This Quick Reference Guide (QRG) instructs claimants and authorized representatives (AREPs) in the Division of Federal Employees' Compensation (DFEC) and the Division of Energy Employees Occupational Illness Compensation (DEEOIC) on how to submit travel reimbursement bills and supporting documents online.

This QRG outlines the following:

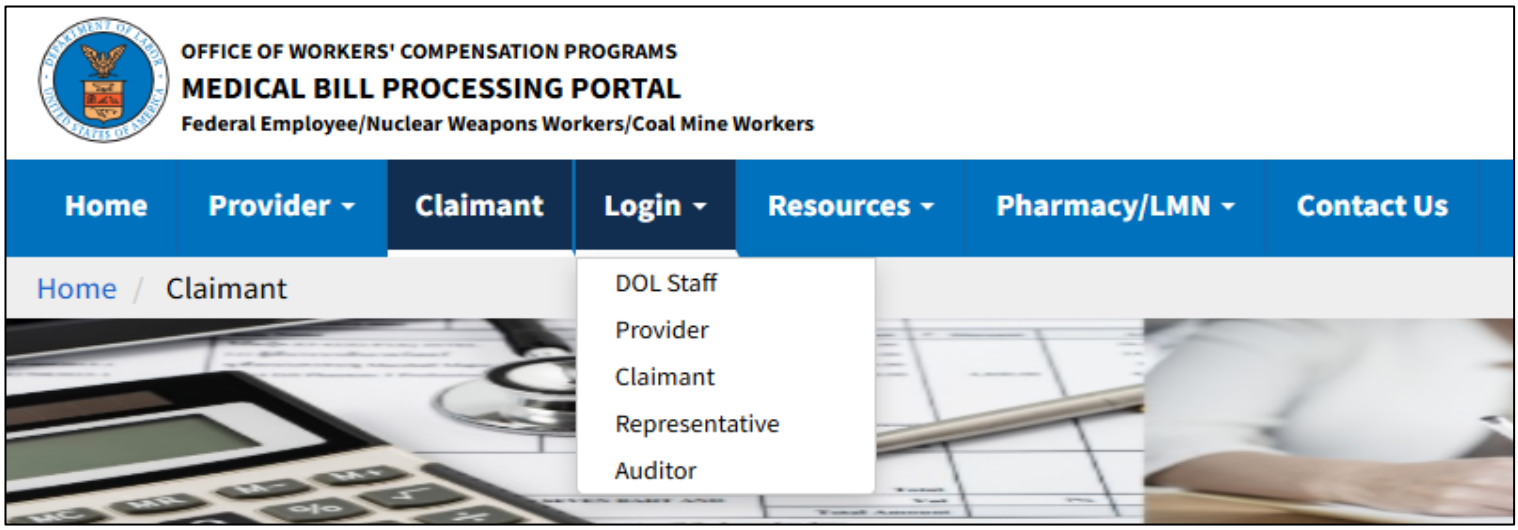
- Accessing the portal and navigating to the Claimant Travel Bill Inquiry List
- Submitting a new travel bill and entering required expense details
- Reviewing or updating bills, managing expenses, and uploading or deleting attachments

Note: This QRG **is not applicable to** the Division of Coal Mine Workers' Compensation (DCMWC) program, as DCMWC travel reimbursement forms require a provider's signature. Accordingly, DCMWC claimants must continue submitting their travel bills using paper forms.

Navigating to the Claimant Portal – For Claimants

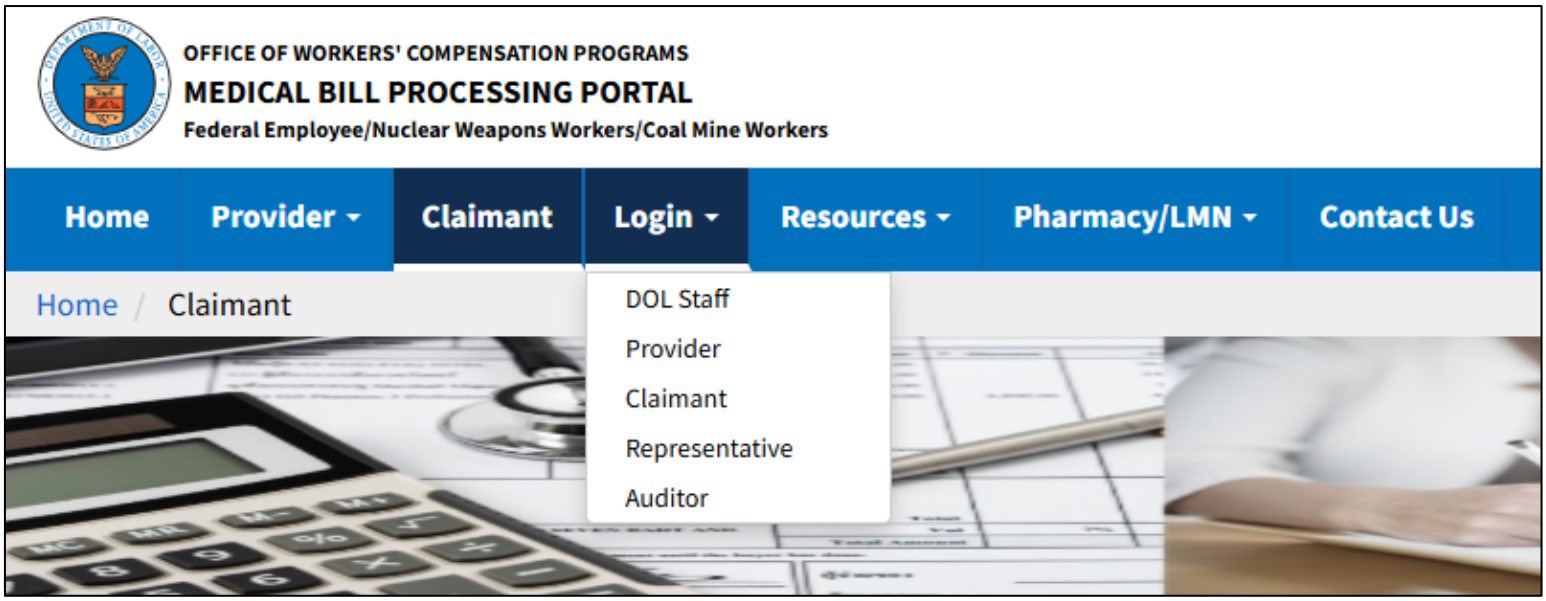
Note: For **Authorized Representatives** login instructions, proceed to Page 4.

1. On the **Office of Workers' Compensation Programs (OWCP) Medical Bill Processing Portal**, select the **Login** menu drop-down list.

