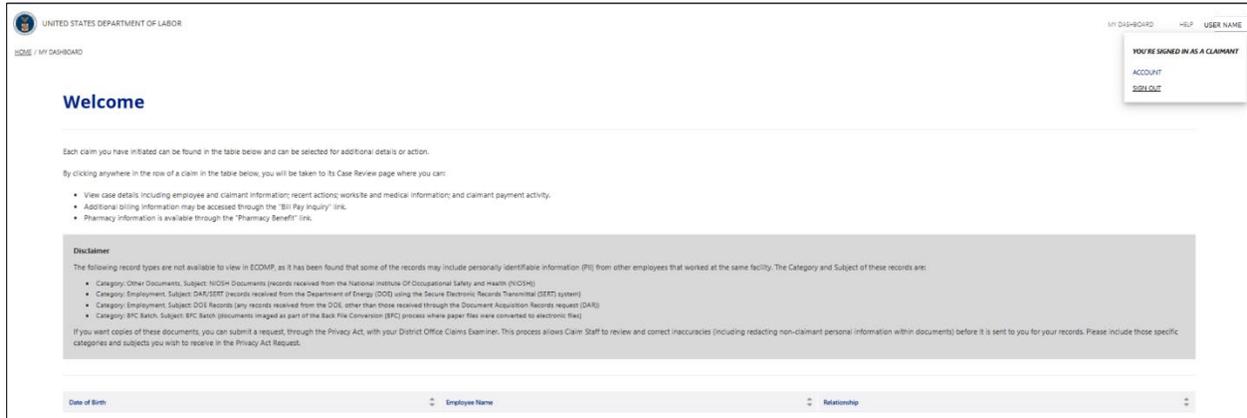
You will only be able to make minor edits to your account information by clicking on the **Change Account Basics** link.
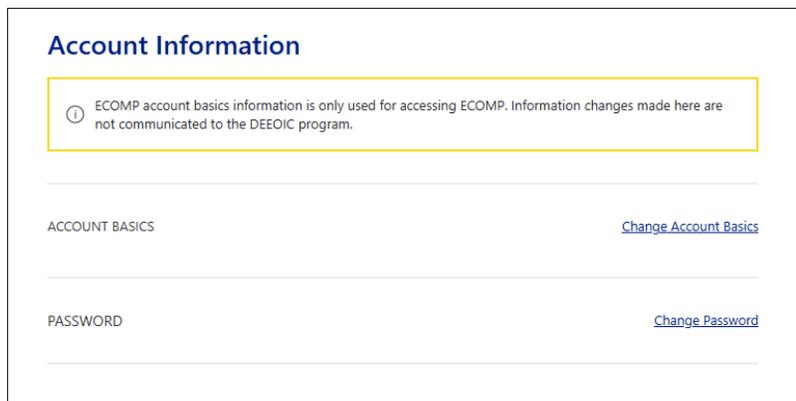
Information such as Name and Date of Birth is populated from Login.gov and cannot be changed on this page. If you click on the UPDATE IDENTITY button, you will be taken to Login.gov to update your information. If you wish to update your Mobile Telephone Number or Email Address, you will need to complete the Multifactor Authentication.

Account Information

ⓘ ECOMP account basics information is only used for accessing ECOMP. Information changes made here are not communicated to the DEEOIC program.

ACCOUNT BASICS   Close

ⓘ Multifactor Authentication is required to update your **phone number** or **email address**. Submission will require a security code.

| Employee First Name | Middle Name | Last Name | UPDATE IDENTITY | ? |
| USER | | NAME | | |

Date of Birth
01/01/1990

Mobile Telephone ?
555-555-2468   ☐ International

Optional 2nd Mobile Telephone
                                                ☐ International

Email Address * ?
USERNAME@USER.COM

Optional 2nd Email Address

Case Imaging Documents Email Notification
● Daily   ○ Weekly   ○ I do not want to receive emails.

SAVE   CANCEL

PASSWORD   Change Password

If you need to update your Name or Date of Birth, click on the UPDATE IDENTITY button. From there, you will need to follow the directions on the pop-up and proceed to Login.gov to make changes to this information by selecting UPDATE IDENTITY FROM LOGIN.GOV. If at any time during this process you need assistance, please contact Login.gov at: https://login.gov/help/

Update Identity Information   ×

To update your name or date of birth in ECOMP, you need to reverify your identity with Login.gov.

Please follow these steps:
1. Click "Update Identity from Login.gov." below.
2. You'll be redirected to Login.gov. There, click "Forgot your password?".
3. Follow the instructions provided by Login.gov.
4. When prompted with, "Do you have your personal key?" select "I don't have my key" to proceed with the update.

Once your identity is successfully verified, you will be redirected back to your ECOMP dashboard. If verification isn't completed, return to the ECOMP platform and try again.

