



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

APRIL 2018

This version of the “Electronic Protest Docketing System (EPDS) Agency Point of Contact (POC)/Representative User Manual” was superseded by the October 2021 version of the manual <https://www.gao.gov/products/d25488>.

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1.0 Introduction

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

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

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

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

1.1 Scope

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

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

2.0 Getting Started

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

By utilizing the site, users agree to following:

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

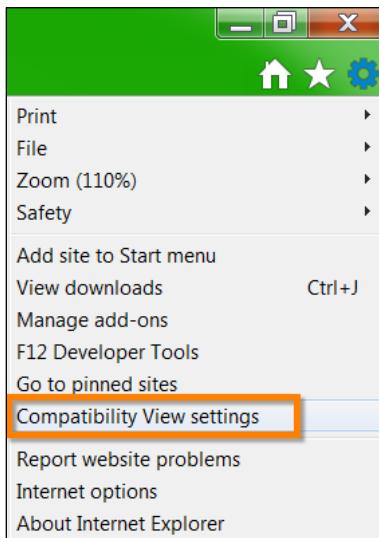
For the best experience, use **Google Chrome, Firefox, Safari, or Internet Edge** as the web browser. Please note that there are known issues that could affect your experience if using Internet Explorer (IE). For example, you may find that you are unable to enter text in response to system prompts or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

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

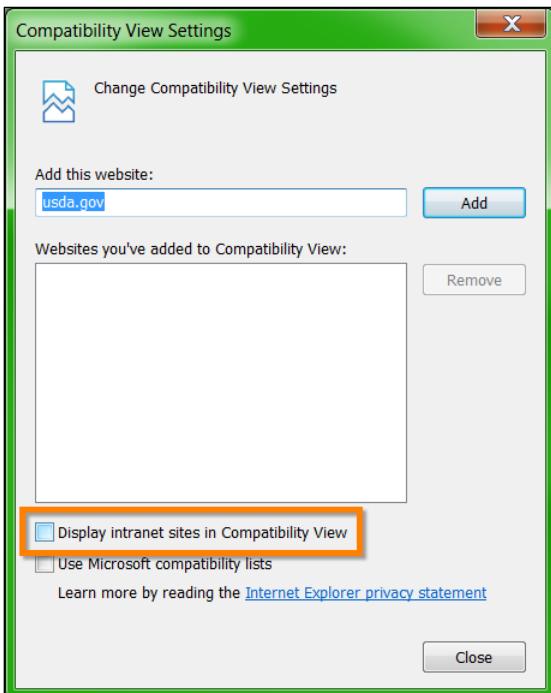
1. In IE, click the **Tools** icon in the upper right corner.



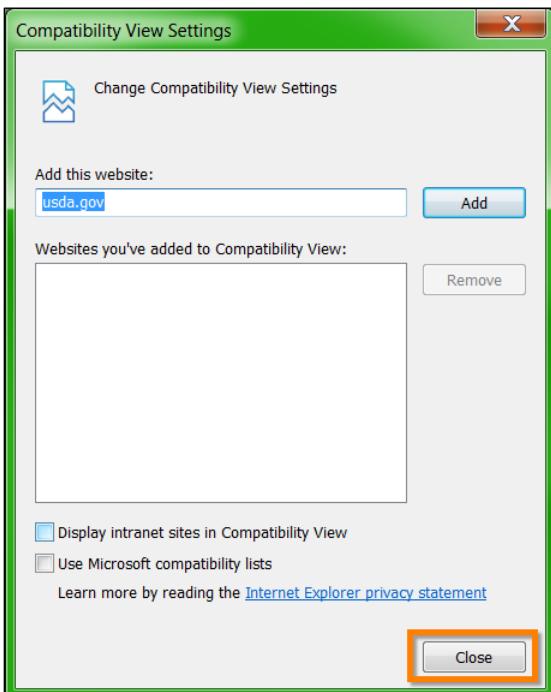
2. Click **Compatibility View** settings.



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



4. Click **Close**.



2.1 Registering for an Account

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

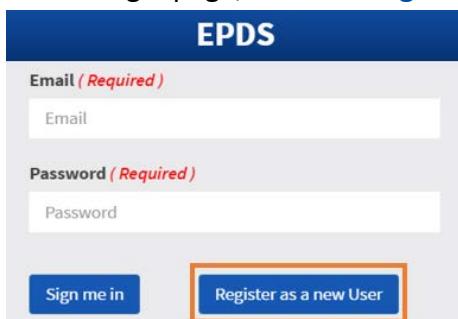
2.1.1 *Register as an Agency POC*

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

2.1.2 *Register as an Agency Representative*

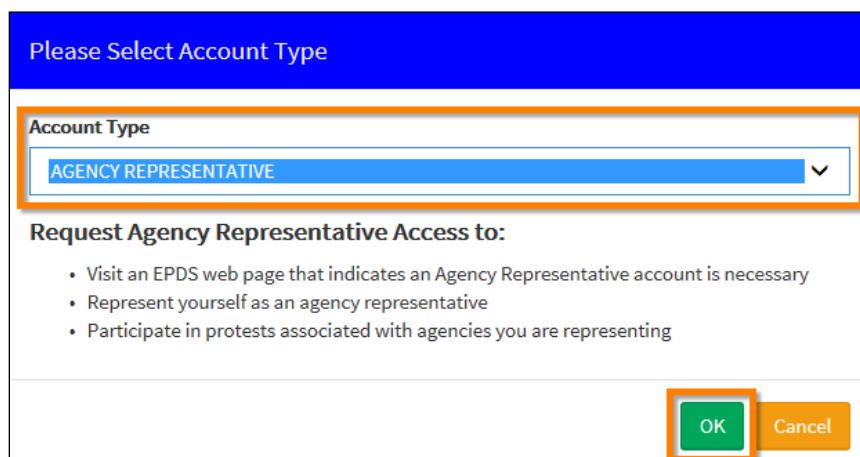
For all other individuals representing an agency, you must register as an agency representative. Follow these instructions to register as a representative.

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



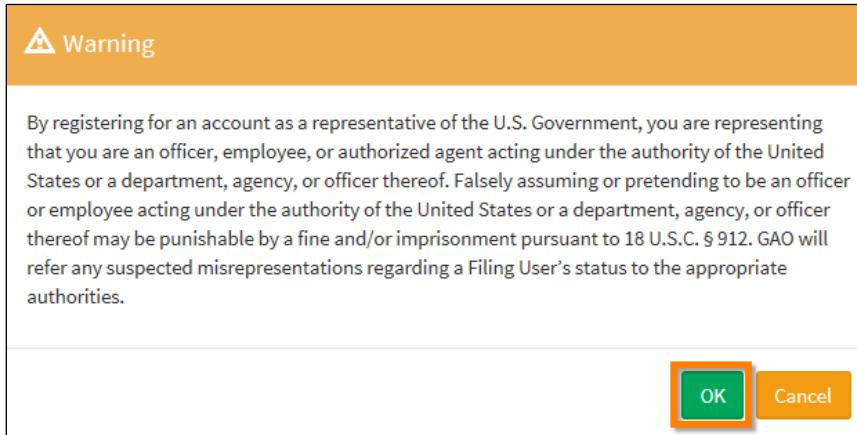
The screenshot shows the EPDS login interface. It features a dark blue header with the text 'EPDS'. Below the header are two input fields: 'Email' and 'Password', both marked with a red '(Required)' label. At the bottom of the form are two buttons: 'Sign me in' on the left and 'Register as a new User' on the right, which is highlighted with an orange rectangular box.

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

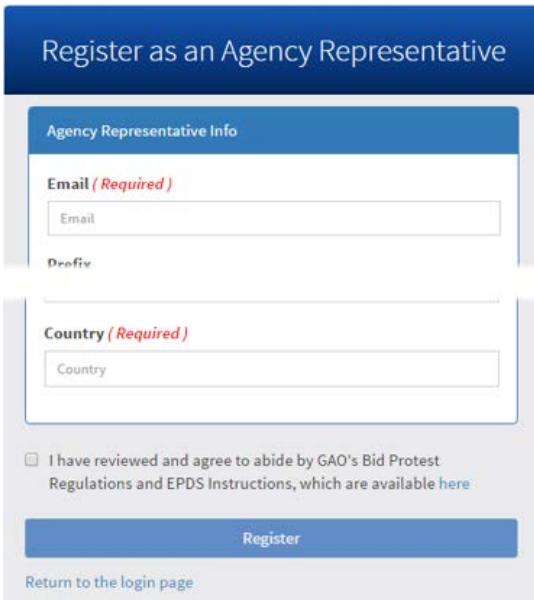


The screenshot shows a 'Please Select Account Type' dialog box. At the top, the text 'Please Select Account Type' is displayed. Below it is a dropdown menu labeled 'Account Type' with the option 'AGENCY REPRESENTATIVE' selected. The text 'Request Agency Representative Access to:' is followed by a bulleted list: 'Visit an EPDS web page that indicates an Agency Representative account is necessary', 'Represent yourself as an agency representative', and 'Participate in protests associated with agencies you are representing'. At the bottom of the dialog are two buttons: 'OK' (highlighted with an orange box) and 'Cancel'.

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

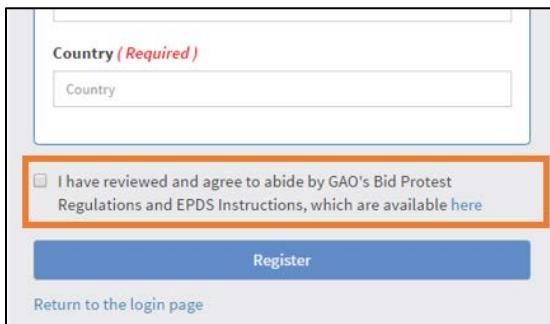


4. In the **Register as an Agency Representative**, complete all fields.



A screenshot of the 'Register as an Agency Representative' form. The title bar says 'Register as an Agency Representative'. The form has two main sections: 'Agency Representative Info' and 'Country'. The 'Agency Representative Info' section contains fields for 'Email' (Required) and 'Prefix'. The 'Country' section contains a field for 'Country'. Below the sections is a checkbox: 'I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available [here](#)'. At the bottom are a 'Register' button and a 'Return to the login page' link.

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



A screenshot of the 'Register as an Agency Representative' form, identical to the previous one but with a visual cue: the checkbox for the terms and conditions has a red border around it, indicating it is the focus of the step.

6. Click **Register**.

Country *(Required)*

I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available [here](#)

Register

[Return to the login page](#)

7. Read the **Rules of Behavior**, and then click **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.

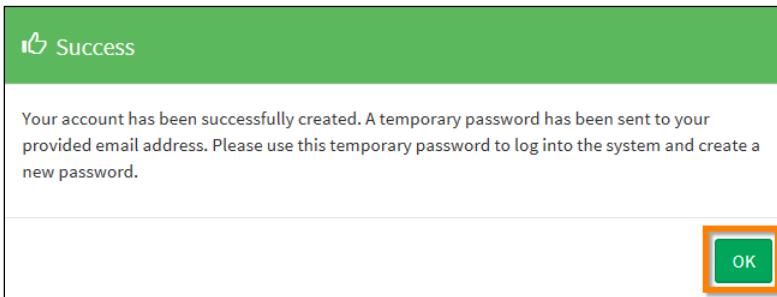
5. EFFECTIVE DATE. This agreement becomes effective by the date of your electronic acceptance of the terms of this notice.

ACCEPTANCE AND SIGNATURE

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.

