



**Electronic Protest  
Docketing System  
(EPDS)**

**Protester/Intervenor  
User Manual**

**October 2021**

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## 1.0 Introduction

For more than 80 years, the Government Accountability Office (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 2014<sup>1</sup>, 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 <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>. 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 **representatives of protesters and intervenors**, including **representatives of other parties** permitted by GAO to participate in a case pursuant to 4 C.F.R. § 21.3(j).

### 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 at <http://www.gao.gov/legal/>. If you need assistance in utilizing the EPDS, please contact GAO at 202-512-5436 or [protests@gao.gov](mailto:protests@gao.gov).

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<sup>1</sup> 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://epdstest.edc.usda.gov/EPDS\\_Web/login](https://epdstest.edc.usda.gov/EPDS_Web/login).

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.

## 2.1 Web Browser

Use one of these supported web browsers:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

## 2.2 Register as a Filer

Anyone wishing to file or intervene in a protest, must be a registered filer.

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

2. In the **Please Select Account Type** popup, the Account Type default is Protester/Intervenor. Leave the default, and select **OK**.

3. In the **Register as Protester/Intervenor Representative** screen, complete all fields.

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

5. Select **Register**.

6. At initial log in, the **Rules of Behavior** will display also. Read the rules, and then select **I Agree** to complete the registration process.

**Rules of Behavior** ✕

1. **PURPOSE.** This notice is to ensure that users of EPDS abide by security requirements and procedures needed to protect EPDS and customer information resources. It is also intended to help raise security awareness and inform system users about security policies and procedures.

2. National policy requirements regarding information systems are stated in the Federal Information Security Management Act (FISMA) (Title III of the E-Government Act of 2002); the Computer Fraud and Abuse Act (18 U.S.C. Sec. 1030 [1993]); Office of Management and Budget (OMB) Circular No. A-123, Management Accountability and Control; and OMB Circular A-130, Management of Federal Information Resources.

3. This notice applies to EPDS system users.

4. **UNDERSTANDING AND AGREEMENTS.** As a user of EPDS, I:

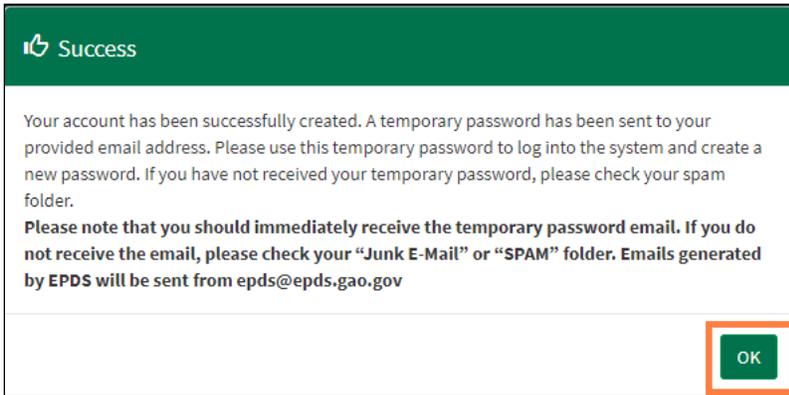
- Will use EPDS only for authorized purposes.
- Understand that information processed on this site may be monitored.
- Will protect the EPDS system and all sensitive information contained in the system from unauthorized personnel.
- Will process only data that pertains to official business and is authorized to be processed on the system. I will not retrieve information for someone who does not have authority to access the information. I will not intentionally access, delete, or alter files, operating systems or programs.
- Acknowledge that I will receive user identifiers (user IDs) and passwords to authenticate my computer account. After receiving them, I will:
  - Protect and not share or publicly post my password.
  - Not knowingly permit or cause my username and password to be used by anyone other than myself or my authorized agent.
  - Report to GAO if my password has been compromised.
- Be responsible for all activity that occurs on my individual account once my password has been used to log on.
- Ensure my password meets EPDS system complexity requirements.
- Will use due care when adding a co-representative (when applicable).
- Will use anti-virus software to scan all files for malicious software (e.g., viruses, worms, etc.) before uploading any documents into the EPDS system.
- Will not try to disable or subvert EPDS security controls or monitoring mechanisms.
- Will ensure that the Web browser window is closed before navigating to other sites.
- Understand that any person who obtains information from a computer connected to the Internet in violation of her employer's computer-use restrictions is in violation of the Computer Fraud and Abuse Act.

5. **EFFECTIVE DATE.** This agreement becomes effective by the date of your electronic acceptance of the terms of this notice.

**ACCEPTANCE**

I have read and understand the above *Rules of Behavior*. By my electronic acceptance, I acknowledge and agree that my access to the EPDS systems is covered by, and subject to, such rules. Further, I understand that unauthorized or inappropriate use of the EPDS system may result in the loss or limitation of my privilege and that GAO retains the right, at its sole discretion, to terminate, cancel, or suspend my access rights to the EPDS system at any time, without notice. I also understand that I could lose access to the system, as well prosecution, penalties or financial liability, depending on the severity of the misuse.

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



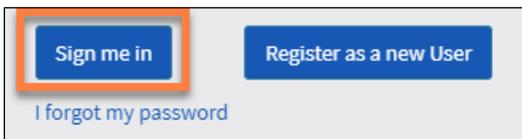
If there are issues with your registration, check the fields for error messages.

8. 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.

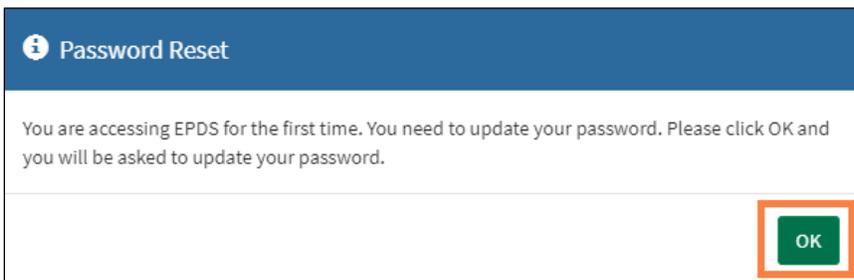
### 2.3 Initial Log In

To log in to the system the first time:

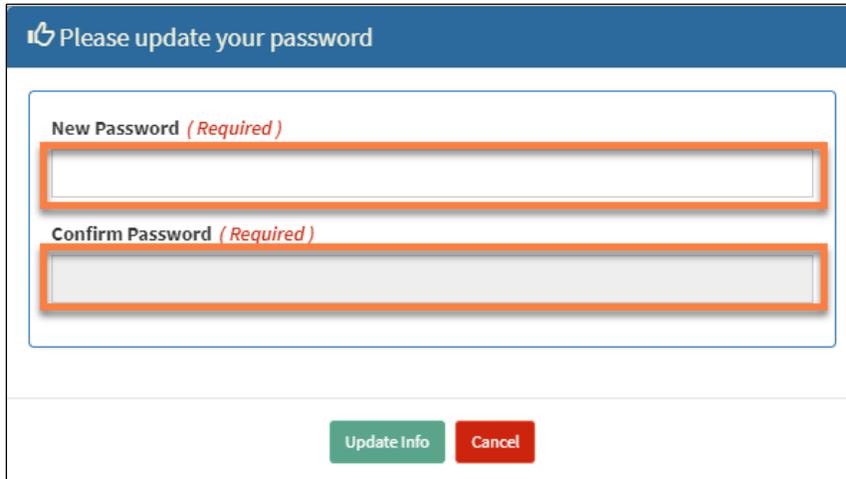
1. You will be issued a temporary password when your EPDS account is initially created. Upon logging into the system the first time, you will be prompted to create a password. For subsequent log in activity, enter your EPDS-registered email address and newly created password in the appropriate fields. Select **Sign me in**.



2. Upon your **initial log in**, the system will prompt you to update your password. Select **OK** to proceed.



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



Please update your password

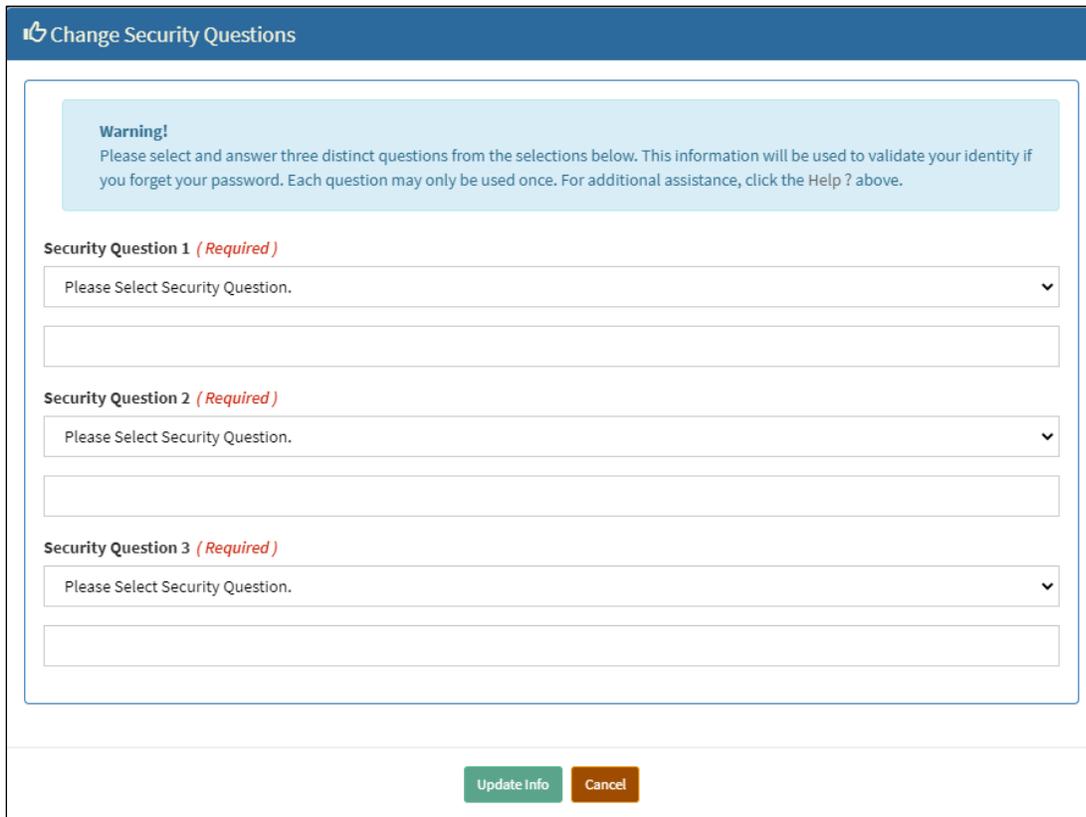
New Password *(Required)*

Confirm Password *(Required)*

Update Info Cancel

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 ^)
1. 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. Select **Update Info**.



**Change Security Questions**

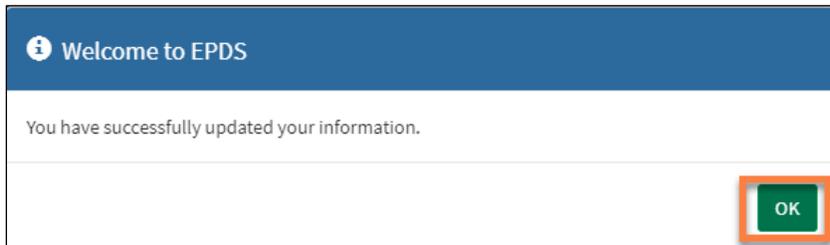
**Warning!**  
Please select and answer three distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the Help ? above.

