

Registering as a New User

You must be a registered user in the GAO Electronic Protest Docketing System (EPDS) to file or intervene in a bid protest.

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

To register as a new user:


1. Enter the EPDS URL **https://epds.gao.gov** in your Web browser's Address Bar. The Main EPDS webpage appears and includes the *EPDS Sign In* dialog box.

Welcome to GAO's Electronic Protest Docketing System (EPDS).
Please sign in below or register as a new User.

EPDS

Email (Required)
Email

Password (Required)
Password

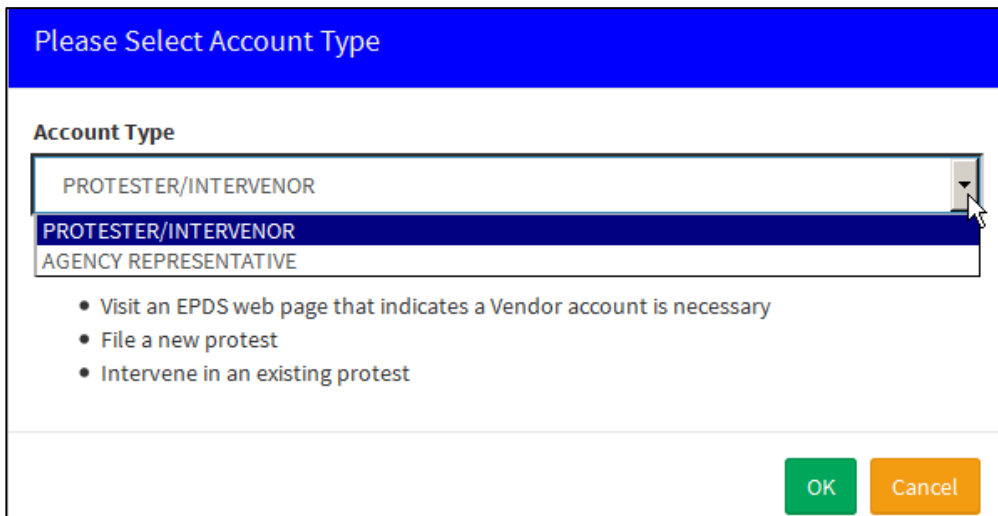
I'm not a robot 
reCAPTCHA
Privacy - Terms

[Sign me in](#) [Register as a new User](#)

[I forgot my password](#)

Registering as a New User

2. On the EPDS Sign In dialog box, click the **Register as a new User** button. The *Please Select Account Type* dialog box appears.

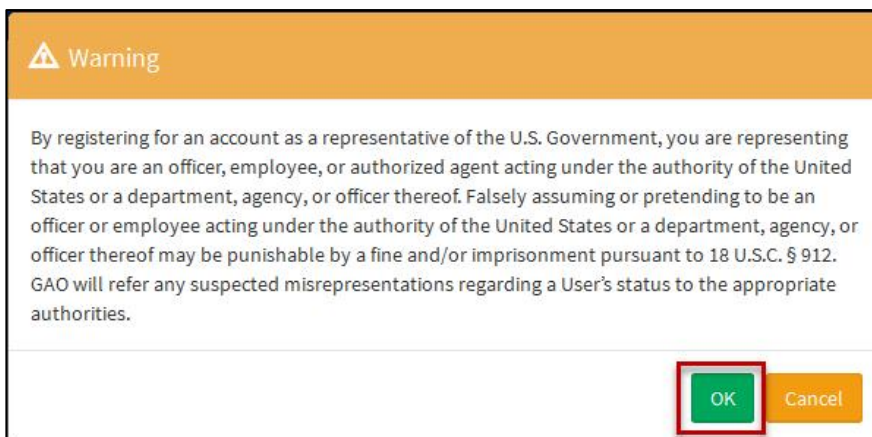


3. In the **Account Type** field, select the type of user you will register as from the list box: **Protestor/Intervenor** or **Agency Representative**.

Note: The Protester/Intervenor option is the default. If you intend to register as an Agency Representative, please be advised that your email address must be from a **.gov** or **.mil** domain.

4. Click **OK** to open the appropriate registration form.

Note: If you selected **Agency Representative**, then the following *Warning* dialog box appears to provide pertinent information. Please read and acknowledge the *Warning* by clicking **OK**. Your registration form will then appear.