I Agree

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



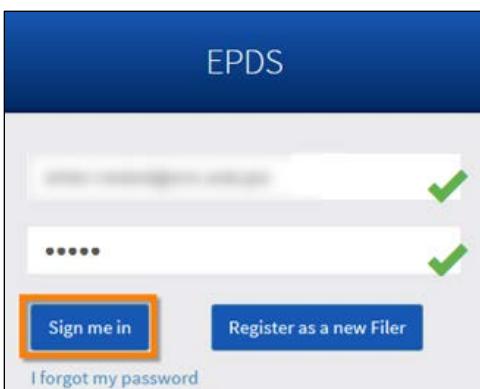
If there are issues with your registration, check the fields for error messages.

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

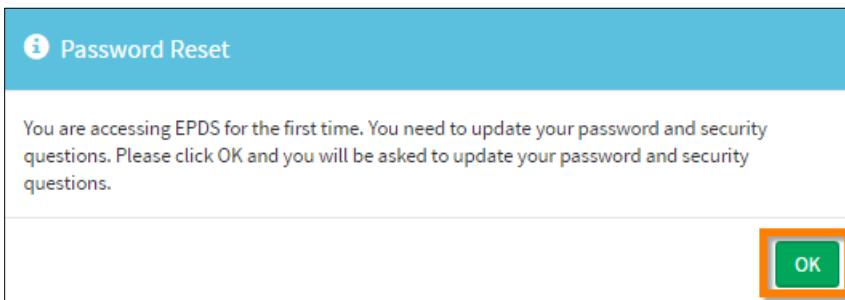
2.2 Initial Log In

To log in to the system:

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



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



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

The form has a blue header bar with the text 'Please update your password and security questions'. Below the header are two input fields: 'New Password' and 'Confirm Password', each with a placeholder 'Password'.

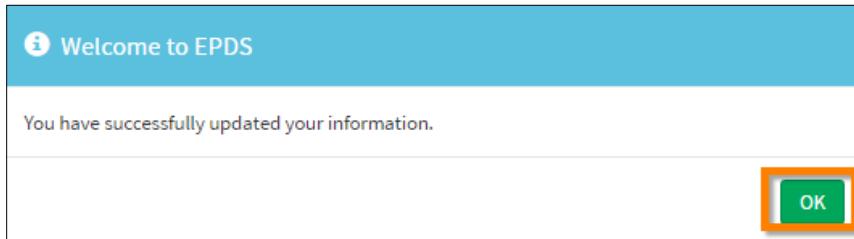
Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:

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

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

The form includes a 'Warning!' message: 'Please select and answer three distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the Help ? above.' Below the message are three sections for 'Security Question 1', 'Security Question 2', and 'Security Question 3', each with a dropdown menu and a text input field. At the bottom are 'Update Info' and 'Cancel' buttons.

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

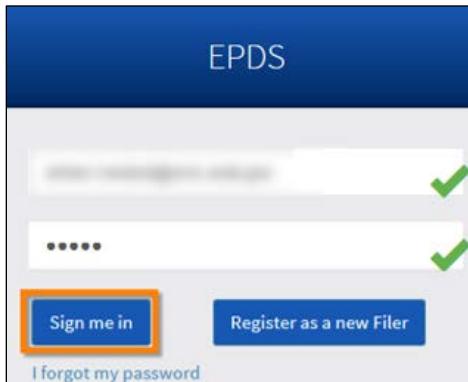


6. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

2.3 On-going Log In

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

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



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

3.0 Application Introduction

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

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

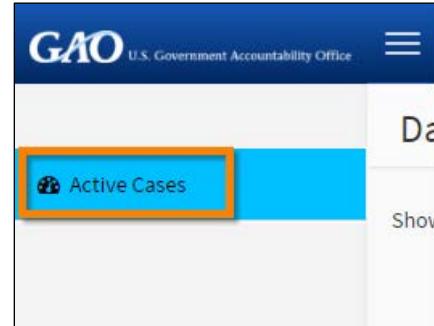


2. In the site navigation, click **Active Cases** to view your current protest cases and return to your **Dashboard**. See section 4.0 Dashboard/Active Cases for more information.

Agency Representative Dashboard



POC Dashboard

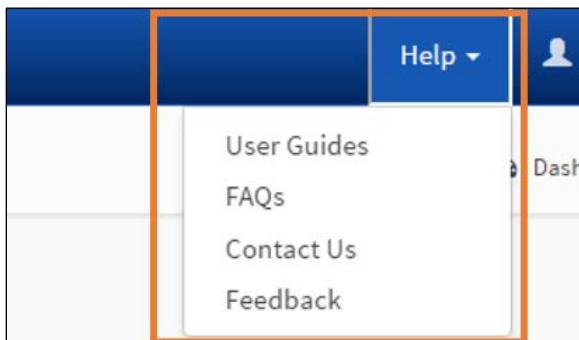


3. **Agency Representatives** can click **Join a Case** in the site navigation, to submit a request to join cases. **POC's** do not have this menu option. See section 4.2 Join a Case for more information.

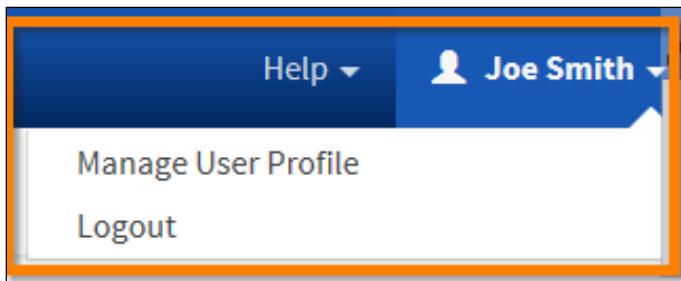
Agency Representative Dashboard



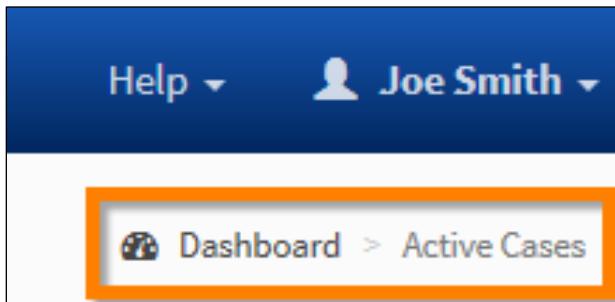
4. Click the **Help** menu (upper right corner) to access **User Guides**, **FAQs**, **Contact Us** and **Feedback** information.



5. Click your name to access the **Manage User Profile** or **Logout** options. See section 6.0 for information on modifying your profile.



6. Under the **Help** and **User Name** is the breadcrumb navigation. This navigation makes it easier to understand where you are on the site.



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

4.0 Dashboard/Active Cases

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



The screenshot shows the GAO EPDS Active Cases dashboard. At the top, there is a navigation bar with the GAO logo, a search bar, and a user dropdown for 'Brent Burris'. Below the navigation bar is a 'Dashboard' section with a 'Show' dropdown set to '25 entries'. A table lists two protest cases:

B-Number	Protester	Filing Date	Agency	Due Date	PO	Case Type	Case Status
B-457238.1; B-457238.2 EPDS-; B-457138.1	[redacted]	Jun 07 2016 14:25:55 EDT	Administrative Conference of the United States	09/15/2016	Y * N	PROTEST	OPEN
B-457892.1	[redacted]	Jul 14 2016 13:51:59 EDT	Administrative Conference of the United States	10/24/2016	Y * N	PROTEST	OPEN

4.1 Modify Dashboard

There are several ways to modify the dashboard.

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



The screenshot shows the 'Show' dropdown menu on the dashboard. The '25' option is selected and highlighted with a blue background. An orange arrow points to the '25' option from the top right.

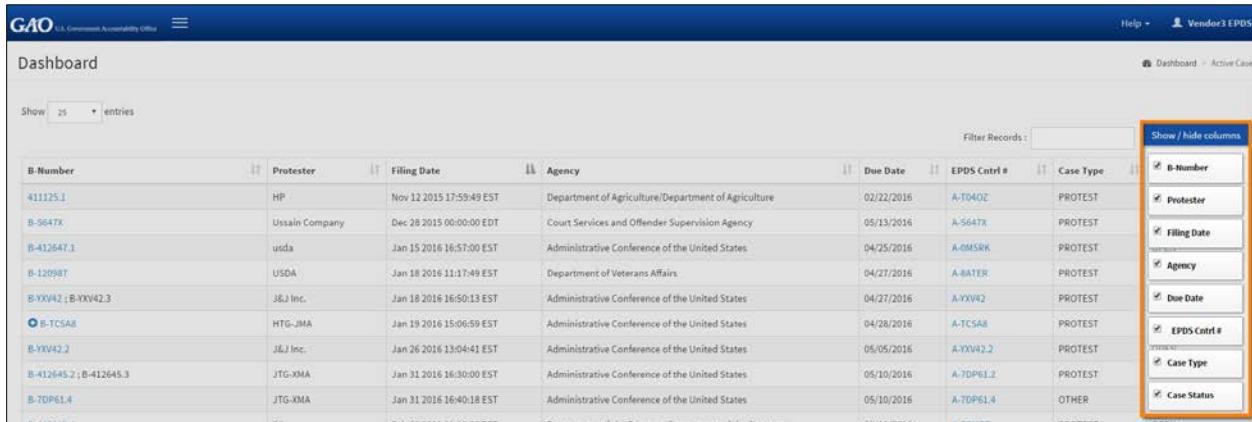
2. **Filter Entries:** type in a filter parameter in the **Filter Records** field. The records will filter as you type. You can filter by any protest variable (B-Number, agency, due date, etc.). The filter will search all fields for any filter parameter.



The screenshot shows the 'Filter Records' field on the dashboard. The field is highlighted with an orange border. The table below shows two filtered protest cases:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
411125.1	HP	Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-1040Z	PROTEST	OPEN
B-5647X	Ussain Company	Dec 28 2015 00:00:00 EDT	Court Services and Offender Supervision Agency	05/13/2016	A-5647X	PROTEST	OPEN

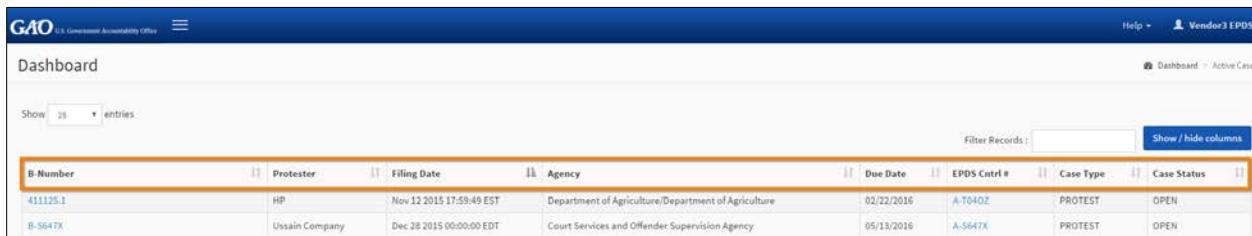
3. **Modify Columns:** click the **Show/hide columns** button to select which columns to show.