**Security Question 1 (Required)**  
Please Select Security Question.

**Security Question 2 (Required)**  
Please Select Security Question.

**Security Question 3 (Required)**  
Please Select Security Question.

2. Select **OK** in the success message pop up to finish.

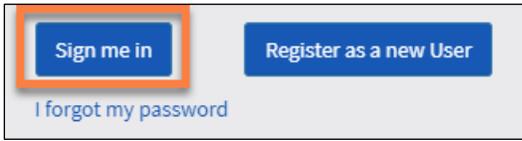


3. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

## 2.4 On-going Log In

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

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

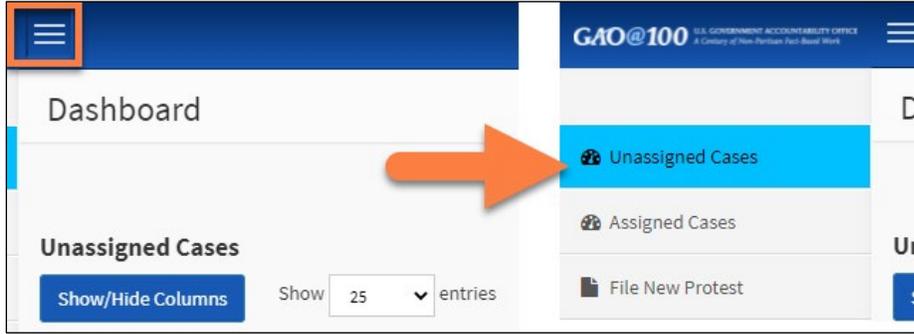


2. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

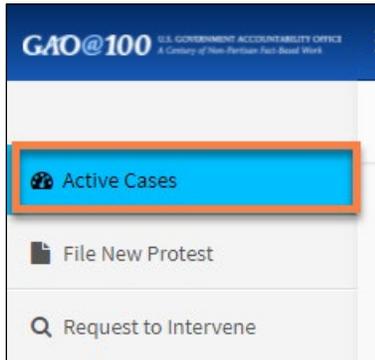
### 3.0 Application Introduction

This section provides a high-level description of the EPDS features.

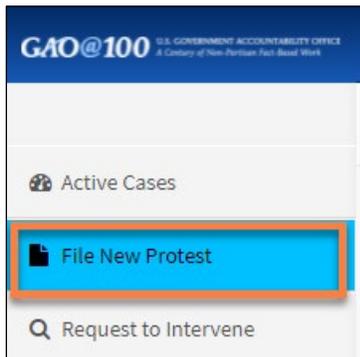
1. Select the menu icon to show or hide the site navigation.



2. In the site navigation, select **Active Cases** to view your current protest cases and return to your **Dashboard**. Refer to section [4.0 Dashboard/Active Cases](#) for more information.



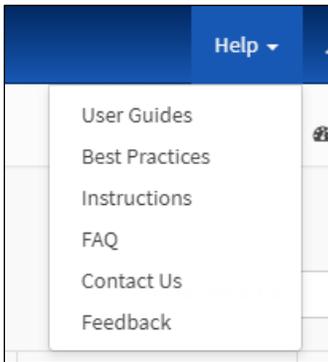
3. Select **File New Protest** to file a new protest. Refer to section [5.1 File a New Protest](#) for more information.



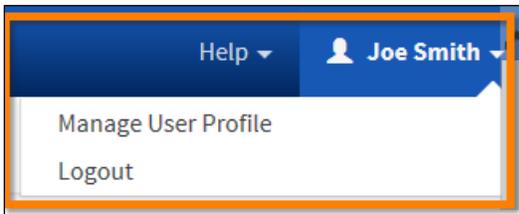
4. Select **Request to Intervene** to request to join a case pursuant to 4 C.F.R. §§ 21.0(b) or 21.3(j). Refer to section [6.0 Request to Intervene](#) for more information.



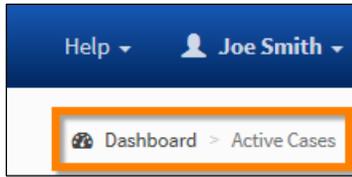
5. Select the **Help** menu (upper right corner) to access **User Guides**, **Best Practices**, **Instructions**, **FAQs**, **Contact Us**, and **Feedback** information.



6. Select your name to access the **Manage User Profile** or **Logout** options. Refer to section [9.0 Manage User Profile](#) for information on modifying your profile.



7. The breadcrumb navigation displays below the **Help** and user name. 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 displays the user's active cases.

## 4.0 Dashboard/Active Cases

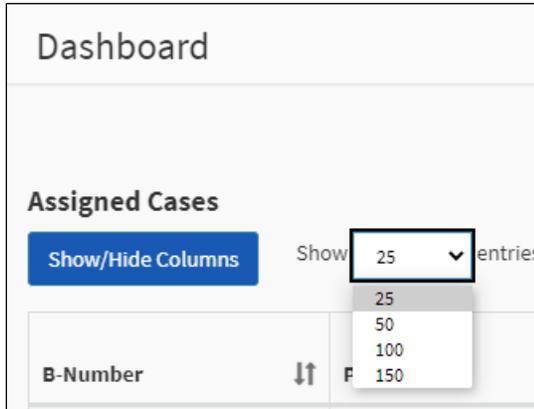
The default view is the dashboard, which displays your active cases.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417112.1 XYZ Corp., B-414342.2 EPDS, B-417112.1 ; B-330578.1	XYZ Corp.	Jul 24 2018 17:30:00 EDT	Administrative Conference of the United States	11/01/2018	A-PSD6M	PROTEST	CLOSED
B-416875.1	XYZ Test LLC	Sep 19 2018 09:34:18 EDT	Administrative Conference of the United States	12/28/2018	A-BGBPN	PROTEST	CLOSED
B-417137.2-RECON ABC Corp., B-417135.1	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN

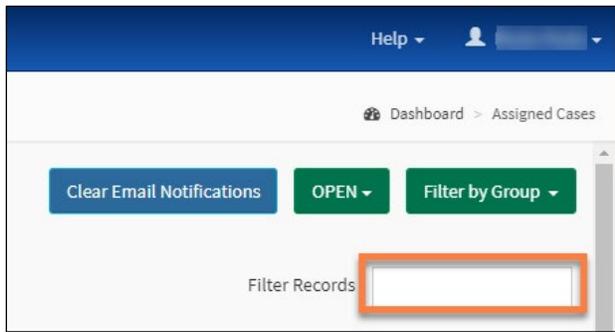
### 4.1 Modify Dashboard

There are several ways to modify the dashboard.

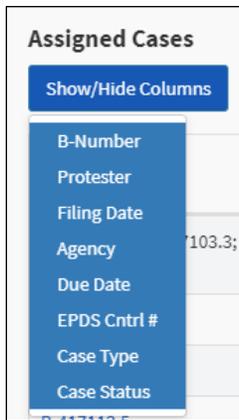
1. **Show More Entries:** select the drop-down entries to change the view to display **25** (default), **50**, **100** or **150** entries (cases).



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.



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



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

Dashboard Dashboard | Unassigned Case

Clear Email Notifications OPEN

Unassigned Cases Show 25 entries Filter Records:

Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN
EPDS test notify-RECON-RECON	Feb 25 2019 13:26:07 EST	Administrative Conference of the United States	06/05/2019	A-QL48B.7	RECONSIDERATION	OPEN
EPDS test notify-RECON	Feb 25 2019 13:26:52 EST	Administrative Conference of the United States	06/05/2019	A-QL48B.8	RECONSIDERATION	OPEN

## 5.0 Case Information

### 5.1 File a New Protest

Follow the instructions below to file a **new protest**.

If you are filing a **supplemental protest**, please refer to section [7.4.1 Submit New Documents](#), and select 'Supplemental Protest', or 'Comments & Supplemental Protest' if appropriate, as the **Type of document**.

1. From the dashboard, select **File New Protest** on the site navigation.



2. Read the **Warning**, and then select **Yes** on the pop-up window.

**Warning**

Before filing a protest, you should carefully review our Bid Protest Regulations. The Regulations are accessible by selecting the GAO logo at the top of the screen, which will redirect you to our website. You should first select Bid Protests Appropriations Law, then select Our Process.

You are strongly encouraged to review the following sections for important information:

- § 21.1 Filing a protest;
- § 21.2 Time for filing; and
- § 21.5 Protest issues not for consideration.

These sections include important information regarding what is necessary to include in your protest and what protests our Office will not consider. No refunds of the filing fee will be made in the event a protest is dismissed for failing to comply with or otherwise does not meet the requirements set forth in our Bid Protest Regulations.

NO CLASSIFIED INFORMATION SHOULD BE FILED IN EPDS.

For guidance on protests including classified material, please go to: <http://gao.gov/legal/bid-protests/file-a-bid-protest>

Do you want to proceed to file a new protest ?

3. Complete all fields in the **New Protest Information** form. Additional instructions for completing individual fields follow.
4. **Size Status:** To determine the protester's size for a procurement, the filer should locate the solicitation's applicable North American Industrial Classification System (NAICS) code and consult the Small Business Administration's (SBA) size standards in Title 13, Part 121 of the Code of Federal Regulations (CFR). If the applicable size for the procurement at issue is unknown, select **Large**. This information is collected for statistical purposes.

New Protest Information

Protester

**Company Name** (Required)

ABC Test Corp. ✓

**Size Status (For the procurement being protested)** ? (Required)

Small

Large

5. **Solicitation Number:** This number is found on the solicitation on which you are filing a protest.

Protest Detail

**Solicitation Number** (Required)

If unknown, please indicate "unknown"

**Confirm Solicitation Number** (Required)

6. **Agency Tier 1:** Select the primary agency that issued the solicitation. This is found on the solicitation. Where the solicitation is issued by an agency or department of a primary agency, select an **Agency Tier 2**. For example, if the solicitation was issued by the National Oceanic & Atmospheric Administration, which is an agency of the Department of Commerce, first select **Department of Commerce** as the **Agency Tier 1**. Then a new field titled **Agency Tier 2** will appear. From that drop-down menu, select the **National Oceanic & Atmospheric Administration**.

**Agency Tier 1** (Failure to designate the correct agency may delay notice of the protest filing) (Required)

Department of Commerce ▼

**Agency Tier 2** (Required)

Please Select Tier 2 Agency ▼

- Upload Protest Document:** Only **PDF** and **Excel files** can be attached. Select **Add File**.

- A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**.
- If you need to add additional documents associated with the protest, select **Yes** for the question, **Do you want to Upload Associated Documents?** A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**.

- If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?** Refer to section [9.0 Protected Material](#) for more information.
- Add comments to the **Comments** field if needed. Select **Submit**.

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public? (Selection brings up legal information) *(Required)*

Yes  No

Comments

250 characters remaining

12. Select **Yes** on the **Warning** pop-up to be directed to Pay.gov to pay the filing fee.

**Warning**

You will automatically be directed to Pay.gov to pay the filing fee. Your protest filing will not be complete until you have successfully made your payment. Upon successfully making your payment, you will automatically be returned to EPDS.gov. Once payment is made, you will not have the opportunity to edit your filing. You will automatically be directed to Pay.gov to pay the filing fee of \$350.

