



Electronic Protest
Docketing System (EPDS)
Agency Point of Contact
(POC)/Representative
User Manual

APRIL 2018

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1.0 Introduction

For more than 80 years, GAO has provided an objective, independent, and impartial forum for the resolution of disputes concerning the awards of federal contracts. The Consolidated Appropriations Act of 2014¹, directed GAO to develop an electronic protest docketing system and authorized GAO to collect and use fees to offset the costs of the system.

GAO's Electronic Protest Docketing System (EPDS) is an automated case management system that allows parties to a case to file documents over the Internet and provides GAO with the ability to make electronic documents available to the parties over the Internet. Use of EPDS is mandatory, except as set forth in the EPDS instructions available at <http://www.gao.gov/legal/bid-protests/our-process>. For example, classified material must never be filed through EPDS.

A goal of EPDS is to be easy to use; a filer creates a document using conventional word processing software and converts it to a Portable Document Format (PDF). After logging into EPDS, the filer enters basic information relating to the document, attaches the PDF file and submits it to GAO. A notice verifying receipt of the filing is automatically generated and emailed to the other case participants.

This guide is intended for **procuring agency Point of Contacts (POCs) and representatives**, including representatives of other parties permitted by GAO to participate in a case pursuant to 4 C.F.R. § 21.3(j). For all other users, please refer to the applicable user guide(s) available at <http://www.gao.gov/legal/bid-protests/our-process>.

1.1 Scope

The scope of this manual is to provide instructions on utilizing the GAO EPDS. This manual does not provide information on the protest process. For information on the protest process, please visit the [GAO website](http://www.gao.gov). If you need assistance in utilizing the EPDS, please contact GAO at 202-512-5436 or protests@gao.gov.

¹ Pub. L. No. 113-76, div. I, title I, § 1501, 128 Stat. 5, 433-34 (Jan. 17, 2014).

2.0 Getting Started

The GAO EPDS site is at: <https://epds.gao.gov>.

By utilizing the site, users agree to following:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- Subject to the provisions in 4 C.F.R. §§ 21.1(g) and 21.4 and 4 C.F.R. part 81, which include procedures for protecting proprietary, confidential, and other procurement sensitive information, by using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. Accordingly, pursuant to GAO's Electronic Protest Docketing System Instructions, the following personal identifiers should be excluded, or redacted when inclusion is necessary, from all filings, unless otherwise directed by GAO:
 1. Social Security Numbers. If an individual's Social Security number must be included in a filing, only the last four digits of the numbers should be used.
 2. Dates of Birth. If an individual's date of birth must be included in a filing, only the year should be used.
 3. Financial Account Numbers. If a financial account number is relevant to a filing, only the last four digits of the number should be used.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your Web Browser.

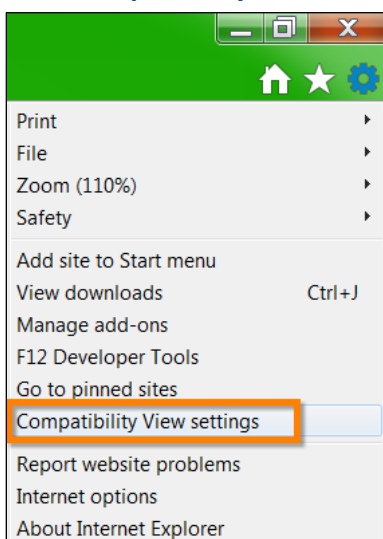
For the best experience, use **Google Chrome, Firefox, Safari, or Internet Edge** as the web browser. Please note that there are known issues that could affect your experience if using Internet Explorer (IE). For example, you may find that you are unable to enter text in response to system prompts or in certain data fields. Refreshing the web page and then attempting to enter the text may resolve the issue.

If you must use IE, follow these instructions to help mitigate performance issues.

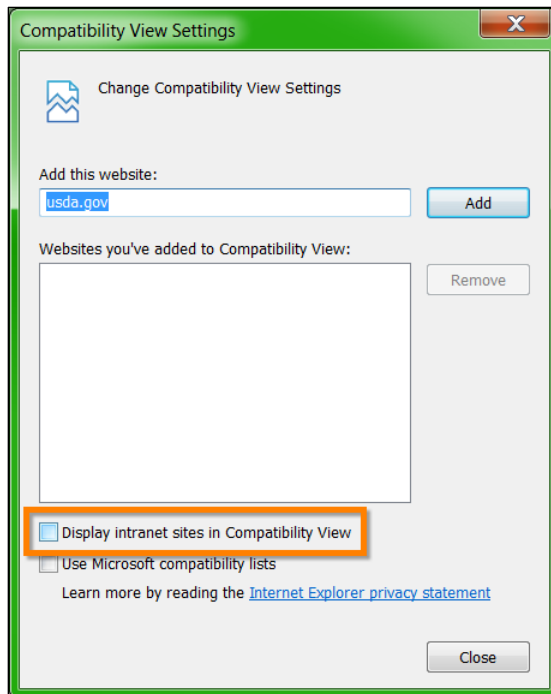
1. In **IE**, click the **Tools** icon in the upper right corner.



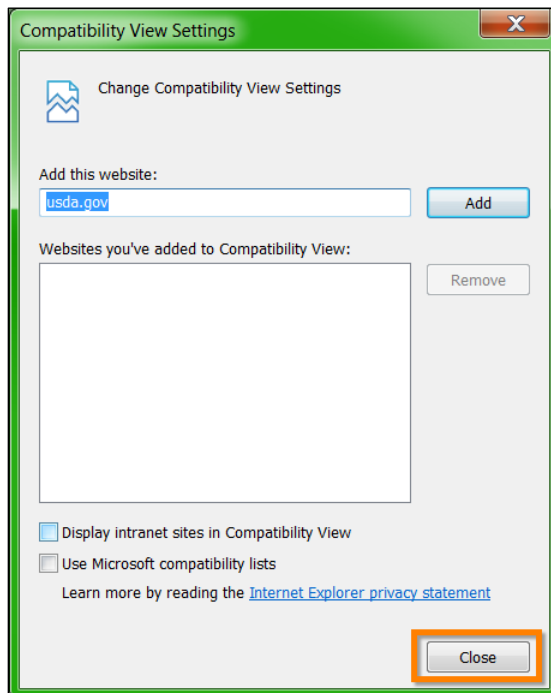
2. Click **Compatibility View** settings.



3. Ensure the box for **Display intranet sites in Compatibility View** is unchecked.



4. Click **Close**.



2.1 Registering for an Account

There are two types of agency accounts in EPDS: Agency Point of Contact (POC) and Agency Representative.

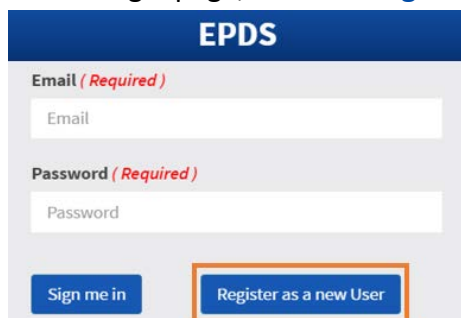
2.1.1 Register as an Agency POC

Agency POC accounts are appropriate for agency personnel that (1) are the designated agency points of contact for receiving the notice of new protests and other case types, and (2) assign agency representatives to new protest and other case types. Agency POC accounts are created by GAO. To request an agency POC account, please contact GAO at 202-512-5436 or protests@gao.gov.

2.1.2 Register as an Agency Representative

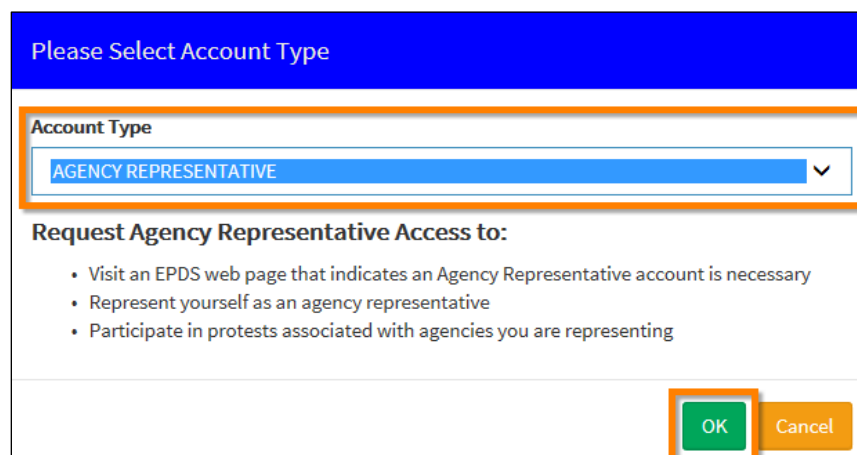
For all other individuals representing an agency, you must register as an agency representative. Follow these instructions to register as a representative.

1. On the login page, click the **Register as a new User** button.



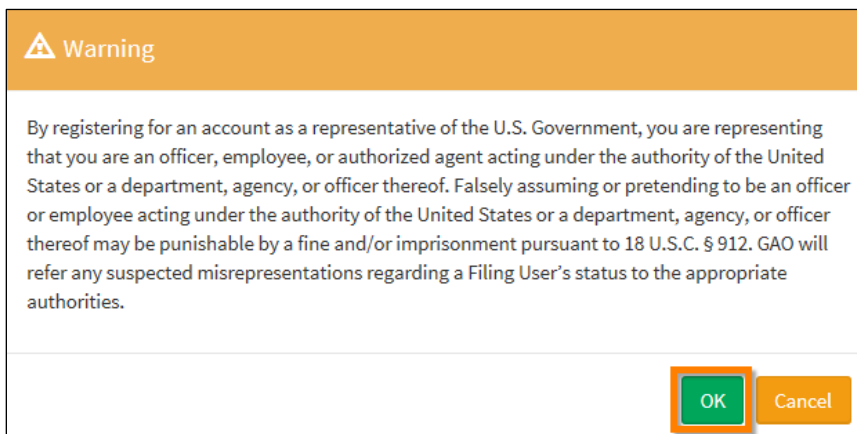
The image shows the EPDS login page. At the top is a blue header with the text 'EPDS'. Below the header are two input fields: 'Email (Required)' and 'Password (Required)'. At the bottom of the form are two buttons: 'Sign me in' and 'Register as a new User'. The 'Register as a new User' button is highlighted with an orange border.

2. In the **Please Select Account Type** popup, click the drop-down arrow and select **Agency Representative**. Click **OK**.



The image shows a 'Please Select Account Type' popup. It has a blue header with the text 'Please Select Account Type'. Below the header is a dropdown menu labeled 'Account Type' with 'AGENCY REPRESENTATIVE' selected. Below the dropdown is a section titled 'Request Agency Representative Access to:' with three bullet points: 'Visit an EPDS web page that indicates an Agency Representative account is necessary', 'Represent yourself as an agency representative', and 'Participate in protests associated with agencies you are representing'. At the bottom right are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with an orange border.

3. Click **OK** on the **Warning** pop-up.

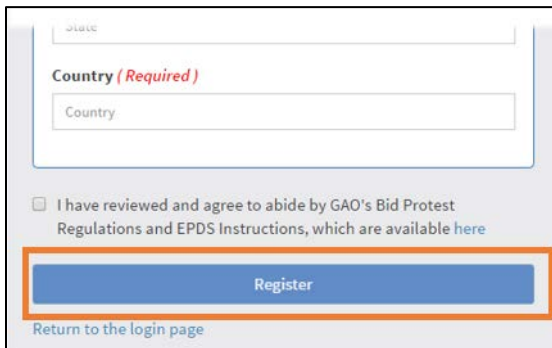


4. In the **Register as an Agency Representative**, complete all fields.

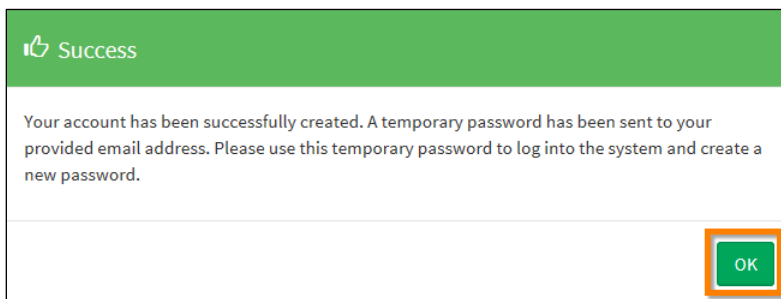
A screenshot of the "Register as an Agency Representative" form. The form has a blue header with the title "Register as an Agency Representative". Below the header is a section titled "Agency Representative Info" with a blue background. It contains two required fields: "Email (Required)" and "Country (Required)", each with a text input box. Below these fields is a checkbox labeled "I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here". At the bottom of the form is a blue "Register" button and a link "Return to the login page".

5. Click the checkbox next to **I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here.**

A close-up screenshot of the registration form, focusing on the checkbox area. The checkbox is located below the "Country (Required)" field. The text next to the checkbox is "I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here". The checkbox is currently unchecked. A red rectangle highlights the checkbox and its associated text. Below the checkbox is a blue "Register" button and a link "Return to the login page".

6. Click **Register**.A screenshot of a registration form. At the top is a text input field labeled "NAME". Below it is a label "Country (Required)" in red, followed by a text input field labeled "Country". Underneath is a checkbox with the text "I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available [here](#)". At the bottom is a blue button labeled "Register" which is highlighted with an orange border. Below the button is a link "Return to the login page".7. Read the **Rules of Behavior**, and then click **I Agree** to complete the registration process.A screenshot of the "Rules of Behavior" page. The title "Rules of Behavior" is in a blue header bar. The page contains five numbered sections: 1. PURPOSE, 2. National policy requirements, 3. This notice applies to EPDS system users, 4. UNDERSTANDING AND AGREEMENTS (with a bulleted list of 14 items), and 5. EFFECTIVE DATE. Below these is the "ACCEPTANCE AND SIGNATURE" section, which contains a paragraph of text. At the bottom right is a green button labeled "I Agree" which is highlighted with an orange border.

