## 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 <u>not</u> recommended.

<u>To register as a new user</u>:

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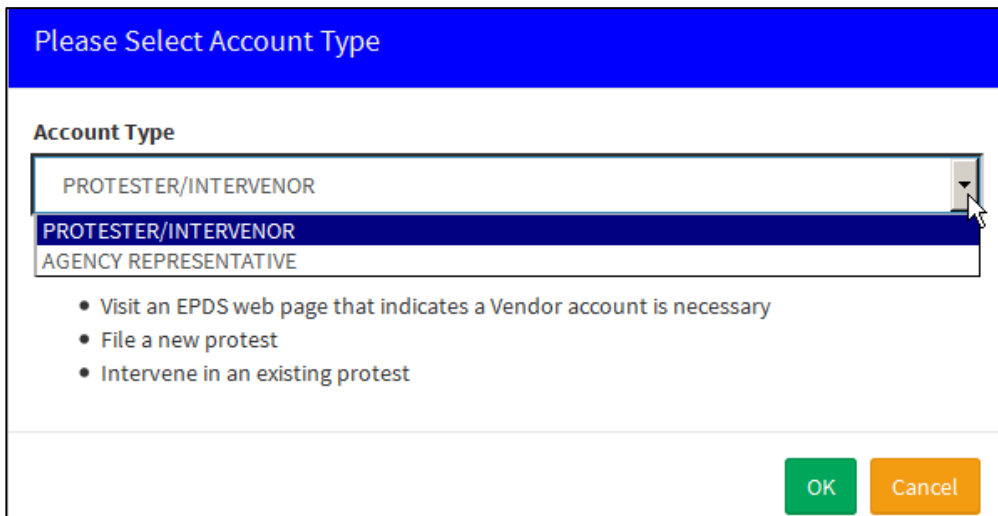
2.  On the EPDS Sign In dialog box, click the **Register as a new User** button. The *Please Select Account Type* dialog box appears.
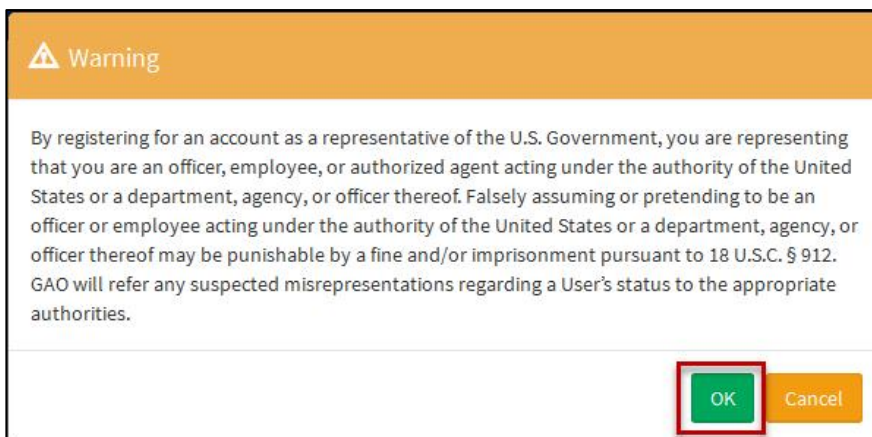


3.  In the **Account Type** field, select the type of user you will register as from the list box: **Protestor/Intervenor** or **Agency Representative**.

    **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 an Agency Representative form**
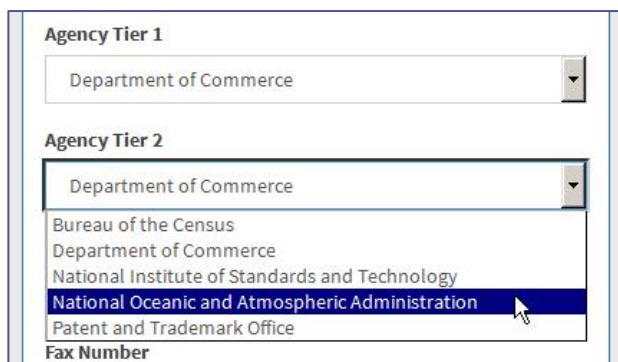