Do you want to proceed to Pay.gov?

13. Complete the form and process for the payment method.

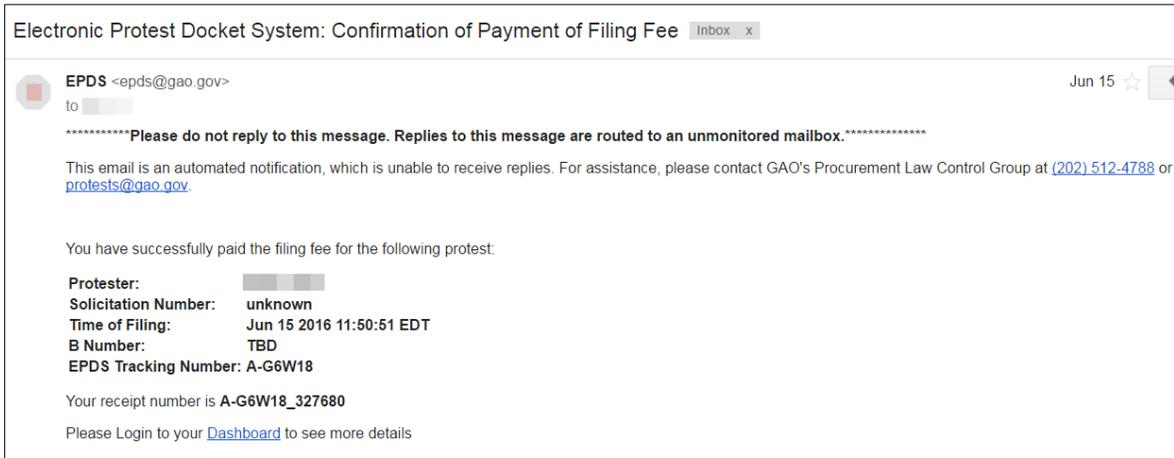
14. Once the payment is processed, the site will return you to the EPDS.

15. Select **OK** on the **Payment Success** pop-up window.

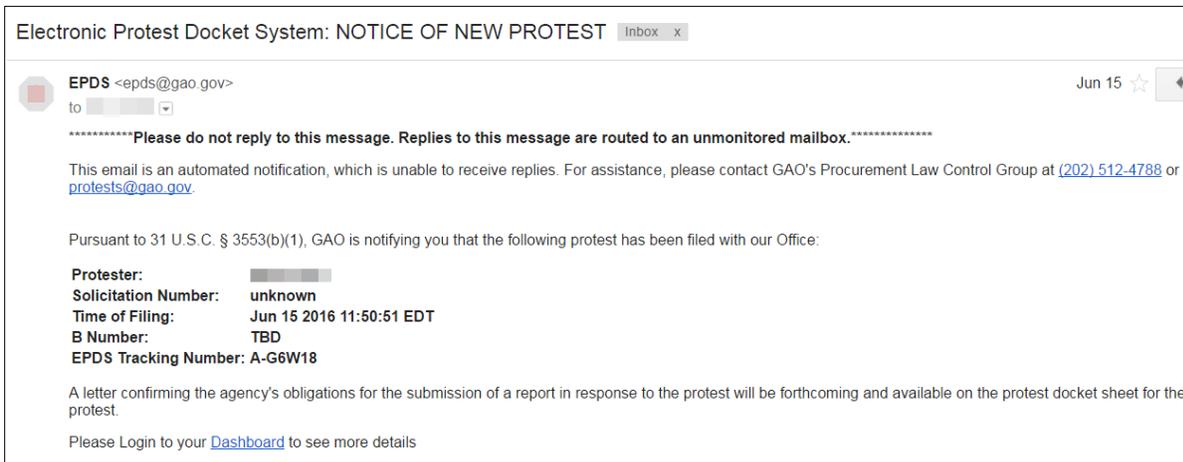
If the payment was unsuccessful after three attempts, you will be directed back to EPDS. If you believe that the unsuccessful attempts were the result of inputting incorrect information, please resubmit your payment beginning with **Submit** on step 5. If you believe that the error is the result of a technical failure of either EPDS or Pay.gov, please refer to the EPDS instructions available at <http://gao.gov/legal/>.

16. The new protest will appear in the **Active Cases/Dashboard**, but **will not** have a B-Number.

17. EPDS will automatically generate two emails when a new protest is filed. First, the **filer** will receive a confirmation of receipt of payment of the filing fee email.



18. Next, the system will automatically generate an email notifying the **procuring agency** that a new protest has been filed pursuant to GAO’s responsibility under 31 U.S.C. § 3553(b)(1). The filer will be copied on the email to the agency.



19. Once GAO assigns an attorney to the protest, 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 dashboard, and users who have not turned off email notifications for the case, will receive an email notification that the acknowledgement package has been created by GAO.

## 5.2 View an Active Case/Case Docket Sheet

To see an active case by viewing the **Case Docket Sheet**, select the **B-Number** link or the **EPDS Cntrl #** link.

Dashboard Dashboard - Active Cases

Show/Hide Columns Show 25 entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417741.1		Sep 30 2019 15:46:05 EDT	Department of Agriculture/Natural Resources Conservation Service	01/08/2020	A-FE2L8	PROTEST	OPEN
B-417736.1		Sep 30 2019 13:29:44 EDT	Administrative Conference of the United States	01/08/2020	A-W1993.1	PROTEST	OPEN

### 5.3 Case Docket Sheet Overview

The top part of the **Case Docket Sheet** provides the case information. This information cannot be edited except by GAO. Please note the following clarification on select items in the case information section.

Case Docket Sheet Dashboard - Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	4 Brent Burris
Company Status	SMALL	GAO Attorney Email	epdsgaouser3@gmail.com
Protester	EPDS TEST GAPI	GAO Attorney Phone Number	(111) 111-1111
B-Number	1 B-899984.4	Days Remaining	5 32
Agency	Administrative Conference of the United States	Case Status	6 OPEN
Intervenor(s)	2	Protective Order Issued?	7 <input type="radio"/> Y <input checked="" type="radio"/> N
Solicitation Number	unknown		
Consolidated Protests	3		

Download Offline Case Docket Show 100 entries Filter Records:

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (EPDS test gapi)	NO	Aug 25 2020 18:00:00 EDT		12 Edited: Sep 10 2020 16:28:19 EDT
2	!	Other xxxxx	GAO	NO	Aug 26 2020 17:01:20 EDT		
3		Notice Of Appearance	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 11 2020 13:24:33 EDT		Notice of Appearance for Agency rep Michael

- 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).
- 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).
- 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**, subject to the terms of any applicable protective order(s), can access and view the docket for **Protester B's** case. However, 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**, **Filer**, and **Protected** columns. Additionally, you can filter or search the records by using the **Filter Records** field.

### 5.3.1 Alerts

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

Index	Alerts	Type of Filing
1		Reconsideration
2		In-House Counsel Protective Order Application

### 5.3.2 Opening Attachments

Records that contain attachments can be opened by selecting 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 protective material. Please refer to section [7.5 Protective Order](#) for more information.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (EPDS test g&pi)	NO	Aug 25 2020 18:00:00 EDT		t2  Edited: Sep 10 2020 16:28:19 EDT
2		Other xxxxx	GAO	NO	Aug 26 2020 17:01:20 EDT		
3		Notice Of Appearance	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT		
4		Notice of Appearance Acknowledgd	GAO	NO	Sep 11 2020 13:26:44 EDT		Notice of Appearance for Agency rep Michael Testerman from Administrative Conference of the

### 5.4 Case Docket Sheet Actions

While viewing the **Case Docket Sheet** page, there are four actions you can perform (available in the navigation menu).

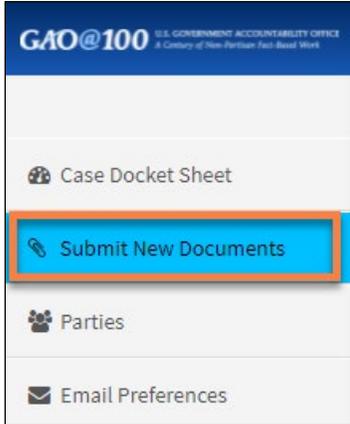


1. Return to the dashboard to view **Active Cases**.
2. **Submit New Documents** for the current case.
3. View all parties to the case and their respective representatives with access to the case and add secondary representatives in the **Parties** screen.
4. Set your **Email Preferences**.

### 5.4.1 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, select **Submit New Documents**.



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

**Submit New Document**

**Type of document (Required)**

Please Select Type of Document ▼

---

**Upload Primary Document (Only PDF & Excel files can be attached) (Required)**

Add File Cancel

#	Name	Size	Progress

---

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

Yes       No

---

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

250 characters remaining

Submit
Reset

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.

Submit New Document

Type of document *(Required)*

Please Select Type of Document

- Please Select Type of Document
- Redacted Request for Reconsideration
- Request for Dismissal
- Request for \_\_\_\_
- Request to Use Protected Material in a Related Proceeding
- Notice Of \_\_\_\_
- Notice of Filing of Related Judicial Proceeding
- Response to \_\_\_\_
- Objection to \_\_\_\_
- No Objection to \_\_\_\_
- Final Redacted Version of \_\_\_\_
- Proposed redactions to GAO decision
- Request to Modify Protective Order
- No Proposed Redactions to GAO Decision
- Other \_\_\_\_\_
- Corrected version of \_\_\_\_\_
- Response to GAO Sustain Recommendation

250 characters remaining

Submit Reset

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 select **OK**.

Notice Of \_\_\_\_

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

250 characters remaining

OK Cancel

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

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

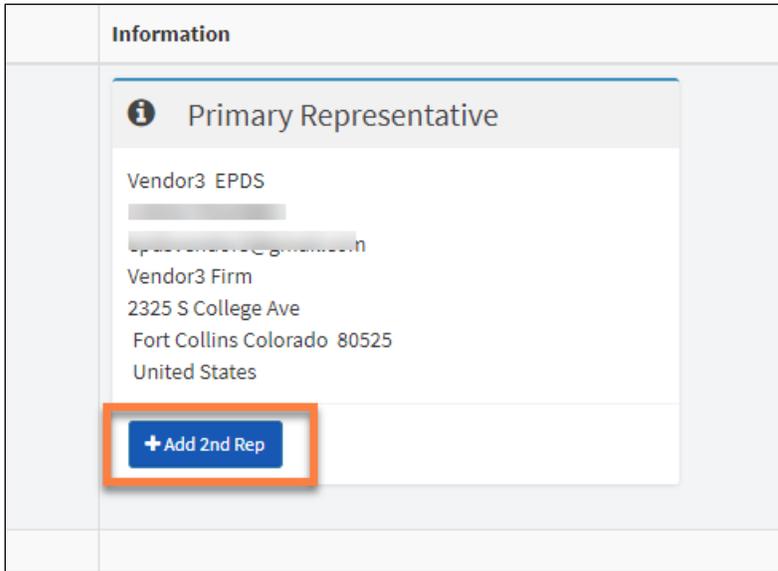
6. Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**

7. If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**
8. Add comments to the **Comments** field if needed. Select **Submit**.