8. If your registration is successful, a **Success** pop-up window will appear. Click **OK**.



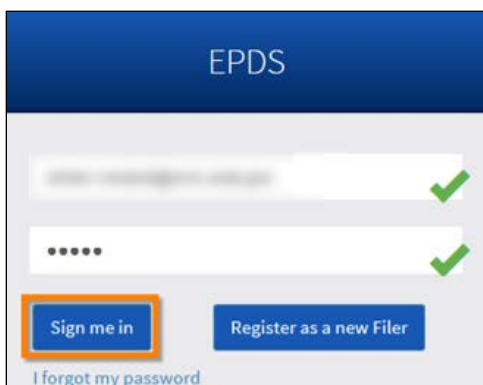
If there are issues with your registration, check the fields for error messages.

9. The system will send you an email with a temporary password. When you log on to the system the first time, the system will require you to change your password.

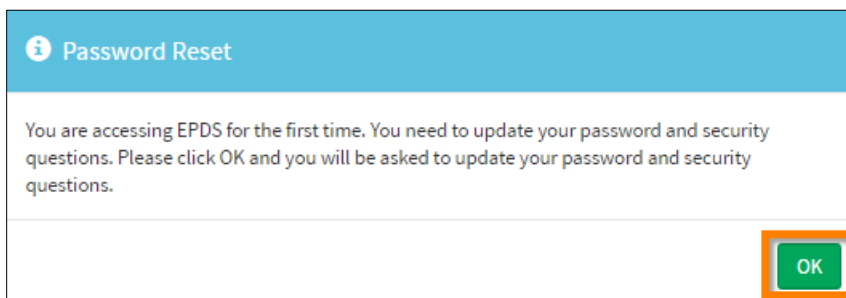
2.2 Initial Log In

To log in to the system:

1. You will be issued a temporary password when your EPDS account is initially created. To log in to the system for the first time, use the email entered at registration and the temporary password provided by EPDS. Click **Sign me in**.



2. Upon your **initial log in**, the system will prompt you to: 1) update your password, and 2) choose and answer several security questions. Click **OK** to proceed.



3. Update your password by entering a **New Password** and confirming it.

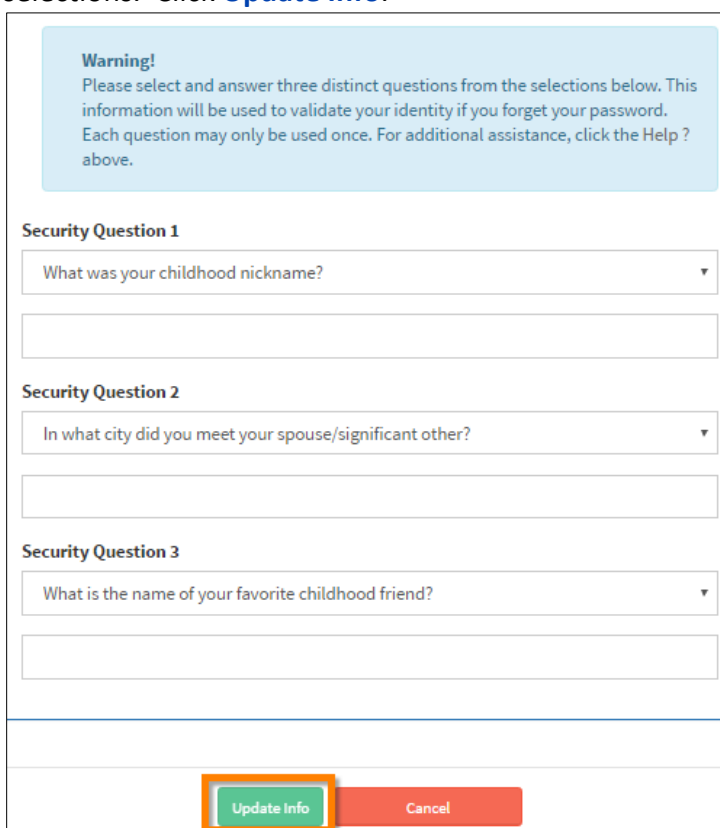


The screenshot shows a form titled "Please update your password and security questions" with a refresh icon. It contains two sections: "New Password" with a "Password" input field, and "Confirm Password" with a "Confirm Password" input field.

Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:

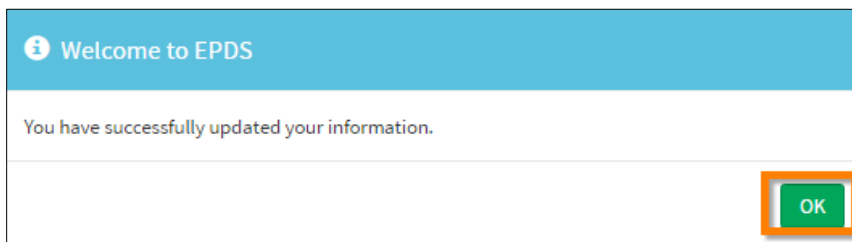
- English uppercase characters (A to Z)
- English lowercase characters (a to z)
- Base 10 digits (0 to 9)
- Special characters (For example, #, \$, and ^)

4. The **Security Question** section will be used for password reset, should you forget your password. Select and answer three distinct security questions from the dropdown selections. Click **Update Info**.



The screenshot shows a form with a "Warning!" box at the top stating: "Please select and answer three distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the Help ? above." Below this are three "Security Question" sections. Each section has a dropdown menu and a text input field. The first question is "What was your childhood nickname?", the second is "In what city did you meet your spouse/significant other?", and the third is "What is the name of your favorite childhood friend?". At the bottom, there are two buttons: "Update Info" (highlighted with an orange border) and "Cancel".

5. Click **OK** in the success message pop up to finish.

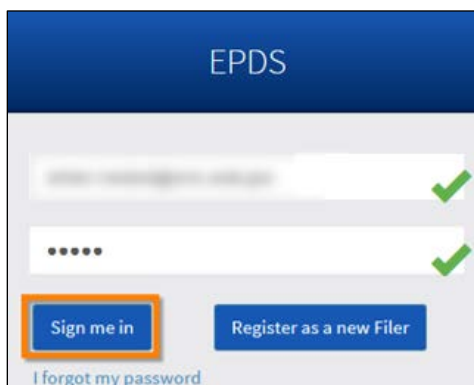


6. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

2.3 On-going Log In

After completing the initial log in steps, the process for subsequent logins follow the steps 2 through 4 in section 2.3, as depicted below.

1. Enter your EPDS account email and password. Click **Sign me in**.



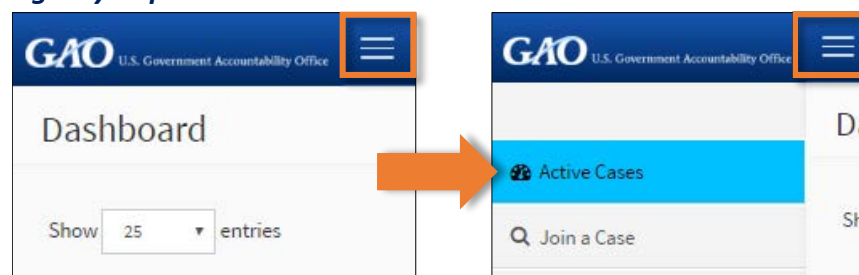
2. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

3.0 Application Introduction

This section provides a high-level description of the EPDS features. **Some features vary according to whether you are signed in as a POC or an agency representative.** These differences will be highlighted with separate instructions and screenshots where indicated.

1. Click the menu icon to show or hide the site navigation.

Agency Representative Dashboard



POC Dashboard



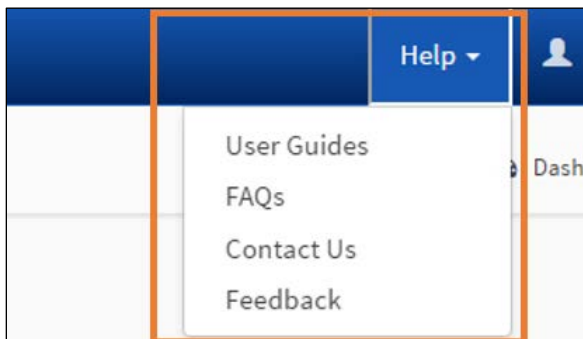
2. In the site navigation, click **Active Cases** to view your current protest cases and return to your **Dashboard**. See section 4.0 Dashboard/Active Cases for more information.

Agency Representative Dashboard**POC Dashboard**

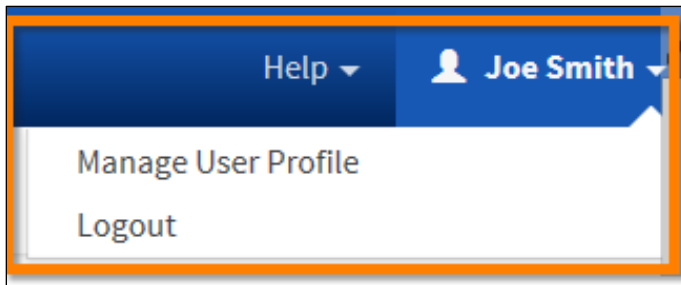
3. **Agency Representatives** can click **Join a Case** in the site navigation, to submit a request to join cases. **POC's** do not have this menu option. See section 4.2 Join a Case for more information.

Agency Representative Dashboard

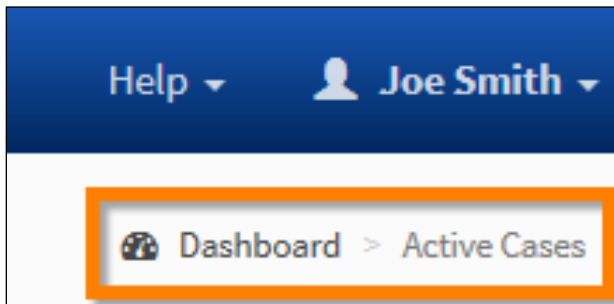
4. Click the **Help** menu (upper right corner) to access **User Guides**, **FAQs**, **Contact Us** and **Feedback** information.



5. Click your name to access the [Manage User Profile](#) or [Logout](#) options. See section 6.0 for information on modifying your profile.



6. Under the [Help](#) and [User Name](#) is the breadcrumb navigation. This navigation makes it easier to understand where you are on the site.



For instance, this breadcrumb navigation shows that the user is on the dashboard of the site, which shows the user's active cases.

4.0 Dashboard/Active Cases

The default view is the dashboard, which shows your active cases. If you are an **agency POC**, you can view **all your agency's cases**. However, if you are an **agency representative**, you can **only view your assigned cases from your own agency**.

B-Number	Protester	Filing Date	Agency	Due Date	PO	Case Type	Case Status
B-457238.1; B-457238.2 EPDS-, B-457136.1		Jun 07 2016 14:25:55 EDT	Administrative Conference of the United States	09/15/2016	Y N N	PROTEST	OPEN
B-457892.1		Jul 14 2016 13:51:59 EDT	Administrative Conference of the United States	10/24/2016	Y N N	PROTEST	OPEN

4.1 Modify Dashboard

There are several ways to modify the dashboard.

1. **Show More Entries:** click the drop-down entries to change the view to display **25** (default), **50**, **100**, or **150** entries (cases).



2. **Filter Entries:** type in a filter parameter in the **Filter Records** field. The records will filter as you type. You can filter by any protest variable (B-Number, agency, due date, etc.). The filter will search all fields for any filter parameter.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
411125.1	HP	Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-10402	PROTEST	OPEN
B-5647X	Ussain Company	Dec 28 2015 00:00:00 EDT	Court Services and Offender Supervision Agency	05/13/2016	A-5647X	PROTEST	OPEN

3. **Modify Columns:** click the **Show/hide columns** button to select which columns to show.

The screenshot shows the GAO EPDS dashboard with a table of cases. A 'Show/hide columns' button is highlighted in the top right corner. A dropdown menu is open, showing a list of columns with checkboxes: B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status. The 'Case Status' checkbox is currently unchecked.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
411125.1	HP	Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	
B-5647X	Ussain Company	Dec 28 2015 00:00:00 EDT	Court Services and Offender Supervision Agency	05/13/2016	A-5647X	PROTEST	
B-412647.1	usda	Jan 15 2016 16:57:00 EST	Administrative Conference of the United States	04/25/2016	A-0MSRX	PROTEST	
B-12098T	USDA	Jan 18 2016 11:17:49 EST	Department of Veterans Affairs	04/27/2016	A-BATER	PROTEST	
B-XXV42 ; B-XXV42.3	J&J Inc.	Jan 18 2016 16:50:13 EST	Administrative Conference of the United States	04/27/2016	A-XXV42	PROTEST	
B-TCSA8	HTG-JMA	Jan 19 2016 15:06:59 EST	Administrative Conference of the United States	04/28/2016	A-TCSA8	PROTEST	
B-XXV42.2	J&J Inc.	Jan 26 2016 13:04:41 EST	Administrative Conference of the United States	05/05/2016	A-XXV42.2	PROTEST	
B-412645.2 ; B-412645.3	JTG-XMA	Jan 31 2016 16:30:00 EST	Administrative Conference of the United States	05/10/2016	A-TDPK1.2	PROTEST	
B-7DP61.4	JTG-XMA	Jan 31 2016 16:40:18 EST	Administrative Conference of the United States	05/10/2016	A-TDP61.4	OTHER	

4. **Sort Columns:** click the column headings to sort entries ascending or descending in that column.

The screenshot shows the GAO EPDS dashboard with a table of cases. A 'Show/hide columns' button is highlighted in the top right corner. The table has columns: B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status. The 'Case Status' column is highlighted in orange.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
411125.1	HP	Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	OPEN
B-5647X	Ussain Company	Dec 28 2015 00:00:00 EDT	Court Services and Offender Supervision Agency	05/13/2016	A-5647X	PROTEST	OPEN

4.2 Join a Case

Agency Representatives can submit a request to join a case. **POCs** do not have this menu option; rather, as set forth in section 6.5.2, a POC can add itself to a case through the Parties Tab for a particular case.

1. In the dashboard, click **Join a Case**.

Agency Representative Dashboard

The screenshot shows the Agency Representative Dashboard. A 'Join a Case' button is highlighted in orange. The button has a magnifying glass icon and the text 'Join a Case'.

2. Enter the **B-Number**. Click Search.

GAO U.S. Government Accountability Office

Join a Case

B-52801.1

Search

Please enter the B- number in the box above. The symbol * can be used as a "wildcard" in this search box, which means that it can be used to stand in for one or more numbers in a search pattern. For example, B-* will match B-XXXXXX.X, etc. or B-12* will match B-12XXXX.XX. But, if you do not know the B# for the case you would like to join, please hit the search button and a complete list of your agency's open cases will be retrieved.

