



# Electronic Protest Docketing System (EPDS) Protester/Intervenor User Manual

MAY 2023

This version of the “Electronic Protest Docketing System (EPDS) Protester/Intervenor User Manual” supersedes October 2021 version of the manual <https://www.gao.gov/products/d25490>.

NOTICE: EFFECTIVE OCTOBER 1, 2024, THE FILING FEE WILL BE \$500.

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## 1.0 Introduction

For almost one hundred years, the Government Accountability Office (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 2014<sup>1</sup>, 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 a case to file documents over the Internet and provides GAO 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 <https://www.gao.gov/legal/bid-protests/file-a-bid-protest> and in the EPDS **Help** menu detailed in Section [3.0](#) of this document. For example, classified material must never be filed through EPDS. Information regarding a protest filing or a subsequent submission including classified information can also be found at <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>.

A goal of EPDS is to be easy to use; as a result, a filer can create 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 **representatives of protesters and intervenors**, including **representatives of other parties** permitted by GAO to participate in a case pursuant to 4 C.F.R. § 21.3(j).

### 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 at <http://www.gao.gov/legal/>. If you need assistance in utilizing the EPDS, please contact GAO at (202) 512-5436 or [protests@gao.gov](mailto:protests@gao.gov).

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<sup>1</sup> 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.

## 2.1 Web Browser

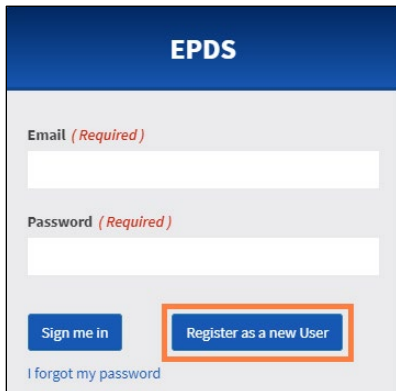
Use one of these supported web browsers:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

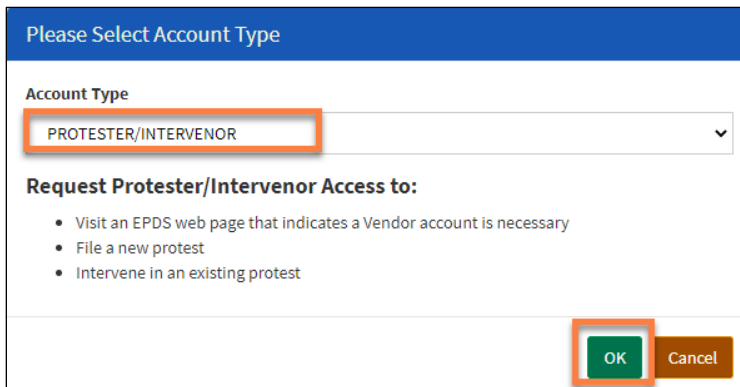
## 2.2 Register as a Filer

Anyone wishing to file or intervene in a protest **must** be a registered filer.

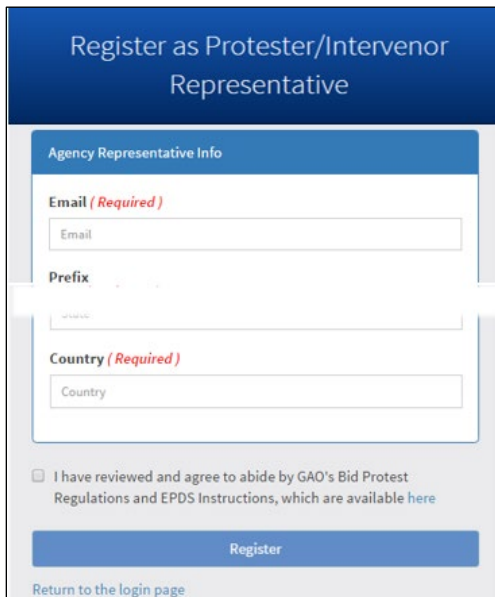
1. On the login page, select the **Register as a new User** button.

The image shows the EPDS login page. It has a blue header with the text "EPDS". Below the header, there are two input fields: "Email (Required)" and "Password (Required)". Below the password field, there are two buttons: "Sign me in" and "Register as a new User". The "Register as a new User" button is highlighted with an orange border. Below the buttons, there is a link that says "I forgot my password".

2. In the **Please Select Account Type** pop-up window, the Account Type default is **Protester/Intervenor**. Leave the default and select **OK**.

The image shows a pop-up window titled "Please Select Account Type". It has a blue header. Below the header, there is a section labeled "Account Type" with a dropdown menu. The dropdown menu is open, showing "PROTESTER/INTERVENOR" as the selected option. Below the dropdown menu, there is a section labeled "Request Protester/Intervenor Access to:" with a list of bullet points: "Visit an EPDS web page that indicates a Vendor account is necessary", "File a new protest", and "Intervene in an existing protest". At the bottom right of the window, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange border.

3. In the **Register as Protester/Intervenor Representative** screen, complete all fields.



Register as Protester/Intervenor Representative

Agency Representative Info

Email ( Required )

Prefix

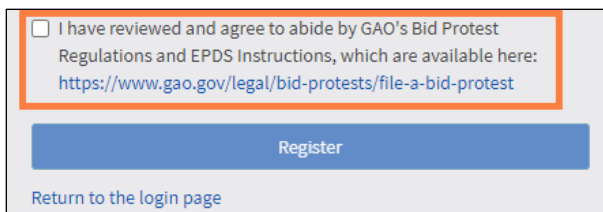
Country ( Required )

☐ I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available [here](https://www.gao.gov/legal/bid-protests/file-a-bid-protest)

Register

[Return to the login page](#)

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



☐ I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here: <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>

Register

[Return to the login page](#)

5. Select **Register**.



☐ I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here: <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>

Register

[Return to the login page](#)

6. At initial login, the **Rules of Behavior** will display. Read the rules, and then select **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.

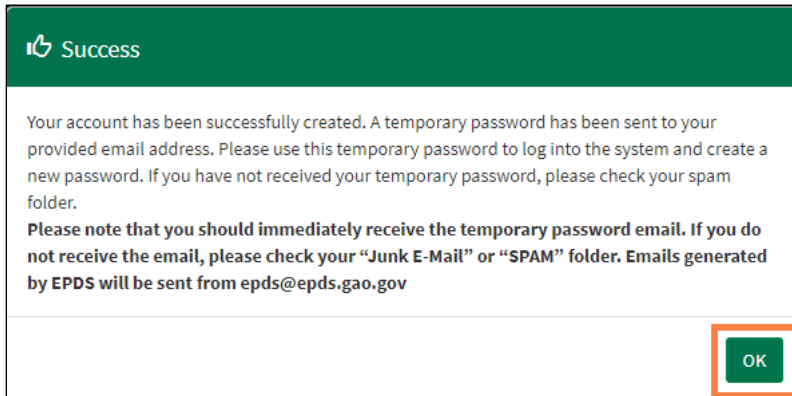
ACCEPTANCE

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



7. If your registration is successful, the **Success** pop-up window will appear. Select **OK**.



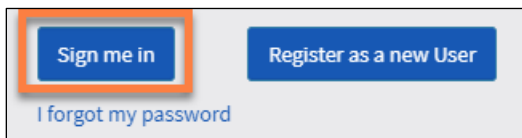
If there are issues with your registration, check the fields for error messages.

8. 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.

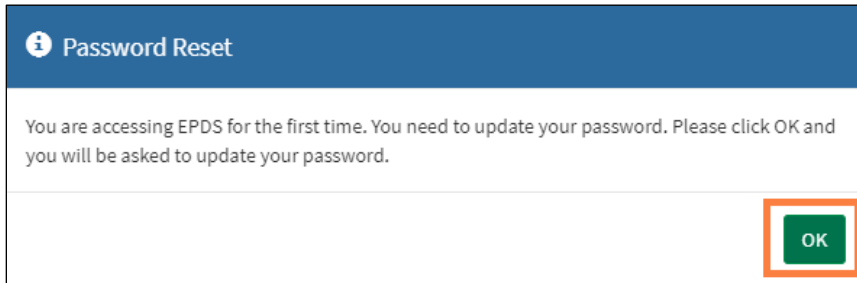
## 2.3 Initial Login

To log into the system the first time:

1. You will be issued a temporary password when your EPDS account is initially created. Upon logging into the system for the first time, you will be prompted to create a password. For subsequent login activity, enter your EPDS-registered email address and newly created password in the appropriate fields. Select **Sign me in**.