The screenshot shows a table of cases with the following columns: B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status. A vertical list of columns on the right is titled 'Show / hide columns' and includes checkboxes for B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status. The 'Case Status' checkbox is highlighted with an orange border.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
411125.1	HP	Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	
B-5647X	Ussain Company	Dec 28 2015 00:00:00 EDT	Court Services and Offender Supervision Agency	05/13/2016	A-5647X	PROTEST	
B-12098T	usda	Jan 15 2016 16:57:07 EST	Administrative Conference of the United States	04/25/2016	A-0MSRK	PROTEST	
B-12098T	USDA	Jan 18 2016 11:17:49 EST	Department of Veterans Affairs	04/27/2016	A-8ATER	PROTEST	
B-XV42.2;B-XV42.3	J&J Int.	Jan 18 2016 16:50:13 EST	Administrative Conference of the United States	04/27/2016	A-XV42.2	PROTEST	
B-TCSA8	HTG-JMA	Jan 19 2016 15:06:59 EST	Administrative Conference of the United States	04/28/2016	A-TCSA8	PROTEST	
B-XV42.2	J&J Inc.	Jan 26 2016 13:04:41 EST	Administrative Conference of the United States	05/05/2016	A-XV42.2	PROTEST	
B-412645.2;B-412645.3	JTG-XMA	Jan 31 2016 16:30:00 EST	Administrative Conference of the United States	05/10/2016	A-TDP61.2	PROTEST	
B-TDP61.4	JTG-XMA	Jan 31 2016 16:40:18 EST	Administrative Conference of the United States	05/10/2016	A-TDP61.4	OTHER	

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



The screenshot shows a table of cases with the 'Case Status' column highlighted with an orange border. The columns are: B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status.

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

4.2 Join a Case

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

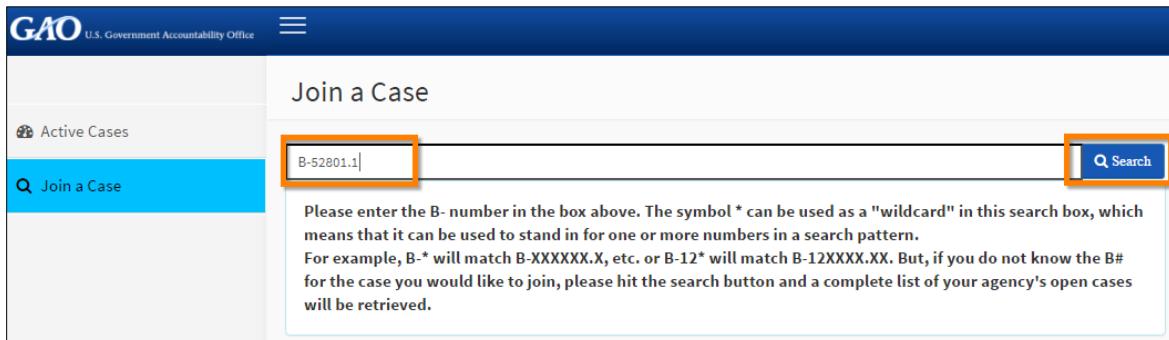
1. In the dashboard, click **Join a Case**.

Agency Representative Dashboard



The screenshot shows the 'Join a Case' button highlighted with an orange border. The dashboard also displays 'Active Cases'.

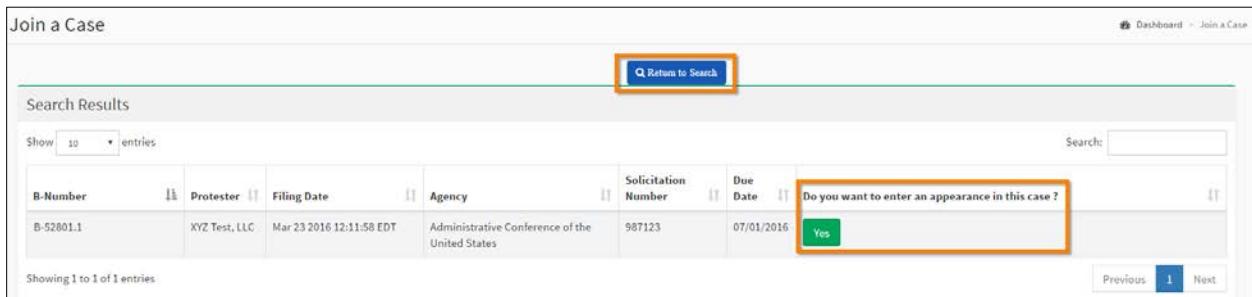
2. Enter the **B-Number**. Click Search.



The screenshot shows the 'Join a Case' search interface. The search bar contains the text 'B-52801.1'. To the right of the search bar is a blue 'Search' button with a magnifying glass icon, which is also highlighted with a red box.

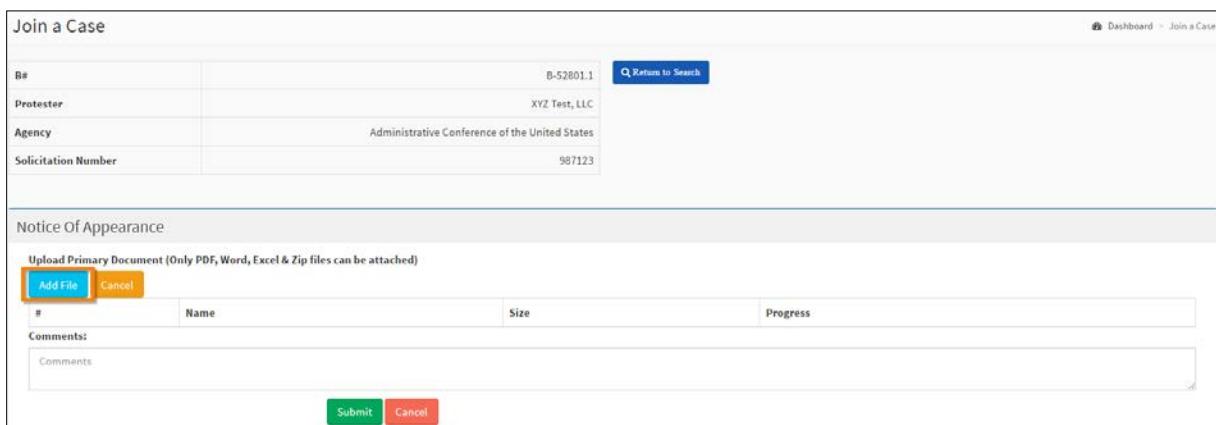
If you do not know the B-Number, you may hit search and the system will retrieve the complete list of open cases for your agency.

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



The screenshot shows the search results page for case B-52801.1. At the top right is a blue 'Return to Search' button with a magnifying glass icon, which is highlighted with a green box. Below the table, a modal dialog box is open with the text 'Do you want to enter an appearance in this case?' and a green 'Yes' button, which is highlighted with a red box.

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



The screenshot shows the 'Join a Case' page with the 'Upload Primary Document' section. At the top right is a blue 'Return to Search' button with a magnifying glass icon. Below it is a table with case details: B# B-52801.1, Protester XYZ Test, LLC, Agency Administrative Conference of the United States, and Solicitation Number 987123. In the 'Upload Primary Document' section, there is a blue 'Add File' button with a white 'Cancel' button next to it, which is highlighted with a red box.

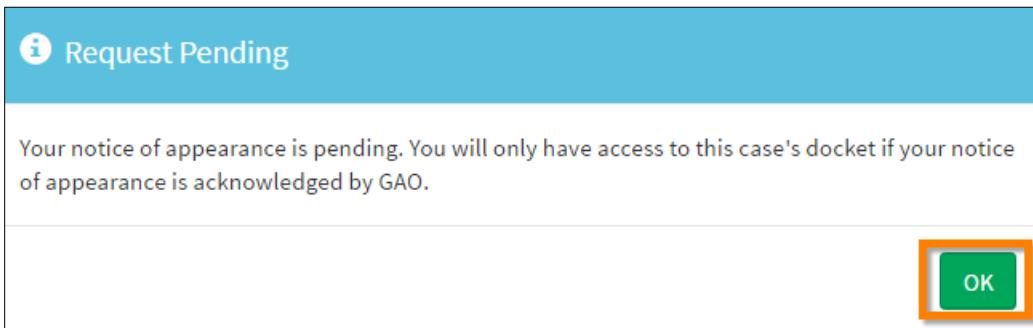
A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF, Word, Excel** and **Zip files** can be attached), and click **Open**.

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

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

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

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



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

Case Docket Sheet

Dashboard > Case Docket Sheet

Case Type	PROTEST
Company Status	SMALL
Protester	XYZ TEST, LLC
B-Number	B-52801.1
Agency	Administrative Conference of the United States
Intervenor(s)	
Solicitation Number	987123
Consolidated Protests	

GAO Attorney Name	Adam Epds
GAO Attorney Email	epdsgaouser2@gmail.com
GAO Attorney Phone Number	111-111-1111
Days Remaining	100
Case Status	OPEN
Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N

Show 100 entries

Filter Records :

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (XYZ Test, LLC)	YES	Mar 23 2016 12:11:59 EDT	Test	
2		Notice of Appearance Acknowledged	GAO	NO	May 17 2016 14:24:52 EDT		
3		Notice Of Appearance		NO	Sep 23 2016 18:47:43 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 25 2016 23:36:16 EDT		

Showing 1 to 4 of 4 entries

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

Request Denied

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

[5.pdf](#)

5.0 Case Information

5.1 View an Active Case/Case Docket Sheet

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

Dashboard									Help	POC Agency
Dashboard - Active Cases									Dashboard	Active Cases
Show 25 entries		Filter Records:							Show / hide columns	
B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status			
B-G8M7W		Nov 03 2015 15:14:36 EST	Administrative Conference of the United States	02/11/2016	A-G8M7T	PROTEST	OPEN			
B-411109.1		Nov 03 2015 18:41:02 EST	Administrative Conference of the United States	02/11/2016	A-6AL09	PROTEST	CLOSED			

5.2 Case Docket Sheet Overview

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

Case Docket Sheet		Case Docket Sheet					
Case Type	PROTEST		GAO Attorney Name 4 [REDACTED]				
Company Status	LARGE		GAO Attorney Email 5 [REDACTED]				
Protester	[REDACTED]		GAO Attorney Phone Number 6 111-111-1111				
B-Number	1 B-123498.1		Days Remaining 7 87				
Agency	[REDACTED]		Case Status 8 OPEN				
Intervenor(s)	2 INTERVENOR COMP4		Protective Order Issued? 9 <input checked="" type="radio"/> Y <input type="radio"/> N				
Solicitation Number	unknown						
Consolidated Protests	3						
Show 100 entries		Filter Records: <input type="text"/>					
Index	Alerts	Type of Filing	Filer	Protected?	Date	Comments	GAO Notes
1	1	Protest	PROTESTER [REDACTED]	YES	Mar 22 2016 15:22:26 EDT	This is a test!!!	Notes added Mar 24 2016 09:38:05 EDT
2	2	Request for Information related to Protest	PROTESTER [REDACTED]	YES	Mar 22 2016 15:31:36 EDT	Test!!!	
3	3	Acknowledgement Package with Protective Order	GAO		Mar 22 2016 15:52:01 EDT	Testing	
4		Request to Intervene	INTERVENOR (Intervenor Comp4)		Mar 22 2016 15:59:53 EDT	This is a test!!	
5		Request to Intervene Approved	GAO	NO	Mar 22 2016 16:01:57 EDT		'Request to Intervene' approved for Intervenor Comp4

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

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

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

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

5.3 Alerts

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

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

5.4 Opening Attachments

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

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

6.0 Case Docket Sheet Actions

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

6.1 Open Case Actions

If the Case is **Open**, the following four actions can be performed:



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

6.2 Closed Case Actions

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

Agency Representative Dashboard



POC Dashboard



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

6.3 Completed Case Actions

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

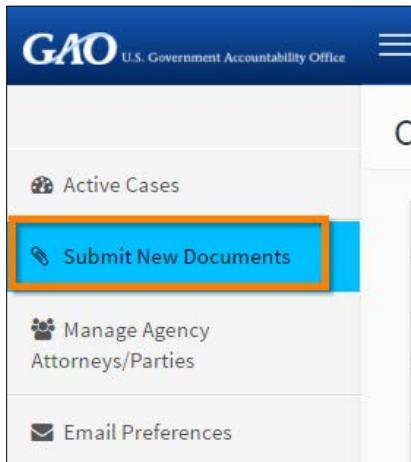


1. Return to the dashboard to view **Active Cases**.
2. File a **Request for Reconsideration** for this case.

6.4 Submit New Documents

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

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



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

A screenshot of the 'Submit New Documents' form. The form fields include:

- Type of document: A dropdown menu showing 'Proposed redactions to GAO decision'.
- Upload Primary Document: A section with 'Add File' and 'Cancel' buttons, and a table for file details with columns: #, Name, Size, and Progress.
- Classification: A question 'Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?' with 'Yes' and 'No' radio buttons.
- Comments: A text area with placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)' and a character count of '250 characters remaining'.
- Submit: A green 'Submit' button at the bottom.