If you do not know the B-Number, you may hit search and the system will retrieve the complete list of open cases for your agency.

3. Review the case information to verify this is the correct case. To request to join click **Yes**. To enter a different case number, click **Return to Search** or enter the **B Number** in the **Search** text box on this page.

Join a Case

Return to Search

Search Results

Show 10 entries

B-Number	Protester	Filing Date	Agency	Solicitation Number	Due Date
B-52801.1	XYZ Test, LLC	Mar 23 2016 12:11:58 EDT	Administrative Conference of the United States	987123	07/01/2016

Showing 1 to 1 of 1 entries

Do you want to enter an appearance in this case ?

Yes

Previous 1 Next

4. Click **Add File** under **Upload Primary Document**.

Join a Case

B# B-52801.1

Protester XYZ Test, LLC

Agency Administrative Conference of the United States

Solicitation Number 987123

Return to Search

Notice Of Appearance

Upload Primary Document (Only PDF, Word, Excel & Zip files can be attached)

Add File Cancel

#	Name	Size	Progress

Comments:

Comments

Submit Cancel

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF, Word, Excel** and **Zip** files can be attached), and click **Open**.

5. Click **Submit** to send the request.

Notice Of Appearance

Upload Primary Document (Only PDF, Word, Excel & Zip files can be attached)

[Cancel](#)

#	Name	Size	Progress
1	.pdf	187687	<div></div>

[Cancel](#)

Comments:

Comments

[Submit](#) [Cancel](#)

6. You will be taken back to the **dashboard** screen, and the case you have requested to join has been added. The request to join will be reviewed by GAO staff, and a decision of either **'Acknowledged'** or **'Not Acknowledged'** will be made. You will receive an email notifying you of the GAO's decision (step #8 below). The case's docket **will not be accessible** to you, until the Notice of Appearance is 'Acknowledged' (step #7 below).

Dashboard

Show 25 entries

Filter Records: [Show / hide columns](#)

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-52801.1	XYZ Test, LLC	Mar 23 2016 12:11:58 EDT	Administrative Conference of the United States	07/01/2016	A-4G9GF	PROTEST	OPEN
B-123114.1	GTH2	Jul 27 2016 12:34:27 EDT	Administrative Conference of the United States	11/04/2016	A-YNR30	PROTEST	CLOSED
B-412764.1	XYZ Test, LLC	Sep 14 2016 10:14:19 EDT	Administrative Conference of the United States	12/23/2016	A-UQOG6	PROTEST	OPEN

7. If you click on the case **B-Number** or the **EPDS Cntrl #** before the GAO has decided on your request to join, the following message will appear.

Request Pending

Your notice of appearance is pending. You will only have access to this case's docket if your notice of appearance is acknowledged by GAO.

[OK](#)


8. If you click on the case **B-Number** or the **EPDS Cntrl #** and your request has been granted by GAO, the case docket information will display. The **Notice of Appearance** and **Notice of Appearance Acknowledged** will both display in the list of case filings.

Case Docket Sheet Dashboard > Case Docket Sheet

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Case Type</td><td>PROTEST</td></tr> <tr><td>Company Status</td><td>SMALL</td></tr> <tr><td>Protester</td><td>XYZ TEST, LLC</td></tr> <tr><td>B-Number</td><td>B-52801.1</td></tr> <tr><td>Agency</td><td>Administrative Conference of the United States</td></tr> <tr><td>Intervenor(s)</td><td></td></tr> <tr><td>Solicitation Number</td><td>987123</td></tr> <tr><td>Consolidated Protests</td><td></td></tr> </table>	Case Type	PROTEST	Company Status	SMALL	Protester	XYZ TEST, LLC	B-Number	B-52801.1	Agency	Administrative Conference of the United States	Intervenor(s)		Solicitation Number	987123	Consolidated Protests		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>GAO Attorney Name</td><td>Adam Epds</td></tr> <tr><td>GAO Attorney Email</td><td>epdsgaouser2@gmail.com</td></tr> <tr><td>GAO Attorney Phone Number</td><td>111-111-1111</td></tr> <tr><td>Days Remaining</td><td>100</td></tr> <tr><td>Case Status</td><td>OPEN</td></tr> <tr><td>Protective Order Issued?</td><td><input type="radio"/> Y <input checked="" type="radio"/> N</td></tr> </table>	GAO Attorney Name	Adam Epds	GAO Attorney Email	epdsgaouser2@gmail.com	GAO Attorney Phone Number	111-111-1111	Days Remaining	100	Case Status	OPEN	Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N
Case Type	PROTEST																												
Company Status	SMALL																												
Protester	XYZ TEST, LLC																												
B-Number	B-52801.1																												
Agency	Administrative Conference of the United States																												
Intervenor(s)																													
Solicitation Number	987123																												
Consolidated Protests																													
GAO Attorney Name	Adam Epds																												
GAO Attorney Email	epdsgaouser2@gmail.com																												
GAO Attorney Phone Number	111-111-1111																												
Days Remaining	100																												
Case Status	OPEN																												
Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N																												


Show 100 entries

Filter Records :

Index	Alerts	Type of Filing	Filed	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (XYZ Test, LLC)	YES	Mar 23 2016 12:11:59 EDT	Test	
2		Notice of Appearance Acknowledged	GAO	NO	May 17 2016 14:24:52 EDT		
3		Notice Of Appearance		NO	Sep 23 2016 16:47:43 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 25 2016 23:36:16 EDT		

Showing 1 to 4 of 4 entries

9. If you click on the case **B-Number** or the **EPDS Control #** and your request has been denied by GAO, the following message will display. Click the attached document to review the reason why the GAO has denied the request.

 **Request Denied**

Your appearance has not been acknowledged by GAO. Please refer to the PDF file included here for additional information.

[Redacted].pdf

OK

5.0 Case Information

5.1 View an Active Case/Case Docket Sheet

To see an active case by viewing the [Case Docket Sheet](#), click on the [B-Number](#) link or the [EPDS Cntrl #](#) link.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-G6N2W		Nov 03 2015 15:14:36 EST	Administrative Conference of the United States	02/11/2016	A-G6N3T	PROTEST	OPEN
B-411109.1	WFO	Nov 03 2015 18:41:02 EST	Administrative Conference of the United States	02/11/2016	A-6AL00	PROTEST	CLOSED

5.2 Case Docket Sheet Overview

The top part of the [Case Docket Sheet](#) provides the case information. **This information cannot be edited except by the GAO attorney.** Please see the following clarification on select items in the case information section.

Case Type

PROTEST

Company Status

LARGE

Protester

B-Number

[B-123498.1](#)

Agency

Intervenor(s)

INTERVENOR COMP4

Solicitation Number

unknown

Consolidated Protests

GAO Attorney Name

GAO Attorney Email

GAO Attorney Phone Number

111-111-1111

Days Remaining

87

Case Status

OPEN

Protective Order Issued?

☒ Y ☐ N

Index	Alerts	Type of Filing	Filed	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER	YES	Mar 22 2016 15:22:26 EDT	This is a test!!!	Notes added Mar 24 2016 09:38:05 EDT
2		Request for Information related to Protest	PROTESTER	YES	Mar 22 2016 15:31:36 EDT	Test!!!	
3		Acknowledgement Package with Protective Order	GAO		Mar 22 2016 15:52:01 EDT	Testing	
4		Request to Intervene	INTERVENOR (Intervenor Comp4)		Mar 22 2016 15:59:53 EDT	This is a test!!	
5		Request to Intervene Approved	GAO	NO	Mar 22 2016 16:01:57 EDT		'Request to Intervene' approved for Intervenor Comp4 Mar 23 2016 15:41:47 EDT

1. **B-Number:** This field shows the number(s) that GAO assigns to your case. All filings in a case should reference the assigned B-Number(s).
2. **Intervenor(s):** This field shows any intervenors permitted by GAO to participate in the case pursuant to 4 C.F.R. §§ 21.0(b) or 21.3(j).
3. **Consolidated Protests:** If GAO has consolidated the case with another pending case(s), this field shows the title and B-Number(s) of the other case. After cases are consolidated, a filing made in one case will automatically be filed in the joined case(s). Although a user can see and access the documents in all joined cases (subject to the terms of any applicable protective order(s)), **any filings must be made in the filer's own case.**



For example, GAO has consolidated the protests of Protester A and Protester B. **Protester A** can, subject to the terms of any applicable protective order(s), access and view the docket for **Protester B's** case. However, in order to file anything in the consolidated cases, **Protester A** must file the document in **Protester A's** case only.

4. **GAO Attorney Name:** This field shows the GAO-assigned attorney for the case.
5. **Days Remaining:** For cases subject to 4 C.F.R. § 21.9, this field shows the number of days remaining for GAO to issue a final decision. For all other cases, this field is inapplicable.
6. **Case Status:** Case status will be **Open** or **Closed**. If a case has been closed for more than 60 days, filers will no longer have access to open or download files from the docket.
7. **Protective Order Issued?:** This field shows whether or not GAO has issued a protective order for the case pursuant to 4 C.F.R. § 21.4.

The bottom part of the **Case Docket Sheet** shows the records attached to this protest. Records can include documents or docket entries created by GAO. This section can be sorted by the **Index**, **Filter**, and **Protected** columns. Additionally, you can filter or search the records by using the **Filter Records** field.

5.3 Alerts

Any new records on the **Case Docket Sheet** are identified with an alert icon that will display in the **Alerts** column (see the image below). The Alert icon will remain visible until the new record is opened.

Index	Alerts	Type of Filing
1		Protest
2		Notice Of Case transfer
3		Acknowledgement Package with Protective Order

5.4 Opening Attachments








Records that contain attachments can be opened by clicking the link in the **Type of Filing** column; the attachments can be viewed and downloaded. If a protective order has been issued for a case, parties not admitted to the protective order **will not** be able to access documents containing protected material. Please refer to section 6.0 Protected Material for more information.

Show

100

entries

Filter Records :

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1	 New Item	Protest	PROTESTER 	YES	Mar 22 2016 15:22:26 EDT	This is a test!!!	Notes added Mar 24 2016 09:38:05 EDT
2	 New Item	Request for Information related to Protest	PROTESTER 	YES	Mar 22 2016 15:31:36 EDT	Test!!!	
3	 New Item	Acknowledgement Package with Protective Order 	GAO		Mar 22 2016 15:52:01 EDT	Testing	
4		Request to Intervene 	INTERVENOR (Intervenor Comp4)		Mar 22 2016 15:59:53 EDT	This is a test!!	
5		Request to Intervene Approved	GAO	NO	Mar 22 2016 16:01:57 EDT		'Request to Intervene' approved for Intervenor Comp4

6.0 Case Docket Sheet Actions

While viewing the [Case Docket Sheet](#) page, the menu options on the left side of the page change depending on the case status: [Open](#), [Closed](#) or [Completed](#).

6.1 Open Case Actions

If the Case is [Open](#), the following four actions can be performed:



1. Return to the dashboard to view [Active Cases](#).
2. [Submit New Documents](#) to the Case that is being viewed.
3. Manage and add agency representatives in the [Manage Agency Attorneys/Parties](#) screen.
4. Set your [Email Preferences](#).

6.2 Closed Case Actions

If the Case is **Closed** (a public decision has been issued, and the 60 day interim period prior to case completion has begun), the following actions can be performed, according to your role:

Agency Representative Dashboard



POC Dashboard



1. Return to the dashboard to view **Active Cases**.
2. **Submit New Documents** to the Case that is being viewed (**Agency Representative only**).
3. Manage and add agency representatives in the **Manage Agency Attorneys/Parties** screen.
4. Set your **Email Preferences**.
5. File a **Request for Reconsideration** for this case.

6.3 Completed Case Actions

If the Case is **Completed** (a case which is over 60 days past the issuance of a public decision, and has been **Completed** by a GAO staff), two actions can be performed:

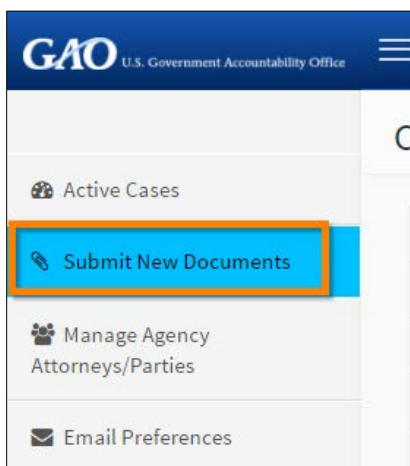


1. Return to the dashboard to view **Active Cases**.
2. File a **Request for Reconsideration** for this case.

6.4 Submit New Documents

New documents submitted will be automatically attached to the currently viewed case and a new record will be entered for that case. Follow the instructions below to submit new documents.

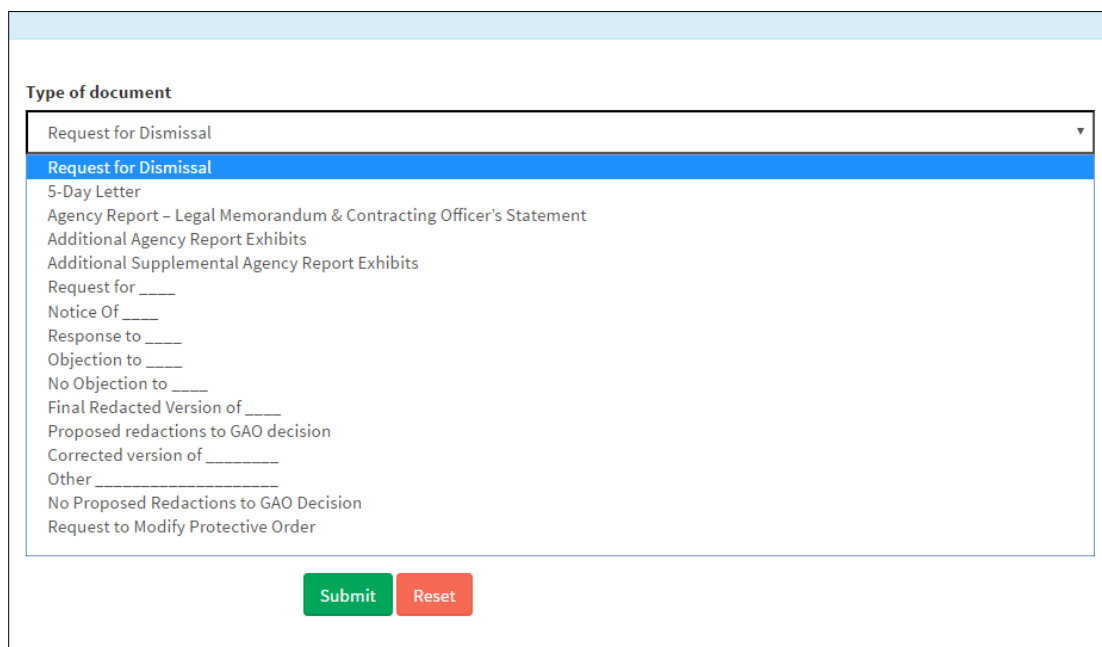
1. In the site menu, click **Submit New Documents**.