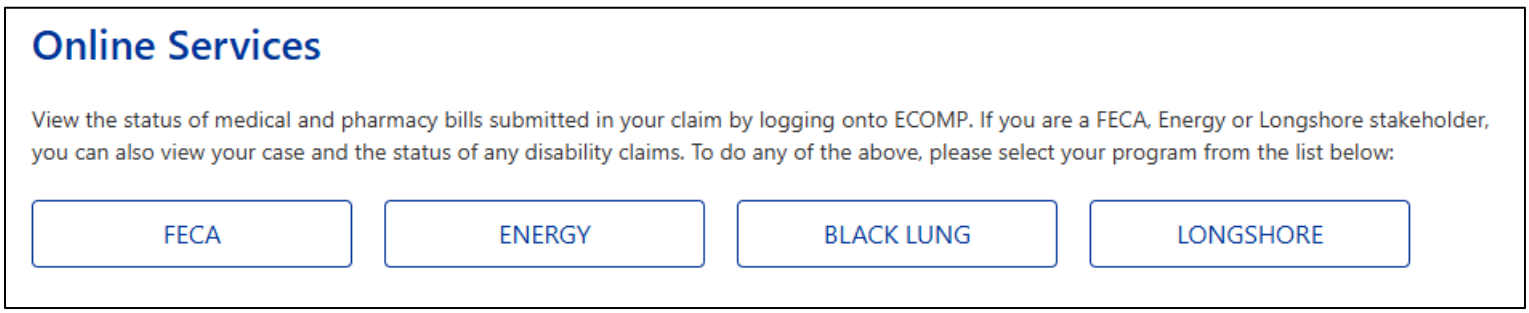


Navigating to the Claimant Portal – For Claimants

2. Select **Claimant**.

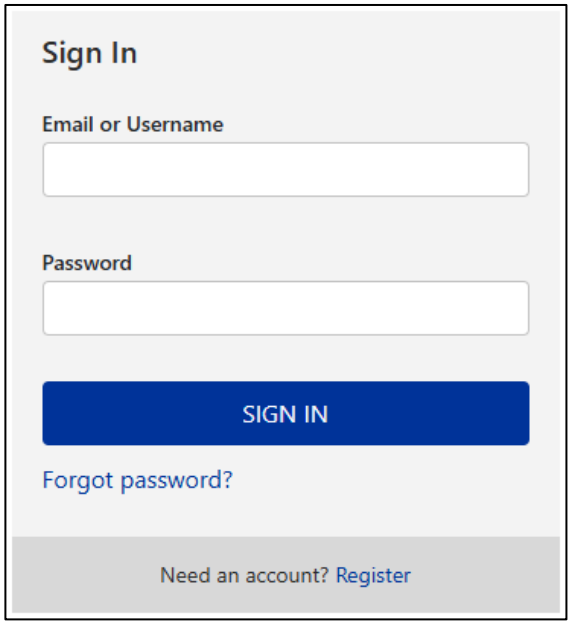


3. Select the applicable program. The system redirects to the **Employees' Compensation Operations and Management Portal (ECOMP)**.



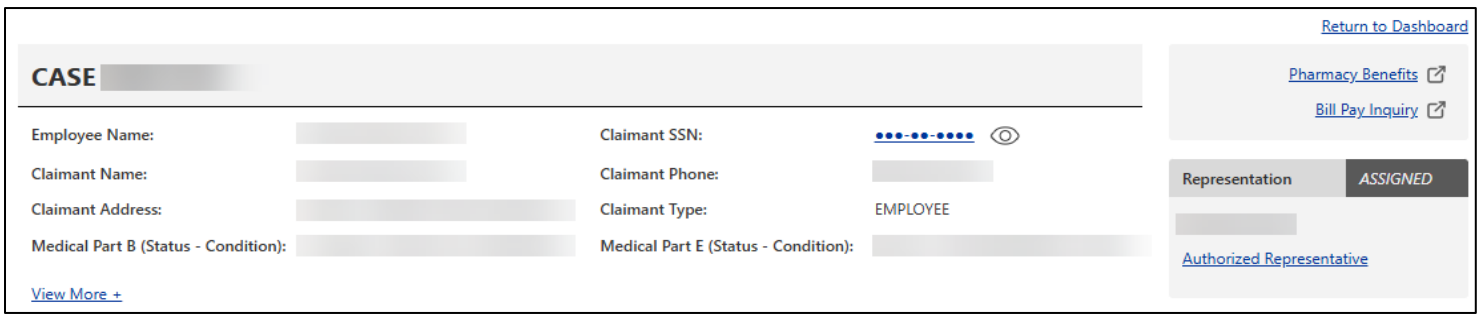
Navigating to the Claimant Portal – For Claimants

4. On the ECOMP login page, enter the **Email or Username** and **Password**, then select **SIGN IN**.



5. On the **My Dashboard** page, scroll to the claims list and select a claim row to open the **Case Review** page.

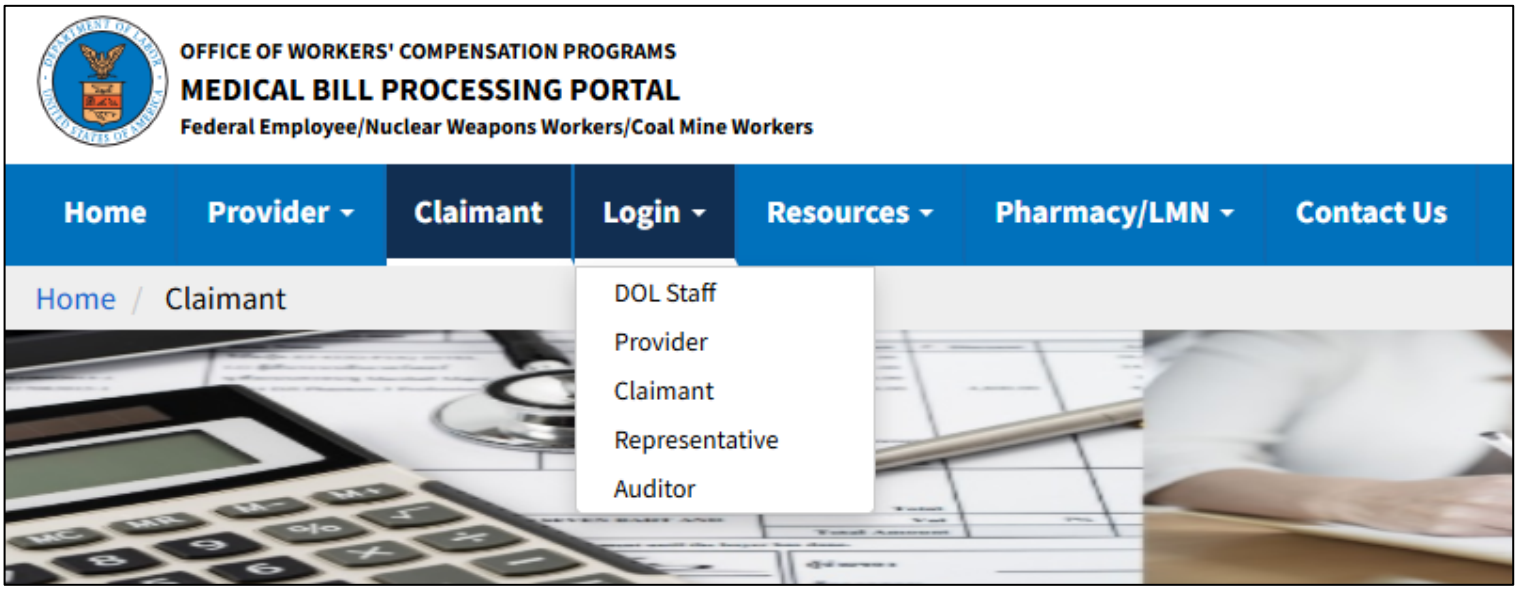
6. Select the **Bill Pay Inquiry** link. The **Claimant Portal** opens.