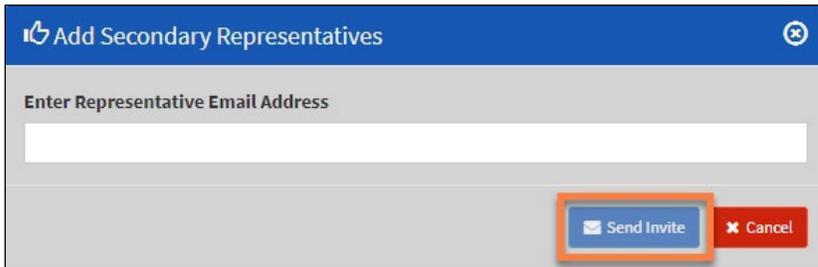
### 5.4.2 Parties

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 a secondary representative.

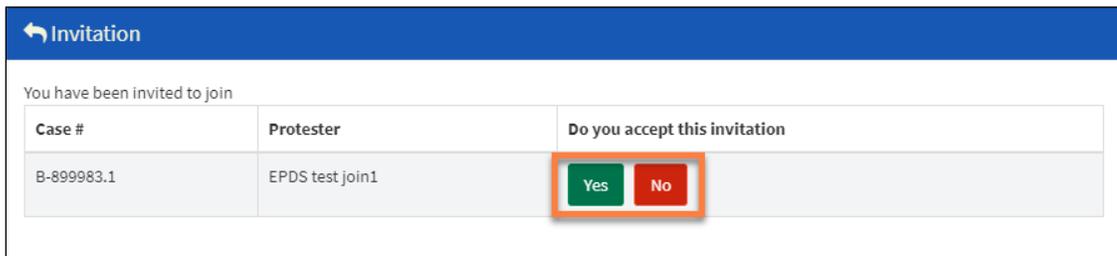
1. In the **Parties** screen, select **+ Add 2nd Rep.** in the **Primary Representative** box (this example is shown from the intervenor perspective).



2. Enter the email for the secondary representative you would like to invite to join the case, and select **Send Invite**.

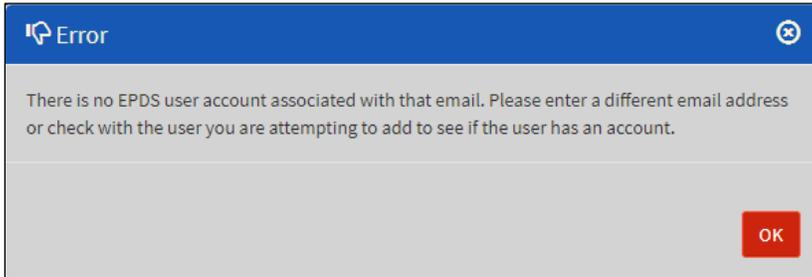


3. In order to invite a secondary representative to join a case, the individual must have an EPDS user account. If the individual has an EPDS user account, the system will send them an email inviting them to join the case. Upon logging into EPDS, the invitee will be prompted to indicate whether they would like to join the case.

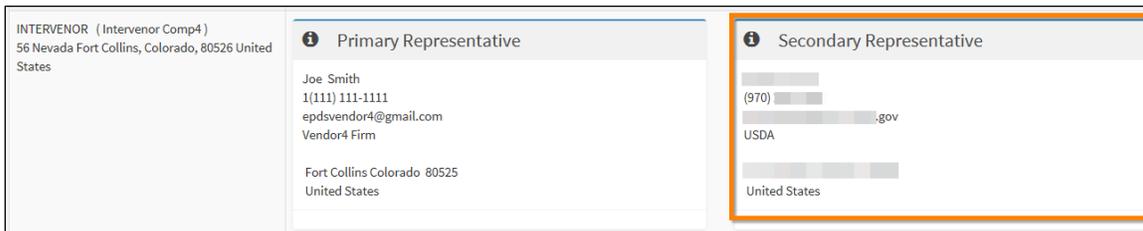


If the person selects **Yes**, they will automatically have access to the case. If the person declines, they will not have access to the case. If the person accidentally declined to join the case, the party’s primary representative can send the individual another invitation by following steps [1](#) and [2](#) above.

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

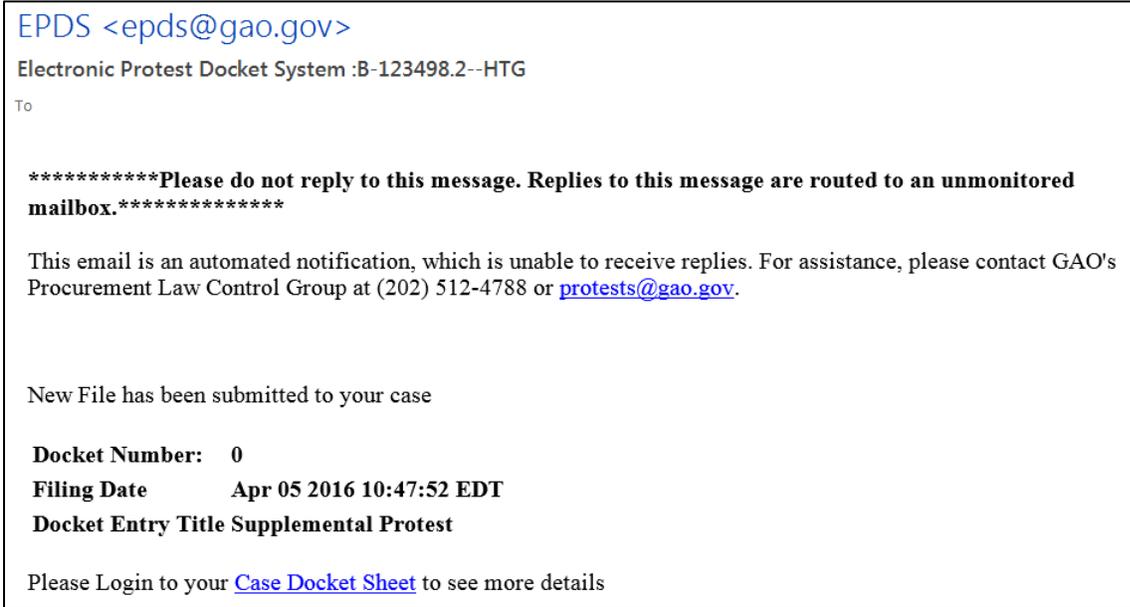


5. Once the secondary representative accepts the invitation to join a case, his or her information will appear on the **Parties** page in the **Secondary Representative** box.



### 5.4.3 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.**



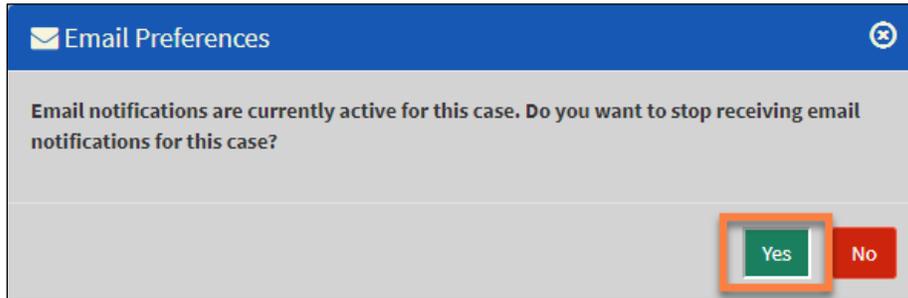
**Users are strongly encouraged to keep email notifications activated for each case.** Users bear sole responsibility for learning of any new filings or case developments.

#### Deactivate Email Notifications

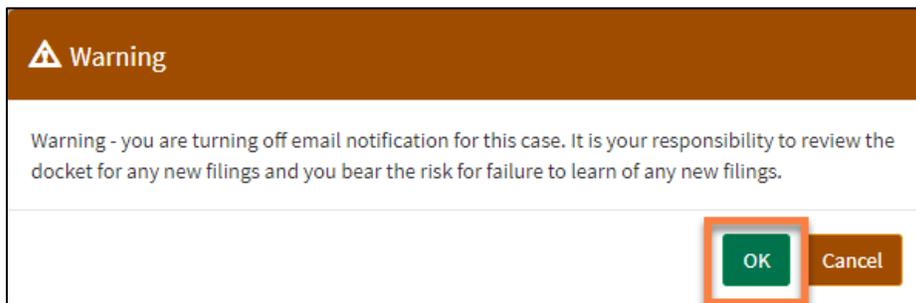
1. On the Dashboard Navigation Menu, select **Email Preferences**.



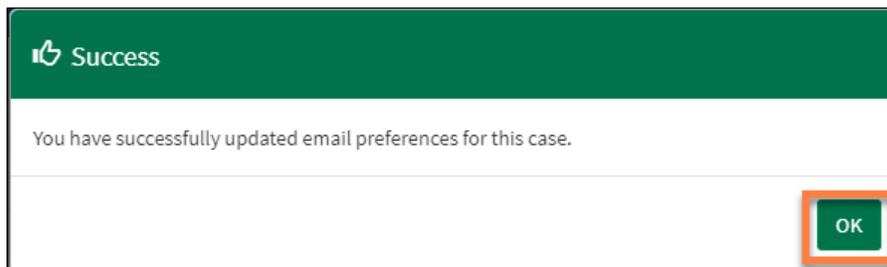
2. Select **Yes** on the pop-up box.



3. Select **Ok** on the **Warning** pop-up.



4. Select **OK** on the **Success** pop-up.

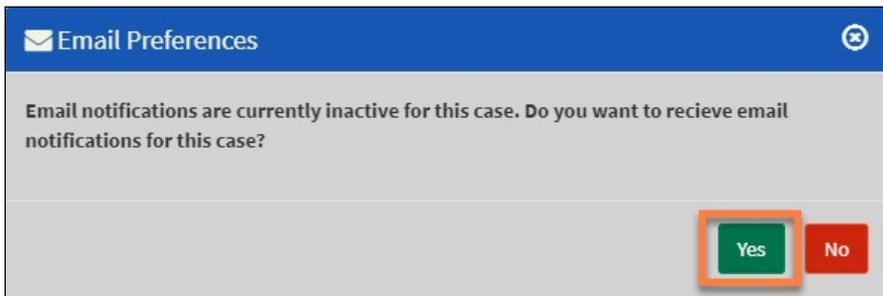


### ***Reactivate Email Notifications***

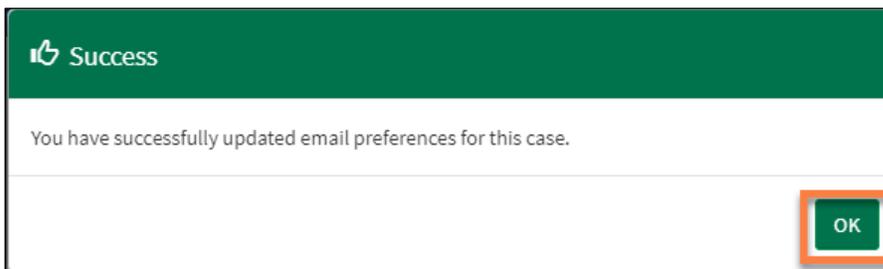
1. On the Dashboard Navigation Menu, select **Email Preferences**.



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



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



## 6.0 Request to Intervene

Parties can seek to intervene in a case pursuant to 4 C.F.R. § 21.0(b) or per an invitation from GAO pursuant to 4 C.F.R. § 21.3(j). **Before intervening, users must know the B-Number for the protest.** To find the B-Number, go to the GAO Bid Protests search page at: <http://www.gao.gov/legal/bid-protests/search>, where you can search for a case by protester, agency, and/or solicitation number. Follow the instructions below to file a request to intervene in a pending case.