2. Complete the items on the **Submit New Documents** screen. Additional instructions for completing individual fields follow.

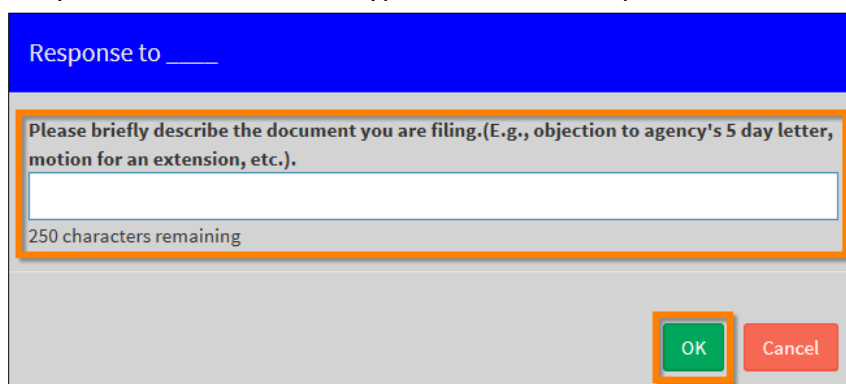
A screenshot of the 'Submit New Documents' screen. The form includes a dropdown menu for 'Type of document' with the selected option 'Proposed redactions to GAO decision'. Below this is a section for 'Upload Primary Document (Only PDF & Excel documents can be attached)' with an 'Add File' button and a 'Cancel' button. A table with columns '#', 'Name', 'Size', and 'Progress' is shown. Below the table is a radio button question: 'Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?' with 'Yes' and 'No' options. A 'Comments' text area is present with a placeholder text: 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)'. Below the text area is a '250 characters remaining' indicator. A green 'Submit' button is at the bottom.

3. Select the **Type of document** from the dropdown menu. The available options will vary depending on the type of case and the **case status** (open, closed, complete). The following example displays the **Type of document** menu choices for a 'Protest' case with an 'Open' status.



The screenshot shows a web form titled "Type of document". It features a dropdown menu with "Request for Dismissal" selected. Below the dropdown, a list of document types is displayed: "Request for Dismissal", "5-Day Letter", "Agency Report – Legal Memorandum & Contracting Officer's Statement", "Additional Agency Report Exhibits", "Additional Supplemental Agency Report Exhibits", "Request for ____", "Notice Of ____", "Response to ____", "Objection to ____", "No Objection to ____", "Final Redacted Version of ____", "Proposed redactions to GAO decision", "Corrected version of ____", "Other ____", "No Proposed Redactions to GAO Decision", and "Request to Modify Protective Order". At the bottom of the form are two buttons: "Submit" (green) and "Reset" (red).

4. If you select a document type with an underscore (i.e., a blank), a pop-up window will ask you to fill in the blank. Type in a brief description of the document, and click **OK**.



The screenshot shows a pop-up window with a blue header bar that says "Response to ____". Below the header is a text area with the prompt: "Please briefly describe the document you are filing.(E.g., objection to agency's 5 day letter, motion for an extension, etc.).". Below the text area is a character count: "250 characters remaining". At the bottom right of the window are two buttons: "OK" (green) and "Cancel" (red).

5. Click **Add File** under **Upload Primary Document**.

Upload Primary Document (Only PDF & Excel documents can be attached)

Add File **Cancel**

#	Name	Size	Progress
---	------	------	----------

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☐ No

Comments

Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

250 characters remaining

Submit

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF, Word, Zip** and **Excel** files can be attached), and click **Open**.

6. Once a document is added, you can add additional documents by clicking **Yes** for the question, **Do you want to Upload Associated Documents?**

Upload Primary Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1		12314	

Do you want to Upload Associated Documents?

☐ Yes ☐ No

7. If appropriate, click **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☐ No

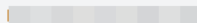
8. Add comments to the **Comments** field if needed. Click **Submit**.

Type of document


Proposed redactions to GAO decision

Upload Primary Document (Only PDF & Excel documents can be attached)


Cancel

#	Name	Size	Progress
1	 pdf	187687	<div></div>

Do you want to Upload Associated Documents?

☐ Yes ☒ No 

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☒ No 

Comments

Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

250 characters remaining

Submit

6.5 Manage Agency Attorneys/Parties

The **Parties** screen shows all the different parties associated with the case. Each party is allowed to have **up to four representatives** who can access or file documents in EPDS. Follow the instructions below to add or delete an agency representative.

6.5.1 Add an Agency Representative

1. In the **Parties** screen, click **+ Add Agency Representative**.

The screenshot shows the 'Parties' screen. At the top, there's a breadcrumb trail: Dashboard > Case Docket Sheet > Parties. Below this is a table with case details:

Protester	██████ LLC	GAO Attorney Name	██████
B-Number	B-412741.1	GAO Attorney Email	██████.gov
Agency	Administrative Conference of the United States	GAO Attorney Phone Number	██████
Solicitation Number	12312Y	GAO Attorney Address	441 G St., NW District of Columbia Washington 20548 United States

Below the table is a section for 'Party' and 'Information'. The 'Party' section lists 'PROTESTER (XYZ Test, LLC)' with address 'Washington District of Columbia 20005 United States'. The 'Information' section has two tabs: 'Primary Representative' and 'Secondary Representative'. The 'Primary Representative' tab shows contact info for 'Tester' (phone, email, firm name, address). The 'Secondary Representative' tab shows contact info for 'Joe Testperson' (phone, email, firm name, address). At the bottom, under the 'Administrative Conference of the United States' party, there is a blue button labeled '+ Add Agency Representative' which is highlighted with an orange box.

2. In the pop-up box, enter the email for the agency representative you would like to assign to the case and click **Assign Agency Rep.**

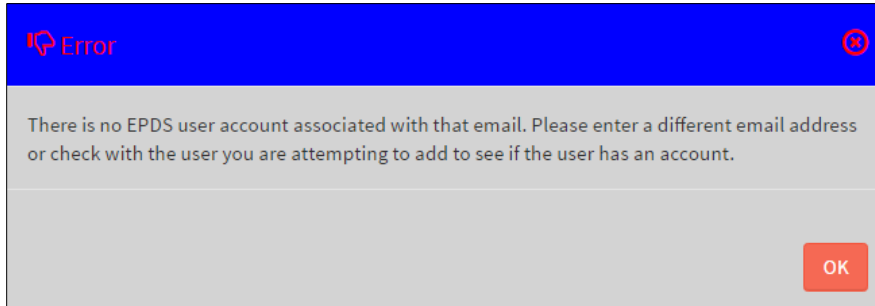
The screenshot shows a pop-up box titled 'Assign Agency Representative'. It has a blue header bar with a back arrow icon on the left and a close button (red circle with an 'X') on the right. Below the header is a text input field with the placeholder text 'Enter attorney email address'. At the bottom right of the box, there are two buttons: a blue button labeled 'Assign Agency Rep' and a red button labeled 'Cancel'. Both buttons are highlighted with orange boxes.

3. In the next pop-up box, verify the contact information, and click **Confirm**.

The screenshot shows a pop-up box titled 'Attorney Info'. It has a blue header bar with a back arrow icon on the left and a close button (red circle with an 'X') on the right. Below the header, it says 'You are adding ██████ from ██████'. At the bottom left of the box, there are two buttons: a green button labeled 'Confirm' and a red button labeled 'Cancel'. Both buttons are highlighted with orange boxes.

To assign a representative to a case, the individual **must have an EPDS user account**. When the individual logs onto the system, the case will appear in their active cases dashboards.

4. If the individual does not have an EPDS user account, a pop-up menu will appear and notify you that no such user account exists. Once the individual creates a user account, you can invite them to join the case by following steps 1 and 2 above.



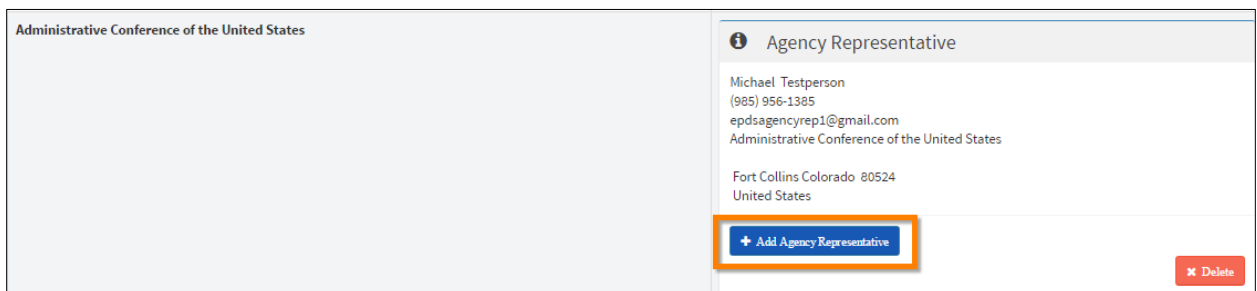
5. The representative's information will appear on the **Parties** page in the **Agency Representative** box.



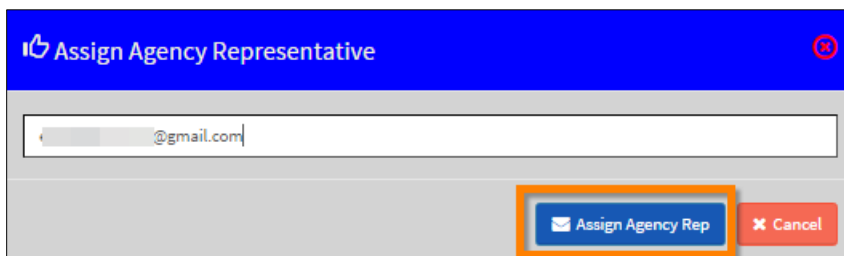
6.5.2 Adding an Agency POC as a Representative for a Case

An Agency POC can add itself as a representative for any of its agency's cases using the following process.

1. In the **Parties** screen, click **+ Add Agency Representative** next to your agency's name. In the example below, the case already has one Agency Representative.

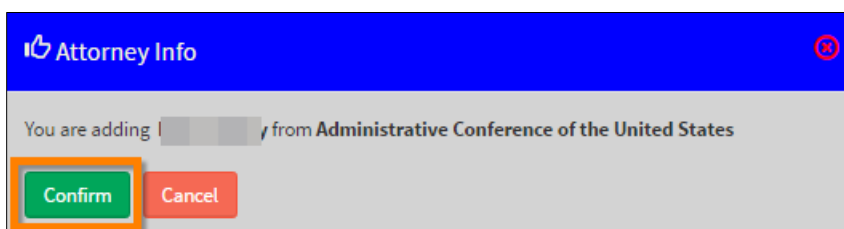


2. Enter your EPDS account email in the pop up window and click **Assign Agency Rep.**



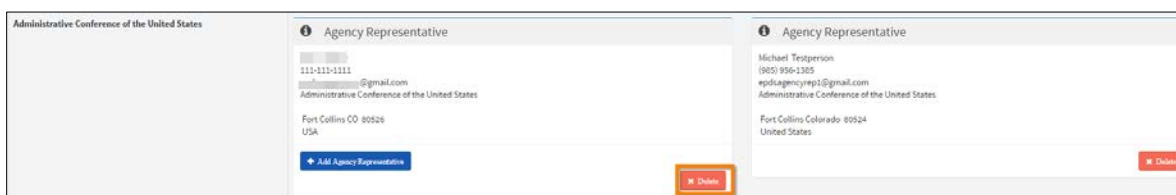
The image shows a pop-up window titled "Assign Agency Representative" with a blue header. Below the header is a text input field containing "@gmail.com". At the bottom right, there are two buttons: "Assign Agency Rep" (highlighted with an orange box) and "Cancel".

3. On the confirmation pop up click **Confirm**.



The image shows a confirmation pop-up window titled "Attorney Info" with a blue header. Below the header, it says "You are adding [redacted] from Administrative Conference of the United States". At the bottom left, there are two buttons: "Confirm" (highlighted with an orange box) and "Cancel".

4. Your contact information is now visible in the Agency Representative area of the Parties screen. You can delete yourself from the case, if needed, using the **Delete** button in your contact area (only an agency POC can delete a representative).

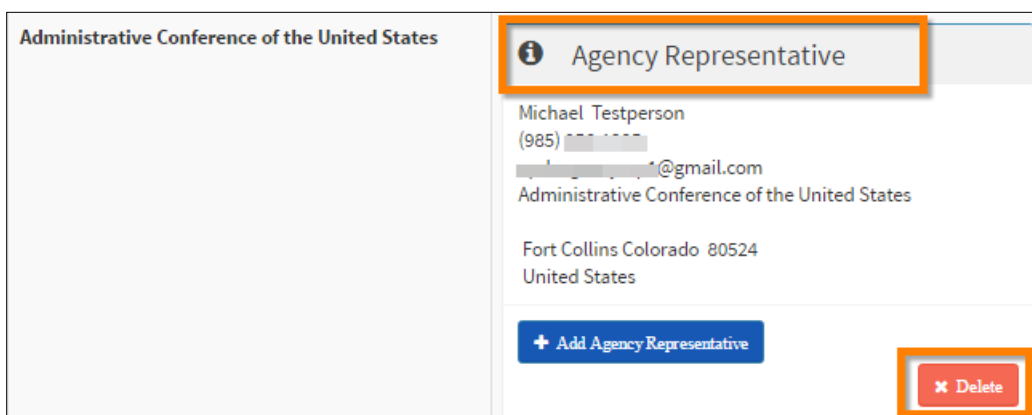


The image shows a screenshot of the "Parties" screen. On the left, there is a section for "Administrative Conference of the United States". In the center, there is a box titled "Agency Representative" containing contact information for Michael Testperson, including a phone number, email, and address. At the bottom of this box is a "Delete" button (highlighted with an orange box). On the right, there is another "Agency Representative" box with similar information and a "Delete" button.