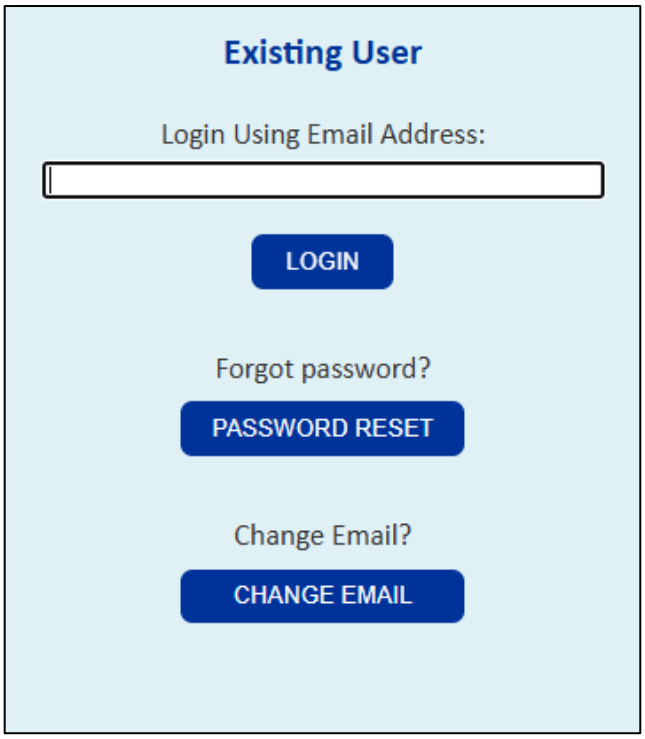
Note: To view steps for **Submitting a New Travel Bill**, proceed to Page 6.

Navigating to the Claimant Portal – For Authorized Representatives Only

1. From the **OWCP Medical Bill Processing Portal**, select the **Login** menu drop-down list.
2. Select **Representative.** The **OWCP Connect** login page loads.

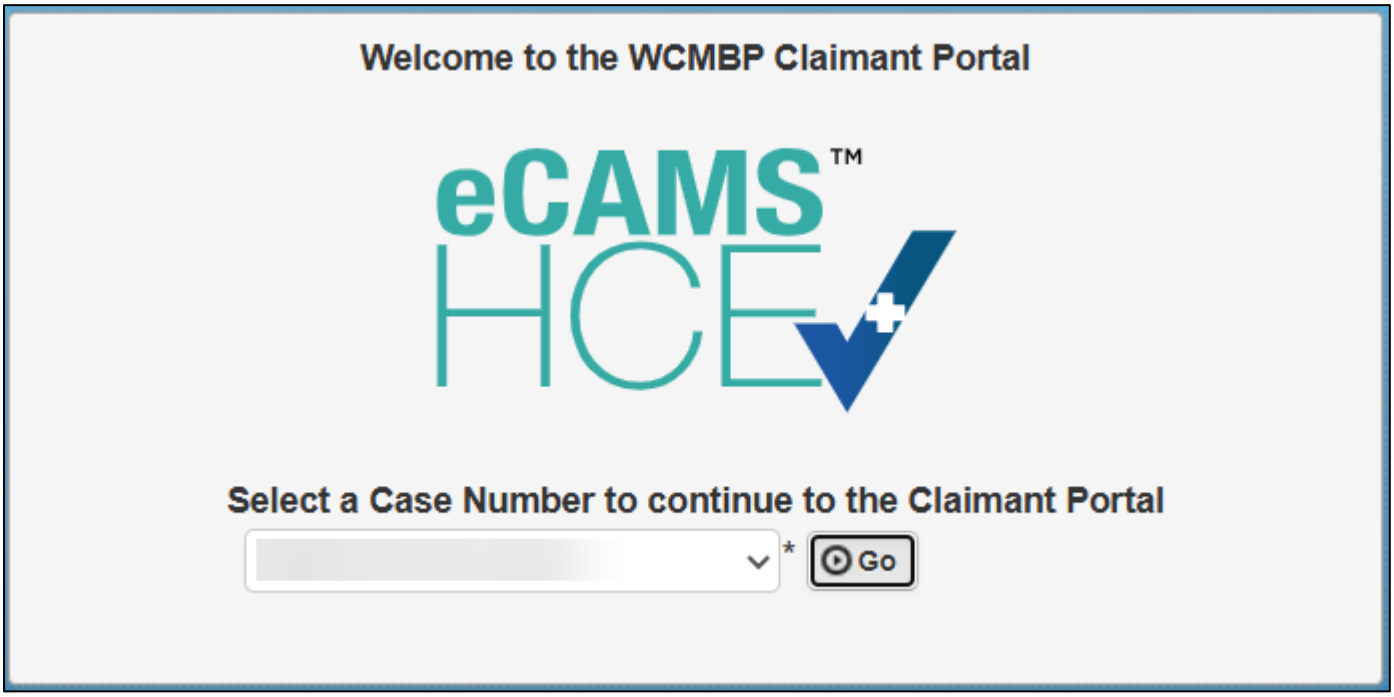


3. To log in, enter the credentials and select **LOGIN**.



Navigating to the Claimant Portal – For Authorized Representatives Only

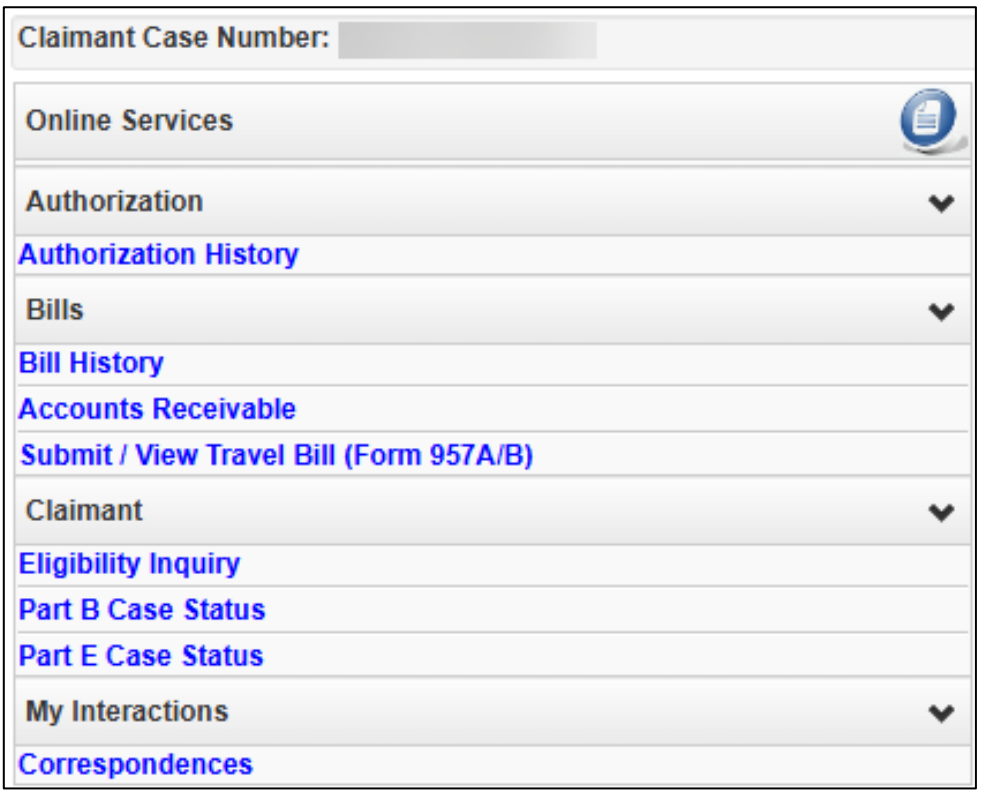
4. Select desired **Case Number** and select **Go**.



