

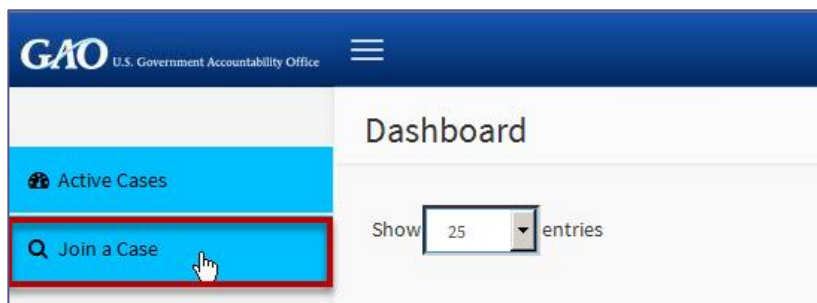
Joining a Case as an Agency Representative

As an Agency Representative, you can submit a request to join a bid protest case involving your agency.

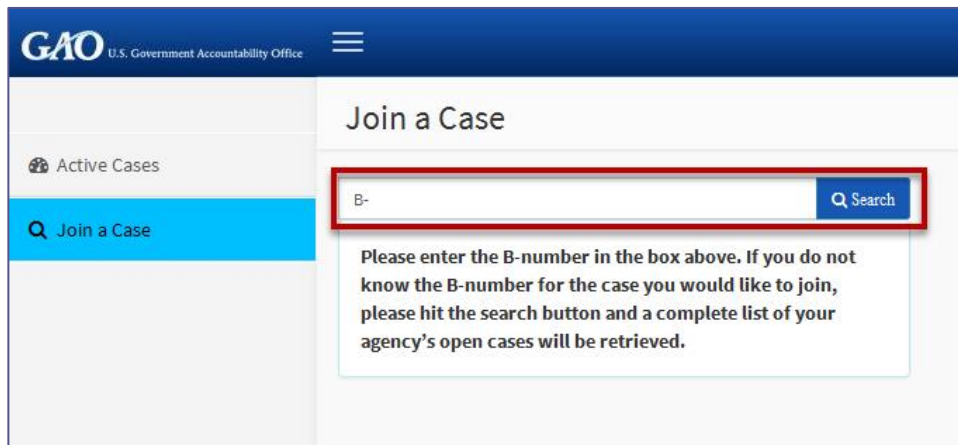
Note: EPDS performs best when using Google Chrome, Firefox, Safari, or Microsoft Edge Web browsers. Using Internet Explorer is not recommended.

To join a case as an Agency Representative:

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



2. Select the **Join a Case** tab in the Navigation Pane located on the left side of the *Dashboard*. The *Join a Case* form appears, prompting you to enter the B-Number for the case you wish to join.



3. Enter the **B-Number** for the case, and then click the **Search** button.
Note: If you do not know the B-Number for the case, then you can instead click the **Search** button without entering a B-Number. EPDS displays a complete listing of open cases for your agency.

Joining a Case as an Agency Representative

Join a Case Dashboard > Join a Case

[Return to Search](#)

Search Results

Show entries Search:

| B-Number | Protester | Filing Date | Agency | Solicitation Number | Due Date | Do you want to enter an appearance in this case? |
|-----------|---------------|--------------------------|--|---------------------|------------|--|
| B-52801.1 | XYZ Test, LLC | Mar 23 2016 12:11:58 EDT | Administrative Conference of the United States | 987123 | 07/01/2016 | Yes |

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

- Review the information on the *Join a Case* form to verify it contains the case you wish to join. **Note:** If the desired case doesn't appear, then either click the **Return to Search** button to restart the process of locating a case to join, or enter a different B-Number in the **Search** field.
- To join a case, click the **Yes** button that appears in the column **Do you want to enter an appearance in this case?** The *Join a Case* form updates to show the case information and includes a *Notice of Appearance* section.

Join a Case Dashboard > Join a Case

| | | |
|----------------------------|--|----------------------------------|
| B# | B-52801.1 | Return to Search |
| Protester | XYZ Test, LLC | |
| Agency | Administrative Conference of the United States | |
| Solicitation Number | 987123 | |

Notice Of Appearance

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

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

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

Comments:

Joining a Case as an Agency Representative

- In the *Notice of Appearance* section, click the **Add File** button to upload the file you wish to submit with your request. A dialog box opens for you to locate, select, and open (i.e., upload) the desired file. **Note:** EPDS requires that you upload a Notice of Appearance file with your request. Keep in mind that the file you upload must be in one of the following formats: **PDF, Word, Excel, or Zip**. Any file that you inadvertently upload can be removed by clicking the **Remove** button that appears.