6.5.3 Delete a Representative

Only an agency **POC** can delete an agency representative.

1. Click **Delete** in the **Agency Representative** box.

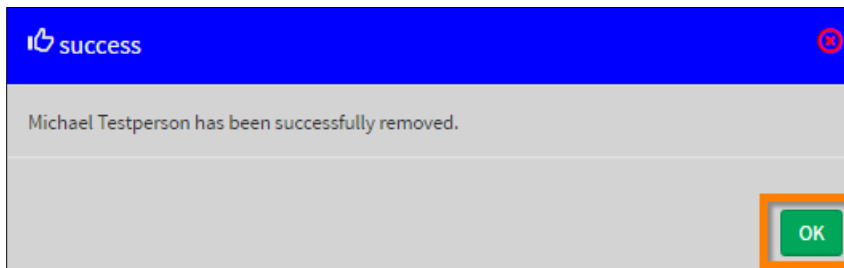


The image shows a screenshot of the "Agency Representative" box. The box contains contact information for Michael Testperson. At the bottom right of the box, there is a "Delete" button (highlighted with an orange box). The "Add Agency Representative" button at the bottom left is also visible.

- Click **Yes** in the confirmation window that appears, or **No** to stop action.



- A success message will appear. Click **OK**.

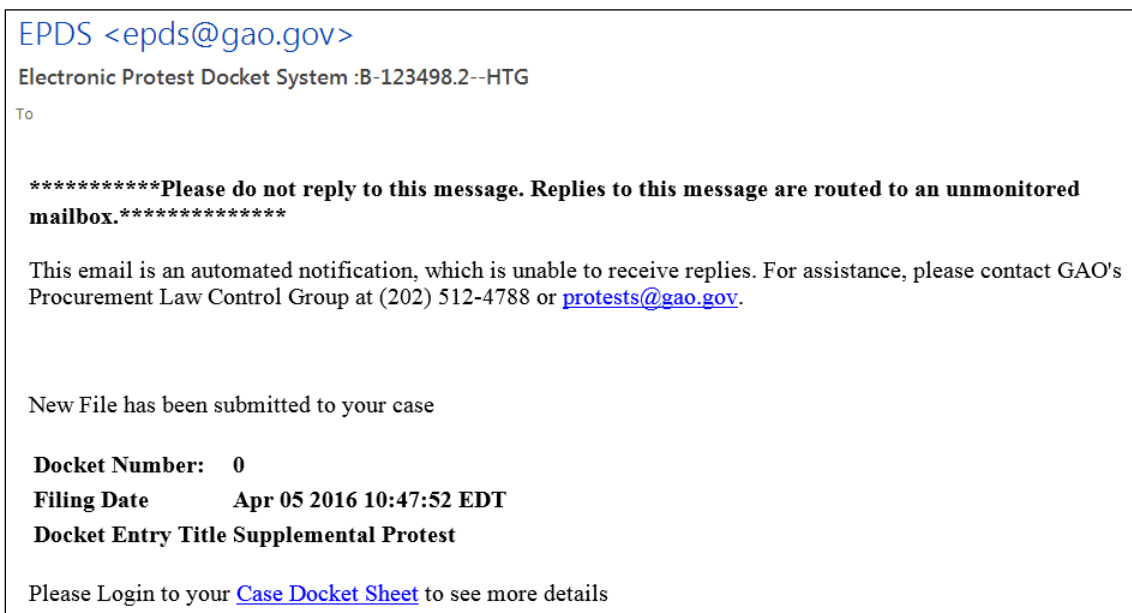


- The **Agency Representative** is no longer displayed.



6.6 Email Preferences

All service of filings and notices of case developments will occur by postings to the case docket sheet. When a filing or other case development occurs in EPDS, **the default setting is that the system will send all parties an email notification.**

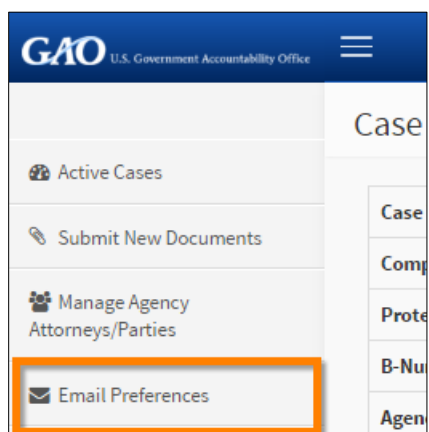


Users are strongly encouraged to keep email notifications activated for each case. Users bear sole responsibility for learning of any new filings or case developments.

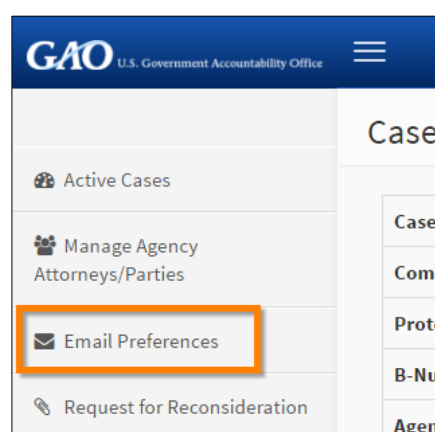
Deactivate Email Notifications

1. On the left side navigation, click **Email Preferences**.

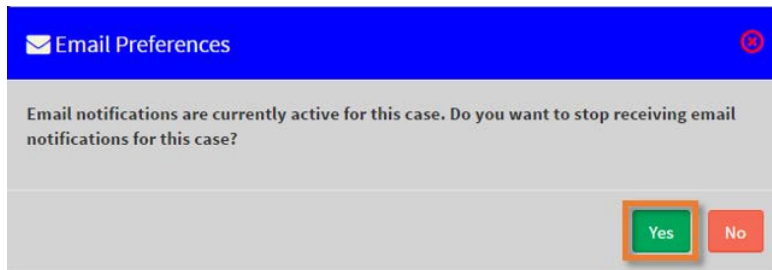
Agency Representative Dashboard



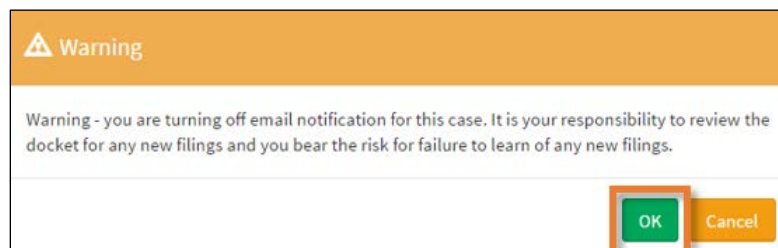
POC Dashboard



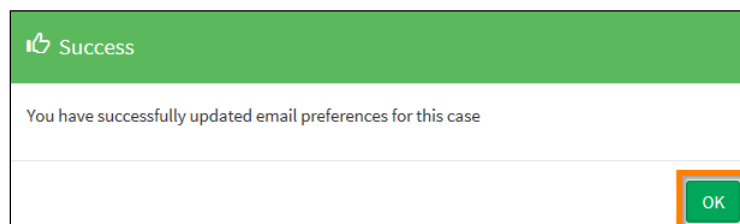
- Click **Yes** on the **Email Preferences** pop-up box.



- Click **Ok** on the **Warning** pop-up.



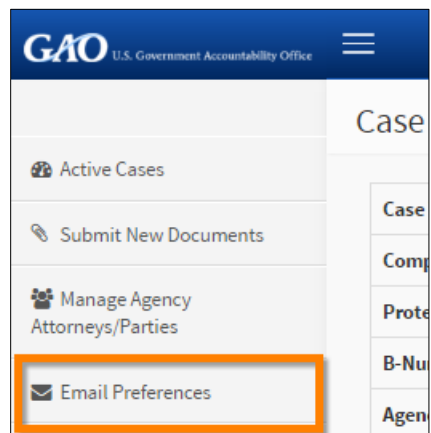
- Click **OK** on the **Success** pop-up.



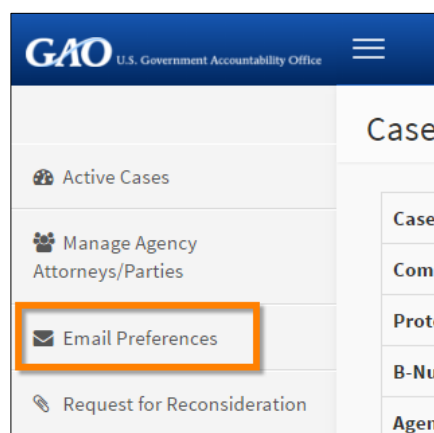
Activate Email Notifications

- On the left side navigation, click **Email Preferences**.

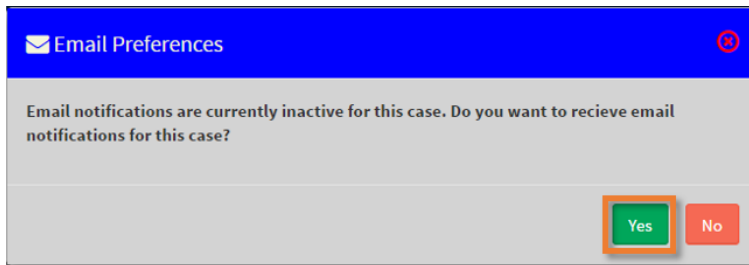
Agency Representative Dashboard



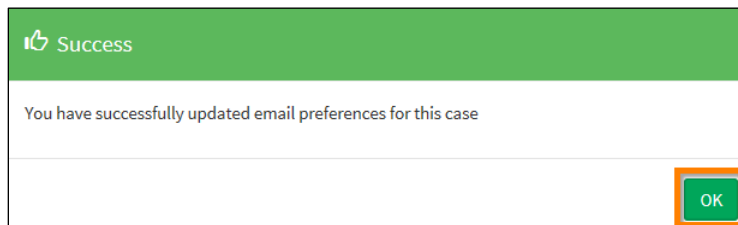
POC Dashboard



2. Click **Yes** on the **Email Preferences** pop-up box.



3. Click **OK** on the **Success** pop-up.



7.0 Protected Material

Often protests and associated filings and materials contain a company's proprietary or confidential data or the agency's source-selection-sensitive information that cannot be released publicly, which this guide will collectively refer to as **'protected material'**. The following provides an overview of the EPDS features for properly marking and protecting protected material, as well as how to prepare redacted versions that are publically releasable.

7.1 Protecting a New Case

In addition to conspicuously marking the document being filed, when filing a new protest (or other case type) and any subsequent filings in a case, EPDS will prompt the filer to answer the question as noted below:

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes

☐ No

The filer will select **Yes** if the filing includes any information that is proprietary, confidential, or otherwise not releasable to the public. When a filer marks a document as containing information that is proprietary, confidential, or otherwise not releasable to the public, **only the party that made the filing, GAO, and authorized representatives of the agency will be able to access the filing.**

1. As shown in the example below, authorized users can access a protected filing by clicking the title in the **Type of Filing** column. The title is an **active** hyperlink that opens the protected document.

Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	
Company Status	SMALL	GAO Attorney Email	
Protester	ENVIRONMENTAL TODAY	GAO Attorney Phone Number	
B-Number	B-412737.1 ; B-412737.2	Days Remaining	3
Agency		Case Status	OPEN
Intervenor(s)		Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N
Solicitation Number	B52-2016		
Consolidated Protests			



Show 100 entries

Filter Records:

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (Environmental Today)	YES	Apr 05 2016 17:18:55 EDT		
2		Supplemental Protest	GAO	YES	Apr 06 2016 13:53:20 EDT		
3		Comments	PROTESTER (Environmental Today)	YES	Jul 11 2016 15:00:52 EDT		

Showing 1 to 3 of 3 entries

2. A user without access (such as an Intervenor), can see that a protected filing has been posted to the Docket. However, the user **can not** open the filing because the title is **not** an active hyperlink for them.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (Environmental Today)	YES	Apr 05 2016 17:18:55 EDT		
2		Supplemental Protest	GAO	YES	Apr 06 2016 13:53:20 EDT		
3		Comments	PROTESTER (Environmental Today)	YES	Jul 11 2016 15:00:52 EDT		

WARNING

Because the docket is always viewable by any party to a case, all parties should refrain from submitting any protected material on the docket, such as in the **Comments** section of the **Submit New Documents** feature. Any **Comments** containing protected material should be set forth in a document that is uploaded to EPDS and appropriately marked with a protected status designation.

As discussed below, if GAO determines that it is appropriate to issue a protective order, counsel who are admitted to the protective order will be able to access documents marked as containing information that is proprietary, confidential, or otherwise not releasable to the public on the docket.

7.2 Filing a Final Redacted Version

GAO's Bid Protest Regulations require that a party submit redacted (or publically releasable) versions of any filings that were marked as containing protected material. For new protest and new request for reconsideration cases, the **Submit New Documents** link from the case docket sheet will includes several document types that address redaction: **Final Redacted Version of _____** and **Proposed redactions to GAO decision**.