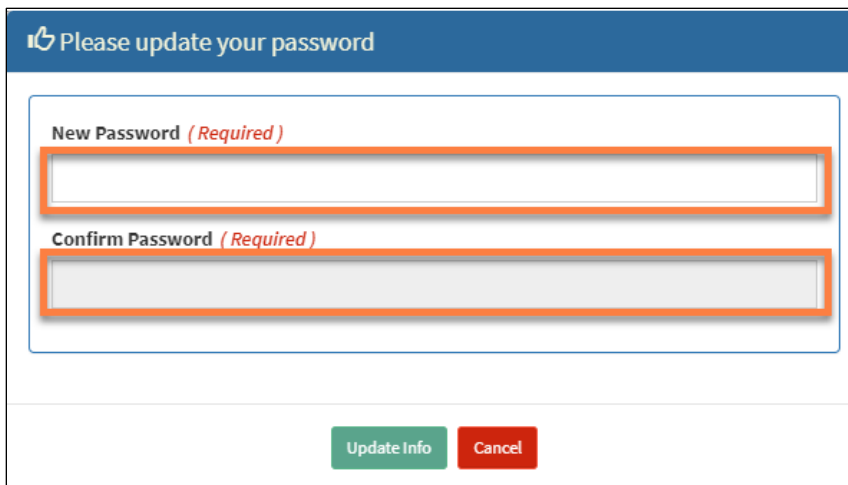


2. Upon your **initial login**, the system will prompt you to: 1) update your password, and 2) choose and answer several security questions. Select **OK** to proceed.



The screenshot shows a dialog box titled "Password Reset" with an information icon. The text inside reads: "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." At the bottom right, there is a green button labeled "OK" which is highlighted with an orange rectangular border.

3. Update your password by entering a new password in the **New Password** field and confirm.

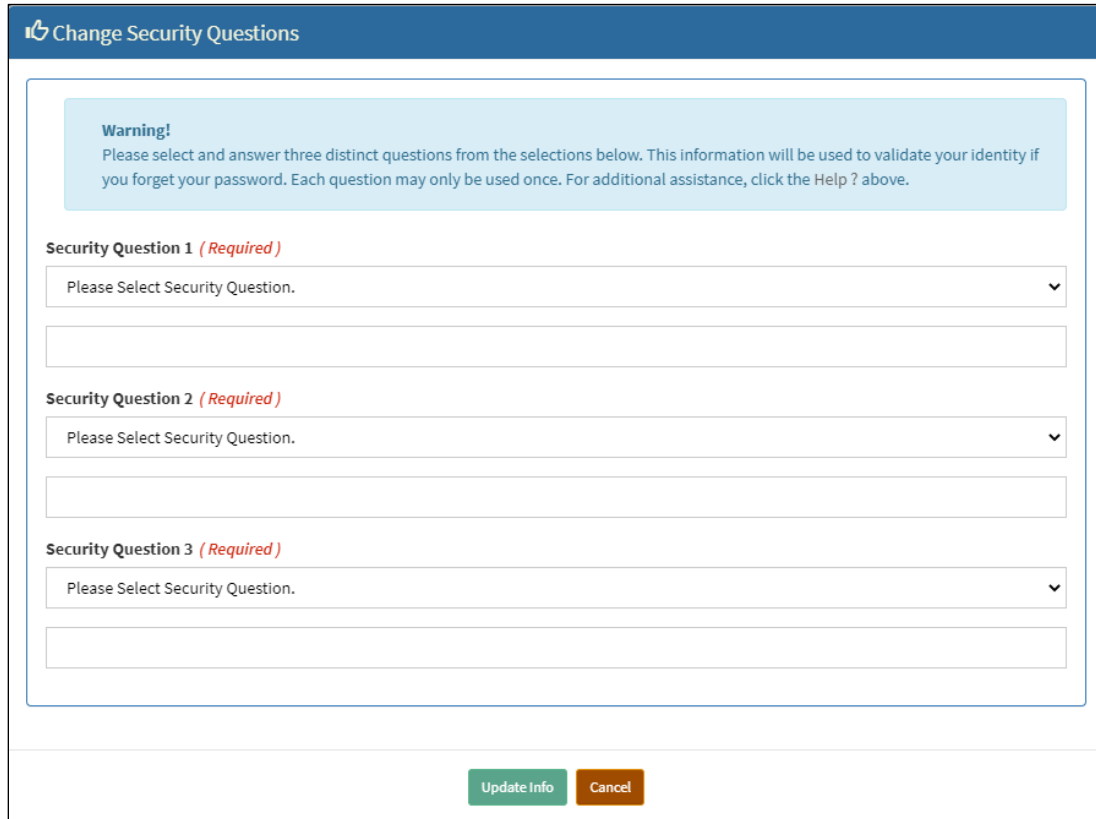


The screenshot shows a dialog box titled "Please update your password" with a refresh icon. It contains two text input fields. The first field is labeled "New Password (Required)" and the second is labeled "Confirm Password (Required)". Both fields are highlighted with orange rectangular borders. At the bottom, there are two buttons: a green "Update Info" button and a red "Cancel" button.

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

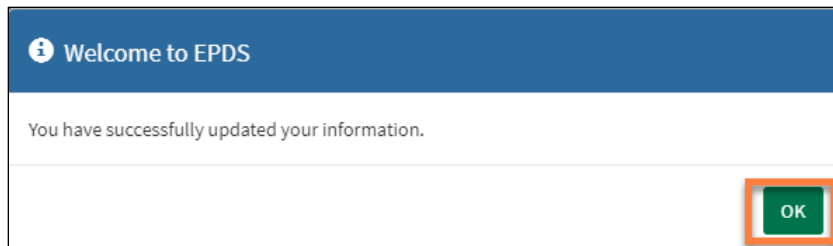
- English uppercase characters (A to Z)
- English lowercase characters (a to z)
- Base 10 digits (0 to 9)
- Special characters (For example, #, \$, and ^)

4. The **Change Security Questions** section will be used for password reset, should you forget your password. Select and answer three distinct security questions from the drop-down selections. Select **Update Info**.



The screenshot shows a web form titled "Change Security Questions". At the top, there is a blue header bar with a back arrow icon and the title. Below the header, a light blue warning box contains the text: "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." The form contains three sections, each for a security question. Each section has a label "Security Question 1 (Required)", "Security Question 2 (Required)", and "Security Question 3 (Required)" respectively. Each section includes a dropdown menu with the placeholder text "Please Select Security Question." and a corresponding text input field for the answer. At the bottom of the form, there are two buttons: "Update Info" (green) and "Cancel" (orange).

5. Select **OK** in the success message pop-up window to finish.



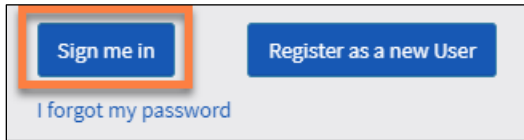
The screenshot shows a success message pop-up window. It has a blue header bar with an information icon and the text "Welcome to EPDS". Below the header, the message reads: "You have successfully updated your information." At the bottom right of the window, there is a green button with the text "OK", which is highlighted with an orange rectangular border.

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

## 2.4 On-going Login

After completing the initial login steps, follow these steps for subsequent logins.

1. Enter your EPDS account email and password. Select **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 into one session at a time.

## 2.5 Account Login Requirements

The system requires a user to login periodically for their account to stay active. If a user **does not** login at the required time frames, their account will be disabled followed by account removal.

### 2.5.1 Disabled Account

A user's account will become disabled if they do not log into the system within 120 days. The disabled status will occur at 121 days. If the user attempts to log into the system after 121 days, the following will occur:

1. **"Your account has been deactivated. Instructions on how to reset your account have been sent to your provided email address"** notification will display.

2. The user will select **OK** to continue.

The screenshot shows the GAO EPDS login interface. A modal window titled "Account Deactivated" is centered on the screen. The modal contains the text: "Your account has been deactivated. Instructions on how to reset your account have been sent to your provided email address." and an "OK" button. In the background, the login form is visible with fields for "Email (Required)" and "Password (Required)", both marked with green checkmarks. Below the fields are buttons for "Sign me in", "Register as a new User", and a link "I forgot my password". The page header includes the GAO logo and "U.S. Government Accountability Office". The footer contains a "Warning!" section with a list of terms of use.

GAO U.S. Government Accountability Office

Account Deactivated

Your account has been deactivated. Instructions on how to reset your account have been sent to your provided email address.