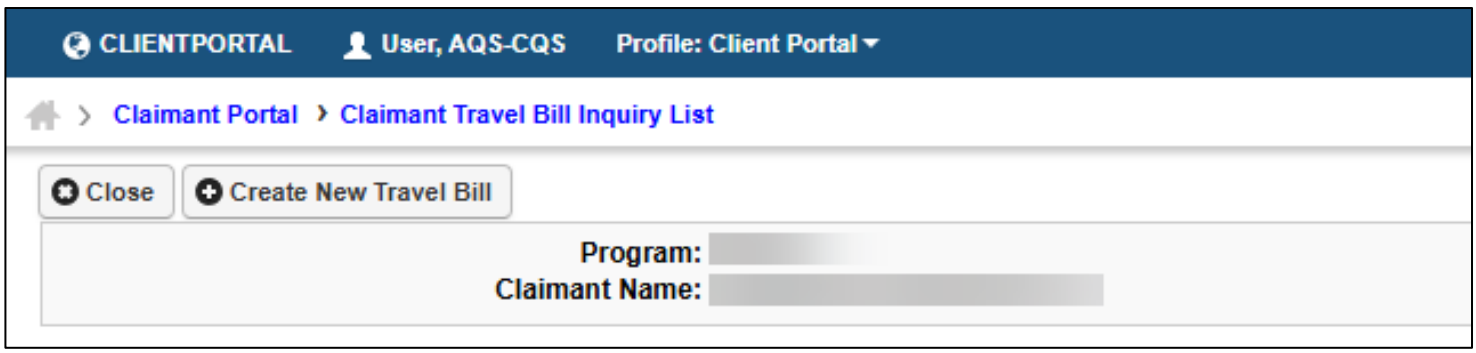
Note: to view steps for **Submitting a New Travel Bill**, proceed to Page 6**.**

Submitting a New Travel Bill

1. Select **Submit / View Travel Bill (Form 957 A/B)** from the left navigation menu on the **OWCP Claimant Portal** home page. The **Claimant Travel Bill Inquiry List** page opens.

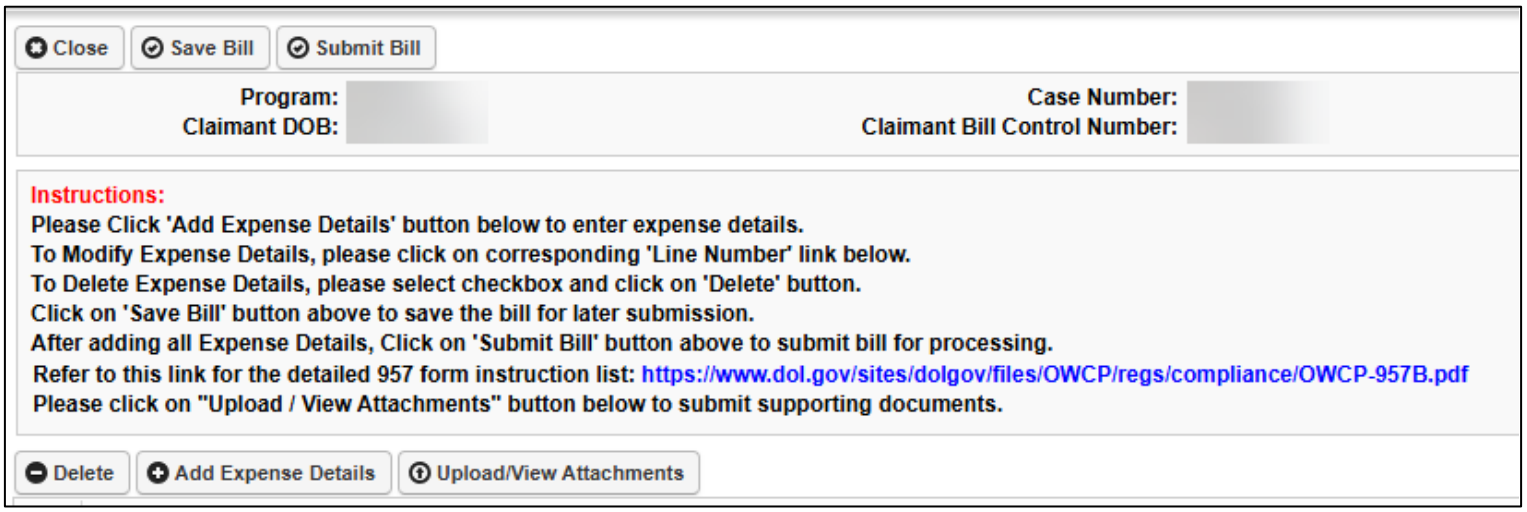


2. To enter travel bill information, Select **Create New Travel Bill**.



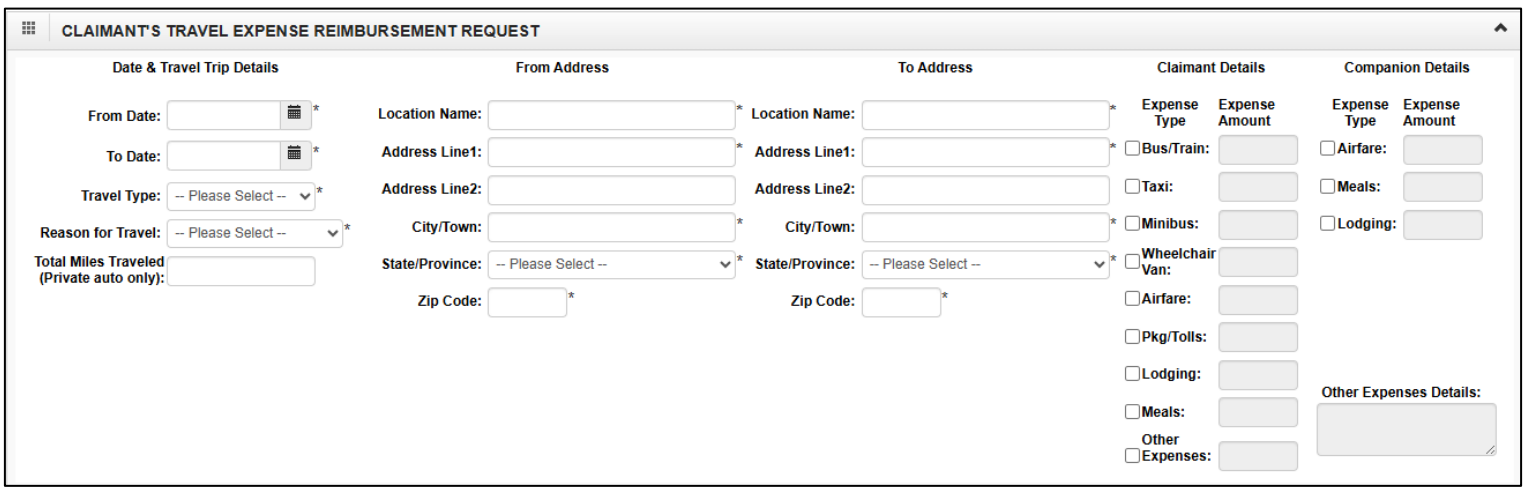
Submitting a New Travel Bill

3. To add travel expenses, select **Add Expense Details**.



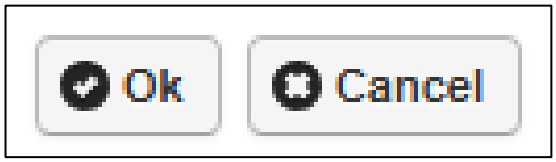
4. Enter the required expense details as indicated by an asterisk.

