

# Designating a representative in ECOMP

After you receive your claim#

Please follow the instructions below on how to designate me as your representative with OWCP. Making me your representative in ECOMP will enable me to look at all documentation. Even though you may have already made me your designated rep, it is recommended that you also authorize me through your ECOMP account.

To designate your OWCP representative through ECOMP

1. Login to your ECOMP account
2. click on your claim# (not ECN #)
3. click on "do you have a representative?"
4. click continue
5. type Buxmont 920 in search block or look for it in the drop down
6. click on Designate Representative
7. click on drop down under Primary contact
8. click on choice for designated rep (Rick Kirkner)
9. click next
10. check box under contact info
11. click confirm and request
12. click I Agree

You will get an email confirmation about your request and another after your designated rep accepts your claim.