1. From the dashboard, select **Request to Intervene** on the Dashboard Navigation Menu.



2. Enter the protest **B Number**.

### Request to Intervene

B-

In order to intervene in a bid protest, you must know the B-number assigned to the case by GAO. To find the B-number assigned to a case, please check GAO's docket, where you can search for cases by agency, solicitation number, or protester. GAO's docket is accessible [here](#).

**Note:** Intervenor means an awardee if the award has been made or, if no award has been made, all bidders or offerors who appear to have a substantial prospect of receiving an award if the protest is denied. To intervene in a case, you will be required to upload a document explaining how you satisfy the above requirements.

3. Select **Search**.
4. When the results load, select **Yes** for the question, **Do you want to request to intervene in this case?**

Request to Intervene Dashboard > Request to Intervene

[Return to Search](#)

Search Results

Show 10 entries Search:

B-Number	Protester	Filing Date	Agency	Solicitation Number	Due Date	Do you want to request to intervene in this case ?
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	98716	03/01/2019	<input type="checkbox"/> Yes

Showing 1 to 1 of 1 entries Previous **1** Next

- Complete the **Request to Intervene** form and upload any related files (only **PDF** and **Excel files** can be attached). Select **Submit**.

Request to Intervene

<b>B#</b>	B-417136.1
<b>Protester</b>	ABC TEST CORP.
<b>Agency</b>	Administrative Conference of the United States
<b>Solicitation Number</b>	98716

**New Request to Intervene**

Intervenor

**Company Name (Required)**

**Upload Documents**

Upload Request To Intervene Document (Only PDF & Excel files can be attached) (Required)

[Add File](#) [Cancel](#)

#	Name	Size	Progress

**Comments:**

251 characters remaining

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

- Select **OK** on the **Success** pop-up window.

**Success**

You have successfully submitted a request to intervene.

[OK](#)

- The case will appear in your **Active Cases/Dashboard**. However, you **will not** be able to access the docket and associated filings and case developments until GAO approves your intervention request.

Dashboard Dashboard > A

CLOSED, OP

Show/Hide Columns    Show 25 entries    Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
<a href="#">B-417112.1</a> <a href="#">XYZ ... B-414342.2</a> <a href="#">EPDS... B-417112.1</a> <a href="#">; B-330578.1</a>	XYZ Corp.	Jul 24 2018 17:30:00 EDT	Administrative Conference of the United States	11/01/2018	A-PSD6M	PROTEST	CLOSED
B-416875.1	XYZ Test LLC	Sep 19 2018 09:34:18 EDT	Administrative Conference of the United States	12/28/2018	A-BGBPN	PROTEST	CLOSED
<a href="#">B-417137.2-RECON</a> <a href="#">ABC ... B-417135.1..</a>	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN

## 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. This guide will collectively refer to that information as **'protected material'**. The following provides an overview of the EPDS features for properly marking and safeguarding protected material, as well as how to prepare redacted versions that are publically releasable.

### 7.1 New Cases and Subsequent Filings

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 following question:

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

Yes

No

The filer should 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 selecting the title in the **Type of Filing** column. The title is an **active** hyperlink that opens the protected document.

Case Docket Sheet	
Case Type	PROTEST
Company Status	SMALL
Protester	ABC TEST CORP.
B-Number	B-417136.1
Agency	Administrative Conference of the United States
Intervenor(s)	XYZ TEST INC.
Solicitation Number	98716
Consolidated Protests	

GAO Attorney Name
GAO Attorney Email
GAO Attorney Phone Number
Days Remaining
Case Status
Protective Order Issued?

Download Offline Case Docket Show 100 entries

Index	Alerts	Type of Filing	Filed	Protected ?	Date	Comments
1		Protest	PROTESTER (ABC Test Corp.)	YES	Oct 15 2018 14:24:39 EDT	Protest of award to XYZ T
2		Notice Of Appearance	AGENCY (Administrative Conference of the United States)	NO	Oct 15 2018 14:26:25 EDT	

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

Index	Alerts	Type of Filing	Filed	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 will always be viewable by any party to a case, the **parties should refrain from submitting any protected material on the docket**. Rather, any protected material should be set forth in a document that is properly marked as containing protected material and uploaded to EPDS with the designation that the document contains information that is proprietary, confidential, or otherwise not releasable to the public.

As discussed below, if GAO determines that it is appropriate to issue a protective order, counsel who are admitted to the protective order will also 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 Redacted Versions of Filings

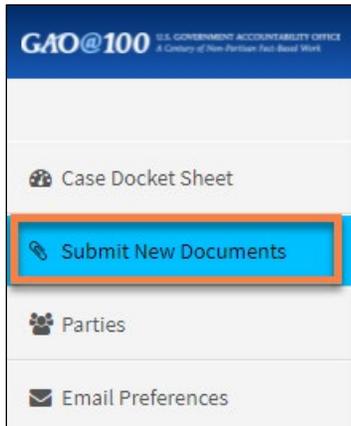
GAO’s Bid Protest Regulations require that a party submit redacted (or publically releasable) versions of new protests that were marked as containing protected material.

For new protests, new requests for reconsideration, new requests for a recommendation of entitlement to costs, or new requests for a recommendation of reimbursement of costs, the **Submit New Documents** link from the case docket sheet will include a **Final Redacted** version in the **Type of Document** drop-down menu. The example below demonstrates how to file a redacted protest.

1. After filing a protest that was marked as containing information that is proprietary, confidential, or otherwise not releasable to the public, select the appropriate protest from the dashboard.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-330533.1	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	A-01BCM	PROTEST	OPEN
B-417137.1-RECON ABC, B-417135.1	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN

2. Select **Submit New Documents** on the Dashboard Navigation Menu.



3. Select **Final Redacted Protest** as the **Type of document**.

Submit New Document

Type of document *(Required)*

Please Select Type of Document

- Please Select Type of Document
- Final Redacted Protest
- Outside Counsel Protective Order Application
- In-House Counsel Protective Order Application
- Consultant Protective Order Application

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

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

**Add File** **Cancel**

#	Name	Size	Progress

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

250 characters remaining

**Submit** **Reset**

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

- Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**
- Add comments to the **Comments** field if needed. Select **Submit**.
- The **Final Redacted Protest** 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.

Download Offline Case Docket Show 100 entries

Index	Alerts	Type of Filing	Filer	Protected ?	Date
9		Final Redacted Protest	PROTESTER (GHI Test Corp.)	NO	Sep 16 2021 17:55:54 EDT
8	!	Objection to protective order application	AGENCY (Administrative)	NO	Aug 26 2021 15:38:15 EDT

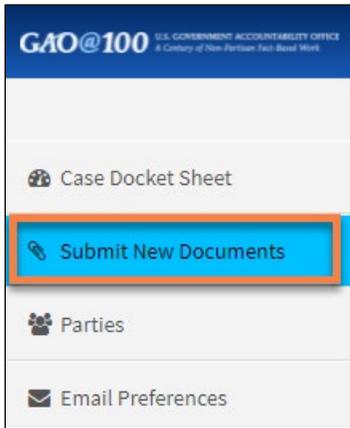
### 7.3 Redacted Subsequent Versions of Filings

For all subsequent versions of filings in a case, when the parties agree to a final redacted version of a filing, follow the instructions below.

**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 **Submit New Documents** on the Dashboard Navigation Menu.



2. Select **Final Redacted Version Of (blank)** as the **Type of document**.

The image shows a document upload form. The 'Type of document' dropdown menu is highlighted with an orange border and shows 'Final Redacted Version of agency comments' selected. Below the dropdown are 'Add File' and 'Cancel' buttons. A table with columns '#', 'Name', 'Size', and 'Progress' is present. A text area for 'Comments' is also visible, with a note 'Please provide a description of the document (E.g., objection to agency's 5 day letter, request for an extension, etc.)' and a character count of '250 characters remaining'. 'Submit' and 'Reset' buttons are at the bottom.

- In the pop-up window, provide a brief description of the document. In the example below, the final redacted version being filed is of the protester’s comments. Select **OK**.

Final Redacted Version of \_\_\_\_

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

agency comments ✓

235 characters remaining

OK Cancel

- Select **Add File** under **Upload Primary Document**.

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

Add File Cancel

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

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

250 characters remaining

Submit Reset

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

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

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

Cancel

#	Name	Size	Progress	
1	FAQ.pdf	126527		Remove

Do you want to Upload Associated Documents? (Required)

Yes  No

- Add comments to the **Comments** field if needed. Select **Submit**.

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

250 characters remaining

Submit
Reset

7. Read the warning and select **Yes** on the **Warning** pop-up box if the document you have uploaded is acceptable for public viewing. If you need to upload a different document instead, select **No** to return to the upload page.

**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

8. The final redacted version of the protester’s comments is marked as **not** containing information that is proprietary, confidential, or otherwise not releasable to the public.

It will now be available to be accessed by all authorized users with access to the case.

Show 100 entries Filter Records:

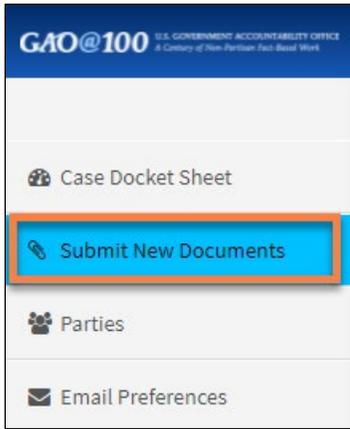
Index	Alerts	Type of Filing	filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (████)	YES	Mar 22 2016 15:22:26 EDT	██████████	Notes added
7		Supplemental Protest	PROTESTER (████)	NO	Apr 05 2016 10:47:52 EDT	██████████	
8		<b>Final Redacted Protest</b>	PROTESTER (████)	NO	Apr 27 2016 11:07:55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

Showing 1 to 8 of 8 entries

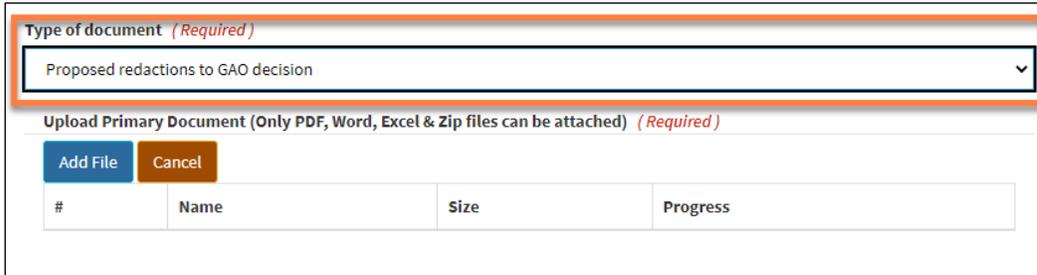
## 7.4 Redacted Versions of GAO’s Decisions

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

1. Select **Submit New Documents** on the Dashboard Navigation Menu.



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



3. Select **Add File** under **Upload Primary Document**.

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

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

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



6. All Proposed Redactions are automatically marked by the system as having proprietary information. Only appropriate parties will be able to view these documents.

- 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.

## 7.5 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 A Descriptive Guide and Guide to GAO Protective Orders at:

<https://www.gao.gov/legal/bid-protests/reference-materials>.