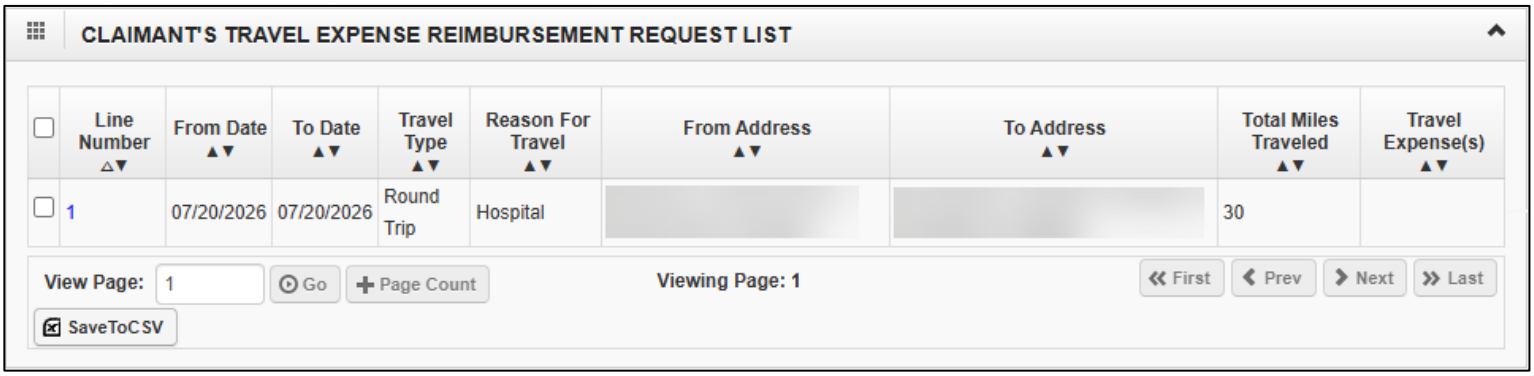
Note: If required fields are not completed an error may appear. Claimants may submit up to five entries per category. Attempting a sixth entry triggers an error message. For additional expenses, submit a new bill.



Submitting a New Travel Bill

5. To validate and save the entry, select **Ok**. The new expense shows up in the list with a system-generated **Line Number** from smallest to largest.



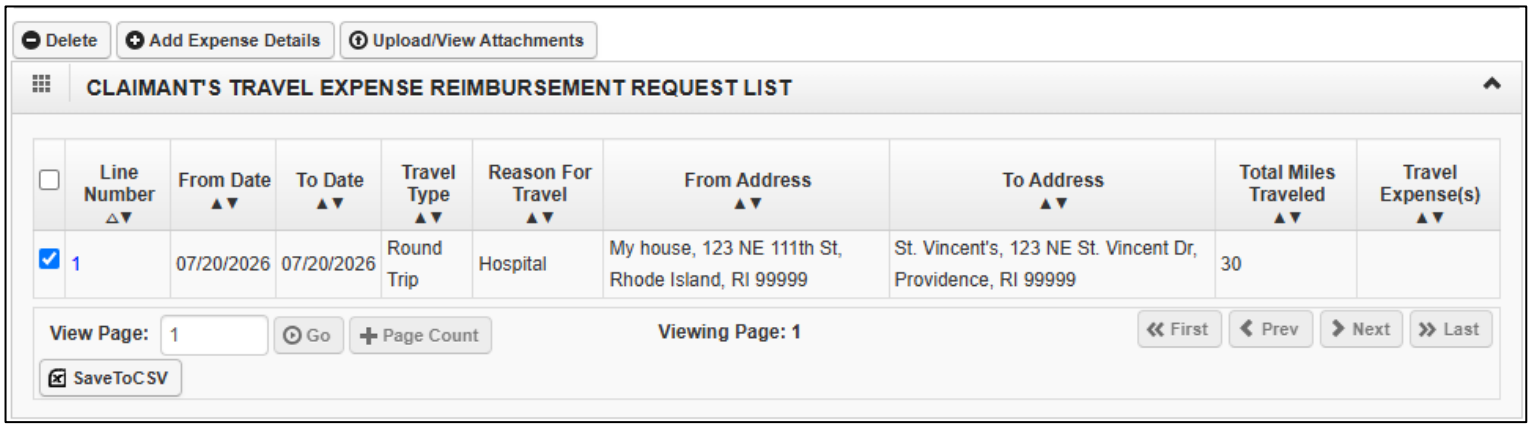


Note: Some travel expenses may require an authorization. The system generates an authorization request for review by the claims examiner. If the authorization is approved, the bill will be processed for payment.