Registering as a New User

Register as a Protester/Intervenor Representative form

Register as Protester/Intervenor Representative

Protester/Intervenor Representative Info

Email (Required)
Email

Prefix
Prefix

First Name (Required)
First Name

Middle Initial
Middle Initial

Last Name (Required)
Last Name

Suffix
Suffix

Name of Firm (Required)
Name of Company/Firm

Phone Number (Required)
+ (001) 000-0000

Fax Number
+ (001) 000-0000

Business Address

Address Line 1 (Required)
Street address, P.O. box, company name

Address Line 2

Register as an Agency Representative form

Register as an Agency Representative

Agency Representative Info

Email (Required)
Email

Prefix
Prefix

First Name (Required)
First Name

Middle Initial
Middle Initial

Last Name (Required)
Last Name

Suffix
Suffix

Agency Tier 1
Administrative Conference of the United States

Phone Number (Required)
+ (001) 000-0000

Fax Number
+ (001) 000-0000

Business Address

Address Line 1 (Required)
Street address, P.O. box, company name

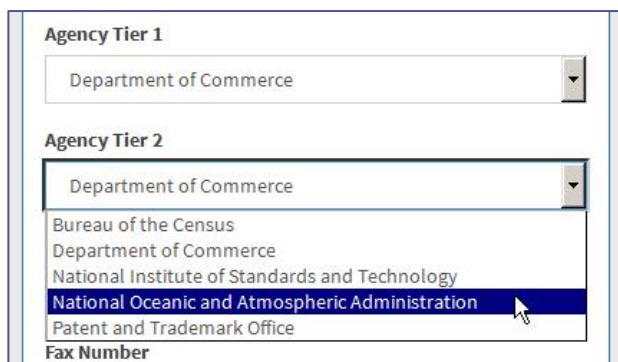
Address Line 2

5. Complete all required fields on the registration form.

Note: If you are registering as an **Agency Representative**, then you must select your primary agency from the **Agency Tier 1** field located in the *Agency Representative Info* section on your form. If the agency you represent is a secondary agency, then an **Agency Tier 2** field will appear so that it can be selected. For example, if you represent the National Oceanic & Atmospheric Administration (which is an agency of the Department of Commerce), then you should select Department of

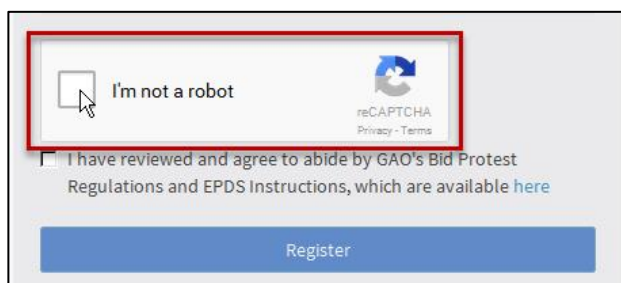
Registering as a New User

Commerce from the **Agency Tier 1** field's list box. An **Agency Tier 2** field then appears for you to select National Oceanic & Atmospheric Administration from its list box.



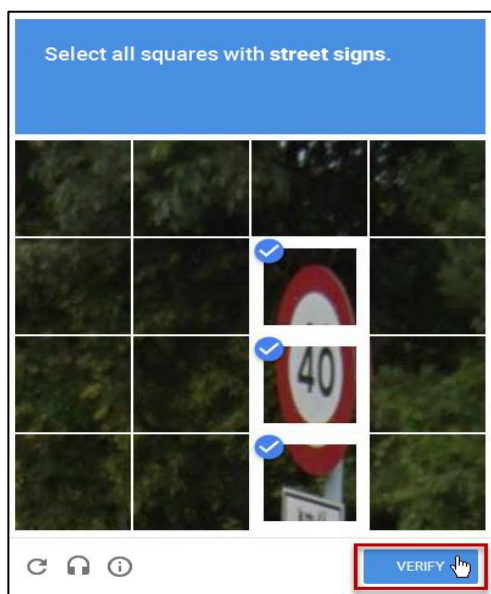
The screenshot shows a registration form with two dropdown menus. The first, labeled "Agency Tier 1", has "Department of Commerce" selected. The second, labeled "Agency Tier 2", has a list of agencies open, with "National Oceanic and Atmospheric Administration" highlighted by a mouse cursor. Below the second dropdown is a "Fax Number" input field.

6. Once you have completed the required fields on the form, click the **I'm not a robot** checkbox.




The screenshot shows the "I'm not a robot" checkbox, which is highlighted with a red box. To its right is the reCAPTCHA logo and a link to "Privacy - Terms". Below the checkbox is a text box containing the text: "I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available [here](#)". At the bottom of the form is a blue "Register" button.

