

Logging Into and Navigating EPDS

Before logging into the Electronic Protest Docketing System (EPDS), please keep in mind that EPDS performs best when used in the **Google Chrome**, **Firefox**, **Safari**, or **Microsoft Edge** Web browsers. Using Internet Explorer is not recommended.

Use of EPDS is subject to the EPDS Instructions (which are available [here](#)), the EPDS Rules of Behavior (which are reviewable at the time of account creation), and the following terms:

EPDS Agreement

By logging into EPDS, you agree to the following:

- You are accessing a U.S. Government information system, which includes (1) the computer, (2) the 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 supervisor or any other official, except GAO's Chief Information Officer.

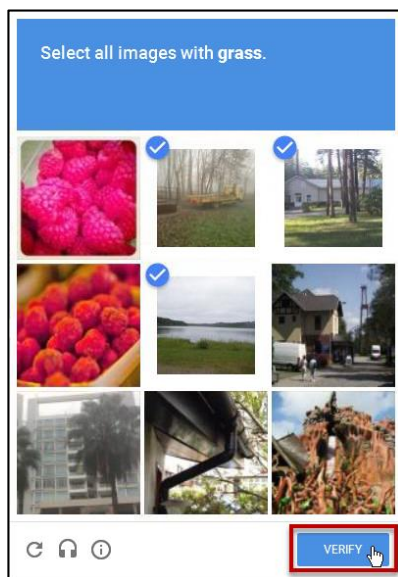
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To log into EPDS:


1. Enter the EPDS URL **https://epds.gao.gov** in your Web browser's Address Bar. The main EPDS page appears and displays the *EPDS* dialog box.

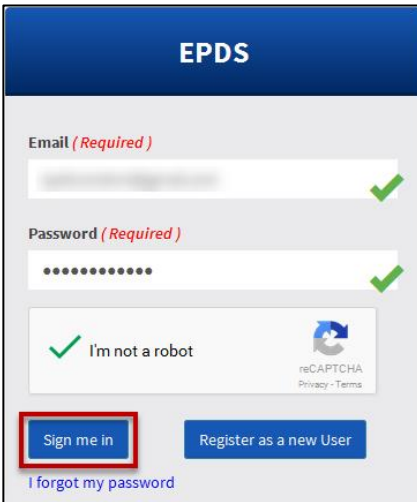
The image shows the EPDS login dialog box. It has a blue header with the text "EPDS". Below the header, there are three input fields: "Email (Required)", "Password (Required)", and a checkbox labeled "I'm not a robot". To the right of the checkbox is a reCAPTCHA logo with links for "Privacy" and "Terms". Below the input fields, there are two buttons: "Sign me in" and "Register as a new User". At the bottom left, there is a link that says "I forgot my password".

2. In the **Email** field, enter your registered EPDS email address.
3. In the **Password** field, enter your registered EPDS password.
4. Select the **I'm not a robot** checkbox. A dialog box with images and instructions appears for you to make selections.

The image shows a reCAPTCHA dialog box. It has a blue header with the text "Select all images with grass." Below the header, there is a grid of nine images. The first three images in the first row are marked with a blue checkmark. The second image in the second row is also marked with a blue checkmark. At the bottom left, there are three icons: a refresh icon, a volume icon, and an information icon. At the bottom right, there is a button labeled "VERIFY" with a hand cursor icon.


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5. Select the appropriate images as instructed. This verification process helps EPDS to confirm that you – and not a robot/machine – are making the selections. **Note:** If you are visually impaired, you can choose to receive an audio code instead by clicking the headphone icon  at the bottom of the reCAPTCHA dialog box.
6. Click the **Verify** button after you have selected the appropriate images. The EPDS dialog box reappears with the **username**, **password**, and **reCAPTCHA** fields checked.



The image shows the EPDS login form. It has a blue header with 'EPDS'. Below it are fields for 'Email (Required)' and 'Password (Required)', both with green checkmarks. There is a reCAPTCHA section with a green checkmark and the text 'I'm not a robot'. At the bottom, there are two buttons: 'Sign me in' (highlighted with a red box) and 'Register as a new User'. A link 'I forgot my password' is also present.

7. Click the **Sign me in** button. You are logged into EPDS and its *Dashboard* appears.

Note: By default, the *Dashboard* has a Navigation Pane on its left side that contains three tabs: (1) **Active Cases**, (2) **File New Protest**, and (3) **Request to Intervene**. It can be toggled off and on by clicking the **Navigation Pane** button  located near the top-left of the *Dashboard*.



The image shows the EPDS Dashboard. On the left is a 'Navigation Pane' with three tabs: 'Active Cases' (selected), 'File New Protest', and 'Request to Intervene'. The main area is titled 'Dashboard' and contains a table of active cases. A red box highlights the 'Show 25 entries' dropdown menu. Another red box highlights the 'Filter Records' and 'Show / hide columns' buttons. The table has columns for B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status.