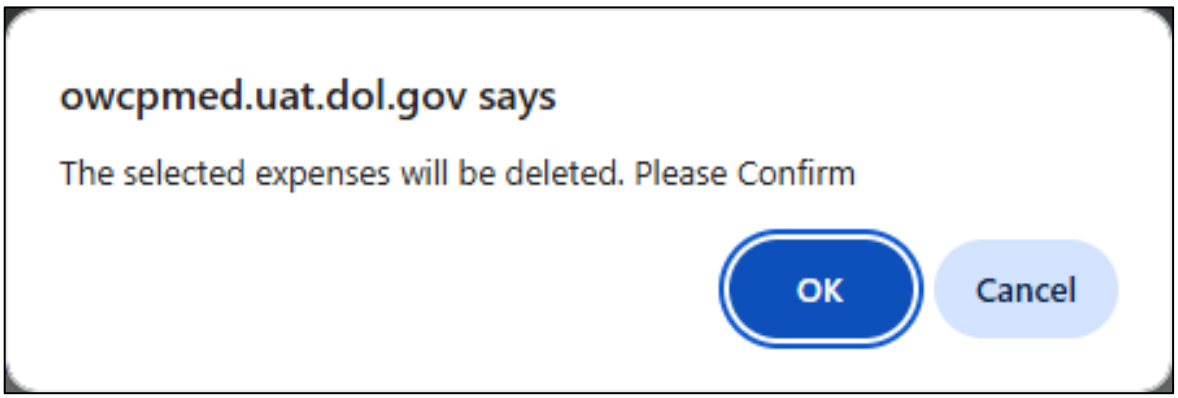
Deleting an Expense

1. To delete an expense, select the checkbox next to the corresponding expense.

2. Select **Delete.**

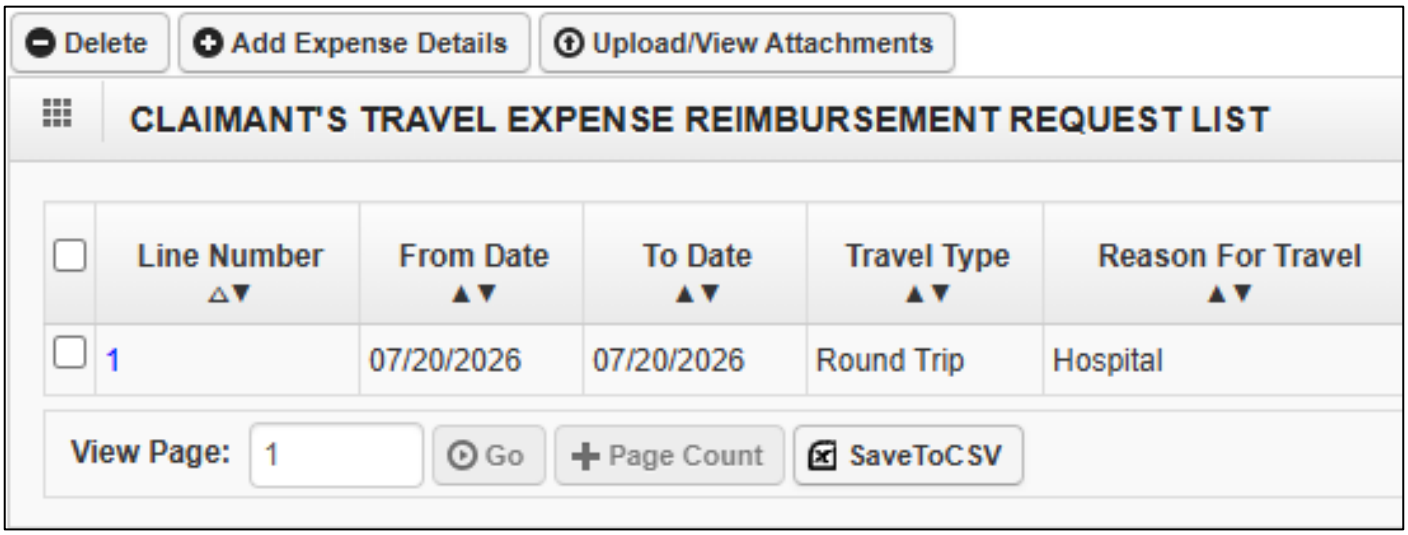


3. When prompted, select **OK** to confirm the deletion.



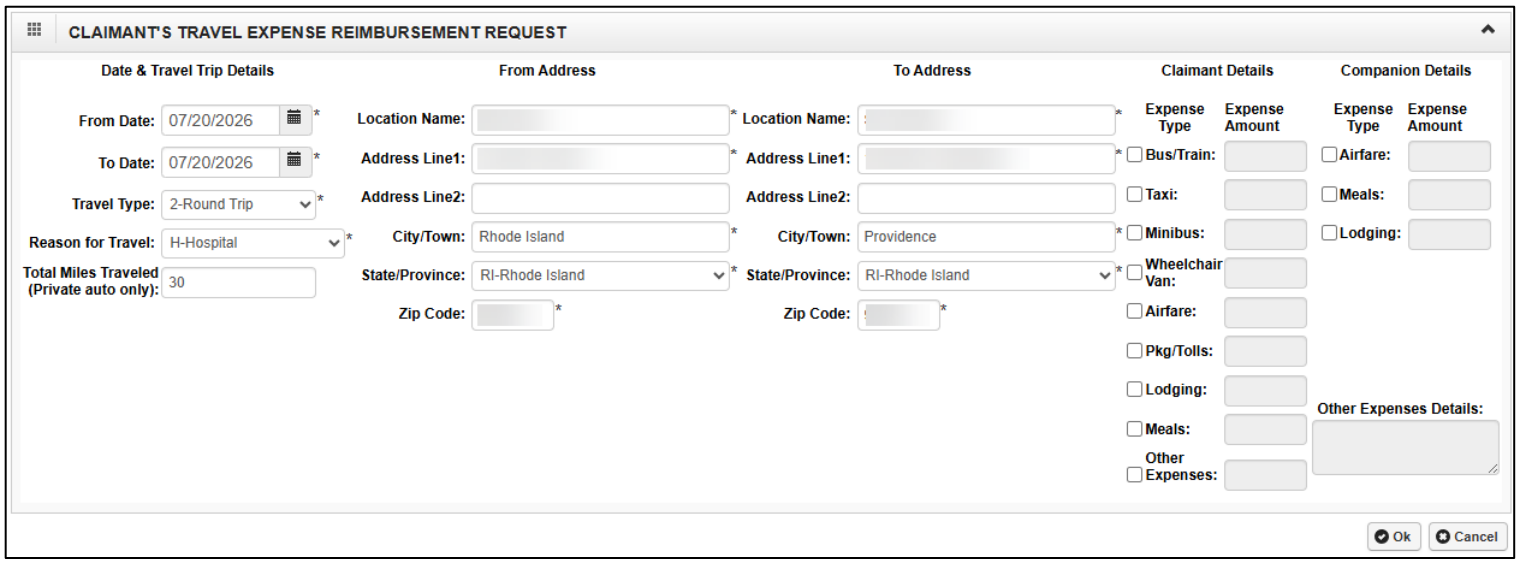
Viewing and Updating Travel Expenses

1. To edit an expense, select the **Line Number** next to the corresponding expense. The **Travel Expense Reimbursement Request** page opens.



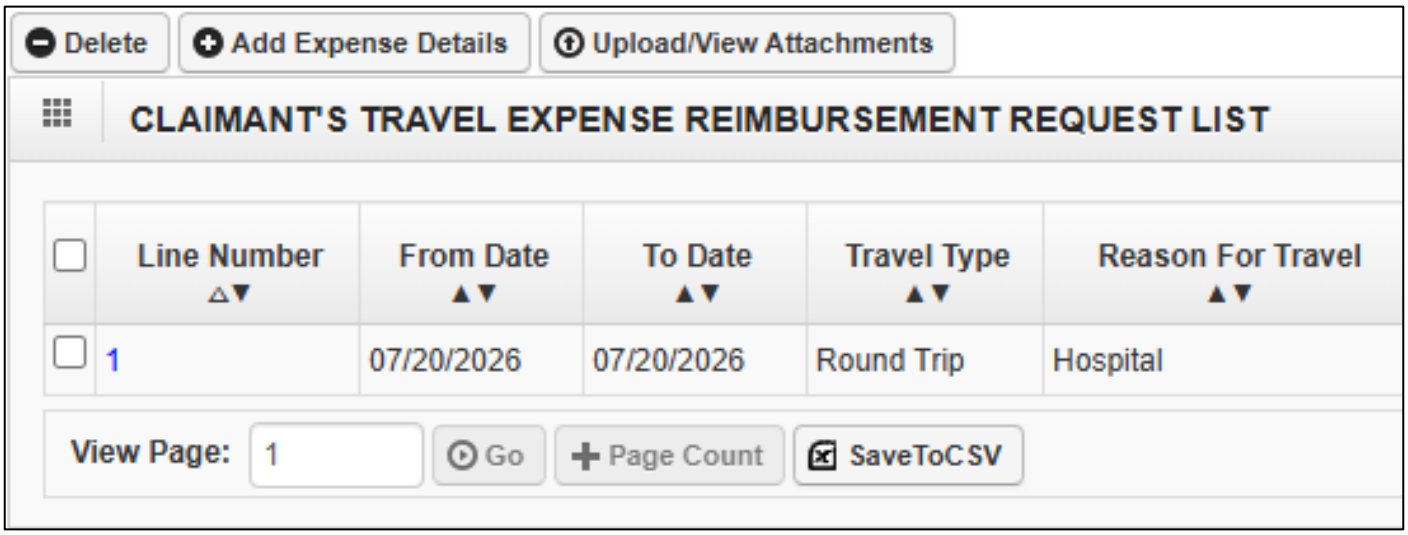
2. Update the details.