5. Complete all required fields on the registration form.

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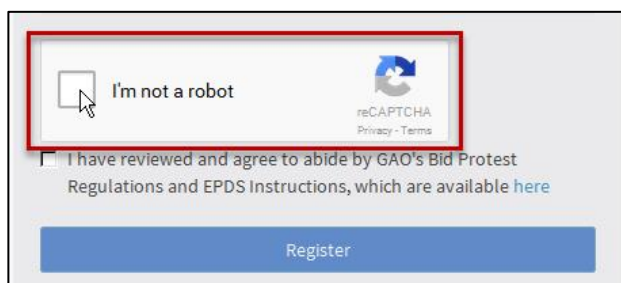
Commerce from the **Agency Tier 1** field's list box. An **Agency Tier 2** field then appears for you to select National Oceanic & Atmospheric Administration from its list box.
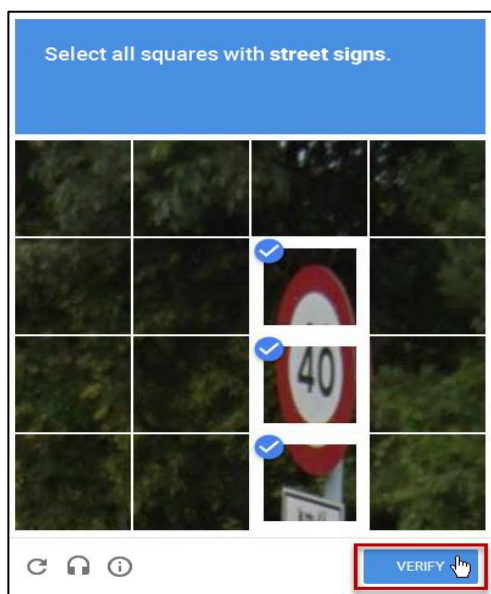


6. Once you have completed the required fields on the form, click the **I'm not a robot** checkbox.



A dialog box with instructions and images appears.

## 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.
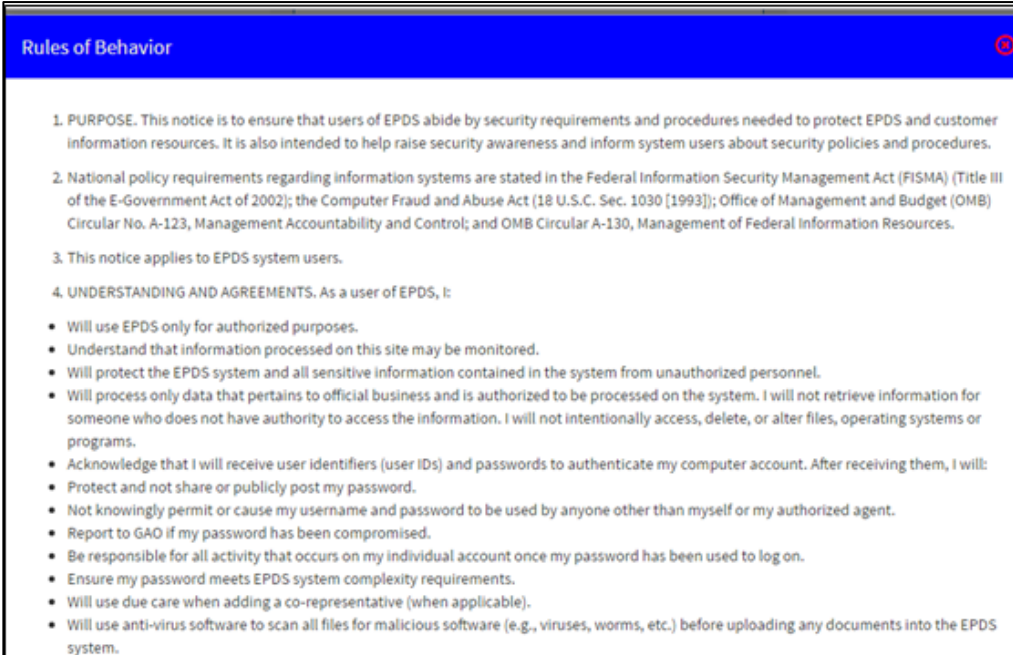


10. Click the **Register** button. The *Rules of Behavior* agreement appears.

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.
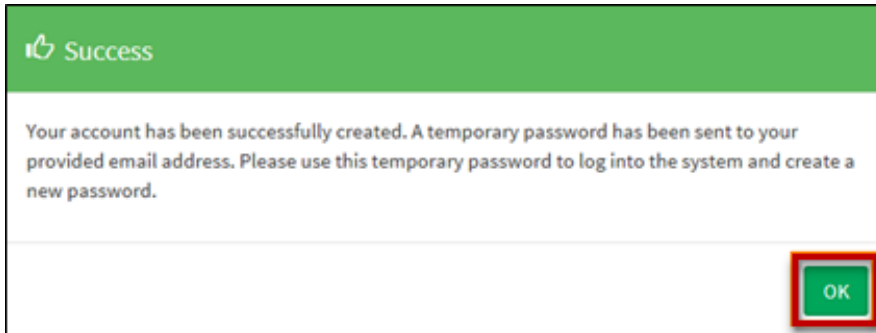


   **Note:** If your registration is not successful, then a notification will appear to alert you of the information that needs to be corrected on your registration form. Make the necessary corrections, and then click the **Register** button again.