OK

To File Or A s.gao.gov

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

EPDS

Email ( Required ) ✓

Password ( Required ) ✓

Sign me in Register as a new User

I forgot my password

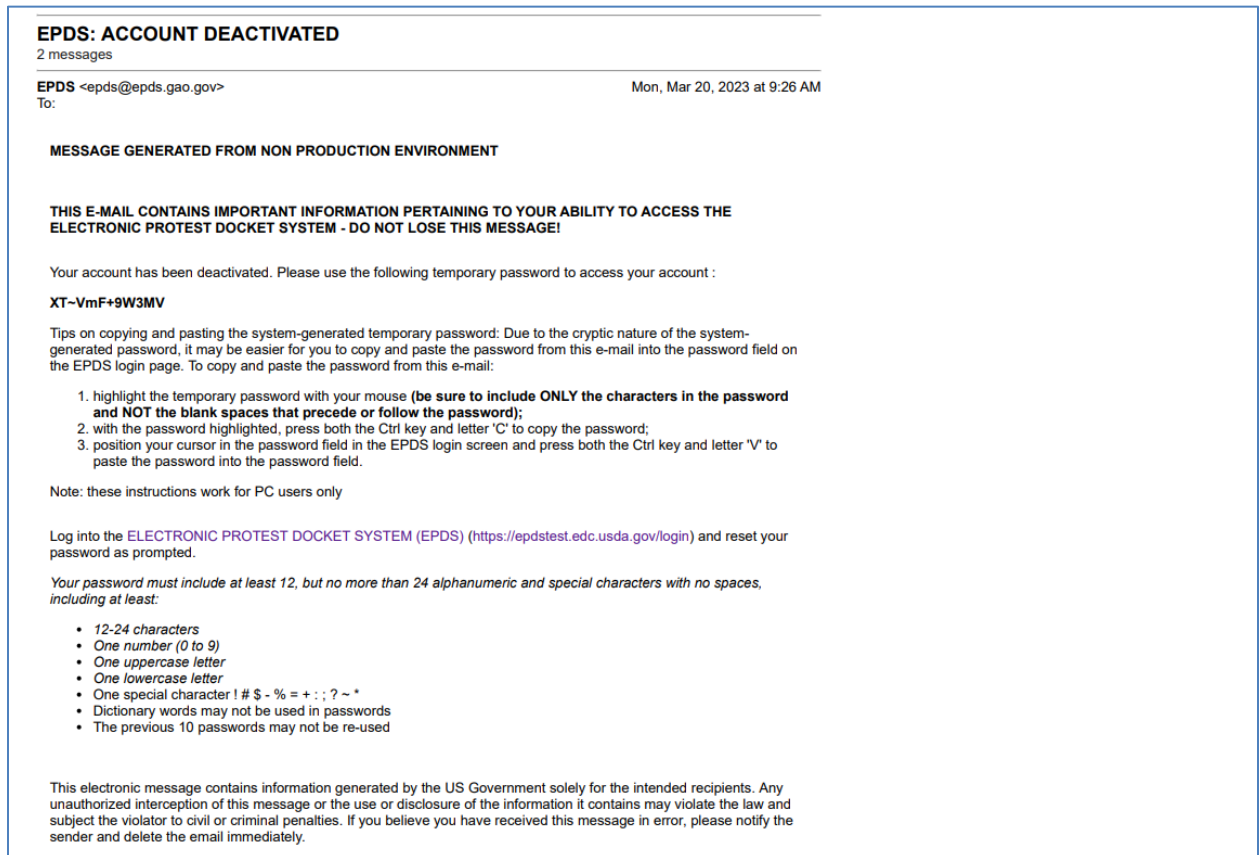
Warning!

Upon Login You Agree to the Following Information:

- 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:

1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the

3. An email will be sent to the user at the email address that was provided when signing up for their account requesting a password change.



4. The user will need to follow the steps provided in the email to reactivate the account.

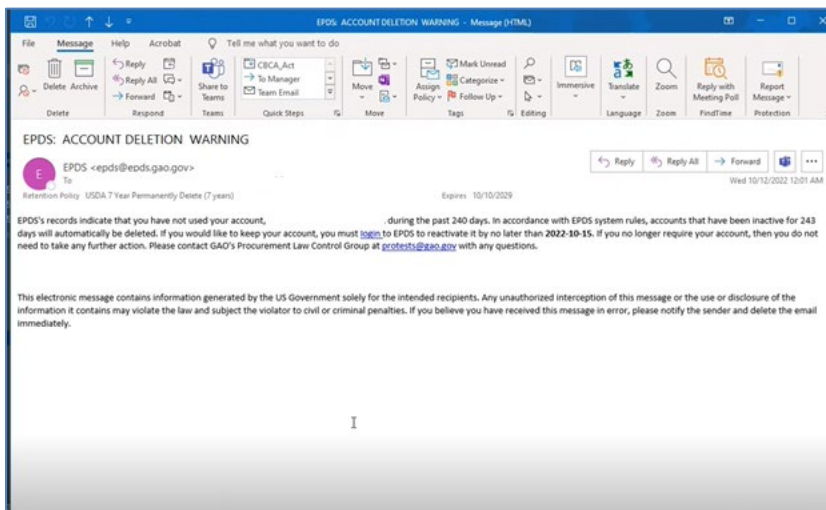
## 2.5.2 Account Deletion/Removal

If a user does not log into the system within 243 days, their account will be removed. The following will occur:

1. The user will receive an email warning notifying them that their account will be removed 10 days prior to the 243<sup>rd</sup> expiration date.
2. If the user has not logged in three days prior to the 243<sup>rd</sup> day, they will receive another account deletion email notification.
3. The account will then be deleted/removed if the user does not login on the 243<sup>rd</sup> day. The user will receive an email notifying them that their account has been removed from the system.

### **i NOTE**

Once an account has been removed/deleted, the user must create a new account again. Please see Section [2.0](#) for further instructions.



### 3.0 Application Introduction

This section provides a high-level description of the EPDS features.

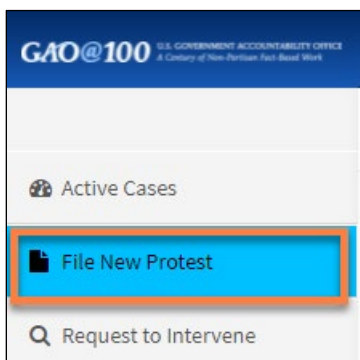
1. Select the menu icon to show or hide the site navigation.



2. In the site navigation, select **Active Cases** to view your current protest cases and return to your **Dashboard**. See Section [4.0](#) for more information.



3. Select **File New Protest** to file a new protest. See Section [5.1](#) for more information.

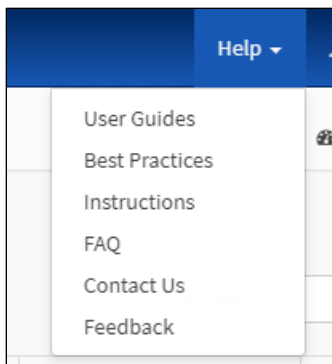




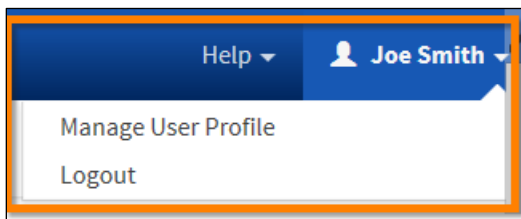
4. Select **Request to Intervene** to request to join a case pursuant to 4 C.F.R. §§ 21.0(b) or 21.3(j). Refer to Section [6.0](#) for more information.



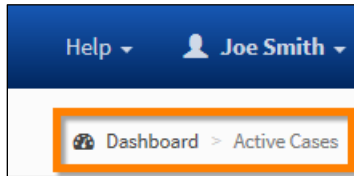
5. Select the **Help** menu (upper right corner) to access **User Guides**, **Best Practices**, **Instructions**, **FAQs**, **Contact Us**, and **Feedback** information.



6. Select your name to access the **Manage User Profile** or **Logout** options. See Section [9.0](#) for information on modifying your profile.



7. 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 displays your active cases.

Dashboard Dashboard > Active Cases

Show/Hide Columns

Show 25 entries

Filter Records:

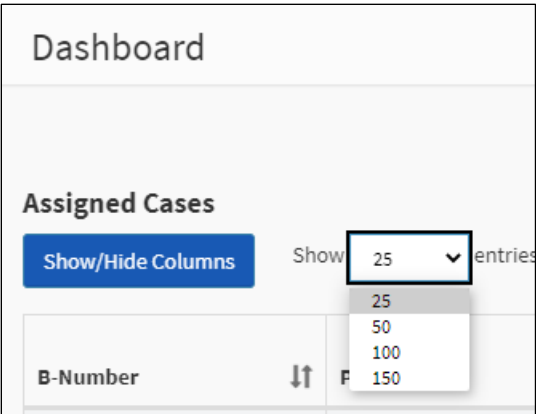
CLOSED, OPEN

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
<a href="#">B-417112.1</a> <a href="#">XYZ ... B-414342.2</a> <a href="#">EPDS... B-417112.1</a> <a href="#">; B-330578.1</a>	XYZ Corp.	Jul 24 2018 17:30:00 EDT	Administrative Conference of the United States	11/01/2018	<a href="#">A-PSD6M</a>	PROTEST	CLOSED
<a href="#">B-416875.1</a>	XYZ Test LLC	Sep 19 2018 09:34:18 EDT	Administrative Conference of the United States	12/28/2018	<a href="#">A-BGBPN</a>	PROTEST	CLOSED
<a href="#">B-417137.2-RECON</a> <a href="#">ABC ... B-417135.1...</a>	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	<a href="#">A-R1CAE</a>	RECONSIDERATION	OPEN

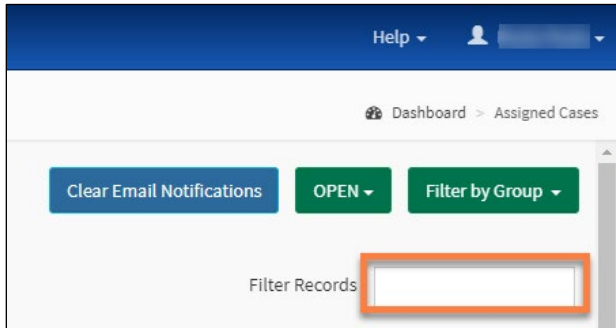
### 4.1 Modify Dashboard

There are several ways to modify the dashboard.