- 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	[REDACTED]	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			

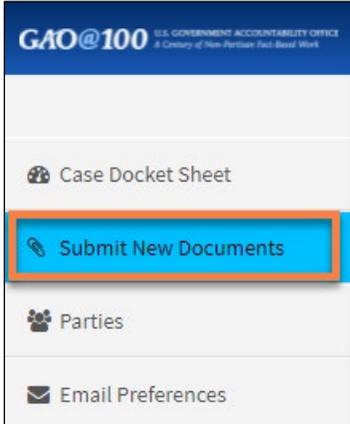
- When GAO issues an acknowledgement package with a protective order or a notice of protective order, the protective order will be available for download on the docket. Also, the protective order issued field on the docket will change to **Y**.

Case Docket Sheet Dashboard > Case Docket Sheet

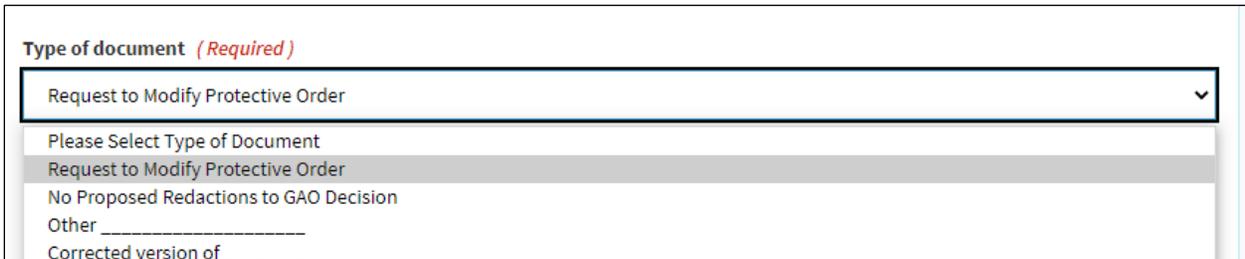
Case Type	PROTEST	GAO Attorney Name	[REDACTED]
Company Status	SMALL	GAO Attorney Email	[REDACTED]@gao.gov
Protester	XYZ TEST, LLC	GAO Attorney Phone Number	1 (202) [REDACTED]
B-Number	B-412741.1	Days Remaining	54
Agency	Administrative Conference of the United States	Case Status	CLOSED
Intervenor(s)		Protective Order Issued?	<input checked="" type="radio"/> Y <input type="radio"/> N
Solicitation Number	12312Y		
Consolidated Protests			

### 7.5.1 Submitting an Application for Admission

1. Follow the instructions below to submit a protective order application(s):
2. From the Docket for a case, select **Submit New Documents**.



3. On the **Submit New Document** screen, select the drop-down arrow for **Type of document** and select the appropriate protective order option.



4. Under **Upload Primary Document**, select **Add File**. A pop-up menu will appear. Locate the appropriate file on your computer, select it (only **PDF** and **Excel files** can be attached), and select **Open**.



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

**Upload Primary Document (Only PDF & Excel files can be attached) (Required)**

Cancel

#	Name	Size	Progress	
1	[Blurred]	312259	[Progress Bar]	<span style="background-color: #8B4513; color: white; padding: 2px 5px;">Remove</span>

---

**Do you want to Upload Associated Documents? (Required)**

Yes       No      ✓

---

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

Yes       No      ✓

- Add comments to the **Comments** field if needed. Select **Submit**.

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

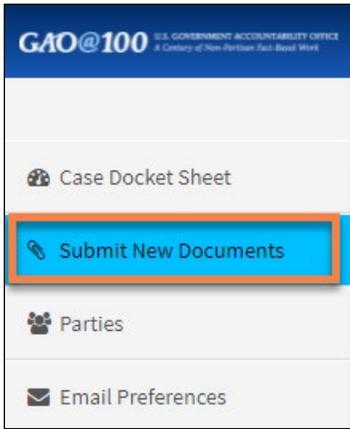
250 characters remaining

Submit
Reset

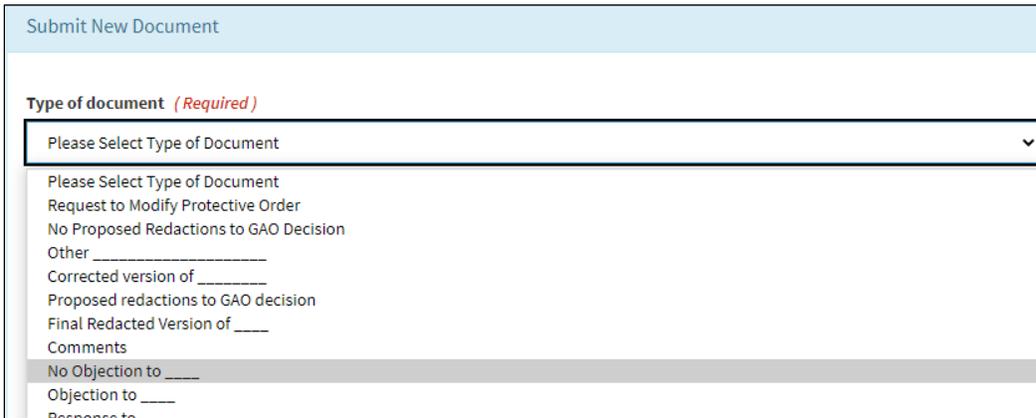
### 7.5.2 Agree to a Protective Order Admission

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.

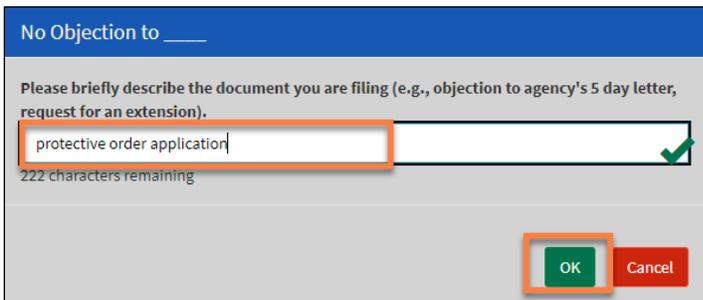
- While on the Docket, select **Submit New Documents** on the Dashboard Navigation Menu.



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



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



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

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

250 characters remaining

Submit
Reset

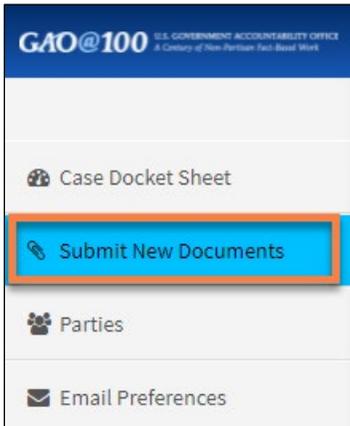
5. The party’s non-objection will appear on the docket.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments
18		No Objection to protective order application	INTERVENOR (XYZ Test Inc.)	NO	Sep 16 2021 16:24:29 EDT	
17		Request to Intervene	INTERVENOR (ABC Test Corp.)	NO	Sep 15 2021 15:47:29 EDT	

### 7.5.3 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, select Submit New Documents on the Dashboard Navigation Menu.



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

The screenshot shows a web form titled "Submit New Document". Under the heading "Type of document (Required)", there is a dropdown menu. The selected option is "Objection to \_\_\_\_". Other visible options include "Please Select Type of Document", "Request to Modify Protective Order", "No Proposed Redactions to GAO Decision", "Other \_\_\_\_\_", "Corrected version of \_\_\_\_\_", "Proposed redactions to GAO decision", "Final Redacted Version of \_\_\_\_\_", "Comments", and "Response to \_\_\_\_\_".

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

The screenshot shows a pop-up window titled "No Objection to \_\_\_\_". It contains a text input field with the text "protective order application" and a green checkmark icon to its right. Below the input field, it says "222 characters remaining". At the bottom right, there are two buttons: "OK" (highlighted with an orange box) and "Cancel".

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

The screenshot shows the "Submit New Document" form. The "Type of document" dropdown is now set to "Objection to protective order application". Below it, the section "Upload Primary Document (Only PDF & Excel files can be attached) (Required)" is visible. The "Add File" button is highlighted with an orange box. Below this section is a table with columns for "#", "Name", "Size", and "Progress".

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

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

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

7. Add comments to the Comments field if needed. Select Submit.

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

250 characters remaining

Submit
Reset

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

Index	Alerts	Type of Filing	Filer	Protected ?	Date
19		Objection to protective order application	INTERVENOR (XYZ Test Inc.)	NO	Sep 16 2021 16:32:17 EDT

### 7.5.4 Admission to a Protective Order

GAO must approve the request to admit a party's representative(s) to a protective order. Once a party's representative(s) has access to the protective order, that representative(s) will have access to all documents on the docket, including documents marked as containing information that is proprietary, confidential, or otherwise not subject to public release.

**i** **NOTE**

EPDS only allows up to **four** representatives for a party with the ability to upload or download filings. Additional representatives, however, may be admitted to the protective order and subsequently have access to protected material.

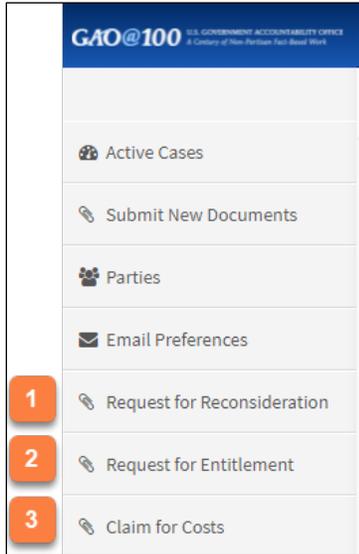
### **7.5.5 Revocation of Access**

GAO may, in appropriate circumstances, revoke a party's access to the protective order. In such cases, the user will no longer have access to documents marked as containing information that is proprietary, confidential, or otherwise not subject to public release.

GAO has created an additional precaution to limit the potential inadvertent disclosure of protected materials to users not admitted to the protective order. Those users not admitted to the protective order will not be able to access documents (other than certain administrative materials issued by GAO or documents submitted by the parties that, by their nature, do not include protected material (e.g., protective order applications)) regardless of whether they are marked as containing information that is proprietary, confidential, or otherwise not subject to public release. Rather, **it is the filer's responsibility to prepare and file a final redaction version of all filings.** Refer to section [7.2 Redacted Versions of Filings](#).

## 8.0 Closed Case Actions

After a case is closed, the navigation options in the **Case Docket Sheet** change and include additional options.



These new menu items include:

1. File a **Request for Reconsideration**
2. File an **Entitlement Request**
3. File a **Request for Reimbursement** of Costs

The following sections provide additional details on these options.

### 8.1 File a Request for Reconsideration

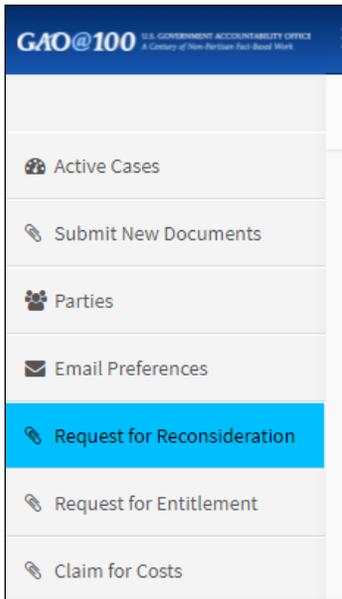
When GAO issues a decision on a case, parties who have not disabled notifications will be notified by email of the decision. Additionally, a case status of **Closed** is displayed in the **Case Status** column of the dashboard and the upper right corner of the case docket sheet.