Type of document

Request for Dismissal

Request for Dismissal

5-Day Letter

Agency Report – Legal Memorandum & Contracting Officer's Statement

Additional Agency Report Exhibits

Additional Supplemental Agency Report Exhibits

Request for _____

Notice Of _____

Response to _____

Objection to _____

No Objection to _____

Final Redacted Version of _____

Proposed redactions to GAO decision

Corrected version of _____

Other _____

No Proposed Redactions to GAO Decision

Request to Modify Protective Order

When all parties agree to a final redacted version of a filing, follow the instructions below to file the redacted document.

i NOTE

Parties should exchange proposed redacted versions of filings and correspond in good faith to prepare final agreed-to redacted versions of filings outside of EPDS. **Only the final redacted version agreed to by all parties should be filed in EPDS.**

1. Select the appropriate protest from the dashboard.

GAO U.S. Government Accountability Office

Help » Joe Smith

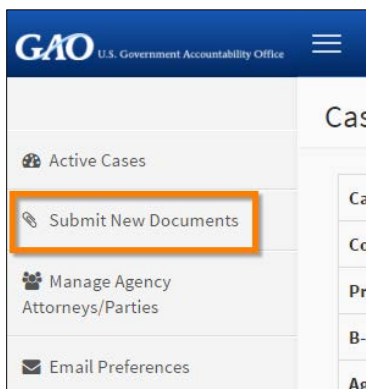
Dashboard

Show 25 entries

Filter Records: Show / hide columns

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
B-120987		Jan 18 2016 11:17:49 EST	Department of Veterans Affairs	04/27/2016	A-BATER	PROTEST	OPEN
B-XXV42 ; B-XXV42.3		Jan 18 2016 16:50:13 EST	Administrative Conference of the United States	04/27/2016	A-XXV42	PROTEST	OPEN

- Click **Submit New Documents** on the left side menu.



- This example depicts the selection of **Final Redacted Version of ____** as the **Type of document**.

A screenshot of the document submission form. The 'Type of document' dropdown menu is highlighted with an orange box and shows the selected option 'Final Redacted Version of ____'. Below this, there is a section for 'Upload Primary Document (Only PDF, Word, Excel & Zip files can be attached)' with 'Add File' and 'Cancel' buttons. A table with columns '#', 'Name', 'Size', and 'Progress' is present. Below the table is a 'Comments' section with a text area containing the placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)' and a character count '250 characters remaining'. At the bottom are 'Submit' and 'Reset' buttons.

- Complete the description of the document, in the popup box that appears and click **OK** to continue.

A screenshot of a document description popup box. The title bar is blue and contains the text 'Final Redacted Version of ____'. The main area has a light gray background and contains the instruction 'Please briefly describe the document you are filing (e.g., objection to agency's 5 day letter, motion for an extension)'. Below this is a text input field containing the text 'agency comments', which is highlighted with an orange box. A green checkmark is visible to the right of the text field. Below the text field is a character count '235 characters remaining'. At the bottom right are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by an orange box.

5. Click **Add File** under **Upload Primary Document**.

Upload Primary Document (Only PDF & Excel documents can be attached)

Add File **Cancel**

#	Name	Size	Progress
---	------	------	----------

Comments

Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

250 characters remaining

Submit

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF**, **Word**, **Zip** and **Excel** files can be attached), and click **Open**.

6. Once a document is added, you can add additional documents by clicking **Yes** for the question, **Do you want to Upload Associated Documents?**

Upload Primary Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted]	12314	

Do you want to Upload Associated Documents?

☐ Yes ☐ No

7. Add comments to the **Comments** field if needed. Click **Submit**.

Type of document

Final Redacted Version of agency comments

Upload Primary Document (Only PDF, Word, Excel & Zip files can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted] pdf	187687	

Do you want to Upload Associated Documents?

☐ Yes ☐ No

Comments

Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

250 characters remaining

Submit **Reset**

8. A Warning will appear verifying that you want to proceed with posting a filing that is accessible by all parties. Click **Yes** to continue.

Warning

Final Redacted Versions of filings will be accessible by all parties, including those who are not admitted to the protective order.

Do you want to proceed ?

Yes
No

9. The **Final Redacted Version** document is marked as **not** containing information that is proprietary, confidential, or otherwise not releasable to the public and will be accessible by all authorized users with access to the case.

Show 100 entries Filter Records:

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER ()	YES	Mar 22 2016 15:22:26 EDT		Notes added
7		Supplemental Protest	PROTESTER ()	NO	Apr 05 2016 10:47:52 EDT		
8		Final Redacted Protest	PROTESTER ()	NO	Apr 27 2016 11:07:55 EDT		

Showing 1 to 8 of 8 entries

7.3 Filing a Proposed Redaction to a GAO Decision

If GAO issues a protected decision, parties with authorized access to the protected decision can submit proposed redactions.

1. Select the appropriate protest from the dashboard.

GAO U.S. Government Accountability Office Help - Jon Smith

Dashboard Dashboard - Active Case

Show 25 entries Filter Records: Show / hide columns

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
B-120987		Jan 18 2016 11:17:49 EST	Department of Veterans Affairs	04/27/2016	A-8ATER	PROTEST	OPEN
B-YXV42 ; B-YXV42.3		Jan 18 2016 16:50:13 EST	Administrative Conference of the United States	04/27/2016	A-YXV42	PROTEST	OPEN

2. Click **Submit New Documents**.



3. Select **Proposed Redactions to GAO Decision** from the **Type of document** dropdown menu.

A screenshot of a web form for uploading documents. At the top, there is a dropdown menu labeled 'Type of document' with the selected option 'Proposed redactions to GAO decision'. This dropdown menu is highlighted with an orange border. Below the dropdown, the text 'Upload Primary Document (Only PDF & Excel documents can be attached)' is displayed. Underneath this text are two buttons: 'Add File' (blue) and 'Cancel' (orange). Below the buttons is a table with four columns: '#', 'Name', 'Size', and 'Progress'. Further down, there is a question: 'Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?' with two radio button options: 'Yes' and 'No'. Below this is a text area labeled 'Comments' with the placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)'. At the bottom of the text area, it says '250 characters remaining'. A green 'Submit' button is located at the bottom center of the form.

4. Click **Add File** under **Upload Primary Document**.

A screenshot of the same document upload form as in the previous image. The 'Add File' button, which is blue, is now highlighted with an orange rectangular box. The rest of the form, including the 'Cancel' button, the table, the question about proprietary information, the comments text area, and the 'Submit' button, remains the same.

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF**, **Word**, **Zip** and **Excel** files can be attached), and click **Open**.

5. Once a document is added, you can add additional documents by clicking **Yes** for the question **Do you want to Upload Associated Documents?**

Upload Primary Document
(Only PDF & Excel documents
can be attached)

Cancel

#	Name	Size	Progress
1		12314	

Do you want to Upload Associated Documents?
☐ Yes ☐ No

6. Add comments to the **Comments** field if needed. Click **Submit**.

Type of document
Proposed redactions to GAO decision

Upload Primary Document

Cancel

#	Name	Size	Progress
1	.pdf	187687	

Do you want to Upload Associated Documents?
☐ Yes ☐ No

Comments
Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).
250 characters remaining

Submit Reset

7. All Proposed Redactions are automatically marked by the system as having proprietary information. Only appropriate parties will be able to view these documents.
8. GAO will evaluate the proposed redactions. GAO will either correspond further with the parties regarding their proposed redactions or will proceed to issue a Public Decision that will be accessible on the docket and available to all authorized users with access to the case.

7.4 Protective Order

GAO may, in appropriate cases, issue a protective order that will allow authorized counsel access to all materials in a case that are marked as containing protected material. For additional information regarding GAO's protective order process, please review GAO's Bid Protests at GAO: [A Descriptive Guide, and Guide to GAO Protective Orders](#).

1. The default setting in EPDS is that a case **will not** have a protective order. As shown on the docket, the case below does not have a protective order.

Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	pending
Company Status	SMALL	GAO Attorney Email	pending
Protester		GAO Attorney Phone Number	pending
B-Number	B-412739.1	Days Remaining	69
Agency	Administrative Conference of the United States	Case Status	OPEN
Intervenor(s)		Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N
Solicitation Number	unknown		
Consolidated Protests			

2. When GAO issues an acknowledgement package with a protective order or a notice of protective order, the protective order will be available for download on the docket. Also, the protective order issued field on the docket will change to **Y**.

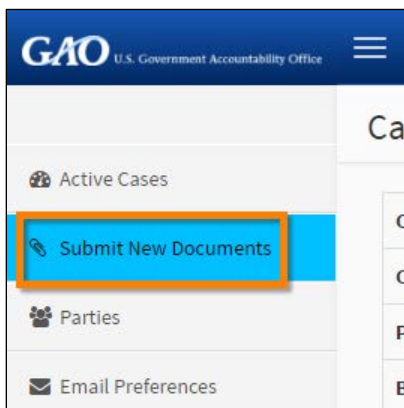
Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	
Company Status	SMALL	GAO Attorney Email	@gao.gov
Protester	XYZ TEST, LLC	GAO Attorney Phone Number	1 (202)
B-Number	B-412741.1	Days Remaining	54
Agency	Administrative Conference of the United States	Case Status	CLOSED
Intervenor(s)		Protective Order Issued?	Y
Solicitation Number	12312Y		
Consolidated Protests			

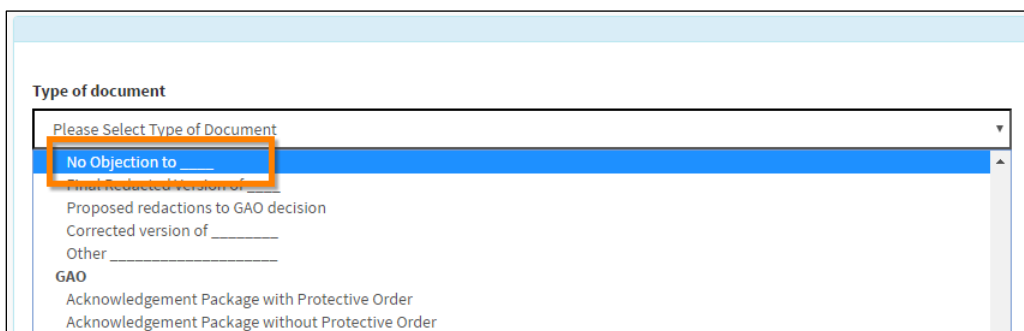
7.4.1 Agree to a Protective Order Admission

Once a party's representative(s) submits his or her protective order application(s), the other parties will receive an email that an application has been submitted and they should indicate on the case docket sheet whether they have any objections. If the party has no objections, they should submit a document according to the following instructions.

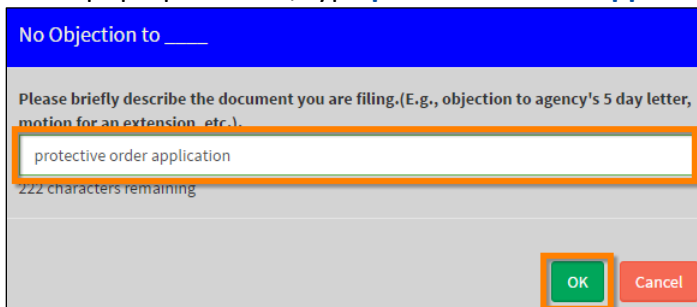
1. While on the Docket, click **Submit New Documents** on the left side menu.



2. On the **Submit New Document** screen, click the drop-down arrow for **Type of document** and select **No Objection to ____**.



3. In the pop-up window, type **protective order application**, and click **OK**.



4. Add comments to the **Comments** field if needed. Click **Submit**.

Comments

Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

250 characters remaining

Submit

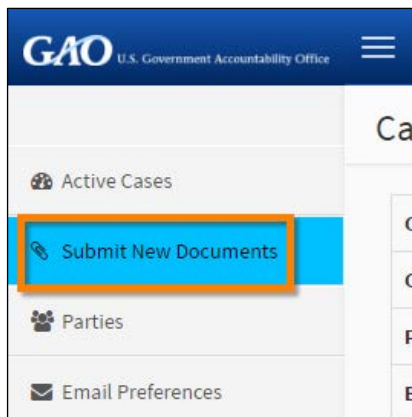
5. The party's non-objection will appear on the docket.

Index	Alerts	Type of Filing	Filer	Protected ?	Date
1		Protest	PROTESTER ()	YES	Mar 25 2016 12:45:51 EDT
2		Request for Testing	PROTESTER	YES	Mar 25 2016
3		Indigeneous (Indigeneous) (Indigeneous) (Indigeneous)	PROTESTER	YES	Mar 25 2016 18:14:32 EDT
5		No Objection to protective order application	GAO	NO	May 04 2016 18:23:05 EDT

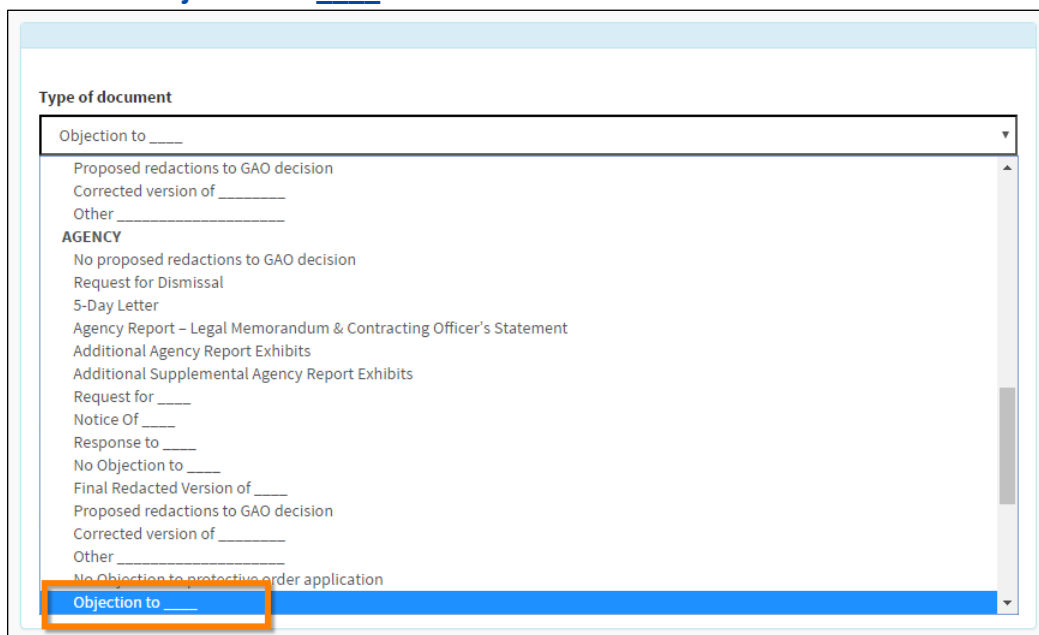
7.4.2 *Objection to a Protective Order Application*

If a party has an objection to a pending application for admission to the protective order, they should submit a document according to the following instructions.