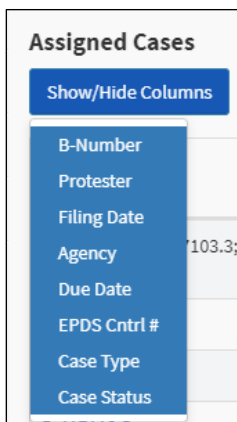
1. **Show More Entries:** select the drop-down entries to change the view to display **25** (default), **50**, **100** or **150** entries (cases).



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.



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



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

Dashboard

Unassigned Cases

Show/Hide Columns Show 25 entries Filter Records:

Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN
EPDS test notify-RECON-RECON	Feb 25 2019 13:26:07 EST	Administrative Conference of the United States	06/05/2019	A-QL48B.7	RECONSIDERATION	OPEN
EPDS test notify-RECON	Feb 25 2019 13:26:52 EST	Administrative Conference of the United States	06/05/2019	A-QL48B.8	RECONSIDERATION	OPEN

## 5.0 Case Information

### 5.1 File a New Protest

Follow the instructions below to file a **new protest**.

If you are filing a **supplemental protest**, please refer to Section [5.7](#), and select 'Supplemental Protest', or 'Comments & Supplemental Protest' if appropriate as the **Type of document**.

1. From the dashboard, select **File New Protest** on the site navigation.



2. Read the **Warning**, and then select **Yes** on the pop-up window.

**Warning**

Before filing a protest, you should carefully review our Bid Protest Regulations. The Regulations are accessible by selecting the GAO logo at the top of the screen, which will redirect you to our website. You should first select Bid Protests Appropriations Law, then select Our Process.

You are strongly encouraged to review the following sections for important information:

- § 21.1 Filing a protest;
- § 21.2 Time for filing; and
- § 21.5 Protest issues not for consideration.

These sections include important information regarding what is necessary to include in your protest and what protests our Office will not consider. No refunds of the filing fee will be made in the event a protest is dismissed for failing to comply with or otherwise does not meet the requirements set forth in our Bid Protest Regulations.

NO CLASSIFIED INFORMATION SHOULD BE FILED IN EPDS.

For guidance on protests including classified material, please go to: <http://gao.gov/legal/bid-protests/file-a-bid-protest>

Do you want to proceed to file a new protest ?

3. Complete all fields in the **New Protest Information** form. Additional instructions for completing individual fields follow.
4. **Size Status:** To determine the protester's size for a procurement, the filer should locate the solicitation's applicable North American Industrial Classification System (NAICS) code and consult the Small Business Administration's (SBA) size standards in Title 13, Part 121 of the Code of Federal Regulations (CFR). If the applicable size for the procurement at issue is unknown, select **Large**. This information is collected for statistical purposes.

New Protest Information

Protester

Company Name *(Required)*

ABC Test Corp. ✓

Size Status (For the procurement being protested) ? *(Required)*

☐ Small

☐ Large

5. **Solicitation Number:** This number is found on the solicitation on which you are filing a protest.

Protest Detail

Solicitation Number *(Required)*

If unknown, please indicate "unknown"

Confirm Solicitation Number *(Required)*

6. **Agency Tier 1:** Select the primary agency that issued the solicitation. This is found on the solicitation. Where the solicitation is issued by an agency or department of a primary agency, select an **Agency Tier 2**. For example, if the solicitation was issued by the National Oceanic & Atmospheric Administration, which is an agency of the Department of Commerce, first select **Department of Commerce** as the **Agency Tier 1**. Then a new field titled **Agency Tier 2** will

appear. From that drop-down menu, select the **National Oceanic & Atmospheric Administration**.

Agency Tier 1 (Failure to designate the correct agency may delay notice of the protest filing) (Required)

Department of Commerce

Agency Tier 2 (Required)

Please Select Tier 2 Agency

7. **Upload Protest Document:** Only **PDF** and **Excel** files can be attached. Select **Add File**.

Upload Protest Document (Only PDF & Excel files can be attached) (Required)

Add File Cancel

#	Name	Size	Progress
<p>Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public? (Selection brings up legal information) (Required)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments</p> <p>250 characters remaining</p>			

Submit Cancel

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**.

### **i** NOTE

All files must be **PDF** or **Excel** with a maximum size of 50 MB per file. Agency users may also add **Zip** files (e.g., when filing the exhibits to the Agency Report) with a maximum size of 550 MB per file. Detailed information on specific file size limits can also be found in the **FAQ** section under the **Help** menu and Section [5.7](#) of this document.

8. If you need to add additional documents associated with the protest, select **Yes** for the question, **Do you want to Upload Associated Documents?**

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

Cancel

#	Name	Size	Progress	
1	...	312259		Remove

Do you want to Upload Associated Documents? (Required)

☐ Yes ☐ No

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

9. If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?** Refer to Section **7.0** for more information.
10. Add comments to the **Comments** field if needed. Select **Submit**.

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public? (Selection brings up legal information) (Required)

☐ Yes ☐ No

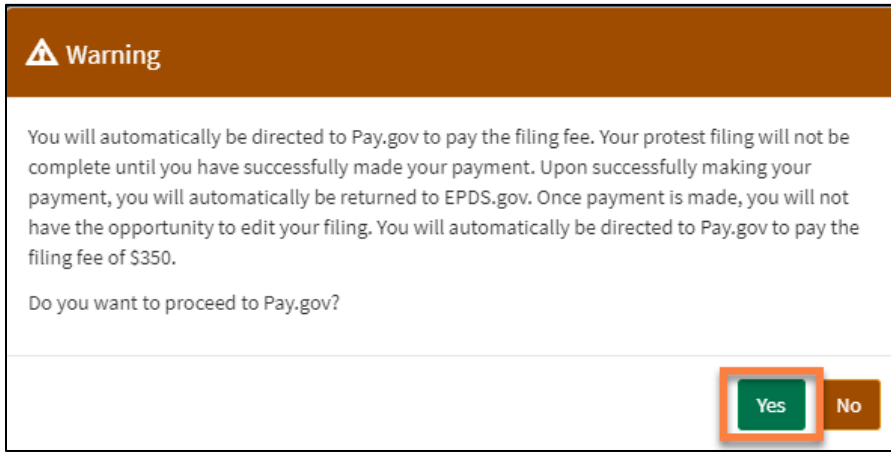
Comments

250 characters remaining

Submit Cancel



11. Select **Yes** on the **Warning** pop-up window to be directed to Pay.gov to pay the filing fee.

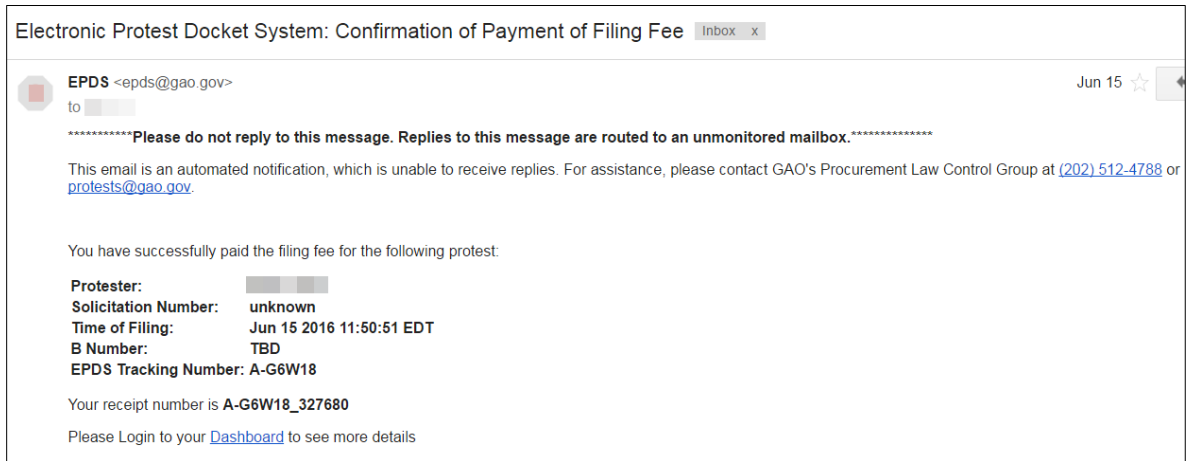


12. Complete the form and process for the payment method.
13. Once the payment is processed, the site will return you to the EPDS.
14. Select **OK** on the **Payment Success** pop-up window.