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]
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			

Follow these instructions to file a request for reconsideration.

1. Select **Request for Reconsideration** on the Docket menu.



2. Complete the fields on the **Request for Reconsideration** document screen. Additional instructions for completing individual fields follow.

Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) *(Required)*

**Add File** **Cancel**

#	Name	Size	Progress

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

Yes  No

**Comments**

251 characters remaining

**Submit**

3. Select **Add File** under **Upload Request for Reconsideration Document**.

Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) *(Required)*

**Add File** **Cancel**

#	Name	Size	Progress

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

Yes  No

**Comments**

251 characters remaining

**Submit**

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

4. Once a document is added, indicate whether additional documents will be loaded by selecting **Yes** or **No** for the question, **Do you want to Upload Associated Documents?**

**Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) ( Required )**

#	Name	Size	Progress
1		126527	

**Do you want to Upload Associated Documents? ( Required )**

Yes  No ✔

- If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**
- Add comments to the **Comments** field if needed. Select **Submit**.

**Do you want to Upload Associated Documents? ( Required )**

Yes  No ✔

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

Yes  No

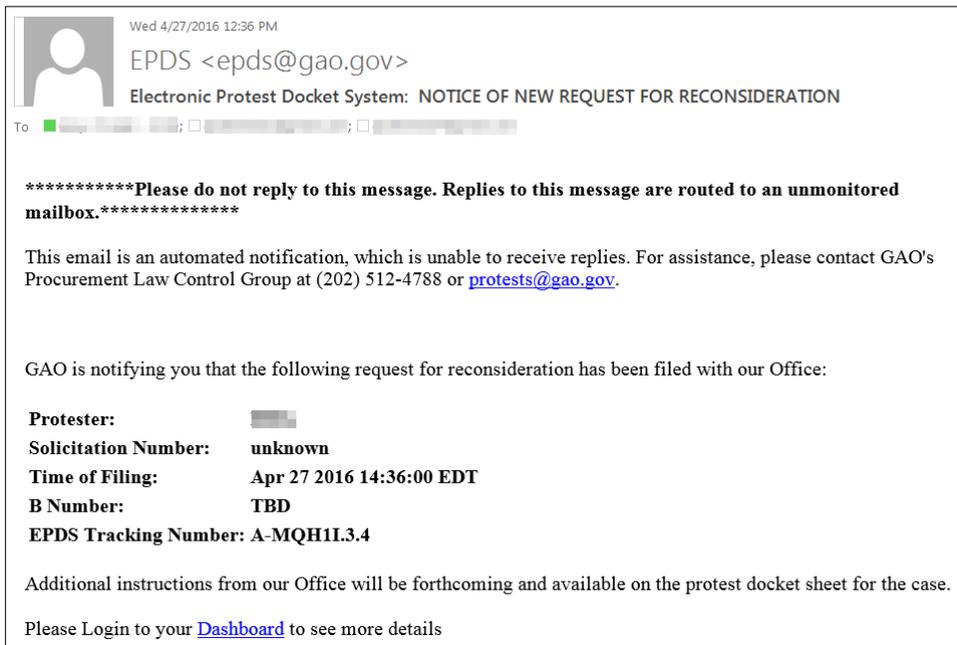
**Comments**

251 characters remaining

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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417027.1 XYZ, B-417027.2 DEF ..., B-417709.1	EPDS TEST2	Jul 30 2018 11:34:32 EDT	Administrative Office of the United States Courts	11/07/2018	A-TX7F9	PROTEST	CLOSED
B-330533.1	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	A-01BCM	PROTEST	OPEN
B-416875.1	XYZ Test LLC	Sep 19 2018 09:34:18 EDT	Administrative Conference of the United States	12/28/2018	A-BGBPN	PROTEST	CLOSED
B-417137.1-RECON ABC ..., B-417135.1...	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN

- 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.



9. 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 docket, and users who have not turned off email notifications for the case will receive an email notification that GAO has posted the acknowledgement package.

## 8.2 File an Entitlement Request

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			

Follow these instructions to file a request for a recommendation of entitlement to costs.

1. Select **Request for Entitlement** on the Case Docket menu.

The screenshot shows the GAO@100 logo at the top, followed by the text 'U.S. GOVERNMENT ACCOUNTABILITY OFFICE' and 'A Century of Non-Partisan Fact-Based Work'. Below this is a vertical list of menu items: 'Active Cases', 'Submit New Documents', 'Parties', 'Email Preferences', 'Request for Reconsideration', 'Request for Entitlement' (highlighted in blue), and 'Claim for Costs'.

2. Complete the fields on the **Request for Entitlement** document screen. Additional instructions for completing individual fields follow.

Pursuant to 4 C.F.R. § 21.8(e), if the agency decides to take corrective action in response to a protest, the protester may request that GAO recommend that the agency pay the protester the reasonable costs of filing and pursuing the protest, including attorneys' fees and consultant and expert witness fees.

**Upload Request for Entitlement Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

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

Yes  No

**Comments**

251 characters remaining

**Submit**

3. Select **Add File** under **Upload Request for Entitlement**.

**Upload Request for Entitlement Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

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

4. Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**
5. If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**
6. Add comments to the **Comments** field if needed. Select **Submit**.
7. The new request for entitlement will appear in the Dashboard, with an assigned **B-Number**.

Dashboard Dashboard - Assigned Cases

[Clear Email Notifications](#)
[CLOSED, OPEN](#)
[Filter by Group](#)

Assigned Cases

Show/Hide Columns Show 25 entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Group #	Attorney Name	Case Type	Case Status
B-415252.6-ENT	[REDACTED]	Sep 07 2021 18:55:12 EDT	[REDACTED]	12/17/2021	A-M4PNI.2	Group 2	[REDACTED]	ENTITLEMENT	OPEN
B-899971.1	[REDACTED]	Aug 31 2021 12:13:34 EDT	[REDACTED]	12/09/2021	A-SROMH	Group 8	[REDACTED]	PROTEST	CLOSED

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

\*\*\*\*\*Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.\*\*\*\*\*

This email is an automated notification, which is unable to receive replies. For assistance, please contact GAO's Procurement Law Control Group at (202) 512-4788 or [protests@gao.gov](mailto:protests@gao.gov).

GAO is notifying you that the following request for an entitlement recommendation has been filed with our Office:

**Protester:** [REDACTED]  
**Solicitation Number:** unknown  
**Time of Filing:** May 26 2017 14:21:03 EDT  
**B Number:** B-112233.2  
**EPDS Tracking Number:** A-P71N9.3

Additional instructions from our Office will be forthcoming and available on the docket for the case.

Please Login to your [Dashboard](#) to see more details

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

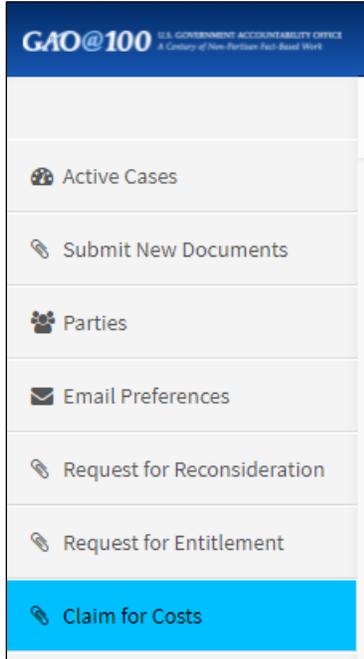
### 8.3 File a Request for Reimbursement of Costs

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	<b>Case Status</b>	<b>CLOSED</b>
Intervenor(s)	INTERVENOR COMP4	Protective Order Issued?	<input checked="" type="radio"/> Y <input type="radio"/> N
Solicitation Number	unknown		
Consolidated Protests			

Follow these instructions to file a claim for costs.

1. Select **Claim for Costs** on the Case Docket menu.



2. Complete the items on the **Request for Cost Claims Documents** screen. Additional instructions for completing individual fields follow.

Pursuant to 4 C.F.R. § 21.8(f), if GAO recommends that the agency pay the protester the costs of filing and pursuing a protest and/or of bid or proposal preparation and the parties cannot reach agreement on the amount of costs, the protester may request that GAO recommend the amount of costs that the protester should be reimbursed.

**Upload Request for Cost Claims Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

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

Yes  No

**Comments**

251 characters remaining

**Submit**

3. Select **Add File** under **Upload Request for Cost Claims Document**.

**Upload Request for Cost Claims Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

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

4. Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**
5. If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**
6. Add comments to the **Comments** field if needed. Select **Submit**.

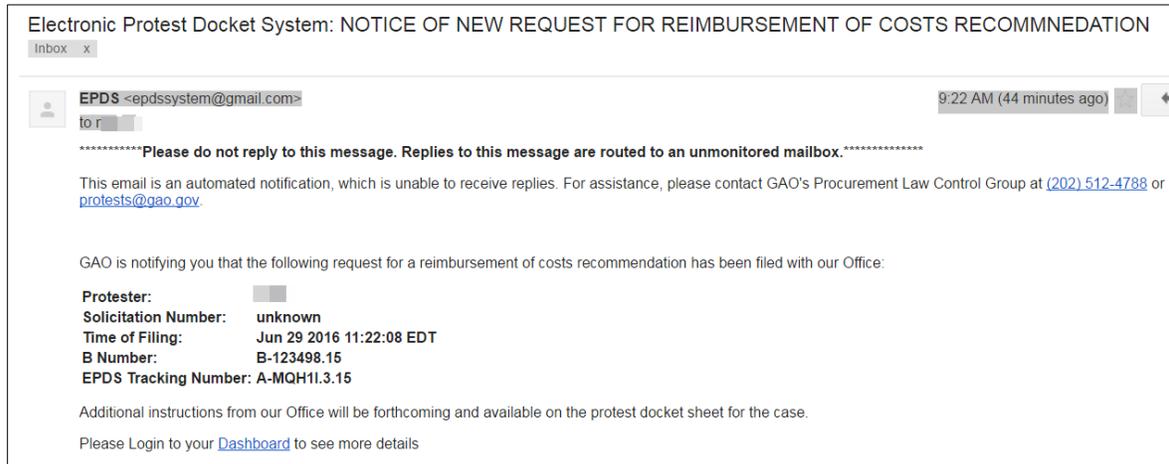
- The new claim for costs will appear in the **Active Cases/Dashboard**, with an assigned **B-Number**.

Assigned Cases

Show/Hide Columns Show 25 entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Group #	Attorney Name	Case Type	Case Status
B-415252.7-COST	M7 Aerospace, LLC-COST	Sep 08 2021 17:24:19 EDT		12/17/2021	A-M4PNI.3	Group 2		COST-CLAIM	OPEN
B-419706.2-COST	Test 4-COST	Jun 09 2021 09:23:05 EDT		09/17/2021	A-V2HH0.1	Group 2		COST-CLAIM	OPEN
B-417129.1-COST	GCTrack OAS supp-COST	Aug 11 2020 11:47:15 EDT		11/19/2020	A-BWMD	Group 1		COST-CLAIM	OPEN

- In addition, the system will automatically generate an email notifying the procuring agency that a new claim for costs has been filed. The filer will be copied on the email to the agency.