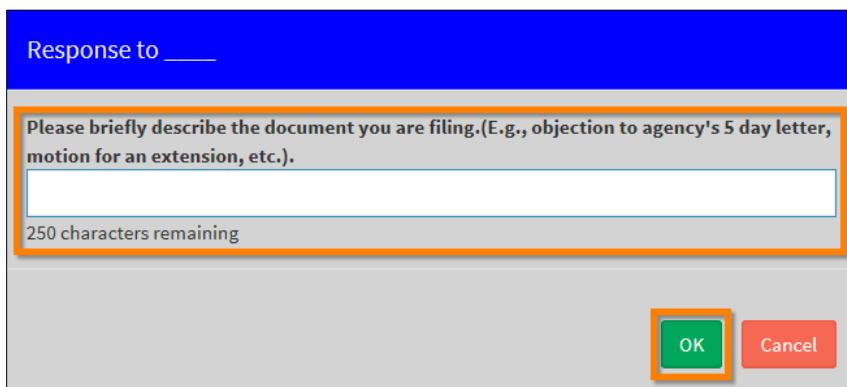
3. Select the **Type of document** from the dropdown menu. The available options will vary depending on the type of case and the **case status** (open, closed, complete). The following example displays the **Type of document** menu choices for a ‘Protest’ case with an ‘Open’ status.

Type of document

- Request for Dismissal
- Request for Dismissal
- 5-Day Letter
- Agency Report - Legal Memorandum & Contracting Officer's Statement
- Additional Agency Report Exhibits
- Additional Supplemental Agency Report Exhibits
- Request for _____
- Notice Of _____
- Response to _____
- Objection to _____
- No Objection to _____
- Final Redacted Version of _____
- Proposed redactions to GAO decision
- Corrected version of _____
- Other _____
- No Proposed Redactions to GAO Decision
- Request to Modify Protective Order

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 click **OK**.



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

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

Add File	Cancel		
#	Name	Size	Progress
1	[REDACTED]	12314	[REDACTED]

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

Yes No

Comments

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

250 characters remaining

Submit

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

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

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

#	Name	Size	Progress
1	[REDACTED]	12314	[REDACTED]

Do you want to Upload Associated Documents?

Yes No

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

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

Yes No

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

Type of document
Proposed redactions to GAO decision

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

#	Name	Size	Progress
1	[REDACTED].pdf	187687	[REDACTED]

Do you want to Upload Associated Documents?

Yes No

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

Yes No

Comments

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

250 characters remaining

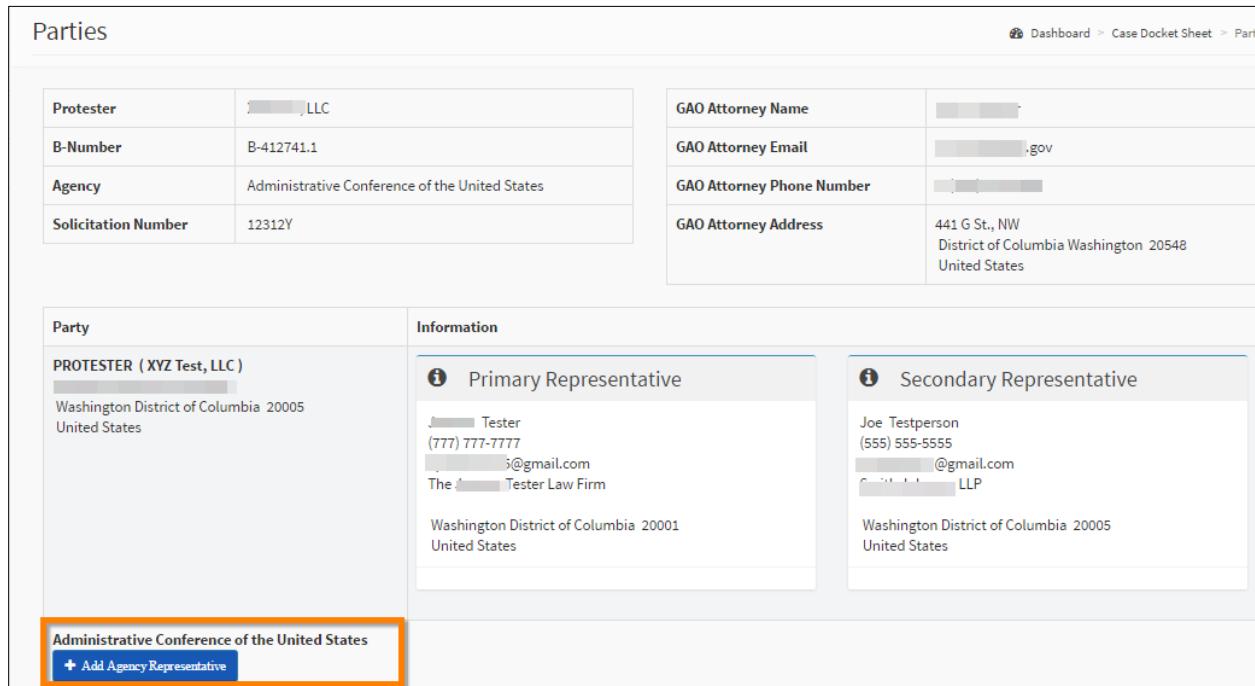
Submit

6.5 Manage Agency Attorneys/Parties

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

6.5.1 Add an Agency Representative

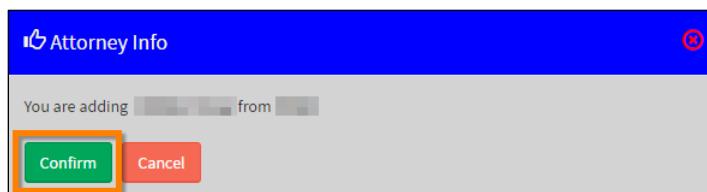
1. In the **Parties** screen, click **+ Add Agency Representative**.



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

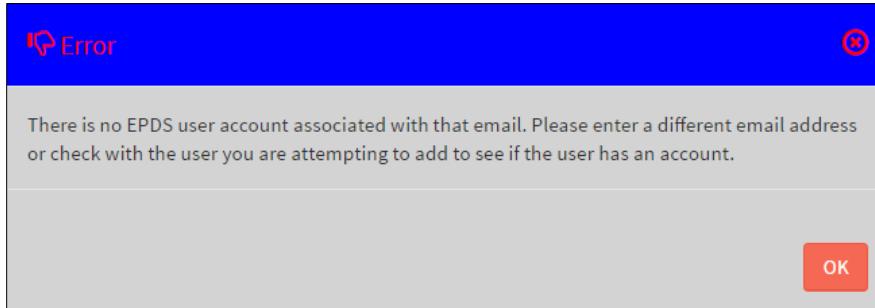


3. In the next pop-up box, verify the contact information, and click **Confirm**.



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

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



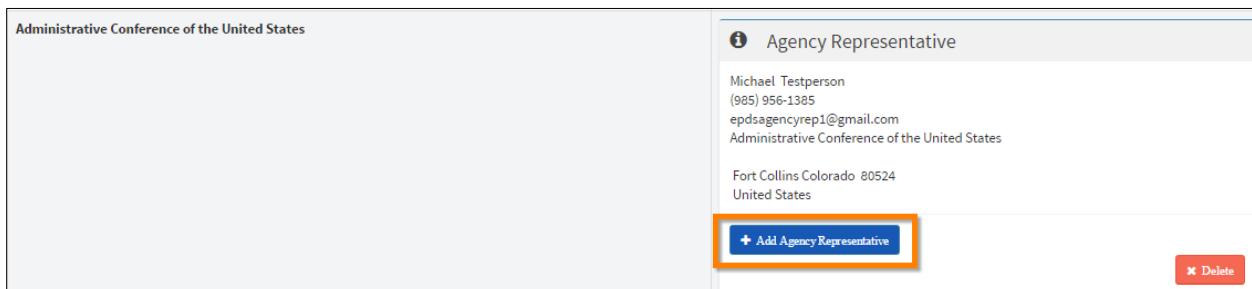
5. The representative's information will appear on the **Parties** page in the **Agency Representative** box.



6.5.2 Adding an Agency POC as a Representative for a Case

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

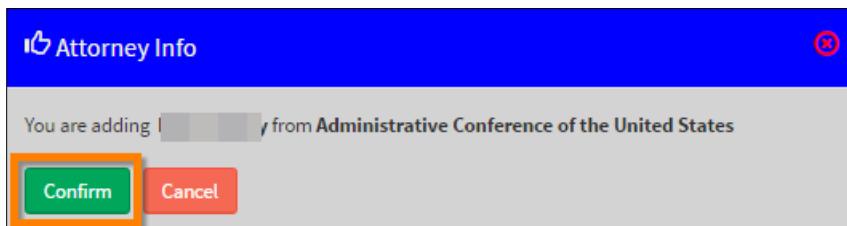
1. In the **Parties** screen, click **+ Add Agency Representative** next to your agency's name. In the example below, the case already has one Agency Representative.



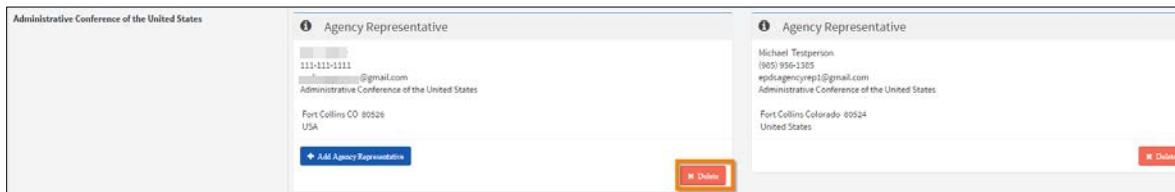
2. Enter your EPDS account email in the pop up window and click **Assign Agency Rep**.