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



   **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.
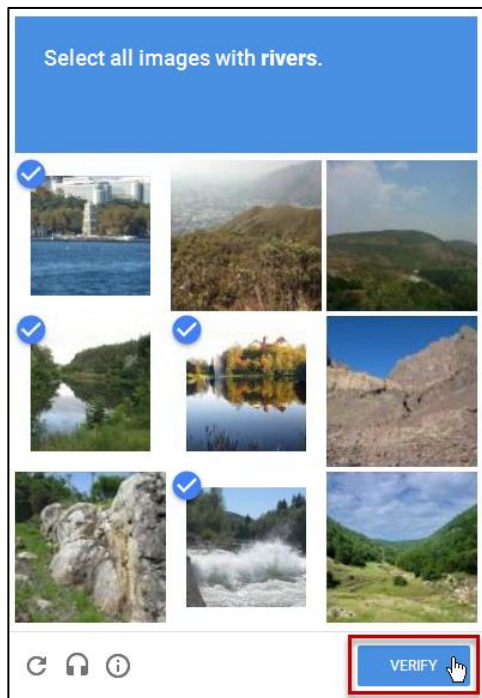
5. Click the **I'm not a robot** checkbox in the *reCAPTCHA* field. A dialog box with instructions and images appears.



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.

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).



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.



9. Click **OK**. The *Please update your password* dialog box appears to prompt you to enter a new EPDS 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
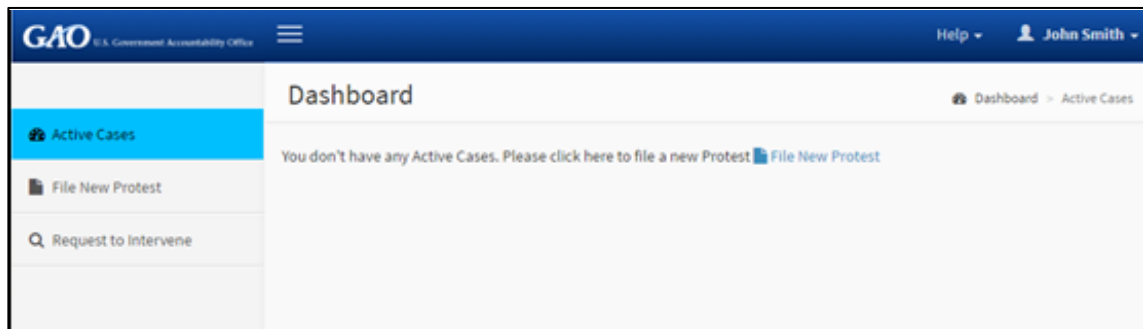In what city did you meet your spouse/significant other?

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

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.
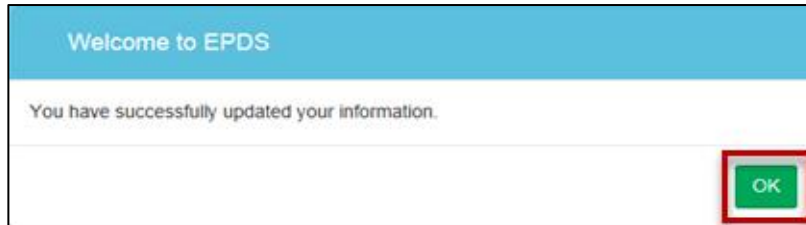


13. Click **OK** to close the dialog box. The *Dashboard* appears.



   **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.
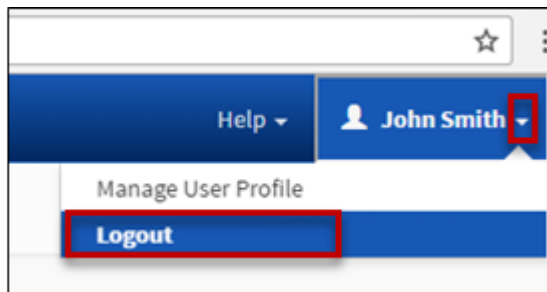


15. Close the EPDS webpage window.