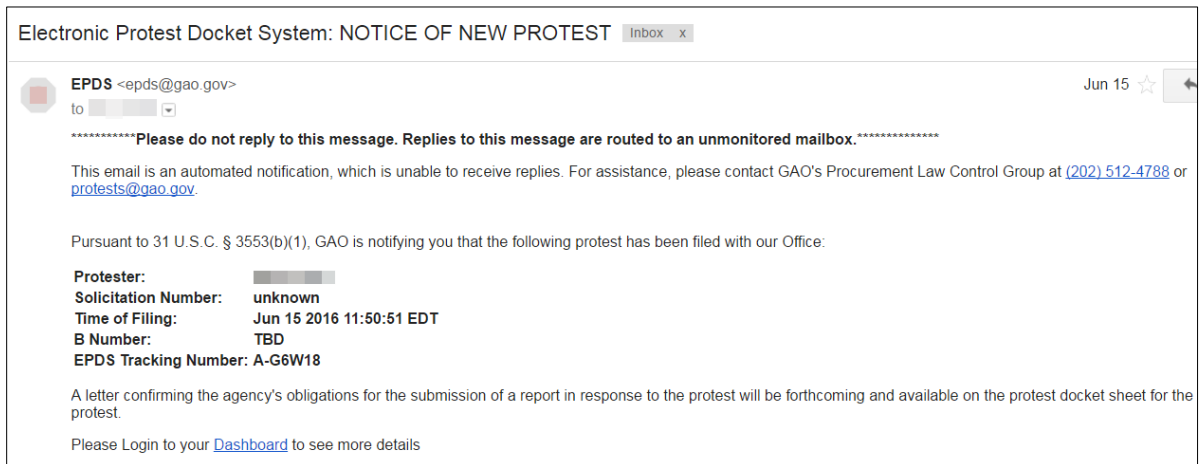
If the payment was unsuccessful after three attempts, you will be directed back to EPDS. If you believe that the unsuccessful attempts were the result of inputting incorrect information, please restart the process and file a new process (refer to Step 1). If you believe that the error is the result of a technical failure of either EPDS or Pay.gov, please refer to the EPDS instructions available at <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>.

15. The new protest will appear in the **Active Cases/Dashboard** but **will not** have a B-Number.

16. EPDS will automatically generate two emails when a new protest is filed. First, the **filer** will receive a confirmation of receipt of payment of the filing fee email.



17. Next, the system will automatically generate an email notifying the **procuring agency** that a new protest has been filed pursuant to GAO's responsibility under 31 U.S.C. § 3553(b)(1). The filer will be copied on the email to the agency.



18. Once GAO assigns an attorney to the protest, 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 dashboard, and users who have not turned off email notifications for the case, will receive an email notification that GAO has created the acknowledgement package.

## 5.2 View an Active Case/Case Docket Sheet

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

Dashboard Dashboard > Active Cases

Show/Hide Columns Show 25 entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
<a href="#">B-417741.1</a>		Sep 30 2019 15:46:05 EDT	Department of Agriculture/Natural Resources Conservation Service	01/08/2020	<a href="#">A-FE2L8</a>	PROTEST	OPEN
<a href="#">B-417736.1</a>		Sep 30 2019 13:29:44 EDT	Administrative Conference of the United States	01/08/2020	<a href="#">A-W1993.1</a>	PROTEST	OPEN

## 5.3 Case Docket Sheet Overview

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

Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	4 Brent Burris
Company Status	SMALL	GAO Attorney Email	epdsgaouser3@gmail.com
Protester	EPDS TEST GAPI	GAO Attorney Phone Number	(111) 111-1111
B-Number	1 B-899984.4	Days Remaining	5 32
Agency	Administrative Conference of the United States	Case Status	6 OPEN
Intervenor(s)	2	Protective Order Issued?	7 <input type="radio"/> Y <input checked="" type="radio"/> N
Solicitation Number	unknown		
Consolidated Protests	3		

Download Offline Case Docket Sheet Show 100 entries Filter Records:

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		<a href="#">Protest</a>	PROTESTER (EPDS test gapi)	NO	Aug 25 2020 18:00:00 EDT		12 <i>Edited: Sep 10 2020 16:28:19 EDT</i>
2	!	Other xxxxx	GAO	NO	Aug 26 2020 17:01:20 EDT		
3		<a href="#">Notice Of Appearance</a>	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 11 2020 13:26:11 EDT		Notice of Appearance for Agency rep Michael <i>Testimony from Administrative Conference of the</i>

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**, subject to the terms of any applicable protective order(s), can access and view the docket for **Protester B's** case. However, 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 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**, **Filer**, and **Protected** columns. Additionally, you can filter or search the records by using the **Filter Records** field.

## 5.4 Alerts

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

Index	Alerts	Type of Filing
1		<a href="#">Reconsideration</a>
2		<a href="#">In-House Counsel Protective Order Application</a>

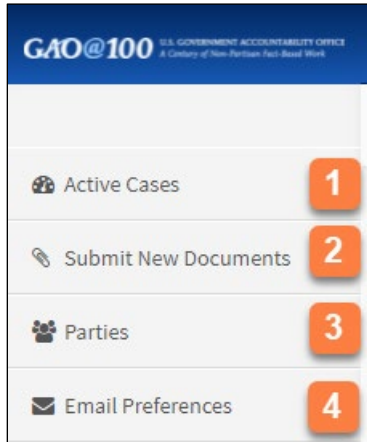
## 5.5 Opening Attachments

Records that contain attachments can be opened by selecting 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 protective material. Please refer to [Section 7.5](#) for more information.

Download Offline Case Docket									
Show 100 entries		Filter Records :							
Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes		
1		<a href="#">Protest</a>	PROTESTER (EPDS test gap)	NO	Aug 25 2020 18:00:00 EDT		t2  Edited: Sep 10 2020 16:28:19 EDT		
2		<a href="#">Other xxxxx</a>	GAO	NO	Aug 26 2020 17:01:20 EDT				
3		<a href="#">Notice Of Appearance</a>	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT				
4		<a href="#">Notice of Appearance Acknowledged</a>	GAO	NO	Sep 11 2020 13:24:33 EDT		Notice of Appearance for Agency rep Michael [Link to document]		

## 5.6 Case Docket Sheet Actions

While viewing the [Case Docket Sheet](#) page, there are four actions you can perform (available in the navigation menu).

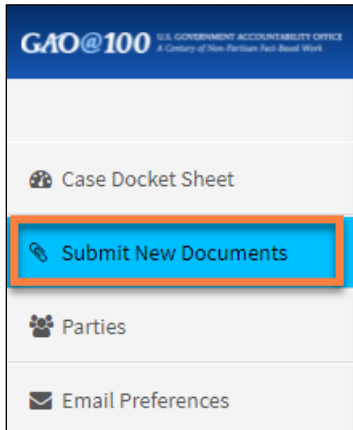


1. Return to the dashboard to view [Active Cases](#).
2. [Submit New Documents](#) for the current case.
3. View all parties to the case and their respective representatives with access to the case and add secondary representatives in the [Parties](#) screen.
4. Set your [Email Preferences](#).

## 5.7 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, select **Submit New Documents**.



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

Submit New Document

Type of document *(Required)*

Please Select Type of Document

Upload Primary Document (Only PDF & Excel files can be attached) *(Required)*

Add File

Cancel

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

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

☐ Yes

☐ No

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

250 characters remaining

Submit

Reset

3. Select the **Type of document** from the drop-down 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.

The screenshot shows a web form titled "Submit New Document". Below the title is a section labeled "Type of document (Required)". Inside this section is a dropdown menu with the placeholder text "Please Select Type of Document". The dropdown is open, showing a list of document types: "Redacted Request for Reconsideration", "Request for Dismissal", "Request for \_\_\_\_\_", "Request to Use Protected Material in a Related Proceeding", "Notice Of \_\_\_\_\_", "Notice of Filing of Related Judicial Proceeding", "Response to \_\_\_\_\_", "Objection to \_\_\_\_\_", "No Objection to \_\_\_\_\_", "Final Redacted Version of \_\_\_\_\_", "Proposed redactions to GAO decision", "Request to Modify Protective Order", "No Proposed Redactions to GAO Decision", "Other \_\_\_\_\_", "Corrected version of \_\_\_\_\_", and "Response to GAO Sustain Recommendation". At the bottom of the dropdown list, it says "250 characters remaining". Below the dropdown menu are two buttons: "Submit" (green) and "Reset" (red).

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 select **OK**.

The screenshot shows a pop-up window with a blue header bar that says "Notice Of \_\_\_\_\_". The main area of the window has a light gray background and contains the text "Please briefly describe the document you are filing (e.g., objection to agency's 5 day letter, request for an extension)." followed by a white text input field. Below the input field, it says "250 characters remaining". At the bottom right of the window are two buttons: "OK" (green) and "Cancel" (red). The "OK" button is highlighted with an orange border.