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



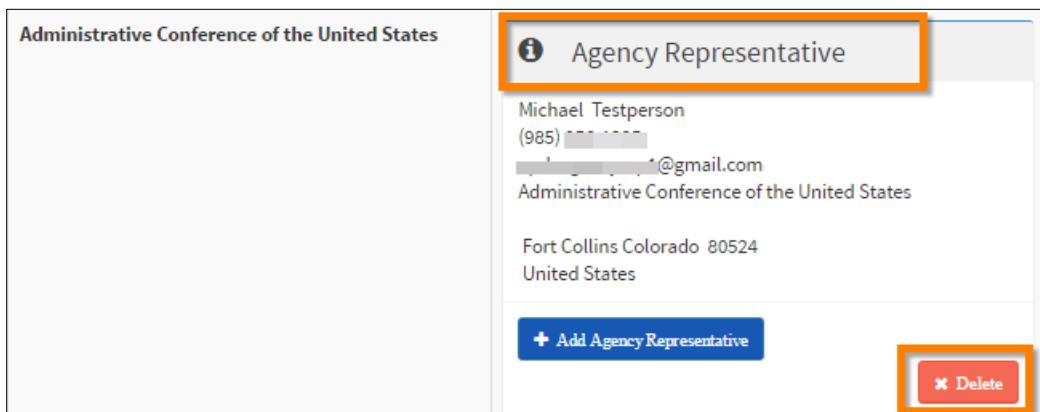
4. Your contact information is now visible in the Agency Representative area of the Parties screen. You can delete yourself from the case, if needed, using the **Delete** button in your contact area (only an agency POC can delete a representative).



6.5.3 *Delete a Representative*

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

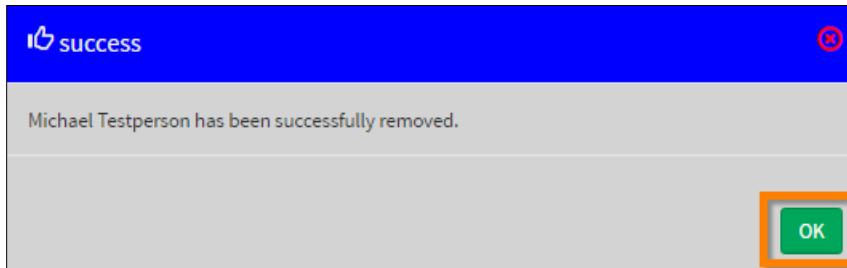
1. Click **Delete** in the **Agency Representative** box.



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



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



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



6.6 Email Preferences

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

EPDS <epds@gao.gov>

Electronic Protest Docket System :B-123498.2--HTG

To

*****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.

New File has been submitted to your case

Docket Number: 0

Filing Date Apr 05 2016 10:47:52 EDT

Docket Entry Title Supplemental Protest

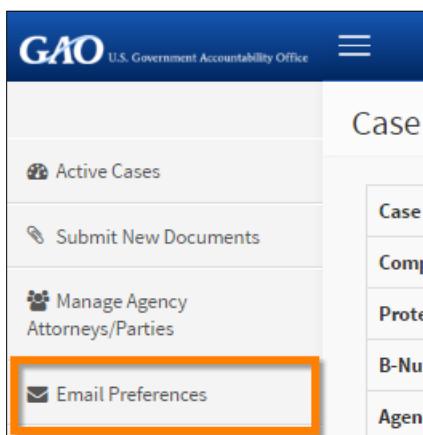
Please Login to your [Case Docket Sheet](#) to see more details

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

Deactivate Email Notifications

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

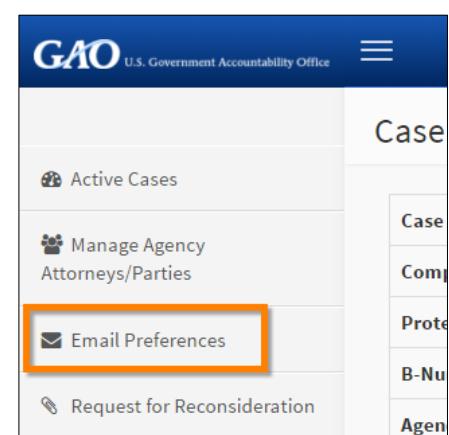
Agency Representative Dashboard



GAO U.S. Government Accountability Office

- Case
- Active Cases
- Submit New Documents
- Manage Agency Attorneys/Parties
- Email Preferences**

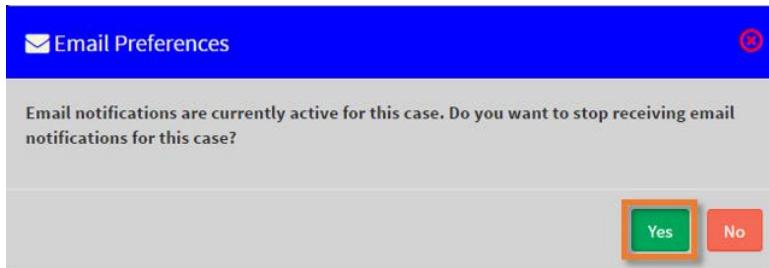
POC Dashboard



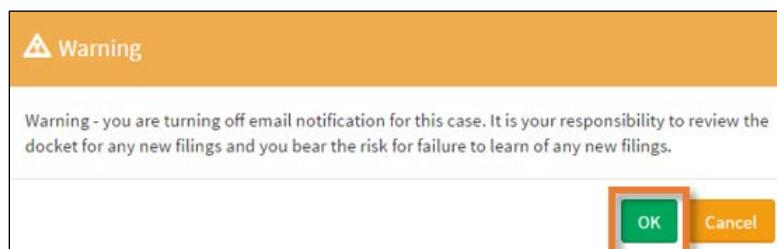
GAO U.S. Government Accountability Office

- Case
- Active Cases
- Manage Agency Attorneys/Parties
- Email Preferences**
- Request for Reconsideration

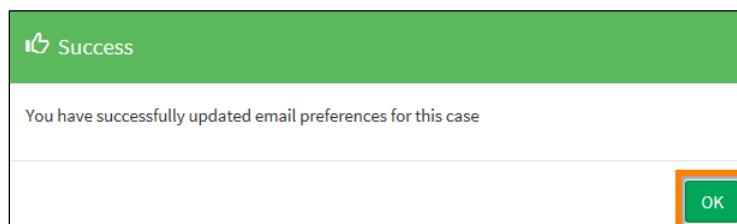
2. Click **Yes** on the **Email Preferences** pop-up box.



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



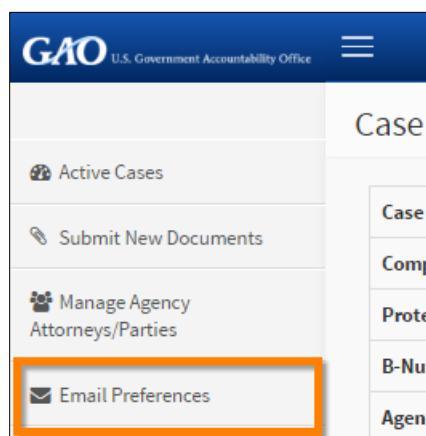
4. Click **OK** on the **Success** pop-up.



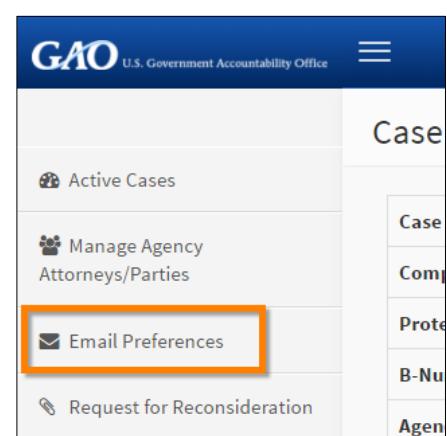
Activate Email Notifications

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

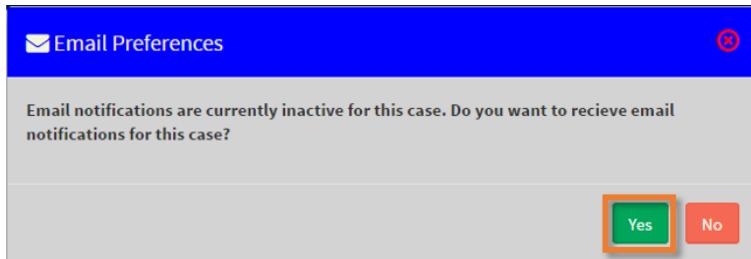
Agency Representative Dashboard



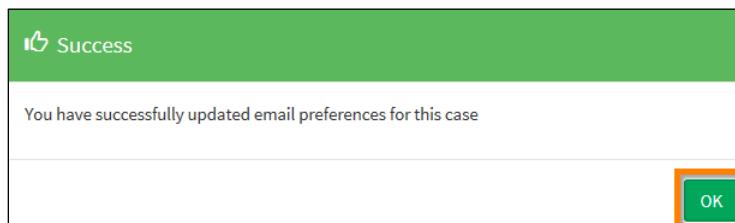
POC Dashboard



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



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



7.0 Protected Material

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

7.1 Protecting a New Case

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

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

Yes No

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

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

Case Docket Sheet		Dashboard - Case Docket Sheet	
Case Type	PROTEST	GAO Attorney Name	[REDACTED]
Company Status	SMALL	GAO Attorney Email	[REDACTED]
Protester	ENVIRONMENTAL TODAY	GAO Attorney Phone Number	[REDACTED]
B-Number	B-412737.1 ; B-412737.2	Days Remaining	3
Agency		Case Status	OPEN
Intervenor(s)		Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N
Solicitation Number	B52-2016		
Consolidated Protests			
Show: 100 entries		Filter Records: <input type="text"/>	
Index	Alerts	Type of Filing	Filer
			Protected?
1		Protest	PROTESTER (Environmental Today)
2	!	Supplemental Protest	GAO
3		Comments	PROTESTER (Environmental Today)
Apr 05 2016 17:18:55 EDT			
Apr 06 2016 13:53:20 EDT			
Jul 11 2016 15:00:52 EDT			

Showing 1 to 3 of 3 entries

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

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

⚠️ WARNING

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

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

7.2 Filing a Final Redacted Version

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

Type of document

Request for Dismissal

Request for Dismissal

5-Day Letter
Agency Report – Legal Memorandum & Contracting Officer's Statement
Additional Agency Report Exhibits
Additional Supplemental Agency Report Exhibits
Request for _____
Notice Of _____
Response to _____
Objection to _____
No Objection to _____
Final Redacted Version of _____
Proposed redactions to GAO decision
Corrected version of _____
Other _____
No Proposed Redactions to GAO Decision
Request to Modify Protective Order

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

NOTE

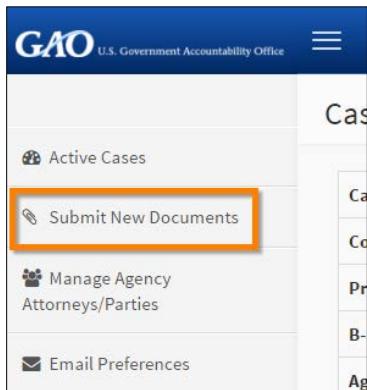
Parties should exchange proposed redacted versions of filings and correspond in good faith to prepare final agreed-to redacted versions of filings outside of EPDS. **Only the final redacted version agreed to by all parties should be filed in EPDS.**

1. Select the appropriate protest from the dashboard.



B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
B-1209817	██████████	Jan 18 2016 11:17:49 EST	Department of Veterans Affairs	04/27/2016	A-0ATER	PROTEST	OPEN
B-XXV42 ; B-XXV42.3	██████████	Jan 18 2016 16:50:13 EST	Administrative Conference of the United States	04/27/2016	A-XXV42	PROTEST	OPEN

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



3. This example depicts the selection of **Final Redacted Version of _____** as the **Type of document**.

A screenshot of a document submission form. The top section is titled 'Type of document' with a dropdown menu containing 'Final Redacted Version of _____' (which is highlighted with an orange box). Below this is a section for 'Upload Primary Document' with 'Add File' and 'Cancel' buttons. A table below shows columns for '#', 'Name', 'Size', and 'Progress'. The next section is 'Comments' with a text area containing 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)' and a character count of '250 characters remaining'. At the bottom are 'Submit' and 'Reset' buttons.