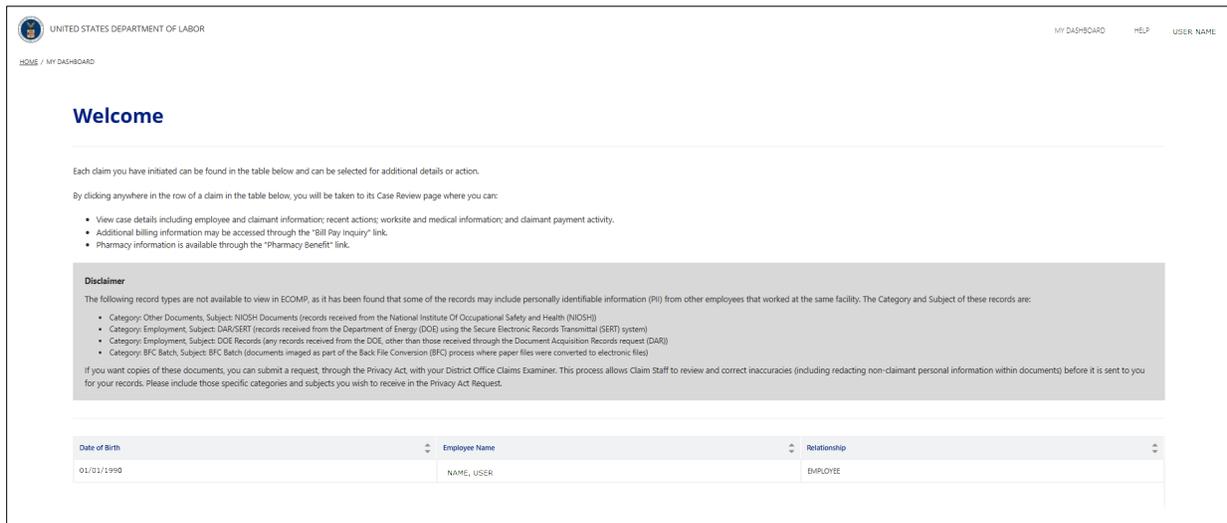UPDATE IDENTITY FROM 🔴 LOGIN.GOV

CANCEL

You can also change the frequency that you receive **Case Imaging Documents Email Notifications**, by selecting "Daily," "Weekly," or "I do not want to receive emails," by making a selection.

Please Note: Any changes to Account information within ECOMP will not facilitate changes to your case information with DEEOIC. If you need to change any contact information with the Energy program, please upload documents through the Energy Document Portal, mail in documentation, or submit to a resource center.

You can also change your Password by clicking the Change Password link. This activity will also require Multifactor Authentication.

DASHBOARD:

If you click on the MY DASHBOARD link at the top, your DEEOIC Claimant Dashboard will now be displayed. Your Employee Dashboard lists the employee's name, and you can find information related to your case by clicking anywhere on the table with the Employee Name as shown below.

By clicking anywhere in the row of your claim, such as the Employee's Name, you can see details regarding your case as shown below.

Your Case ID will appear in the upper left portion of the page and will display personal information such as name, Address and Phone, SSN, Claimant Type (Employee or Survivor), and Medical Part Type and Condition if applicable. If there are multiple conditions, "View More +" is displayed and can be selected to list out all claimed condition.

The right portion of the screen will display a link to Pharmacy Benefits and Bill Pay Inquiry, which will take you to additional sites if necessary.

If you have an Authorized Representative, that information will be directly displayed in the box below. If you do have an AR and click on the link, you will be taken to a page that displays your AR's information.

On the Case Review Screen, you can view case information, and see the below tabs:

WORKSITE, RECENT CLAIMANT ACTIONS, COMPENSATION PAYMENT, and CASE IMAGING.

WORKSITE:

The WORKSITE tab contains the applicable Part B and/or Part E Worksite that the claimant is associated with. In the example above, Hanford is listed as the Worksite Part E.

RECENT CLAIMANT ACTIONS:

The RECENT CLAIMANT ACTIONS tab shows recent actions on the claim and the corresponding date display, such as whether the case was referred to NIOSH, or whether a recommended or final decision has been issued and the issuance date.

COMPENSATION PAYMENT:

The COMPENSATION PAYMENT tab shows any compensation that has been paid on the claim.   It will also reflect if the payment was issued under Part B or Part E of the Act, the date the payment was approved, the payment amount, and the payment type (lump sum compensation or compensation for wage loss or impairment).

CASE IMAGING:

If "Case Imaging" is selected, what the user sees depends on the specifics of the case. All claimants do not have access to case imaging because of the potential for PII violations. To prevent the release of any potential PII, only cases with one living claimant on the case can access imaging. If a claimant is one of multiple claimants on a case, they will see a message that states, "Currently, case imaging is only available for cases with a sole survivor. You cannot access this case because there are multiple survivors."


On the CASE IMAGING tab, a claimant can see all the documents that have been uploaded to their case file.

Documents will be displayed under the header, and can be shown by "Subject," "Category," "Authored," and "Received" date in ascending or descending order. There is also a "Fav" column to the far left, that will display any documents that have been favorited by the user.