3. To save the changes, select **Ok**.



Uploading and Viewing Attachments

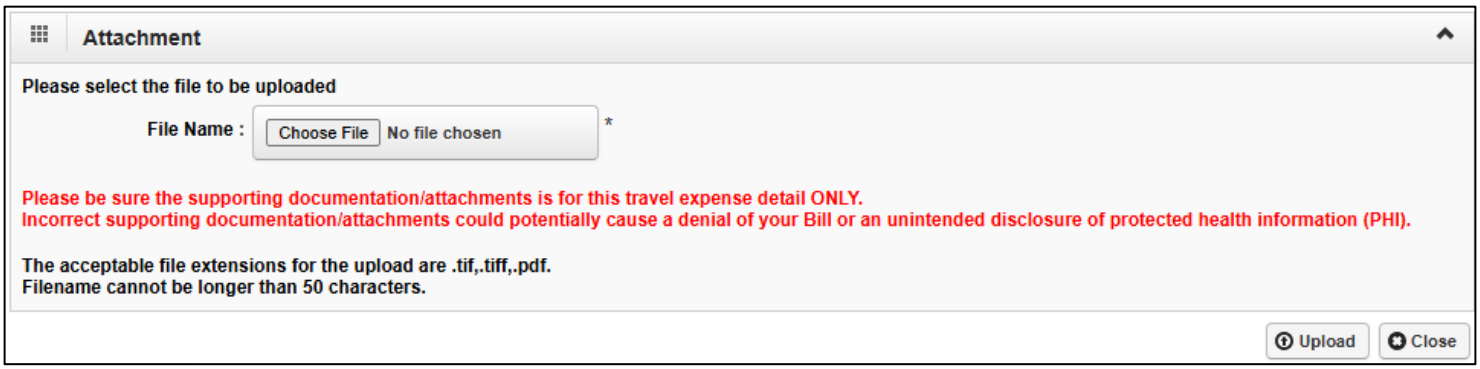
1. To upload and view attachments, select **Upload/View Attachments**.



2. Select **Choose File**, then locate and upload the applicable file.

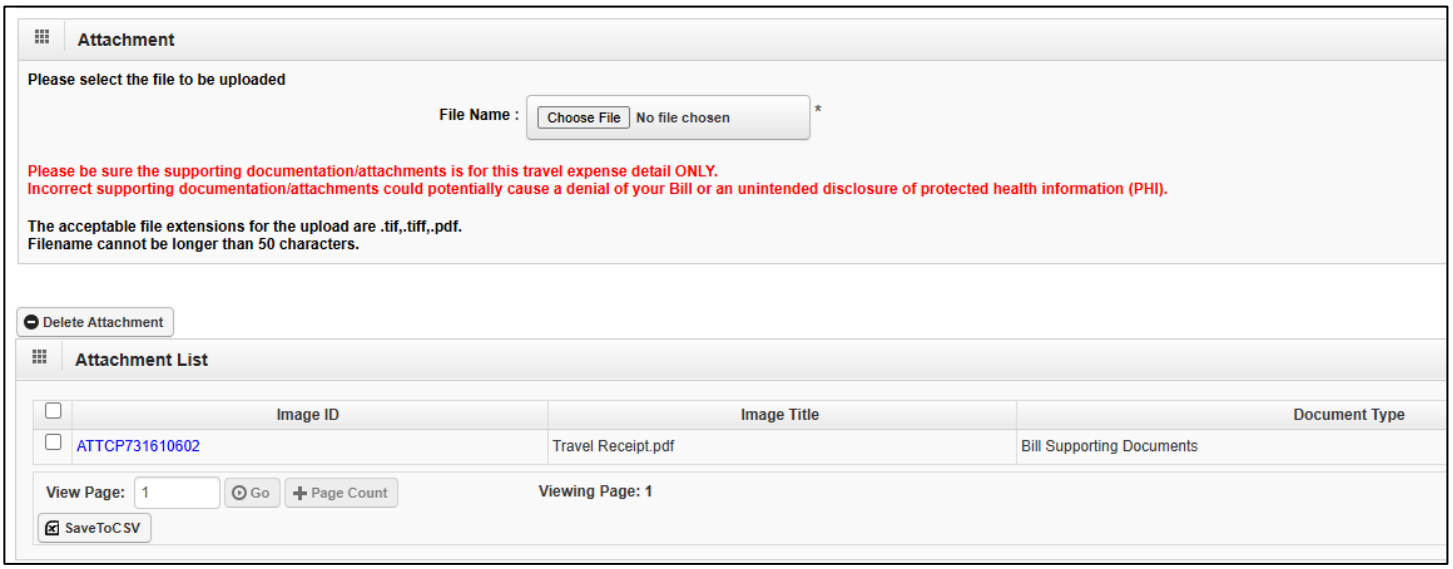
Note: The system supports files in TIF, TIFF, or PDF format.

3. Select **Upload**.

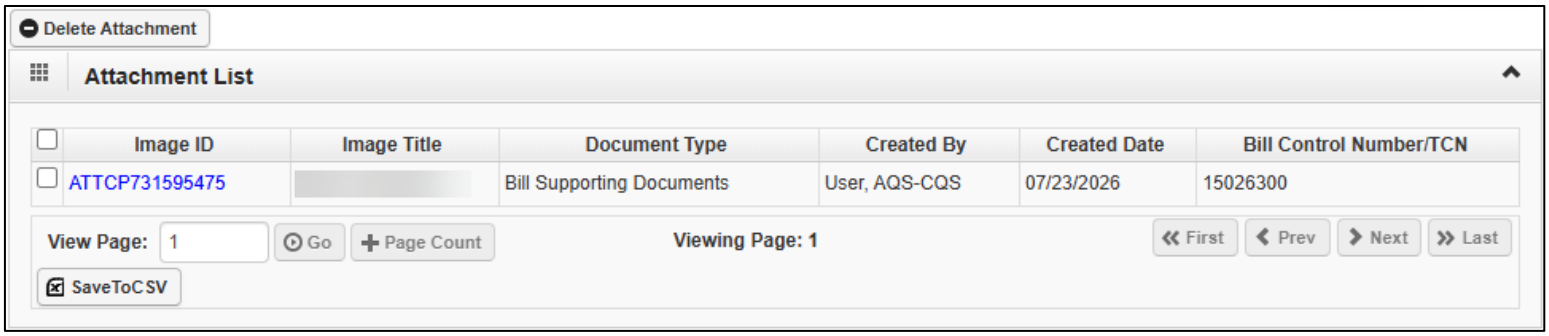


Uploading and Viewing Attachments

Note: Uploaded files appear in the **Attachment List** section. Multiple attachments are allowed.