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

A screenshot of a confirmation dialog box. The title bar says 'Final Redacted Version of _____'. The main content area has a text input field with the placeholder 'Please briefly describe the document you are filing (e.g., objection to agency's 5 day letter, motion for an extension.)'. Below this is a text input field containing 'agency comments' (which is highlighted with an orange box) and a green checkmark icon. A character count of '235 characters remaining' is shown. At the bottom are 'OK' and 'Cancel' buttons.

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

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

#	Name	Size	Progress

Comments

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

250 characters remaining

Submit

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

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

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

#	Name	Size	Progress
1	[REDACTED]	12314	

Do you want to Upload Associated Documents?

Yes No

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

Type of document

Final Redacted Version of agency comments

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

#	Name	Size	Progress
1	[REDACTED].pdf	187687	

Do you want to Upload Associated Documents?

Yes No

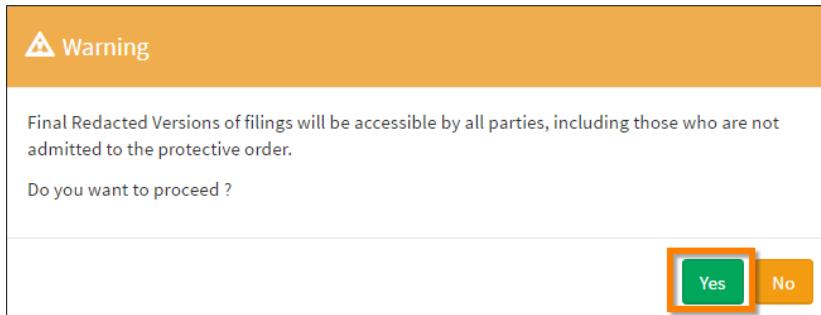
Comments

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

250 characters remaining

Submit Reset

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



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

The image shows a table with columns: Index, Alerts, Type of Filing, Filer, Protected ?, Date, Comments, and GAO Notes. There are 8 entries. The 8th entry, 'Final Redacted Protest', is highlighted with an orange box. The table includes a header row and a footer row 'Showing 1 to 8 of 8 entries'.

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

Showing 1 to 8 of 8 entries

7.3 Filing a Proposed Redaction to a GAO Decision

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

1. Select the appropriate protest from the dashboard.

The image shows a dashboard with a table of protest entries. The table has columns: B-Number, Protester, Filing Date, Agency, Due Date, EPDS Cntrl #, Case Type, and Case Status. The first entry, 'B-120987', is highlighted with an orange box. The table includes a header row and a footer row 'Showing 1 to 25 of 25 entries'.

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

Showing 1 to 25 of 25 entries

2. Click **Submit New Documents**.



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

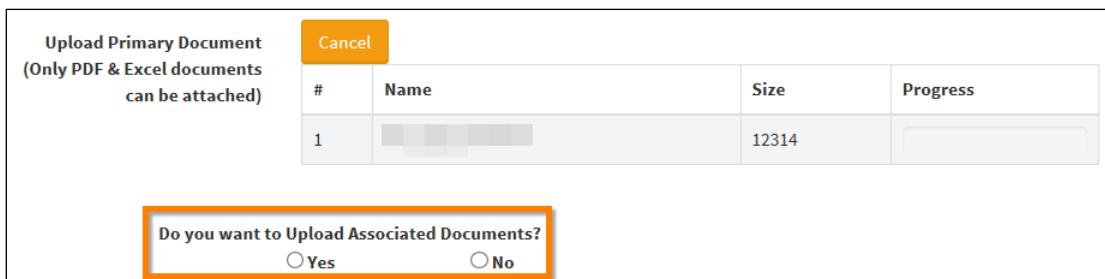
A screenshot of the 'Submit New Document' form. The 'Type of document' dropdown menu is open, showing 'Proposed redactions to GAO decision' as the selected option. Other options in the dropdown are 'Case Comment' and 'Case Response'. Below the dropdown is a section for 'Upload Primary Document' with 'Add File' and 'Cancel' buttons. There is a table for document details with columns for '#', 'Name', 'Size', and 'Progress'. Below this is a question about document sensitivity with 'Yes' and 'No' radio buttons. A 'Comments' section with a text input field and character count (250 characters remaining) is also present. A 'Submit' button is at the bottom.

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

A screenshot of the 'Upload Primary Document' form. The 'Add File' button is highlighted with an orange box. Below it is a table for document details with columns for '#', 'Name', 'Size', and 'Progress'. A 'Comments' section with a text input field and character count (250 characters remaining) is also present. A 'Submit' button is at the bottom.

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

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

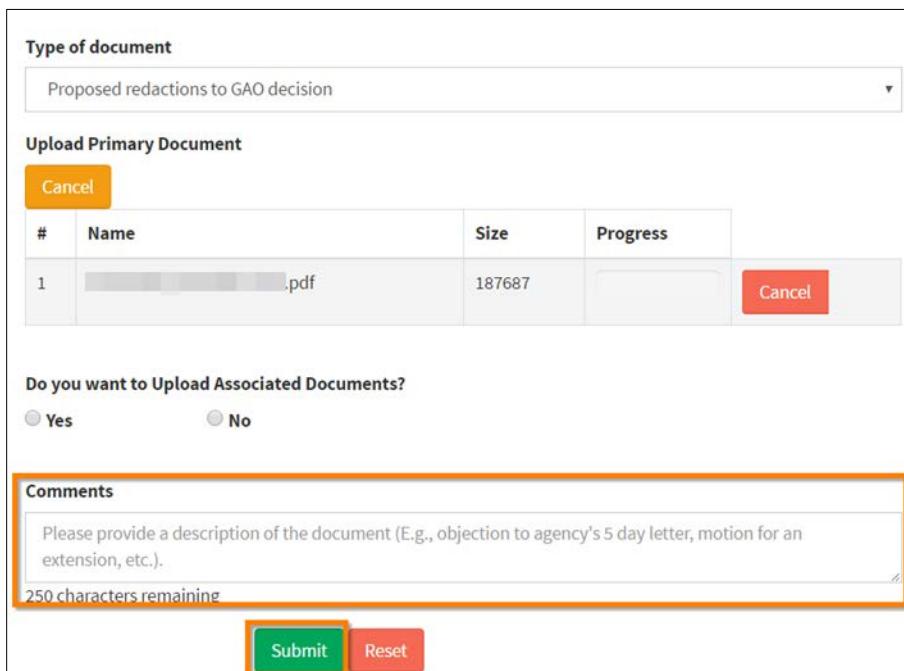


Upload Primary Document
(Only PDF & Excel documents
can be attached)

#	Name	Size	Progress
1	[Redacted]	12314	[Redacted]

Do you want to Upload Associated Documents?
 Yes No

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



Type of document
Proposed redactions to GAO decision

Upload Primary Document

#	Name	Size	Progress
1	[Redacted].pdf	187687	[Redacted] <input type="button" value="Cancel"/>

Do you want to Upload Associated Documents?
 Yes No

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

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

8. GAO will evaluate the proposed redactions. GAO will either correspond further with the parties regarding their proposed redactions or will proceed to issue a Public Decision that will be accessible on the docket and available to all authorized users with access to the case.

7.4 Protective Order

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

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

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

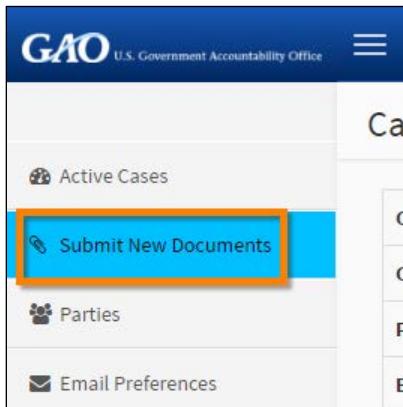
2. When GAO issues an acknowledgement package with a protective order or a notice of protective order, the protective order will be available for download on the docket. Also, the protective order issued field on the docket will change to **Y**.

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

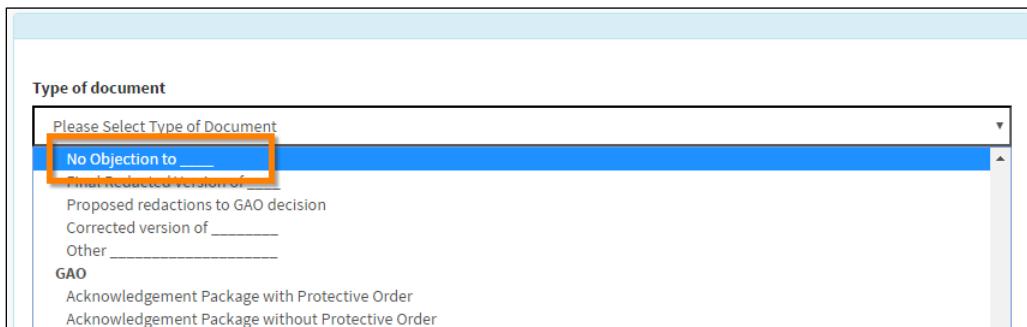
7.4.1 Agree to a Protective Order Admission

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

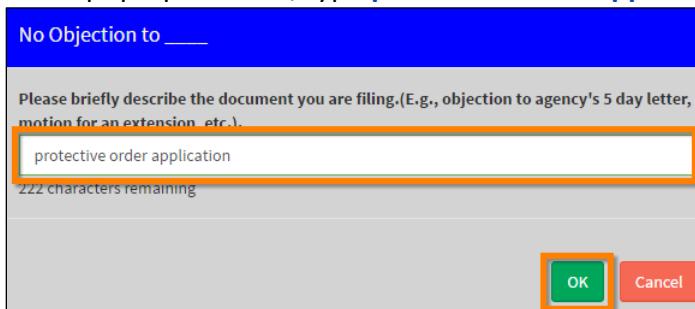
1. While on the Docket, click **Submit New Documents** on the left side menu.



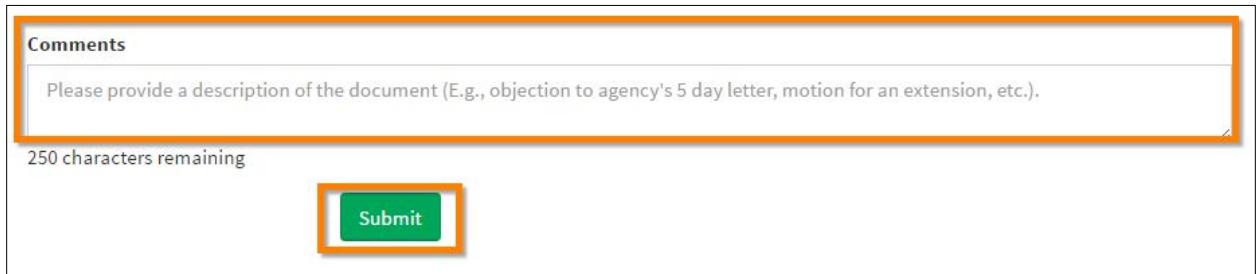
2. On the **Submit New Document** screen, click the drop-down arrow for **Type of document** and select **No Objection to ____**.