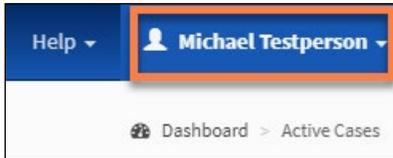


- Once GAO assigns an attorney to the claim for costs, a case acknowledgement package will be prepared by GAO that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the docket, and users who have not turned off email notifications for the case will receive an email notification that the acknowledgement package has been created by GAO.

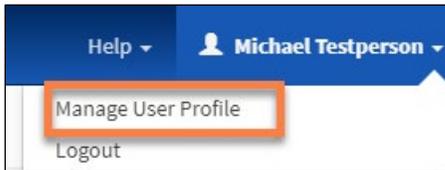
## 9.0 Manage User Profile

Follow these instructions to update your profile. You can edit most information, with the exception of your email address.

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



2. Select **Manage User Profile**.



3. Select **Edit**.

A screenshot of the 'Profile' edit form. The form has a title 'Profile' and an 'Edit' button in the top right corner. It contains several input fields: 'Prefix' (empty), 'First Name (Required)' (containing 'Michael' with a green checkmark), 'Middle Initial' (empty), and 'Last Name (Required)' (containing 'Testperson' with a green checkmark).

4. Update your information.
5. Select **Update**.

A screenshot of a web form for updating a profile. The form has two dropdown menus. The first dropdown menu is labeled 'Colorado' and has a green checkmark icon in the top right corner. The second dropdown menu is labeled 'Country (Required)' and has 'United States' selected, with a green checkmark icon in the top right corner. Below the dropdown menus are two buttons: a green 'Update' button and a red 'Cancel' button. The 'Update' button is highlighted with an orange border.

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

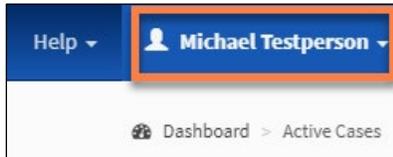
A screenshot of a 'Success' pop-up window. The window has a dark green header with a white checkmark icon and the word 'Success'. Below the header, the text reads 'You have successfully updated your profile.' In the bottom right corner, there is a green 'OK' button with a white border, which is highlighted with an orange border.

## 10.0 Manage Password

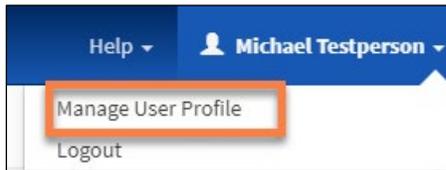
### 10.1 Change Password

Follow these instructions to change your password.

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



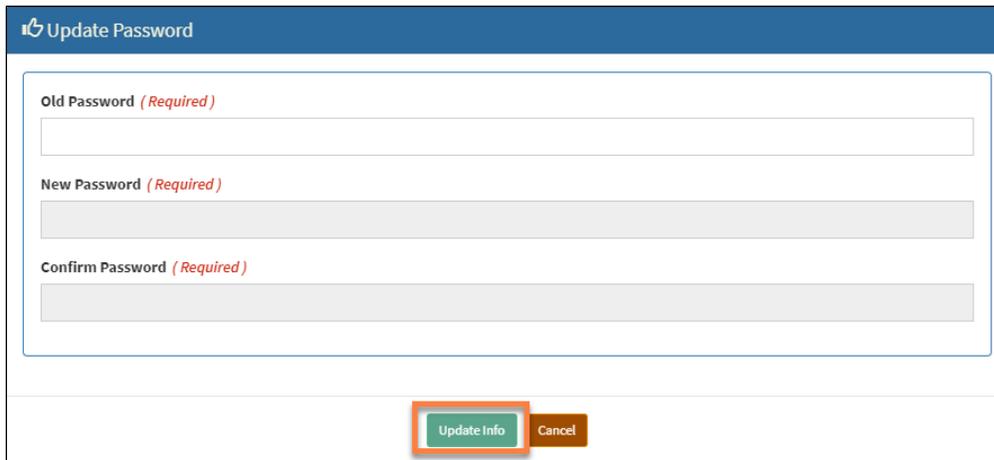
2. Select **Manage User Profile**.



3. Select **Change Password** on the profile navigation menu.



4. Enter your current password, then your new password. Confirm your password in the next field, and select **Update Info**.



Update Password

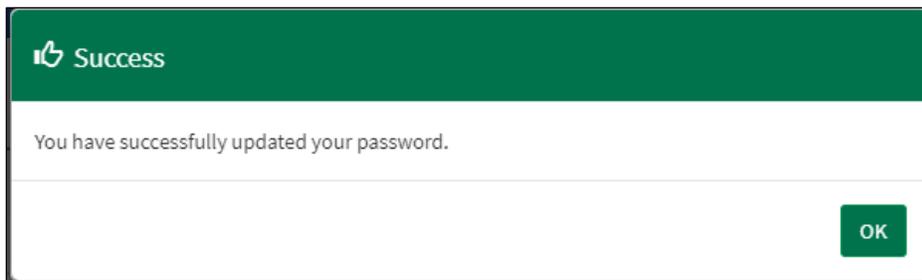
Old Password *(Required)*

New Password *(Required)*

Confirm Password *(Required)*

Update Info Cancel

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



Success

You have successfully updated your password.

OK

## 10.2 Reset Password

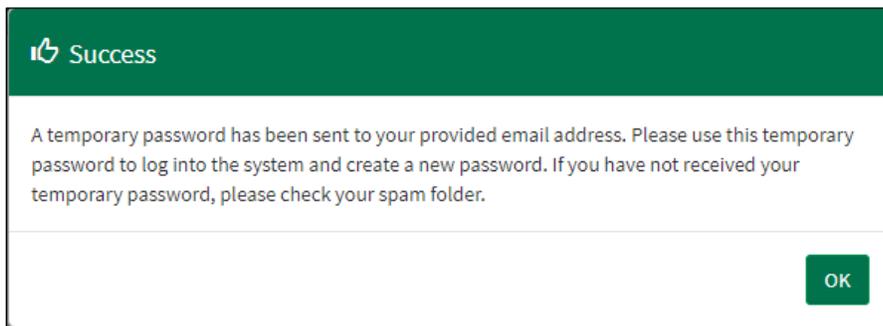
If you forget your password, you can reset your password using the following instructions:

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



The image shows a web form titled "EPDS". It has a blue header with the text "EPDS". Below the header, there are two input fields. The first is labeled "Email (Required)" and the second is labeled "Password (Required)". Below these fields are three buttons: "Sign me in", "Register as a new User", and "I forgot my password". The "I forgot my password" button is highlighted with an orange border.

2. In the pop up, enter the email address associated with your EPDS account, and select **OK**.
3. Select **OK** on the Success pop-up window.



The image shows a success pop-up window with a green header containing a checkmark icon and the word "Success". The main text reads: "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. If you have not received your temporary password, please check your spam folder." At the bottom right, there is a green button labeled "OK".

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

**THIS E-MAIL CONTAINS IMPORTANT INFORMATION PERTAINING TO YOUR ABILITY TO ACCESS THE ELECTRONIC PROTEST DOCKET SYSTEM - DO NOT LOSE THIS MESSAGE!**

Your account has been reset. Please use the following temporary password to access your account :

**I:ioeL\*Q:9;8**

Tips on copying and pasting the system-generated temporary password: Due to the cryptic nature of the system-generated password, it may be easier for you to copy and paste the password from this e-mail into the password field on the EPDS login page. To copy and paste the password from this e-mail:

1. highlight the temporary password with your mouse **(be sure to include ONLY the characters in the password and NOT the blank spaces that precede or follow the password);**
2. with the password highlighted, press both the Ctrl key and letter 'C' to copy the password;
3. position your cursor in the password field in the EPDS login screen and press both the Ctrl key and letter 'V' to paste the password into the password field.

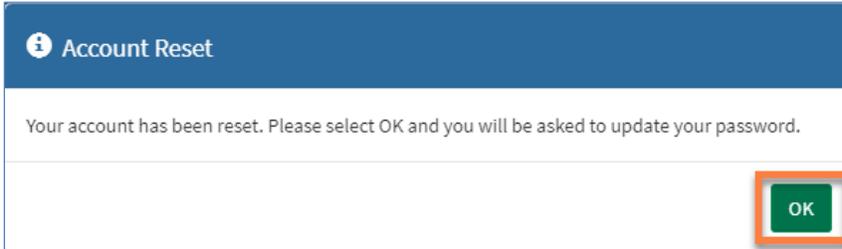
Note: these instructions work for PC users only

Log into the **ELECTRONIC PROTEST DOCKET SYSTEM (EPDS)** and reset your password as prompted.

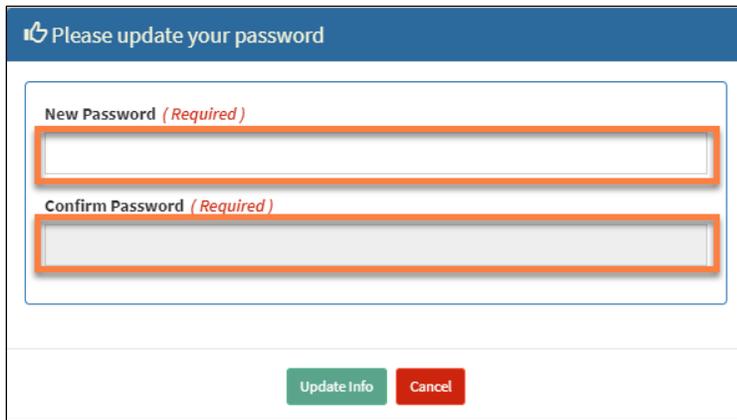
Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:

- 12-24 characters
- One number (0 to 9)
- One uppercase letter
- One lowercase letter
- One special character ! # \$ - % = + : ; ? ~ \*
- Dictionary words may not be used in passwords
- The previous 10 passwords may not be re-used

5. Follow the login steps as in section [2.3 Initial Log In](#), using your temporary password, which you copied in step 4 above.
6. Select OK on the **Account Reset** pop-up window.



7. Enter your new password. Confirm your new password in the next field, and select **Update Info**.



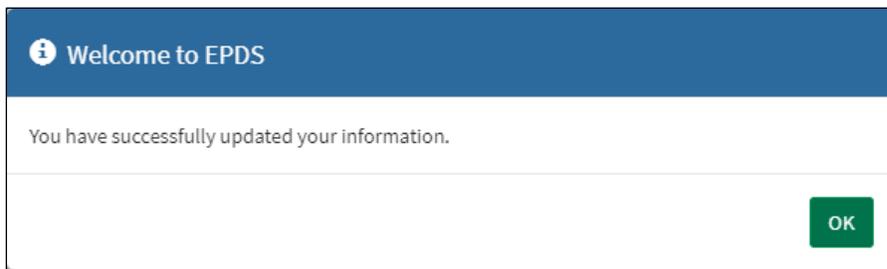
Please update your password

New Password *(Required)*

Confirm Password *(Required)*

Update Info Cancel

8. Select **OK** on the **Welcome to EPDS** success pop-up window.



Welcome to EPDS

You have successfully updated your information.

OK

## 11.0 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://gao.gov/legal/>. 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

Acronym	Definition
EPDS	Electronic Protest Docketing System
GAO	U.S. Government Accountability Office