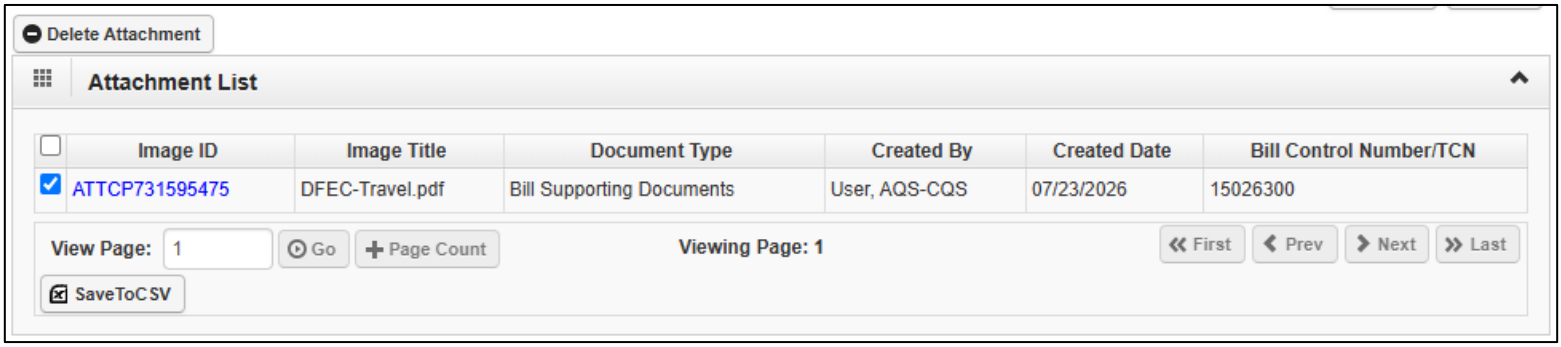


4. To view an attachment, select an **Image ID** from the **Attachment List**.

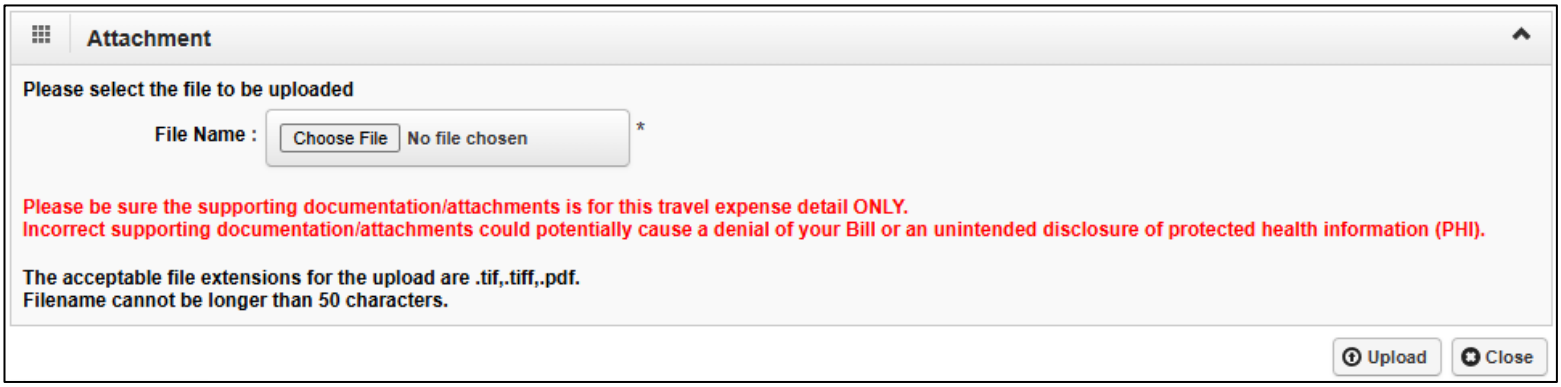


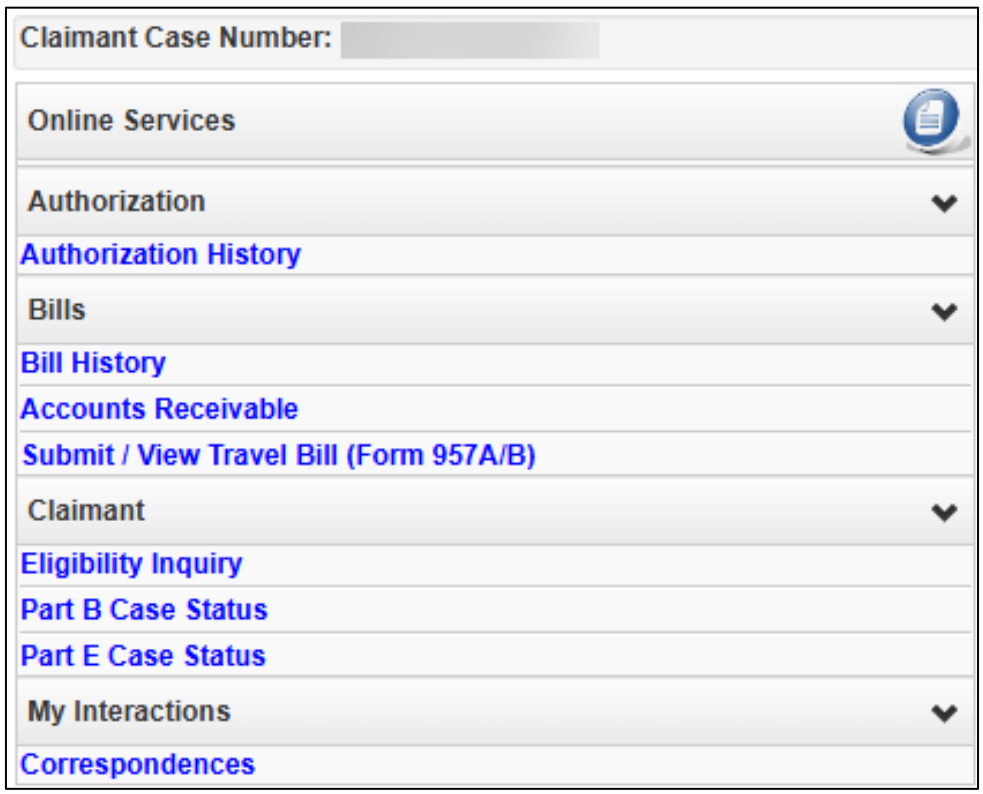
Deleting Attachments

1. To delete an attachment, select the corresponding **checkbox** next to the attachment.
2. Select **Delete Attachment**.



3. To return to the **Submit New Travel Bill** home page, select **Close**.



Reviewing Existing Travel Bills

1. To open the **Travel Bill Inquiry List**, select **Submit / View Travel Bill (Form 957 A/B)** on the left navigation menu. All existing travel bills display on the list.