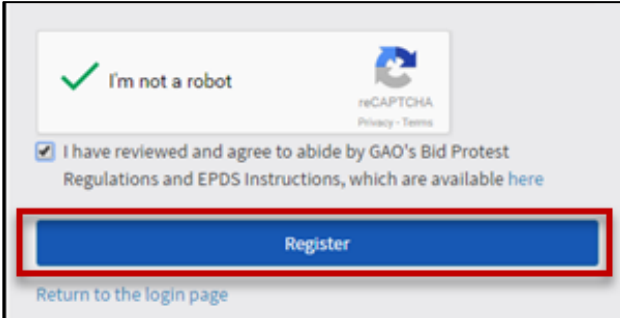
A dialog box with instructions and images appears.



The screenshot shows a reCAPTCHA dialog box with a blue header that says "Select all squares with street signs." Below the header is a 3x3 grid of images. The middle-right square, which shows a speed limit sign with the number "40", has a blue checkmark. The bottom-middle square also has a blue checkmark. At the bottom of the dialog box is a "VERIFY" button, which is highlighted with a red box.

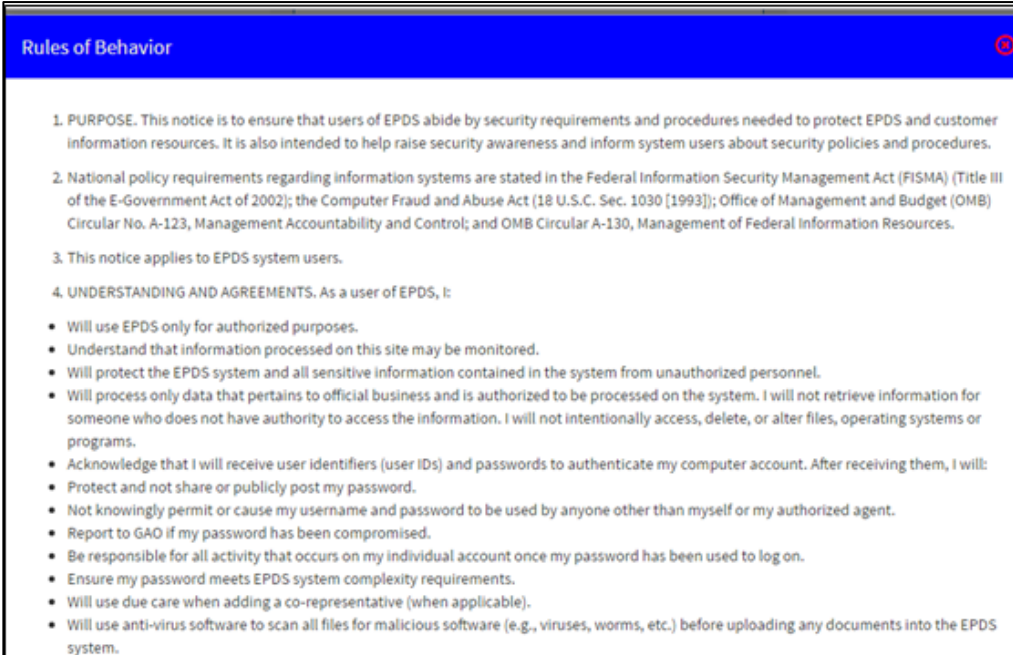
Registering as a New User

7. 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.
8. Click the **Verify** button after you have selected the appropriate images. Your registration form reappears.
9. Click the checkbox next to the statement **“I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here.”** The **Register** button becomes active.



The screenshot shows a reCAPTCHA verification dialog box. At the top left, there is a green checkmark and the text "I'm not a robot". To the right is the reCAPTCHA logo and "reCAPTCHA Privacy - Terms". Below this, there is a checked checkbox with the text "I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here". At the bottom, there is a blue button labeled "Register" which is highlighted with a red rectangular border. Below the button is a link that says "Return to the login page".

10. Click the **Register** button. The *Rules of Behavior* agreement appears.



The screenshot shows a page titled "Rules of Behavior" with a blue header. The content is as follows:

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.

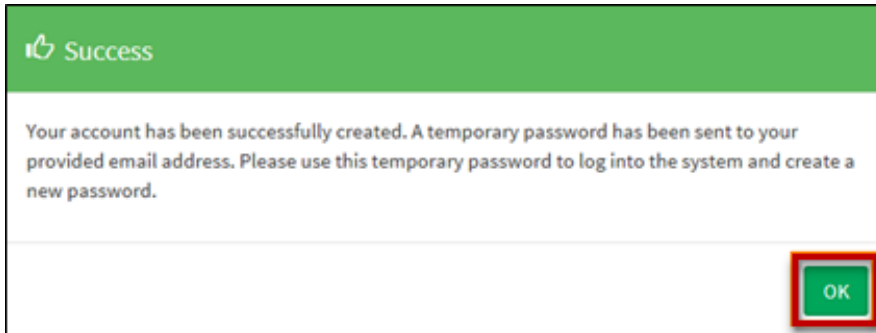
3. This notice applies to EPDS system users.