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



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



A screenshot of a web form. At the top, a header says 'Comments'. Below it is a text input field containing the placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).' The input field has a character count of '250 characters remaining'. At the bottom of the form is a green 'Submit' button.

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



A screenshot of a docket table. The columns are: Index, Alerts, Type of Filing, Filer, Protected ?, and Date. There are five entries:

Index	Alerts	Type of Filing	Filer	Protected ?	Date
1		Protest	PROTESTER (	YES	Mar 25 2016 12:45:51 EDT
2		Request for Testing	PROTESTER	YES	Mar 25 2016
3		GAO's response to the protest filed by PROTESTER on 3/25/2016	GAO	NO	Mar 25 2016 18:14:32 EDT
5		No Objection to protective order application	GAO	NO	May 04 2016 18:23:05 EDT

7.4.2 *Objection to a Protective Order Application*

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

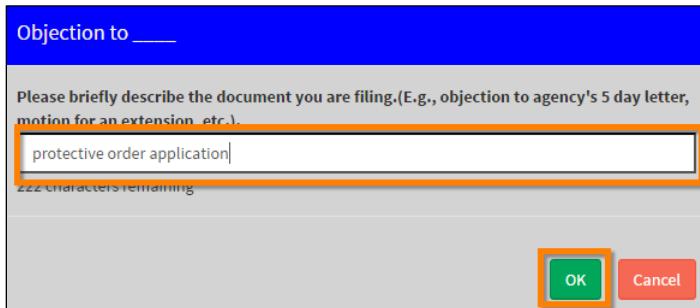
1. While on the Docket, click **Submit New Documents** on the left side menu.



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

A screenshot of the 'Submit New Document' screen. At the top, there is a label 'Type of document'. Below it is a dropdown menu with the text 'Objection to _____'. The dropdown menu is open, showing a list of options: 'Proposed redactions to GAO decision', 'Corrected version of _____', 'Other _____', 'AGENCY', 'No proposed redactions to GAO decision', 'Request for Dismissal', '5-Day Letter', 'Agency Report – Legal Memorandum & Contracting Officer's Statement', 'Additional Agency Report Exhibits', 'Additional Supplemental Agency Report Exhibits', 'Request for _____', 'Notice Of _____', 'Response to _____', 'No Objection to _____', 'Final Redacted Version of _____', 'Proposed redactions to GAO decision', 'Corrected version of _____', 'Other _____', and 'No Objection to protective order application'. The option 'Objection to _____' is highlighted with an orange box.

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



Objection to ____

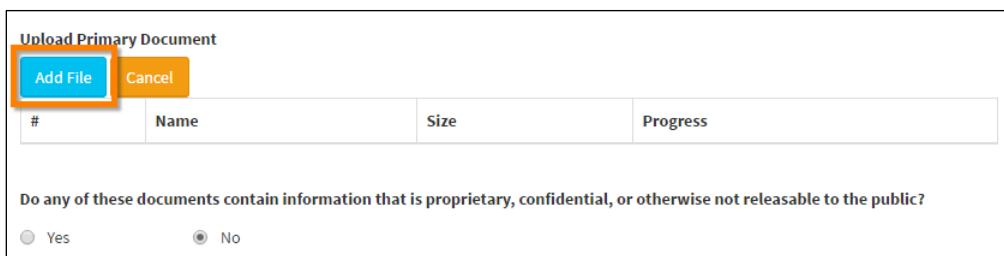
Please briefly describe the document you are filing. (E.g., objection to agency's 5 day letter, motion for an extension, etc.).

protective order application

222 characters remaining

OK Cancel

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



Upload Primary Document

Add File Cancel

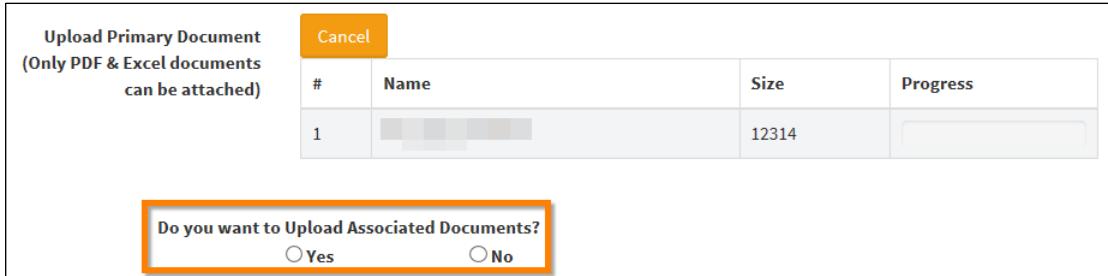
#	Name	Size	Progress
1	[REDACTED]	12314	

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

Yes No

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

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



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

Cancel

#	Name	Size	Progress
1	[REDACTED]	12314	

Do you want to Upload Associated Documents?

Yes No

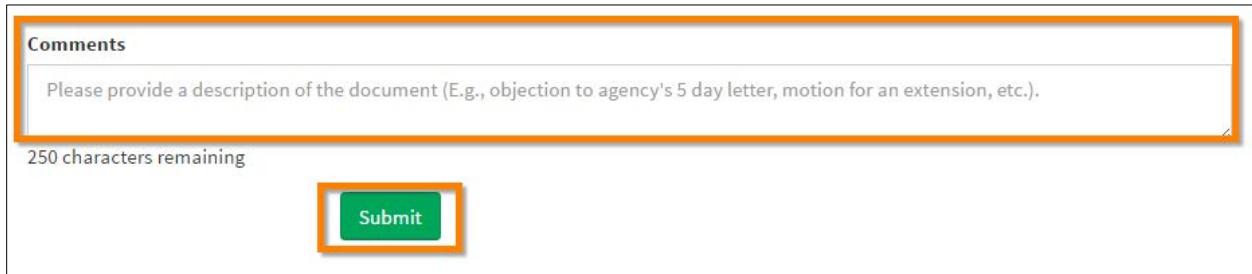
6. If appropriate, click **Yes** for the question **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**



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

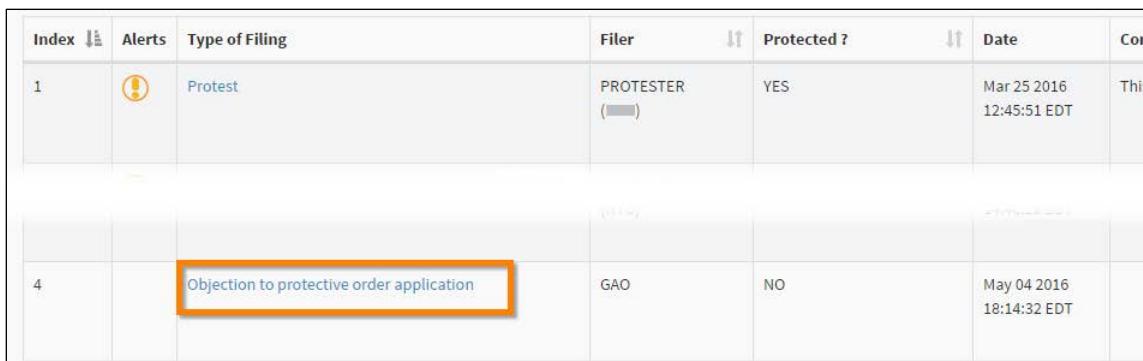
Yes No

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



A screenshot of a web form. At the top, a header says 'Comments'. Below it is a text input field containing the placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.).'. Below the input field, a message says '250 characters remaining'. At the bottom is a green 'Submit' button.

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

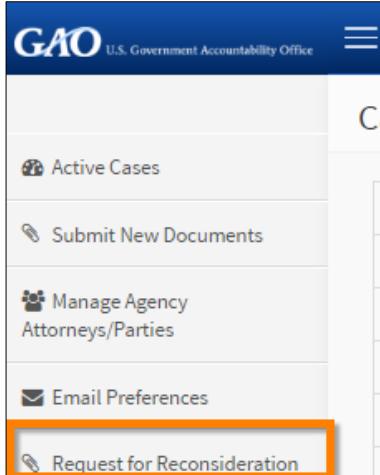


Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments
1		Protest	PROTESTER 	YES	Mar 25 2016 12:45:51 EDT	This is a protest
4		Objection to protective order application	GAO	NO	May 04 2016 18:14:32 EDT	Objection to protective order application

8.0 Closed Case Actions

After a case is closed, the left navigation options in **the Case Docket Sheet** change to include **Request for Reconsideration**.

Agency Representative Dashboard



POC Dashboard



8.1 File a Request for Reconsideration

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

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

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

Agency Representative Dashboard *POC Dashboard*



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

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

Add File	Cancel	Name	Size	Progress
Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?				
<input type="radio"/> Yes <input type="radio"/> No				
Comments Comments 250 characters remaining				
<input type="button" value="Submit"/>				

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

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

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

Cancel	#	Name	Size	Progress
	1	redacted.pdf	220781	

Do you want to Upload Associated Documents?

Yes No

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

Do you want to Upload Associated Documents?

Yes No

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

Yes No

Comments

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

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

#	Name	Size	Progress
1	[REDACTED].pdf	187687	

Do you want to Upload Associated Documents?

Yes No

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

Yes No

Comments

Comments

250 characters remaining

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

GAO U.S. Government Accountability Office

Dashboard

Show 25 entries

Filter Records: Show / hide columns

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
411125.1	[REDACTED]-RECON	Jun 23 2016 17:29:38 EDT	Administrative Conference of the United States	10/03/2016	A-RR20Q.9	RECONSIDERATION	OPEN
		Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	OPEN

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

 Wed 4/27/2016 12:36 PM
EPDS <epds@gao.gov>
Electronic Protest Docket System: NOTICE OF NEW REQUEST FOR RECONSIDERATION
To: [REDACTED]; [REDACTED]; [REDACTED]

*****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.

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

Protester: [REDACTED]
Solicitation Number: unknown
Time of Filing: Apr 27 2016 14:36:00 EDT
B Number: TBD
EPDS Tracking Number: A-MQH1I.3.4

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

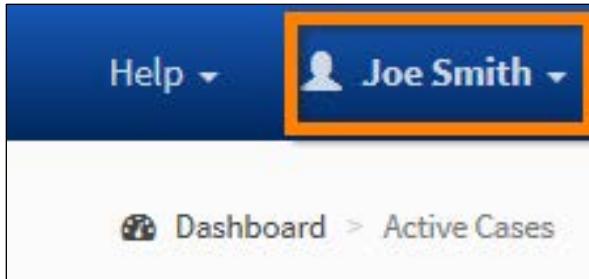
Please Login to your [Dashboard](#) to see more details

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

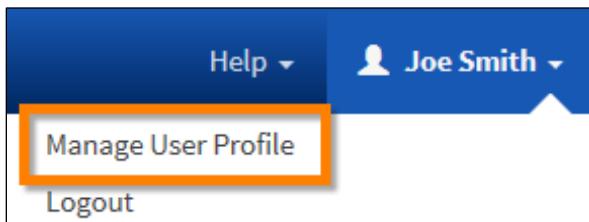
9.0 Manage User Profile

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

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



2. Click **Manager User Profile**.



3. The **Profile** page will display. Scroll to the bottom of your profile, and click **Edit**.

Profile

Prefix

Mrs.