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

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

**Add File** **Cancel**

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

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

☐ Yes ☐ No

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

250 characters remaining

**Submit** **Reset**

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

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

Do you want to Upload Associated Documents? *(Required)*

☐ Yes ☐ No

7. If appropriate, select **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?

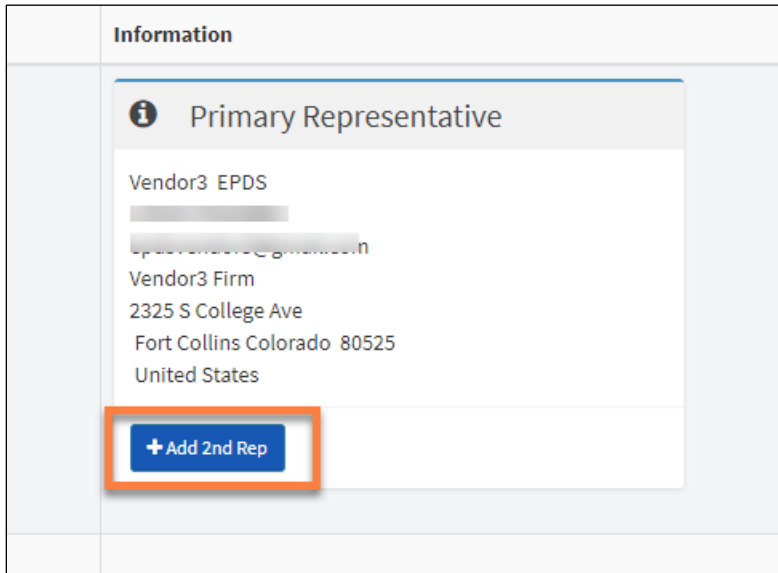
☐ Yes ☐ No

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

### 5.7.1 Parties

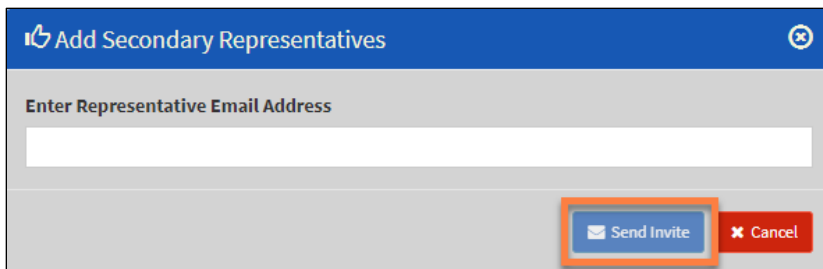
The **Parties** screen shows all the different parties associated with the case. Each party is allowed to have **up to four representatives** who can access or file documents in EPDS. Follow the instructions below to add a secondary representative.

1. In the **Parties** screen, select **+ Add 2nd Rep.** in the **Primary Representative** box (this example is shown from the intervenor perspective).



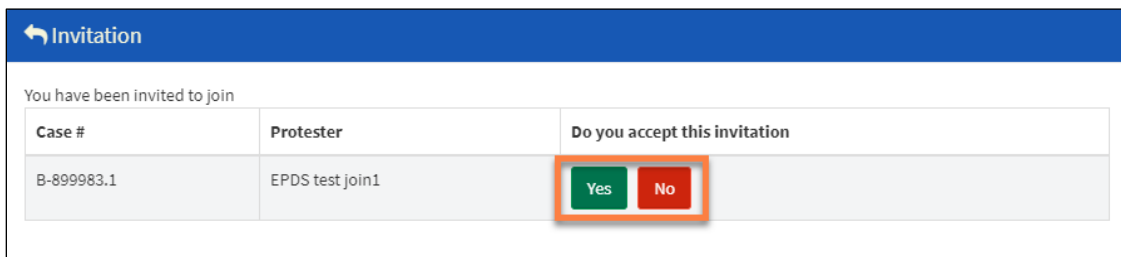
The screenshot shows a modal window titled "Primary Representative" with an information icon. It contains the following text: "Vendor3 EPDS", a redacted email address, "Vendor3 Firm", "2325 S College Ave", "Fort Collins Colorado 80525", and "United States". At the bottom of the modal is a blue button with a plus icon and the text "+ Add 2nd Rep", which is highlighted with an orange rectangle.

2. Enter the email for the secondary representative you would like to invite to join the case and select **Send Invite**.



The screenshot shows a dialog box titled "Add Secondary Representatives" with a close button in the top right. It has a label "Enter Representative Email Address" above a text input field. At the bottom right are two buttons: "Send Invite" (blue with an envelope icon) and "Cancel" (red with an 'X' icon). The "Send Invite" button is highlighted with an orange rectangle.

3. To invite a secondary representative to join a case, the individual must have an EPDS user account. If the individual has an EPDS user account, the system will send them an email inviting them to join the case. Upon logging into EPDS, the invitee will be prompted to indicate whether they would like to join the case.

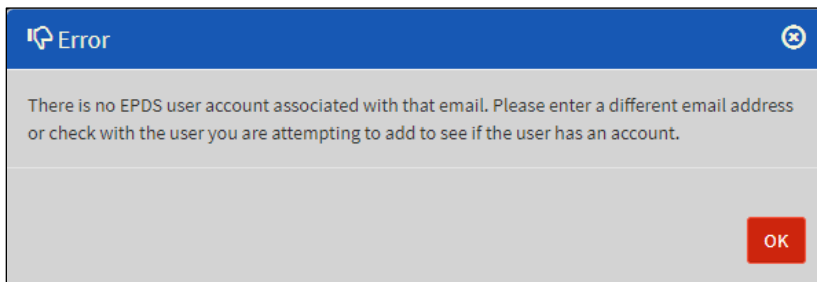


The screenshot shows a screen titled "Invitation" with a back arrow icon. It says "You have been invited to join" above a table. The table has three columns: "Case #", "Protester", and "Do you accept this invitation". The first row contains the values "B-899983.1", "EPDS test join1", and two buttons: "Yes" (green) and "No" (red). The "Yes" button is highlighted with an orange rectangle.

Case #	Protester	Do you accept this invitation
B-899983.1	EPDS test join1	<input type="button" value="Yes"/> <input type="button" value="No"/>

If the person selects **Yes**, they will automatically have access to the case. If the person declines, they will not have access to the case. If the person accidentally declined to join the case, the party's primary representative can send the individual another invitation by following Steps [1](#) and [2](#) above.

4. If the individual does not have an EPDS user account, a pop-up window will appear with a notification that no such user account exists. Once the individual creates a user account, they can be invited to join the case by following Steps [1](#) and [2](#) above.



5. Once the secondary representative accepts the invitation to join a case, his or her information will appear on the **Parties** page in the **Secondary Representative** box.

<b>INTERVENOR</b> (Intervenor Comp4) 56 Nevada Fort Collins, Colorado, 80526 United States	<b>Primary Representative</b>  Joe Smith 1(111) 111-1111 epdsvendor4@gmail.com Vendor4 Firm  Fort Collins Colorado 80525 United States	<b>Secondary Representative</b>  (970) [redacted] [redacted].gov USDA [redacted] United States
---	--	--

## 5.8 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](mailto:protests@gao.gov).

New File has been submitted to your case

**Docket Number:** 0

**Filing Date** Apr 05 2016 10:47:52 EDT

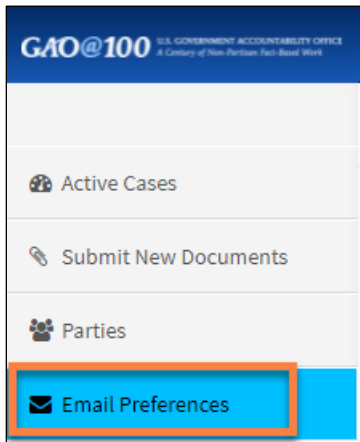
**Docket Entry Title** Supplemental Protest

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

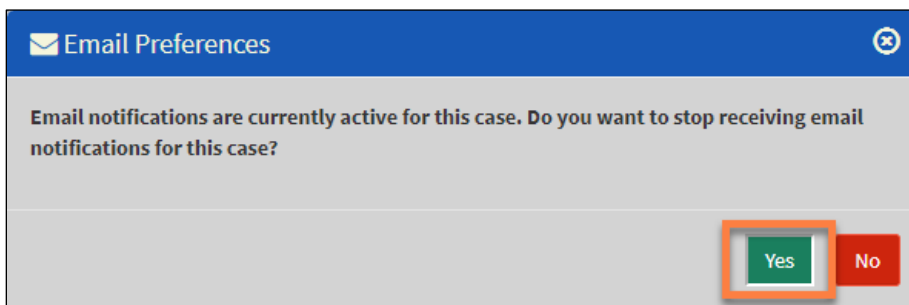
**Users are strongly encouraged to keep email notifications activated for each case.** Users bear sole responsibility for learning of any new filings or case developments. Users should verify that their email is not blocking or quarantining emails from [epds@epds.gao.gov](mailto:epds@epds.gao.gov). If additional assistance is required, contact GAO at [protests@gao.gov](mailto:protests@gao.gov).