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.

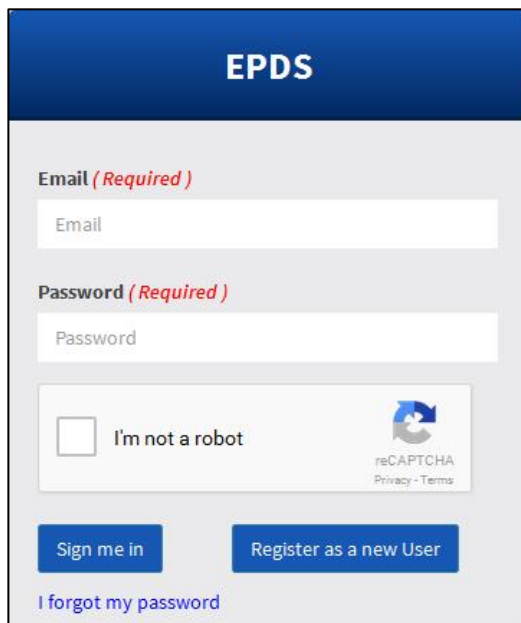
Registering as a New User

11. Read the *Rules of Behavior* agreement, and then click **I Agree**. A *Success* dialog box appears to confirm that your EPDS account has been created and that a temporary password will be emailed to you.



Note: If your registration is not successful, then a notification will appear to alert you of the information that needs to be corrected on your registration form. Make the necessary corrections, and then click the **Register** button again.

12. Click **OK** on the *Success* dialog box. The *EPDS Sign In* dialog box reappears.

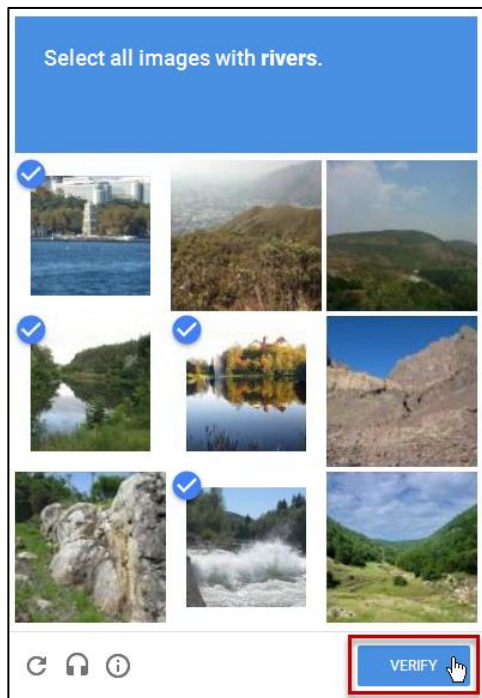
A screenshot of the EPDS Sign In dialog box. The title bar is dark blue with the text 'EPDS' in white. The main content area is light gray and contains the following elements: a label 'Email (Required)' in red, a white text input field with the placeholder 'Email'; a label 'Password (Required)' in red, a white text input field with the placeholder 'Password'; a checkbox with the text 'I'm not a robot' and a reCAPTCHA logo to its right; two blue buttons at the bottom: 'Sign me in' and 'Register as a new User'; and a blue link 'I forgot my password' at the bottom left.

Note: The email you receive from EPDS (epds@gao.gov) will contain a temporary password you can use when you initially sign into EPDS. Once you sign in, you will be prompted to create a new EPDS password. Keep in mind that you can sign into EPDS at any time.

Registering as a New User

To sign into EPDS for the first time:

1. Open the email from EPDS (epds@gao.gov) that contains your temporary EPDS password.
2. Enter the EPDS URL **https://epds.gao.gov** in your Web browser's Address Bar. The Main EPDS webpage appears and includes the *EPDS Sign In* dialog box.
3. Enter your registered email address in the **Email** field.
4. Enter your temporary EPDS password in the **Password** field.
Note: You can copy your temporary password from the email and paste it into the **Password** field to make the process of entering your temporary password easier.
5. Click the **I'm not a robot** checkbox in the *reCAPTCHA* field. A dialog box with instructions and images appears.



6. Select the appropriate images based on the instructions. **Note:** This verification process helps EPDS to confirm that you – and not a robot/machine – are making the selections. To receive an audio code instead of the images, please click on the headphone icon at the bottom of the *reCAPTCHA* dialog box.