Notice Of Appearance

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

Cancel

| # | Name | Size | Progress | |
|---|------------|--------|----------------|--------|
| 1 | [Redacted] | 345855 | [Progress Bar] | Remove |

Comments:

Comments

Submit Cancel

- In the **Comments** field, you can type any relevant comments you have. **Note:** Your comment can contain up to 250 characters.
- Click the **Submit** button. The **Active Cases** section in the *Dashboard* now includes the case you requested to join. **Note:** If you attempt to submit your request without uploading a file, then the following *Error* dialog box appears.

Error

This type of filing requires that you upload a document. Please upload a document to continue. Information regarding appropriate file types is included in the EPDS user guides.

OK

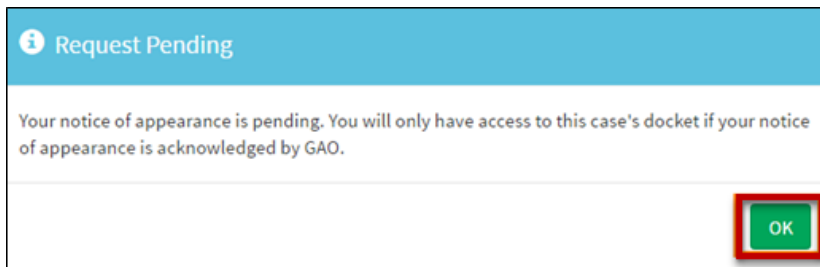
- Click **OK** to close the dialog box, and then upload the supporting file and resubmit your request.

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IMPORTANT: Once your request to join the case is submitted, it is reviewed by GAO and is either acknowledged or rejected.

Request Pending

While a decision is being made, when you select the B-Number for the case, a *Request Pending* dialog box alerts you of your **pending** status. You will not be able to access the Case Docket Sheet until your request is acknowledged. Click **OK** to close the *Request Pending* dialog box.



Request Acknowledged

When GAO acknowledges your request, you will receive an email confirmation from EPDS and you will be able to display the Case Docket Sheet when you select the B-Number for the case. Furthermore, the bottom half of the Case Docket Sheet will reflect *Notice of Appearance Acknowledged* in the **Type of Filing** column.

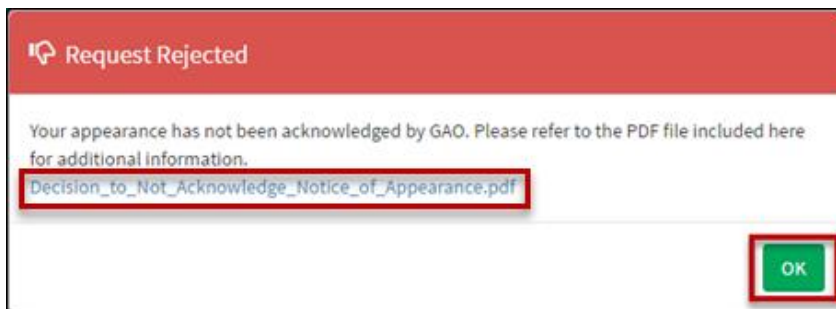
| Index | Alerts | Type of Filing | File | Protected ? | Date | Comments | GAO Notes |
|-------|--------|-----------------------------------|-----------------------------|-------------|--------------------------|------------------------------------|-------------|
| 1 | | Protest | PROTESTER (XYZ Test, LLC) | YES | Sep 14 2016 14:39:11 EDT | Protest of award to ABC Test, Inc. | |
| 2 | | Notice Of Appearance | | NO | Sep 14 2016 14:44:43 EDT | | |
| 3 | | Request to Intervene | INTERVENOR (ABC Test, Inc.) | NO | Sep 14 2016 14:46:55 EDT | | |
| 4 | | Notice of Appearance Acknowledged | GAO | NO | Sep 14 2016 14:48:12 EDT | | |
| 5 | | Request to | GAO | NO | Sep 14 | | 'Request to |

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Request Rejected

If your request is **rejected**, you will receive an email notification from EPDS to alert you that your appearance has not been acknowledged.

In addition, when you attempt to open the Case Docket Sheet, a *Request Rejected* dialog box appears and includes a link to a PDF file that contains additional information about the rejection.



When finished, click **OK** to close the *Request Rejected* dialog box.