## Deactivate Email Notifications

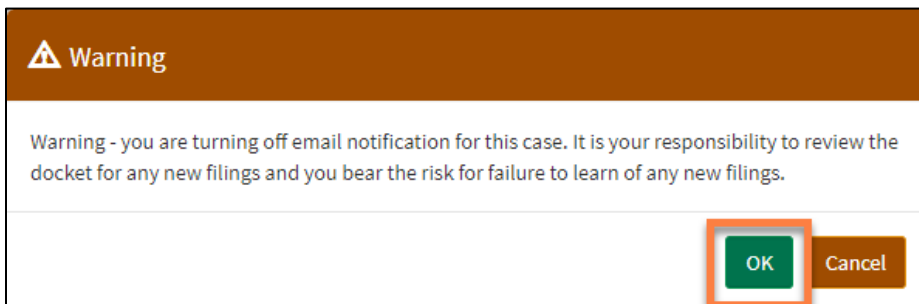
1. On the Dashboard Navigation Menu, select **Email Preferences**.



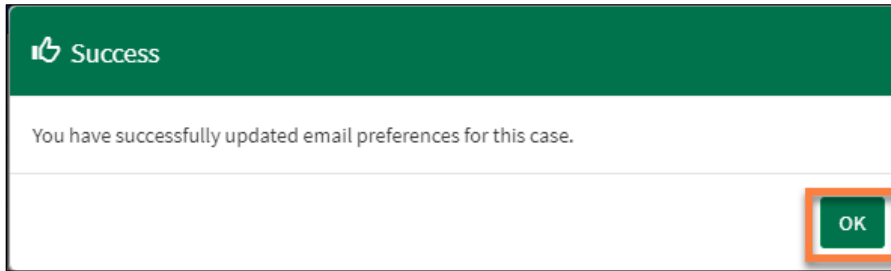
2. Select **Yes** on the **Email Preferences** pop-up window.



3. Select **Ok** on the **Warning** pop-up window.

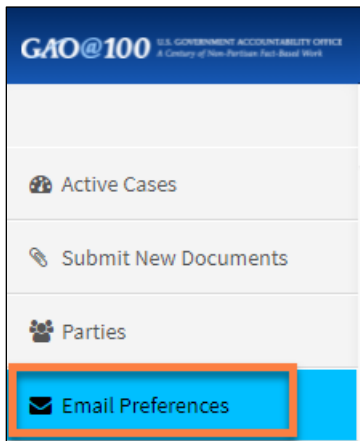


4. Select **OK** on the **Success** pop-up window.

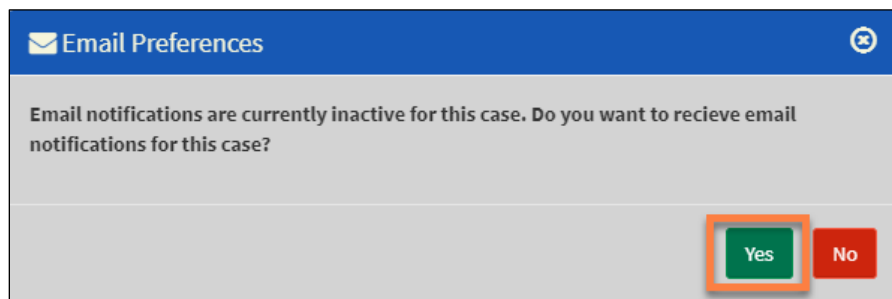


### ***Activate Email Notifications***

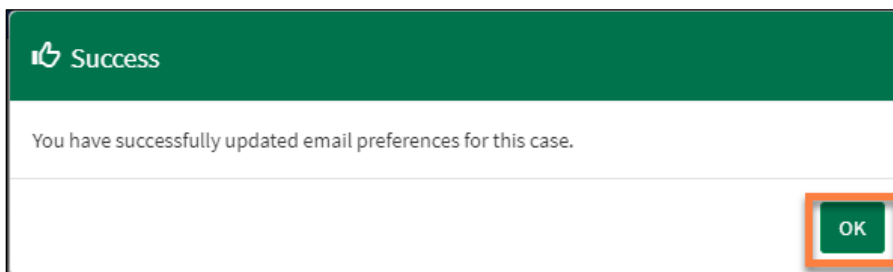
1. On the Dashboard navigation menu, select **Email Preferences**.



2. Select **Yes** on the **Email Preferences** pop-up window.



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



## 6.0 Request to Intervene

Parties can seek to intervene in a case pursuant to 4 C.F.R. § 21.0(b) or per an invitation from GAO pursuant to 4 C.F.R. § 21.3(j). **Before intervening, users must know the B-Number for the protest.** To find the B-Number, go to the GAO Bid Protests search page at: <http://www.gao.gov/legal/bid-protests/search>, where you can search for a case by protester, agency, and/or solicitation number. Follow the instructions below to file a request to intervene in a pending case.

1. From the dashboard, select **Request to Intervene** on the Dashboard Navigation Menu.



2. Enter the protest **B Number**.

### Request to Intervene

Search

In order to intervene in a bid protest, you must know the B-number assigned to the case by GAO. To find the B-number assigned to a case, please check GAO's docket, where you can search for cases by agency, solicitation number, or protester. GAO's docket is accessible [here](#).

**Note:** Intervenor means an awardee if the award has been made or, if no award has been made, all bidders or offerors who appear to have a substantial prospect of receiving an award if the protest is denied. To intervene in a case, you will be required to upload a document explaining how you satisfy the above requirements.

3. Select **Search**.



4. When the results load, select **Yes** for the question, **Do you want to request to intervene in this case?**

Request to Intervene Dashboard > Request to Intervene

[Return to Search](#)

Search Results

Show 10 entries Search:

B-Number	Protester	Filing Date	Agency	Solicitation Number	Due Date	Do you want to request to intervene in this case ?
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	98716	03/01/2019	<b>Yes</b>

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

5. Complete the **Request to Intervene** form and upload any related files (only **PDF** and **Excel** files can be attached). Select **Submit**.

Request to Intervene

B#	B-417136.1
Protester	ABC TEST CORP.
Agency	Administrative Conference of the United States
Solicitation Number	98716

**New Request to Intervene**

Intervenor

Company Name *( Required )*

**Upload Documents**

Upload Request To Intervene Document (Only PDF & Excel files can be attached) *( Required )*

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

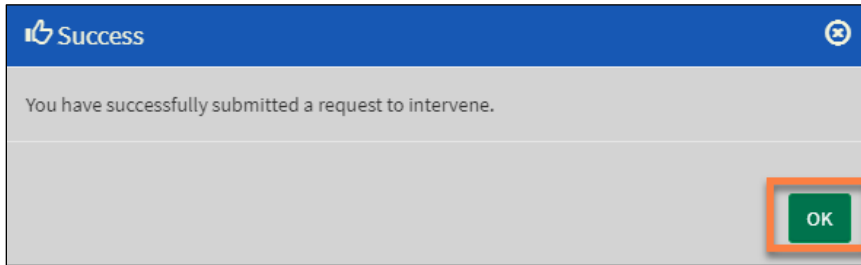
#	Name	Size	Progress

Comments:

251 characters remaining

[Submit](#) [Cancel](#)

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



7. The case will appear in your **Active Cases/Dashboard**. However, you **will not** be able to access the docket and associated filings and case developments until GAO approves your intervention request.

Dashboard

Dashboard - A

CLOSED, OPEN

Show/Hide Columns Show 25 entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417112.1 XYZ Corp., B-414342.2 EPDS, B-417112.1 ; B-330578.1	XYZ Corp.	Jul 24 2018 17:30:00 EDT	Administrative Conference of the United States	11/01/2018	A-PSD6M	PROTEST	CLOSED
B-416875.1	XYZ Test LLC	Sep 19 2018 09:34:18 EDT	Administrative Conference of the United States	12/28/2018	A-BGBPN	PROTEST	CLOSED
B-417137.2-RECON ABC Corp., B-417135.1	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN

## 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. This guide will collectively refer to that information as '**protected material**'. The following provides an overview of the EPDS features for properly marking and safeguarding protected material, as well as how to prepare redacted versions that are publicly 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 following question:

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

☐ Yes

☐ No

The filer should 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 selecting the title in the **Type of Filing** column. The title is an **active** hyperlink that opens the protected document.

Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name
Company Status	SMALL	GAO Attorney Email
Protester	ABC TEST CORP.	GAO Attorney Phone Number
B-Number	B-417136.1	Days Remaining
Agency	Administrative Conference of the United States	Case Status
Intervenor(s)	XYZ TEST INC.	Protective Order Issued?
Solicitation Number	98716	
Consolidated Protests		

Download Offline Case Docket Show 100 entries

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments
1	!	<a href="#">Protest</a>	PROTESTER (ABC Test Corp.)	YES	Oct 15 2018 14:24:39 EDT	Protest of award to XYZ T
2		<a href="#">Notice Of Appearance</a>	AGENCY (Administrative Conference of the United States)	NO	Oct 15 2018 14:26:25 EDT	

2. A user without access (such as an Intervenor), can see that a protected filing has been posted to the Docket; however, the user **cannot** 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	!	<a href="#">Comments</a>	PROTESTER (Environmental Today)	YES	Jul 11 2016 15:00:52 EDT		

### WARNING

Because the docket will always be viewable by any party to a case, the **parties should refrain from submitting any protected material on the docket**. Rather, any protected material should be set forth in a document that is properly marked as containing protected material and uploaded to EPDS with the designation that the document contains information that is proprietary, confidential, or otherwise not releasable to the public.