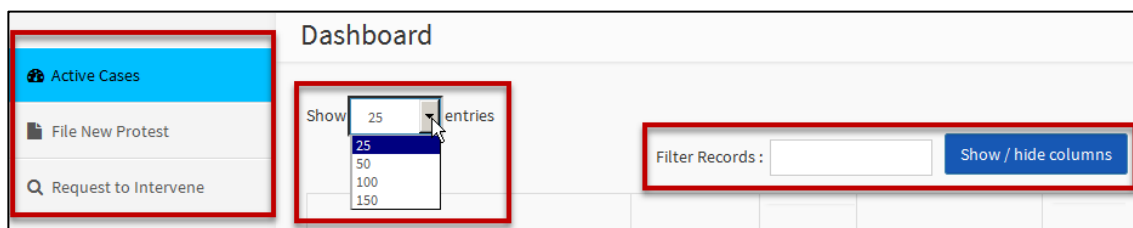
B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
B-412740.1	HTG	Mar 22 2016 15:22:25 EDT	Department of Agriculture/Agriculture Research Service	06/30/2016	A-MQH11	PROTEST	CLOSED
B-412734.1	XYZ Test, LLC	Mar 30 2016 08:40:14 EDT	Administrative Conference of the United States	07/08/2016	A-BC6EB	PROTEST	OPEN

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IMPORTANT: Please be advised that if you are inactive in EPDS for 20 minutes or more, then your current session times out and you are automatically logged off the system. When this occurs, you must sign into your EPDS account again.

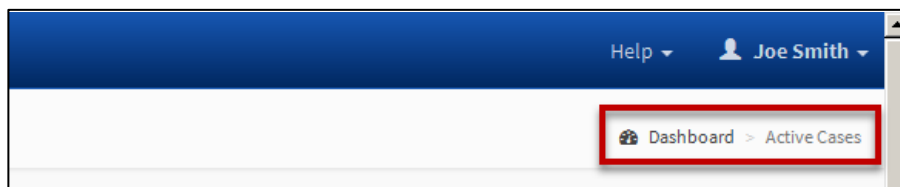
To navigate and use EPDS:

1. Select the **tab** in the Navigation Pane that pertains to the task you wish to perform.



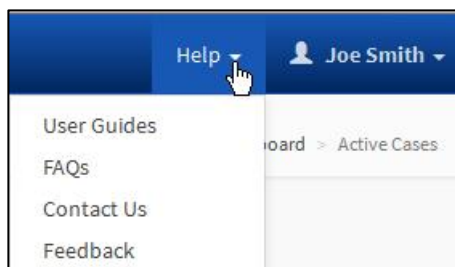
- **Active Cases:** Select this tab to see the bid protests that are pending for you and your representatives. You can use the **Show entries** list box to adjust the number of protests that you view at once on the screen, the **Filter Records** field to search for a specific case, and the **Show/hide columns** button to determine which columns are shown on the screen. (By default, all columns are shown.) In addition, you can add a co-representative to an active bid protest case.
- **File New Protest:** Select this tab if you wish to file a new bid protest case.
- **Request to Intervene:** Select this tab if you wish to submit a request to intervene in a pending bid protest case.

Note: EPDS provides a legend near the top-right of the *Dashboard* to denote where you have navigated. For example, if you are using the *Active Cases* tab in the *Dashboard*, then EPDS denotes **Dashboard – Active Cases** in its legend as shown below.



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2. Once you select a tab, follow the instructions that appear on the forms within the tab. **Note:** User guides and tutorials have been created to assist you with using EPDS. You can access them either from the Help menu located in the EPDS *Dashboard* or from in the bid protest section of GAO's website at www.gao.gov.
3. To obtain help with EPDS, open the Help menu by clicking the down arrow next to **Help** (located at the top-right of the *Dashboard* next to your name), and then selecting the desired option: **User Guides**, **FAQs**, **Contact Us**, or **Feedback**.



Note: The **User Guides** command provides links to both user guides and tutorials for assistance. The **FAQs** command provides a listing of frequently asked questions and answers regarding EPDS. The **Contact Us** command opens a dialog box that provides information on how to submit questions to EPDS Administrators. The **Feedback** command opens a dialog box that provides information on how you can provide feedback to EPDS administrators to improve the system. You can close the dialog boxes by clicking their **OK** button.

A screenshot of a "Contact Us" dialog box. It has a light blue header with an information icon and the text "Contact Us". Below the header, the text reads: "If you have questions, please contact GAO at 202-512-5436 or protests@gao.gov." At the bottom right of the dialog box, there is a green button with the text "OK" inside, which is highlighted with a red rectangular border.A screenshot of a "Send Feedback" dialog box. It has a light blue header with an information icon and the text "Send Feedback". Below the header, the text reads: "To provide your feedback on how we can improve EPDS, please email us at epdsfeedback@gao.gov. Do not use this email account to communicate with GAO regarding pending or prospective protests." At the bottom right of the dialog box, there is a green button with the text "OK" inside, which is highlighted with a red rectangular border.

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4. To sign out of EPDS, click the down arrow next to your name at the top-right of the *Dashboard*, and then select the **Logout** command.