First Name

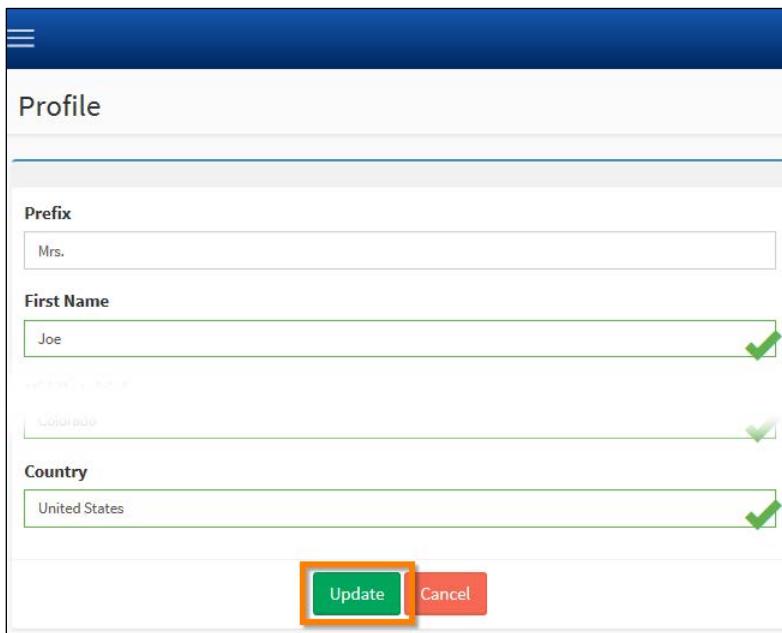
Joe

Country

United States

Edit

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



Profile

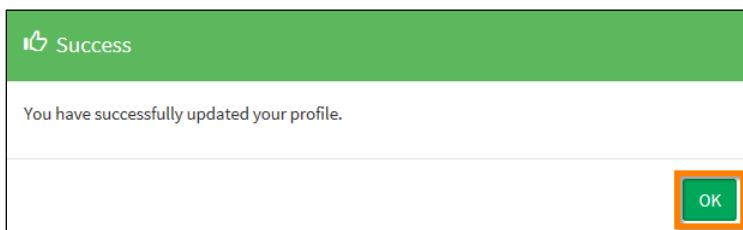
Prefix
Mrs.

First Name
Joe ✓

Country
United States ✓

Update **Cancel**

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

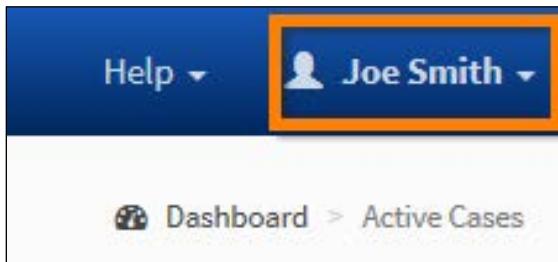


10.0 Manage Password

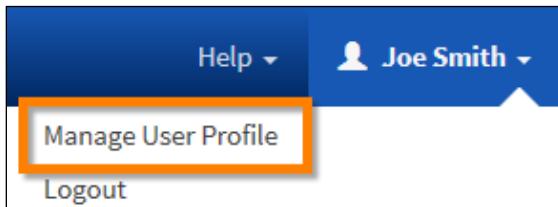
10.1 Change Password

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

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



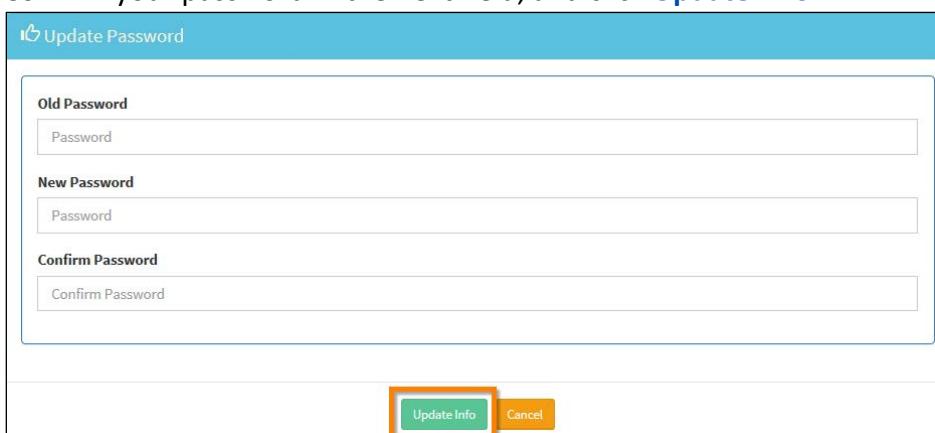
2. Click **Manager User Profile**.



3. Click **Change Password** on the left side navigation.

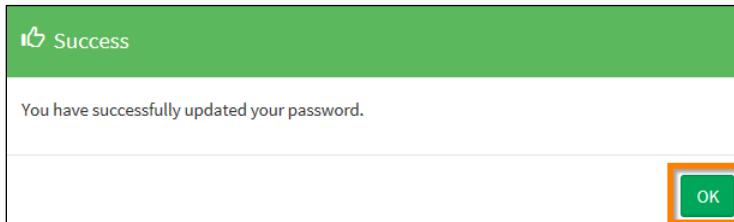


4. Enter your current password, then your new password. Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories:**
 - English uppercase characters (A to Z)
 - English lowercase characters (a to z)
 - Base 10 digits (0 to 9)
 - Special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



The screenshot shows a 'Update Password' form. It contains three text input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields are two buttons: 'Update Info' (highlighted with an orange box) and 'Cancel'.

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



10.2 Reset Password

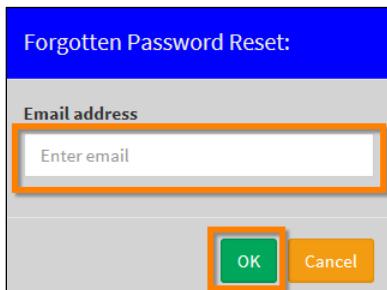
If you forget your password, you can reset your password using the following instructions:

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



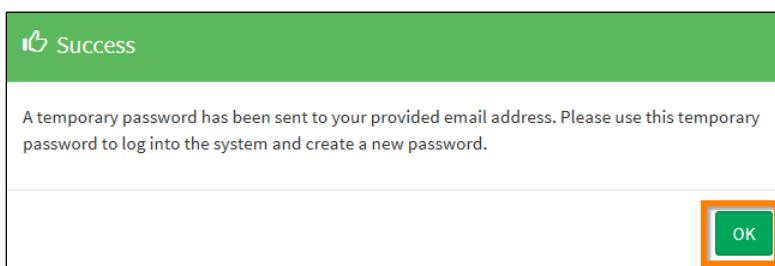
The image shows the EPDS login page. It has a blue header with the text 'EPDS'. Below the header are two input fields: 'Email' and 'Password', both marked as required. Underneath the fields are two buttons: 'Sign me in' and 'Register as a new User'. At the bottom of the page, there is a link 'I forgot my password' which is highlighted with an orange box.

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



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

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



The image shows a 'Success' pop-up window. The title bar is green with the word 'Success'. The main content area contains the text: 'A temporary password has been sent to your provided email address. Please use this temporary password to log into the system and create a new password.' At the bottom right of the window is a button labeled 'OK', which is highlighted with an orange box.

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

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.

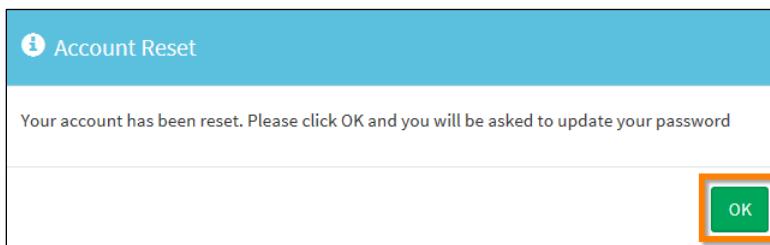
Note: these instructions work for PC users only

Log into the [ELECTRONIC PROTEST DOCKET SYSTEM \(EPDS\)](#) and reset your password as prompted.

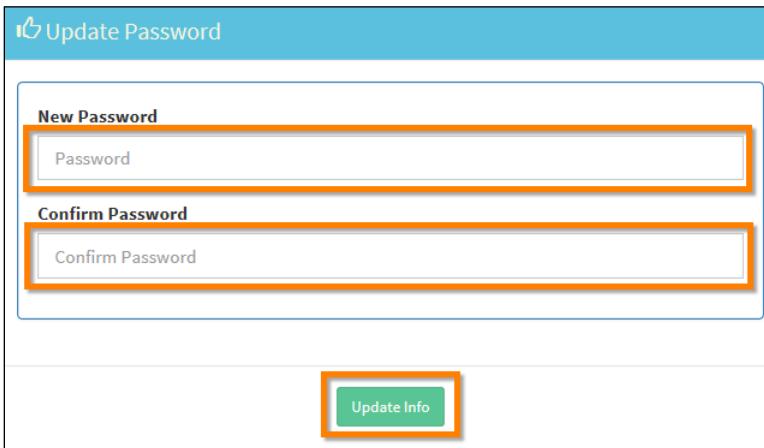
Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:

- *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. Log In using your temporary password, which you copied in step 3 above.
6. Click OK on the **Account Reset** pop-up window.

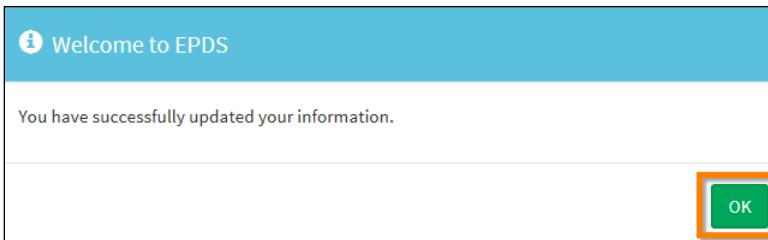


7. Enter your new password. Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:
 - a. English uppercase characters (A to Z)
 - b. English lowercase characters (a to z)
 - c. Base 10 digits (0 to 9)
 - d. Special characters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



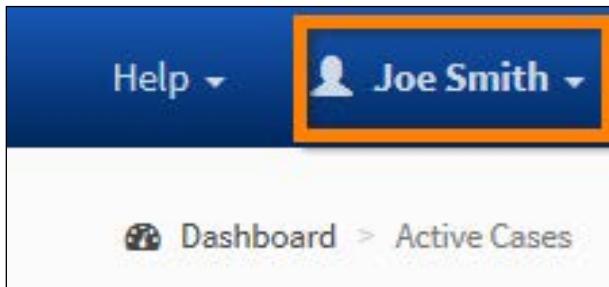
The screenshot shows a web-based password update form. The top bar is blue with the text "Update Password". Below this is a light blue section containing two input fields: "New Password" and "Confirm Password", both outlined in orange. At the bottom is a green "Update Info" button with an orange outline.

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

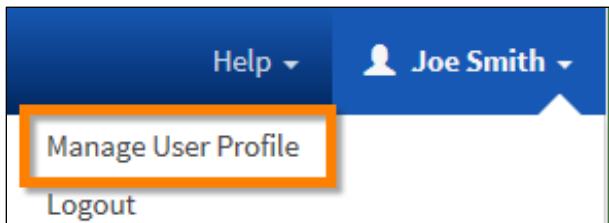


11.0 Change Security Questions

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



2. Click **Manager User Profile**.



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



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

 Change Security Questions

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

Security Question 1
What was your childhood nickname?

Security Question 2
In what city did you meet your spouse/significant other?

Security Question 3
What is the name of your favorite childhood friend?

Update Info **Cancel**

12.0 System Unavailability

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

List of Acronyms

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