On the left side of the page, the case imaging can be customized by selecting the "Authored Date" or "Received Date." The dates can also be filtered if the user wishes to do so.

Directly under the CASE IMAGING tab, you can choose to clear any favorites that you have by clicking on the "Clear Favorites" link.

You can download documents (single or multiple), by clicking on the "Download Documents" link. When you click the "Download Documents" link, a pop up will appear, and click the "Click here to download the PDF" will display.
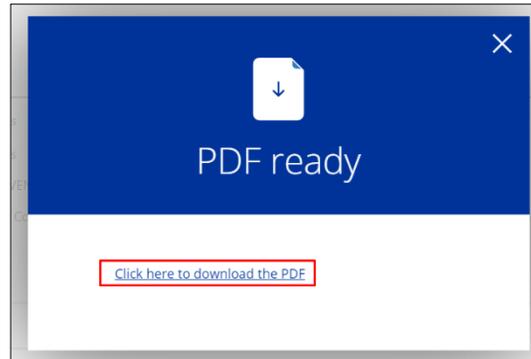
The next screen allows you "Favorite Document", or you can "Unfavorite" after selecting "Favorite", or you can download the document by selecting the "Download" button. You may also make adjustments to the display of the document by using the rotation, widen, or zoom in/zoom out buttons at the bottom.
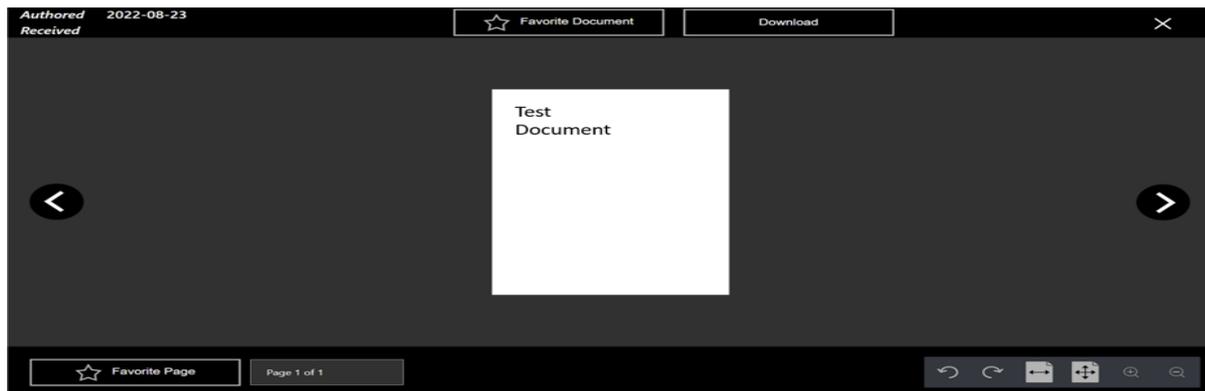
Identity Verification for existing verified ECOMP users:

If you are currently a verified user with ECOMP, you will need to re-verify your account after 3 years. Unless you are notified to re-verify when logging in, no action is immediately needed from you. You will see an image similar to the one below, which will prompt you to verify with LOGIN.GOV. Directions for this process are at the beginning of this document.

Account Authentication Successful

Your identity is unverified. For DEEOIC ECOMP access, you need to verify your identity successfully through Login.gov.

UNITED STATES DEPARTMENT OF LABOR   HELP

Identity Verification

To gain full access to ECOMP, you must verify your identity through Login.gov. Once completed, this verification is valid for five years, at which point you will be required to reverify.

If you do not verify your identity through Login.gov, you will have limited ECOMP access and will not be able to see case information.

For Login.gov identity verification assistance, please see https://login.gov/help/ or reach out to Login.gov directly at https://login.gov/contact/.

VERIFY WITH LOGIN.GOV

If you are already verified with Login.gov, and have completed the Identify Verification process, you will need to re-verify every 5 years. Having an existing Login.gov account does not bypass the re-verification process for Energy ECOMP.

DEEOIC ECOMP Support:

If you have any issues viewing documents in your case file, or if you have any issues with account creation, or access, please contact **ECOMP Support** at: support@ecomp.dol.gov. The support@ecomp.dol.gov support inbox can only assist with technical issues related to ECOMP. If you have any claim specific or benefit specific issues, you will need to contact your claims examiner or medical benefits examiner at: (866) 888-3322.

We are unable to assist you with Identify Verification issues. Any Identity Verification issues with LOGIN.GOV will need to be sent to the **Login.gov Contact Us page**: https://login.gov/contact/ or by visiting https://login.gov/help/

Multiple OWCP programs utilize ECOMP for case management and document viewing. To ensure that you are creating an account with the correct ECOMP system, please utilize the https://deeoic.dol.gov/#/ for your DEEOIC ECOMP account.

At this time, if you are seeking to electronically upload documents to your DEEOIC Case, please utilize the Energy Document Portal (EDP) at the link provided.

EDP: https://eclaimant.dol.gov/portal/?program_name=EN