Registering as a New User

7. Click the **Verify** button after you have selected the images as instructed. The *EPDS Sign In* dialog box reappears with the **Email**, **Password**, and **reCAPTCHA** fields completed (i.e., denoted with checkmarks).

EPDS

Email (Required)
johnsmith091216@gmail.com ✓

Password (Required)
..... ✓

✓ I'm not a robot reCAPTCHA
Privacy - Terms

Sign me in Register as a new User

[I forgot my password](#)

8. Click the **Sign me in** button. A *Password Reset* dialog box appears to confirm that this is the first time that you have signed into EPDS.

Password Reset

You are accessing EPDS for the first time. You need to update your password. Please click OK and you will be asked to update your password

OK

9. Click **OK**. The *Please update your password* dialog box appears to prompt you to enter a new EPDS password.

Please update your password

New Password
|

Registering as a New User

10. Enter your new EPDS password in the **New Password** field.
Note: Make certain to follow the password guidelines provided in the dialog box.
11. Re-enter your new EPDS password in the **Confirm Password** field.

Please update your password

New Password
.....

Confirm Password
.....

Update Info Cancel

Note: If you are an **Agency Representative**, then the *Please update your password* dialog box will include a Security Question section for you to complete. Answer three distinct security questions that you select from the **Security Question 1, 2, and 3** fields' list boxes.

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.

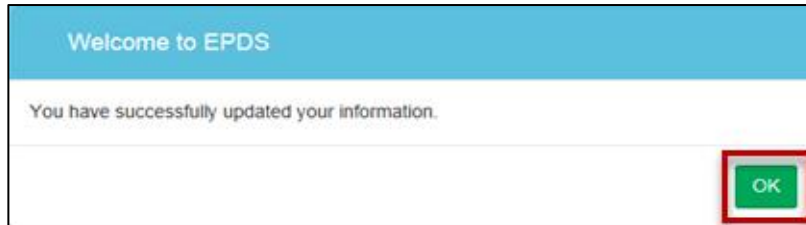
Security Question 1
What was your childhood nickname? ▾
.....

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

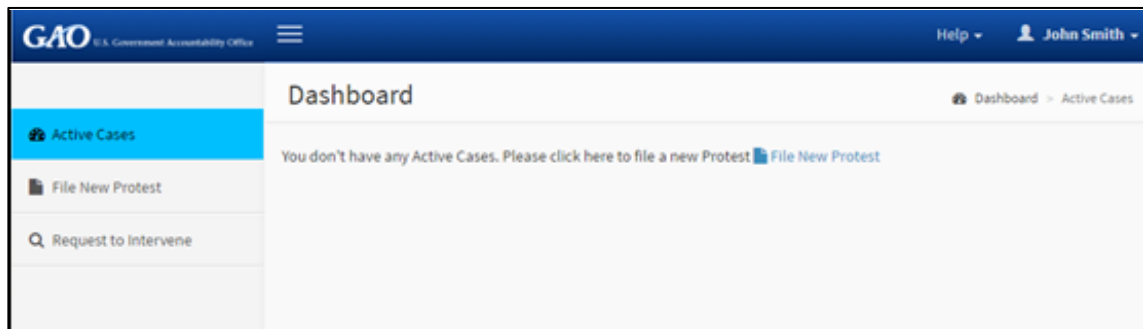
Security Question 3
What is the name of your favorite childhood friend? ▾
.....

Registering as a New User

12. After updating your password, click the **Update Info** button. A *Welcome to EPDS* dialog box appears to confirm that you have successfully updated your information.

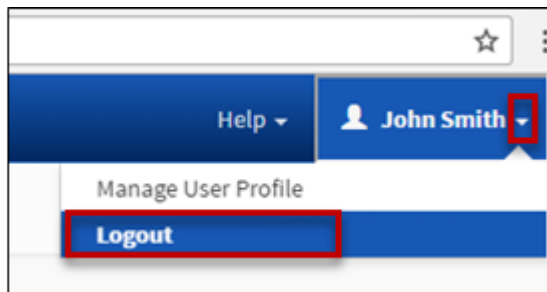


13. Click **OK** to close the dialog box. The *Dashboard* appears.



Note: Now that you have established a new EPDS password, you can perform tasks in the system at any time. For more information, please refer to the user guide titled "Logging into and Navigating EPDS."

14. To sign out of EPDS, click the down arrow next to your name at the top-right of the screen, and then select **Logout** from the menu that appears. The main EPDS webpage reappears.



15. Close the EPDS webpage window.