1. While on the Docket, click **Submit New Documents on the left side menu**.



2. On the **Submit New Document** screen, click the drop-down arrow for **Type of document** and select **Objection to _____**.



3. In the pop-up window, type protective order application, and click OK.

Objection to ____

Please briefly describe the document you are filing.(E.g., objection to agency's 5 day letter, motion for an extension, etc.).

protective order application

222 characters remaining

OK Cancel

4. Under **Upload Primary Document**, click **Add File**.

Upload Primary Document

Add File Cancel

#	Name	Size	Progress
---	------	------	----------

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☒ No

A pop-up menu will appear. Locate the appropriate file on your computer, select it (only **PDF** and **Excel** files can be attached), and click **Open**.

5. Once a document is added, you can add additional documents by clicking **Yes** for the question, **Do you want to Upload Associated Documents?**

Upload Primary Document
(Only PDF & Excel documents
can be attached)

Cancel

#	Name	Size	Progress
1		12314	

Do you want to Upload Associated Documents?

☐ Yes ☐ No

6. If appropriate, click **Yes** for the question **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☐ No

7. Add comments to the **Comments** field if needed. Click **Submit**.


Comments

Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

250 characters remaining

Submit

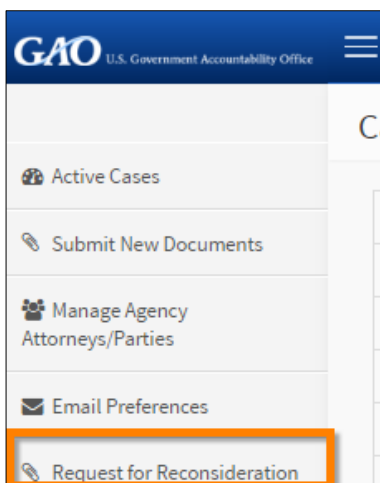
8. The party's objection will appear on the docket.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Con
1		Protest	PROTESTER ()	YES	Mar 25 2016 12:45:51 EDT	This
			()		21/05/2016	
4		Objection to protective order application	GAO	NO	May 04 2016 18:14:32 EDT	

8.0 Closed Case Actions

After a case is closed, the left navigation options in [the Case Docket Sheet](#) change to include [Request for Reconsideration](#).

Agency Representative Dashboard



POC Dashboard



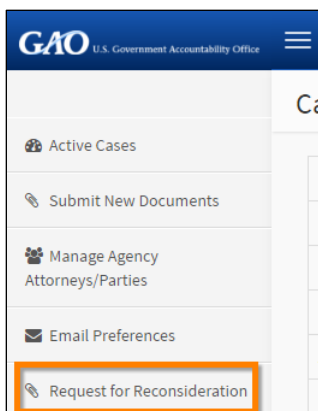
8.1 File a Request for Reconsideration

When GAO issues a decision on a case, parties who have not disabled notifications will be notified by email of the decision. Additionally, a case status of **Closed** is displayed in the **Case Status** column of the dashboard and the upper right corner of the case docket sheet.

Case Docket Sheet		Dashboard > Case Docket Sheet	
Case Type	SUPPLEMENTAL	GAO Attorney Name	[REDACTED]
Company Status	LARGE	GAO Attorney Email	[REDACTED]@gao.gov
Protester	[REDACTED]	GAO Attorney Phone Number	1 ([REDACTED]) [REDACTED]
B-Number	B-123498.3	Days Remaining	78
Agency	Department of Agriculture/Farm Service Agency	Case Status	CLOSED
Intervenor(s)	INTERVENOR COMP4	Protective Order Issued?	<input checked="" type="radio"/> Y <input type="radio"/> N
Solicitation Number	unknown		
Consolidated Protests			

1. To file a request, click **Request for Reconsideration**.

Agency Representative Dashboard



POC Dashboard



2. Click **Add File** under **Upload Request for Reconsideration Document**.

 A screenshot of the 'Upload Request for Reconsideration Document' form. At the top, it says 'Upload Request for Reconsideration Document (Only PDF & Excel documents can be attached)'. Below this, there are two buttons: 'Add File' (highlighted with an orange box) and 'Cancel'. Under the buttons is a table with columns: '#', 'Name', 'Size', and 'Progress'. Below the table, there is a question: 'Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?' with radio buttons for 'Yes' and 'No'. Below that is a 'Comments' section with a text area and a '250 characters remaining' indicator. At the bottom is a green 'Submit' button.

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF**, **Word**, **Zip** and **Excel** files can be attached), and click **Open**.

3. Once a document is added, you can add additional documents by clicking **Yes** for the question, **Do you want to Upload Associated Documents?**

 A screenshot of the 'Upload Request for Reconsideration Document' form after a document has been added. The table now has one row with '# 1', 'Name [redacted].pdf', 'Size 220781', and 'Progress'. Below the table, the question 'Do you want to Upload Associated Documents?' is highlighted with an orange box, with radio buttons for 'Yes' and 'No'. A green checkmark is visible in the bottom right corner of the form area.

4. If appropriate, click **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**

Do you want to Upload Associated Documents?

☐ Yes ☒ No

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☐ No

Comments

5. Add comments to the **Comments** field if needed. Click **Submit**.

Upload Request for Reconsideration Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	.pdf	187687	

Do you want to Upload Associated Documents?

☐ Yes ☒ No

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?

☐ Yes ☒ No

Comments

Comments

250 characters remaining

Submit

6. The new request for reconsideration will appear in the **Dashboard**.

GAO U.S. Government Accountability Office

Help - Vendor3 EPDS

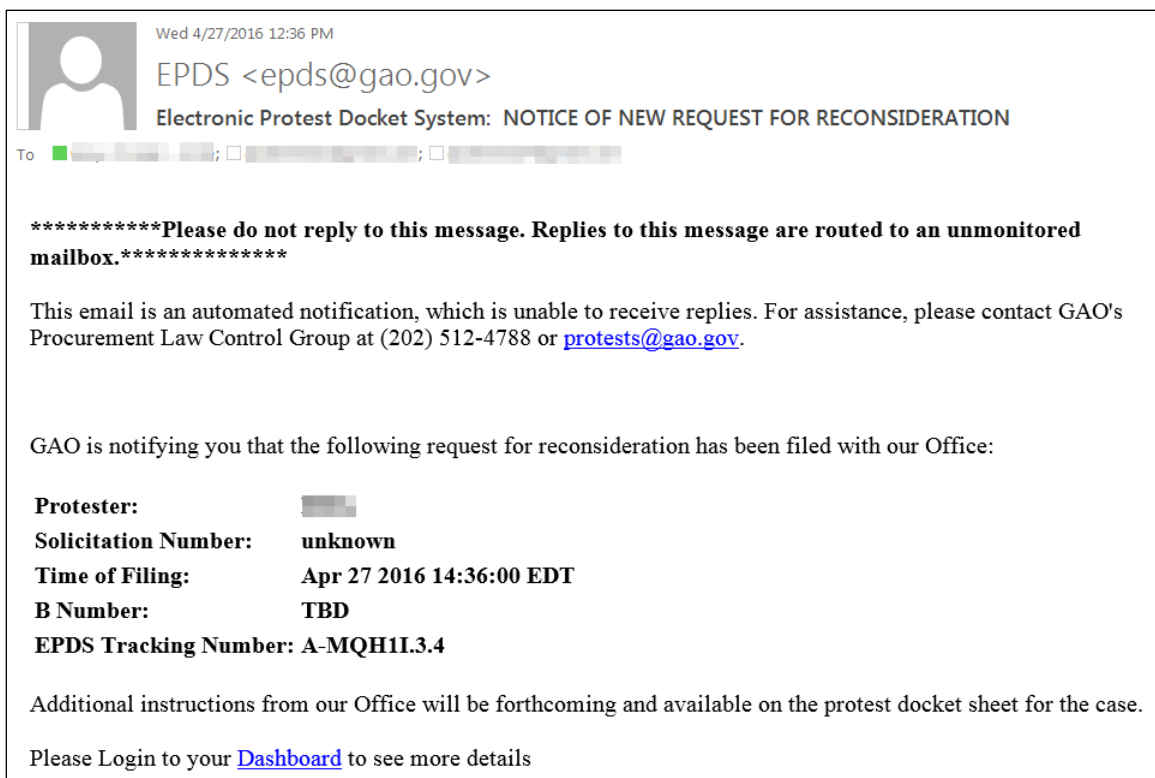
Dashboard

Show 25 entries

Filter Records: Show / hide columns

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Contr #	Case Type	Case Status
	Administrative Conference of the United States	Jun 23 2016 17:29:38 EDT	Administrative Conference of the United States	10/03/2016	A-RR2009	RECONSIDERATION	OPEN
411125.1		Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	OPEN

7. The system will automatically generate an email notifying the procuring agency that a new request for reconsideration has been filed. The filer will be copied on the email to the agency.

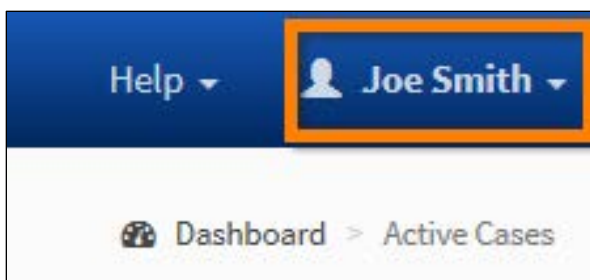


8. Once GAO assigns an attorney to the request for reconsideration, GAO will prepare a case acknowledgement package that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the case docket sheet, and users who have not turned off email notifications for the case will receive an email notification that GAO has posted the acknowledgement package.

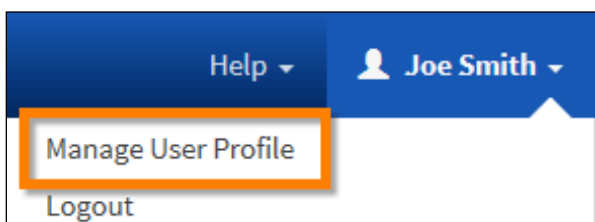
9.0 Manage User Profile

Follow these instructions to edit your user [Profile](#). You can edit most of your user information, **with the exception of your email address**.

1. Click your name displayed in the upper right corner of the window.



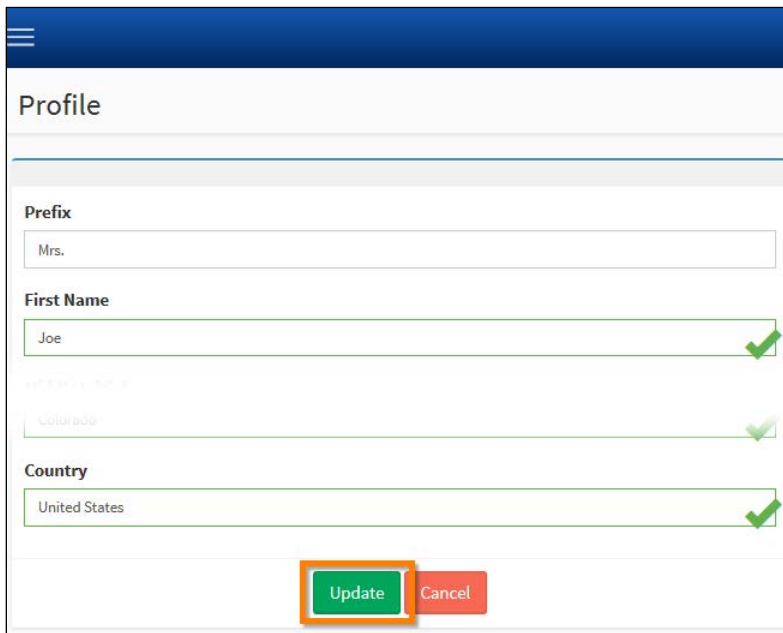
2. Click [Manager User Profile](#).



3. The [Profile](#) page will display. Scroll to the bottom of your profile, and click [Edit](#).

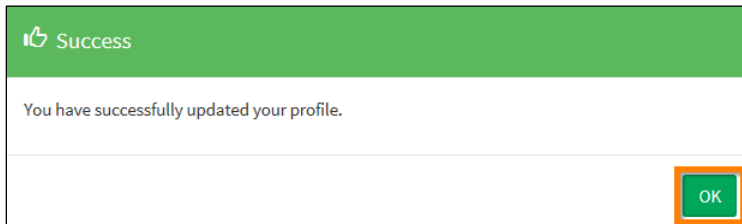
A screenshot of the 'Profile' page. The page has a blue header with a hamburger menu icon. Below the header, the title 'Profile' is displayed. The form contains three sections: 'Prefix' with a dropdown menu showing 'Mrs.', 'First Name' with a text input field showing 'Joe' and a green checkmark, and 'Country' with a dropdown menu showing 'United States' and a green checkmark. At the bottom of the form, there is a green 'Edit' button highlighted with an orange rectangular box.

4. Update your information. Scroll to the bottom of your profile, and click **Update**.



The screenshot shows a web interface for updating a profile. At the top is a blue header with a hamburger menu icon. Below it is a section titled "Profile". The form contains several input fields: "Prefix" with the value "Mrs.", "First Name" with the value "Joe", "Last Name" with the value "Smith", and "Country" with the value "United States". Each of these fields has a green checkmark to its right, indicating successful validation. At the bottom of the form, there are two buttons: "Update" (highlighted with an orange border) and "Cancel".

5. Click **OK** on the **Success** pop-up window.



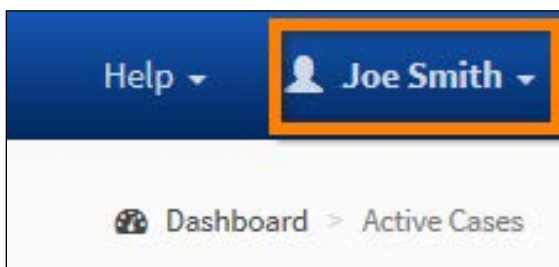
The screenshot shows a "Success" pop-up window. It has a green header bar with a checkmark icon and the word "Success". Below the header, the text reads "You have successfully updated your profile." At the bottom right of the window, there is a button labeled "OK" (highlighted with an orange border).

