Adding a Co-Representative to a Bid Protest Case

Each party to a case can have **up to four representatives** who can file or retrieve case-related documents in EPDS. The *Parties* screen shows all the representatives associated with a bid protest case. **Note:** Please be advised that all representatives in a case must have an EPDS user account in order to access the case.

To add a co-representative:

1. Sign into EPDS. The *Dashboard* appears.

2. From the *Dashboard*, locate the case to which you wish to add a representative. **Note:** You can use the *Filter Records* field to assist with performing a search.

3. Once the case is located, click its **B-Number** to open its *Case Docket Sheet*.
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4. On the *Case Docket Sheet*, click the **Parties** tab in the Navigation Pane located at the left. The *Parties* screen appears.

5. In the *Parties* screen, click the **+ Add 2nd Rep** button in the Primary Representative section. The *Add Secondary Representatives* dialog box appears.

6. Enter the email address of the co-representative you would like to invite to join the case, and then click the **Send Invite** button.

**Note:** In order to invite a co-representative to join a case, he or she must have an EPDS user account. If they have an EPDS user account, then the system will automatically send an email to invite them to join the case. Upon signing into EPDS, the invitee also will be prompted to indicate whether they would like to join the case.
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If the invitation to join the case is **accepted**, then the co-representative is granted access to the case and their information appears in the **Secondary Representative** section on the *Parties* screen.

If the invitation to join the case is **declined**, then the person is not granted access to the case. However, for those who unintentionally declined their invitation, you can send them another invitation by repeating Steps 4 through 6.

**IMPORTANT:** If a person you invite to be a co-representative has **not** created a user account in EPDS, then an *Error* dialog box appears to alert you that an EPDS user account does not exist for that person. Click **OK** to close the dialog box. Once he or she creates an EPDS user account, you can then add them as a co-representative and invite them to join the case by repeating Steps 2 through 6.