10.0 Manage Password

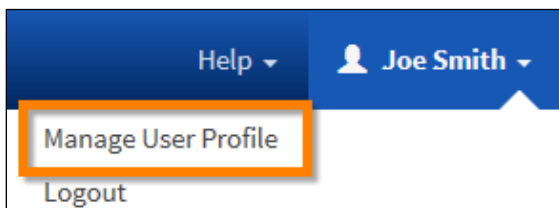
10.1 Change Password

Follow these instructions to perform the following actions that can be accessed from your Profile page: edit your [Profile](#), [Change Password](#), and [Change Security Questions](#). You can edit most of your user information, **with the exception of your email address**.

1. Click your name in the upper right corner of the window.



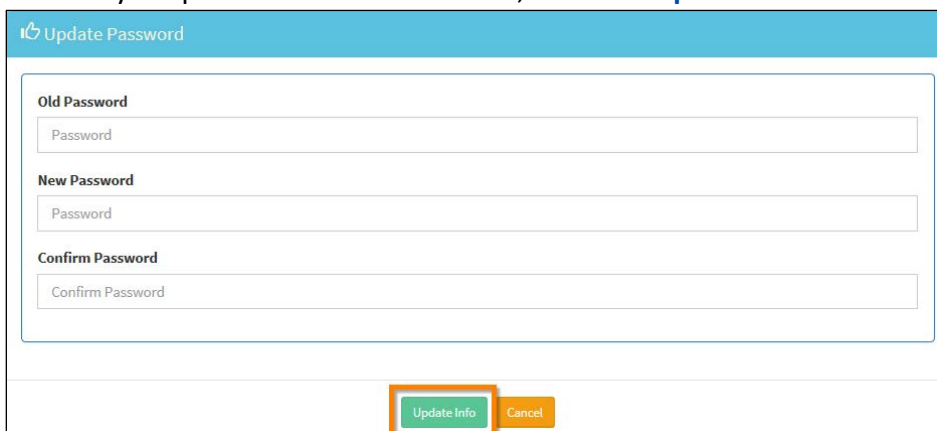
2. Click [Manager User Profile](#).



3. Click [Change Password](#) on the left side navigation.

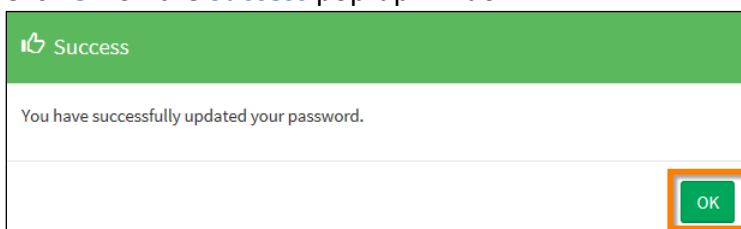


4. Enter your current password, then your new password. Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:
 - English uppercase characters (A to Z)
 - English lowercase characters (a to z)
 - Base 10 digits (0 to 9)
 - Special characters (For example, #, \$, and ^)
5. Confirm your password in the next field, and click **Update Info**.



The screenshot shows a web form titled "Update Password" with a blue header bar. Below the header, there are three input fields: "Old Password", "New Password", and "Confirm Password". Each field has a placeholder text "Password" or "Confirm Password". At the bottom of the form, there are two buttons: "Update Info" (highlighted with an orange box) and "Cancel".

6. Click **OK** on the **Success** pop-up window.



The screenshot shows a green "Success" pop-up window. The header bar is green with the word "Success" and a green arrow icon. Below the header, there is a message: "You have successfully updated your password." At the bottom right of the window, there is a green button labeled "OK" (highlighted with an orange box).

10.2 Reset Password

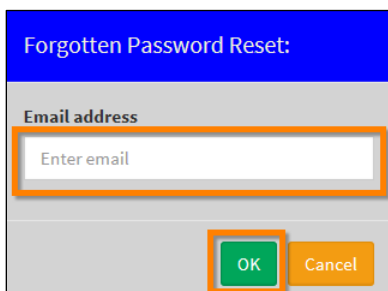
If you forget your password, you can reset your password using the following instructions:

1. On the EPDS login page, select the **I forgot my password** link.



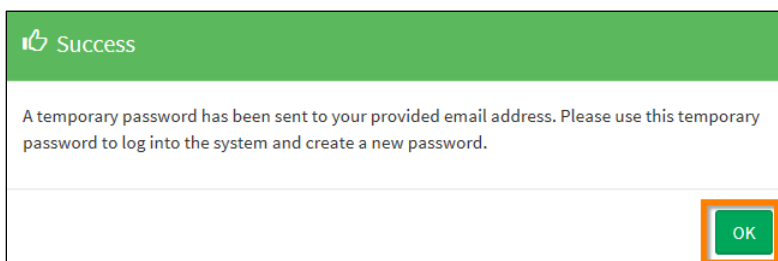
The image shows the EPDS login page. At the top is a blue header with the text "EPDS". Below the header are two input fields: "Email (Required)" and "Password (Required)". Below these fields are two buttons: "Sign me in" and "Register as a new User". At the bottom left, there is a link that says "I forgot my password", which is highlighted with an orange rectangular box.

2. In the pop up, enter the email address associated with your EPDS account, and click **OK**.



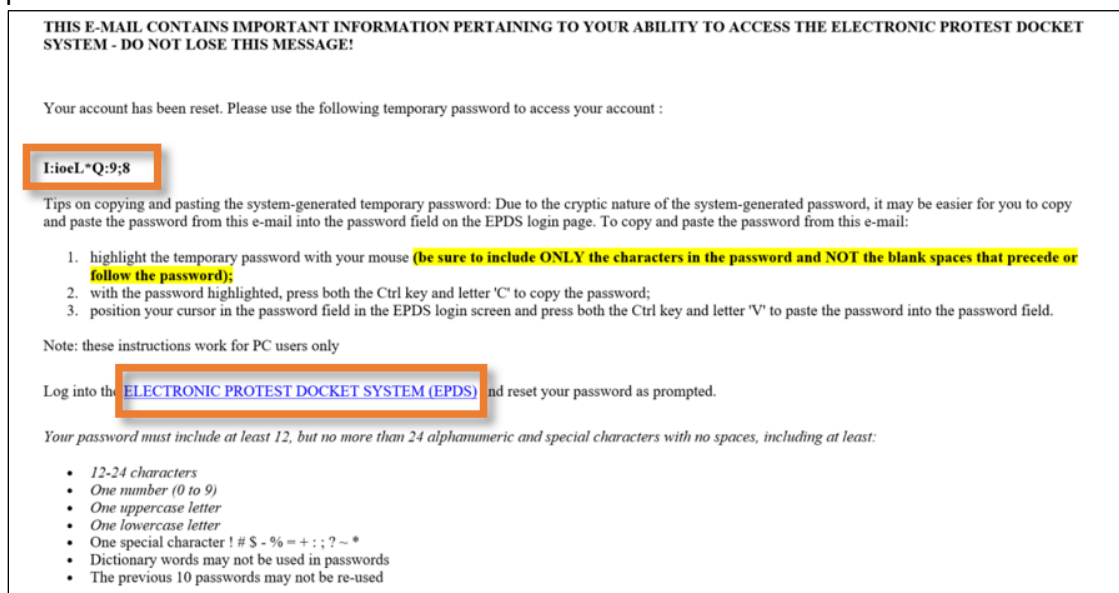
The image shows a "Forgotten Password Reset:" pop-up window. It has a blue header with the text "Forgotten Password Reset:". Below the header is a label "Email address" and an input field with the placeholder text "Enter email". The input field is highlighted with an orange rectangular box. At the bottom right of the window are two buttons: "OK" (green) and "Cancel" (orange). The "OK" button is highlighted with an orange rectangular box.

3. Click OK on the Success pop-up window.

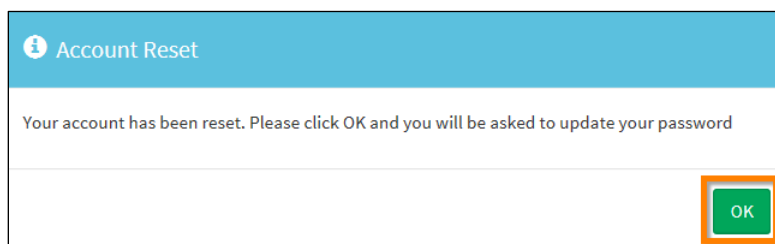


The image shows a "Success" pop-up window. It has a green header with a thumbs-up icon and the text "Success". Below the header is a message: "A temporary password has been sent to your provided email address. Please use this temporary password to log into the system and create a new password." At the bottom right of the window is a button labeled "OK", which is highlighted with an orange rectangular box.

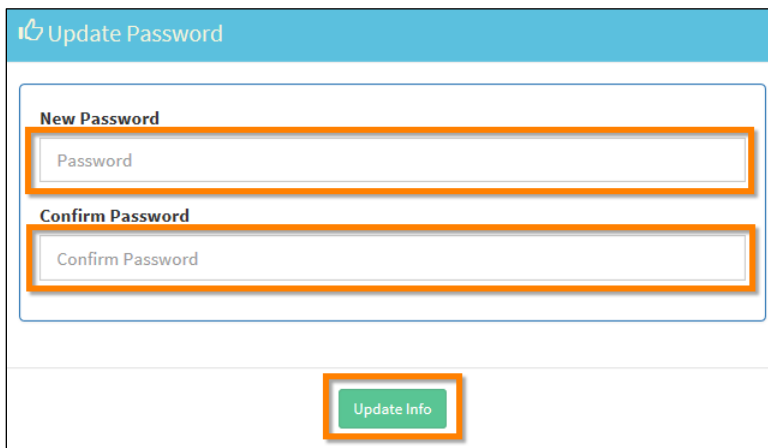
4. You will receive an email with a temporary password and instructions for resetting your password. Copy the temporary password, and click the link in the email to update your password.



5. Follow the login steps as in section 2.3. Log In using your temporary password, which you copied in step 3 above.
6. Click OK on the **Account Reset** pop-up window.



7. Enter your new password. Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:
 - a. English uppercase characters (A to Z)
 - b. English lowercase characters (a to z)
 - c. Base 10 digits (0 to 9)
 - d. Special characters (For example, #, \$, and ^)
8. Confirm your new password in the next field, and click **Update Info**.



Update Password

New Password

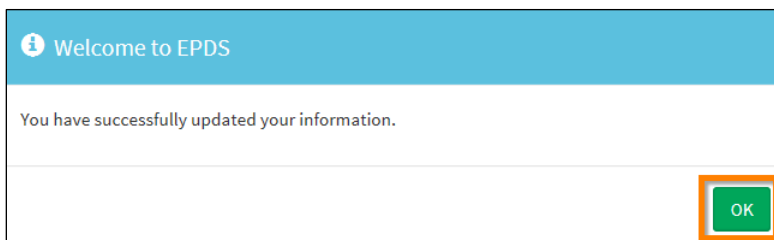
Password

Confirm Password

Confirm Password

Update Info

9. Click **OK** on the **Welcome to EDPS** success pop-up window.



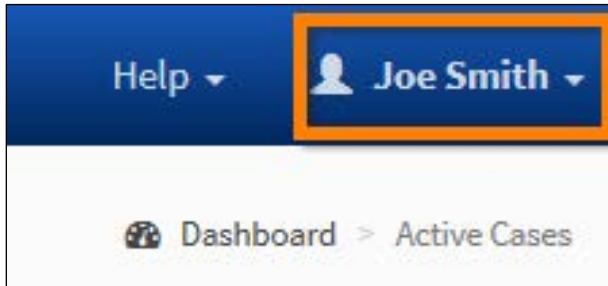
Welcome to EPDS

You have successfully updated your information.

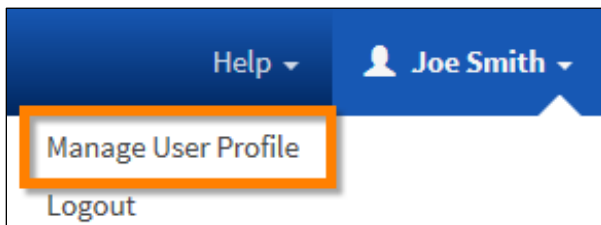
OK

11.0 Change Security Questions

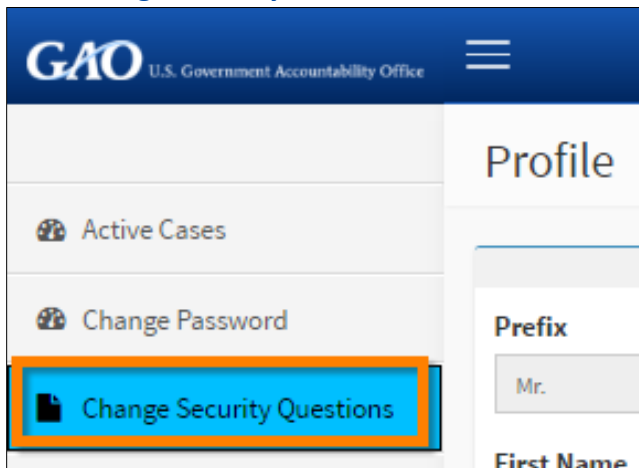
1. Click your name displayed in the upper right corner of the window.




2. Click **Manager User Profile**.



3. Click **Change Security Questions** on the left side navigation.



4. Select and complete three distinct security questions. If you only want to change one or two items, you can re-enter some of the questions you used previously. Click **Update Info** to finish.

 **Change Security Questions**

Warning!
Please select and answer three distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the Help ? above.

Security Question 1

What was your childhood nickname? ▼

Security Question 2

In what city did you meet your spouse/significant other? ▼

Security Question 3

What is the name of your favorite childhood friend? ▼

12.0 System Unavailability

GAO will endeavor to maintain the availability of EPDS during normal business hours, which are Monday through Friday, 8:00 a.m. to 5:30 p.m. Eastern Time, excluding Federal holidays or when GAO's Headquarters are otherwise closed. In the event that a filer is unable to file a document in EPDS due to a technical failure of EPDS during normal business hours, please refer to the EPDS instructions available [at http://www.gao.gov/legal/bid-protests/our-process](http://www.gao.gov/legal/bid-protests/our-process). If a filer is unable to file a document in EPDS during a period other than normal business hours, the filer should attempt to file its document during the next period of normal business hours.

List of Acronyms

Definition	Acronym
EPDS	Electronic Protest Docketing System
GAO	U.S. Government Accountability Office
POC	Point of Contact