As discussed in the following section, if GAO determines that it is appropriate to issue a protective order, counsel who are admitted to the protective order will also 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 Redacted Versions of Filings

GAO's Bid Protest Regulations require that a party submit redacted (or publicly releasable) versions of new protests that were marked as containing protected material.

For new protests, new requests for reconsideration, new requests for a recommendation of entitlement to costs, or new requests for a recommendation of reimbursement of costs, the **Submit New Documents** link from the case docket sheet will include a **Final Redacted** version in the **Type of Document** drop-down menu. The example below demonstrates how to file a redacted protest.

1. After filing a protest that was marked as containing information that is proprietary, confidential, or otherwise not releasable to the public, select the appropriate protest from the dashboard.

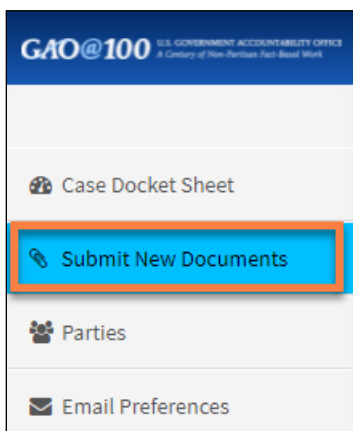
Dashboard Dashboard Active Cases

Show/Hide Columns Show 25 entries Filter Records:

OPEN

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Entry #	Case Type	Case Status
B-330533.1	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	A-01BCM	PROTEST	OPEN
B-417137.1-RECON ABC -- B-417135.1..	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN

2. Select **Submit New Documents** on the Dashboard navigation menu.



3. Select **Final Redacted Protest** as the **Type of document**.

Submit New Document

Type of document *(Required)*

Please Select Type of Document

- Please Select Type of Document
- Final Redacted Protest**
- Outside Counsel Protective Order Application
- In-House Counsel Protective Order Application
- Consultant Protective Order Application

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

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

**Add File** **Cancel**

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


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

250 characters remaining

**Submit** **Reset**

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the [FAQ](#) section under the [Help](#) menu and Step [7](#) in Section [5.1](#) of this document.

5. Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**
6. Add comments to the **Comments** field if needed. Select **Submit**.
7. The **Final Redacted Protest** 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.

<a href="#">Download Offline Case Docket</a>		Show <input type="text" value="100"/> entries				
Index	Alerts	Type of Filing	Filer	Protected ?	Date	
9		<a href="#">Final Redacted Protest</a>	PROTESTER (GHI Test Corp.)	NO	Sep 16 2021 17:55:54 EDT	
8		<a href="#">Objection to protective order application</a>	AGENCY (Administrative)	NO	Aug 26 2021 15:38:15 EDT	

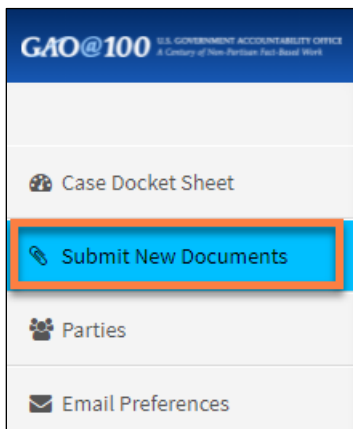
### 7.3 Redacted Subsequent Versions of Filings

For all subsequent versions of filings in a case, when the parties agree to a final redacted version of a filing, follow the instructions below.

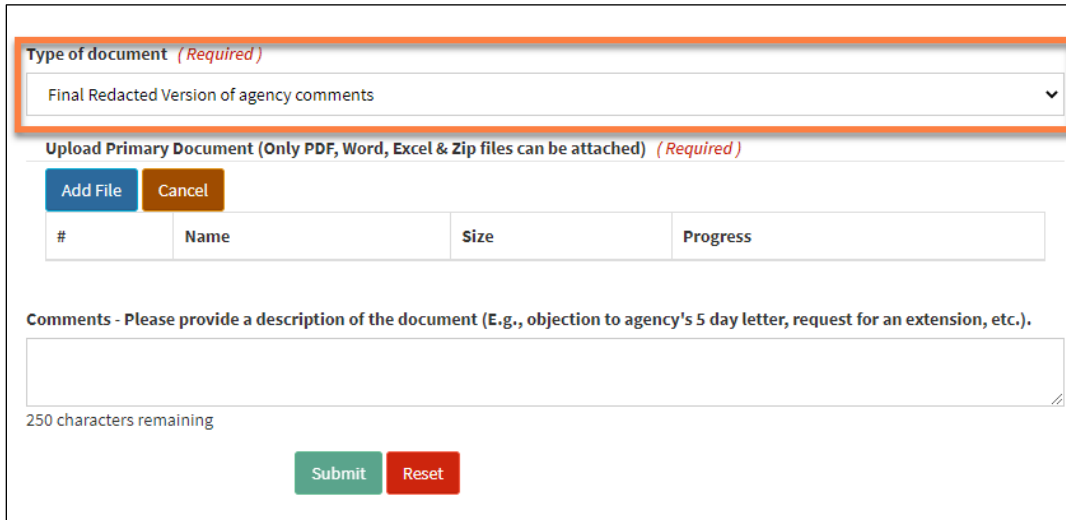
#### **NOTE**

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 [Submit New Documents](#) on the Dashboard Navigation Menu.

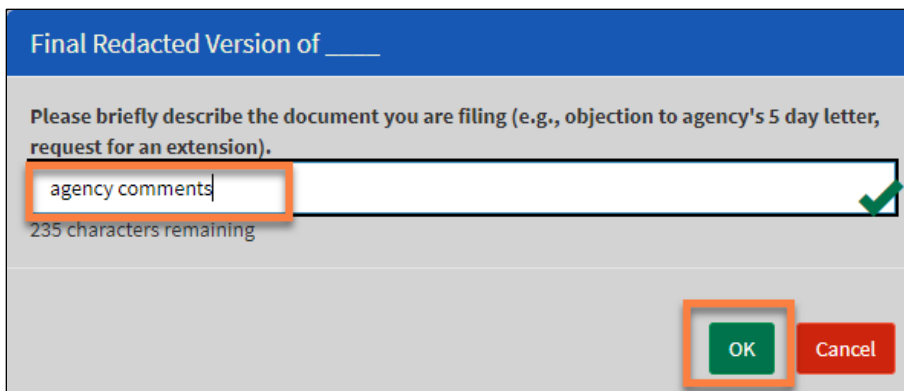


2. Select **Final Redacted Version Of (blank)** as the **Type of document**.



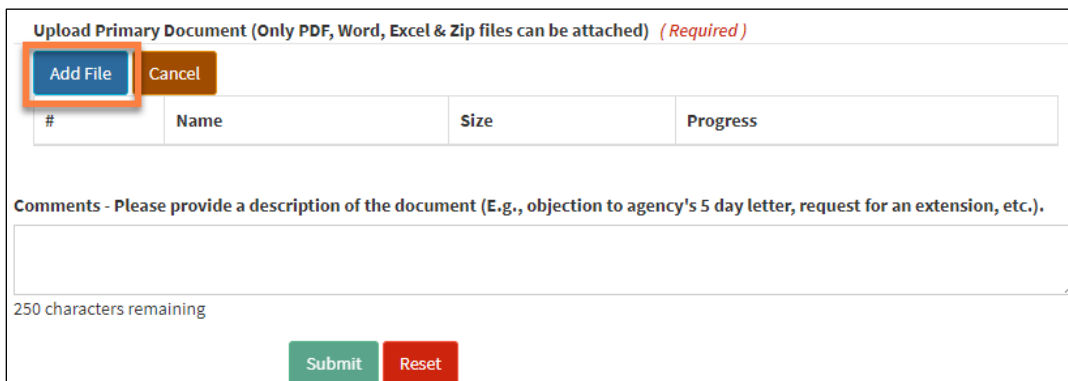
The screenshot shows a web form for uploading a document. At the top, there is a dropdown menu labeled "Type of document (Required)". The selected option is "Final Redacted Version of agency comments". Below this is a section for "Upload Primary Document (Only PDF, Word, Excel & Zip files can be attached) (Required)". It includes "Add File" and "Cancel" buttons. Underneath is a table with columns: "#", "Name", "Size", and "Progress". Below the table is a text area for "Comments - Please provide a description of the document (E.g., objection to agency's 5 day letter, request for an extension, etc.)." with a character count of "250 characters remaining". At the bottom are "Submit" and "Reset" buttons.

3. In the pop-up window, provide a brief description of the document. In the example below, the final redacted version being filed is of the protester's comments. Select **OK**.



The screenshot shows a pop-up window titled "Final Redacted Version of \_\_\_\_". It contains a text area with the prompt "Please briefly describe the document you are filing (e.g., objection to agency's 5 day letter, request for an extension)." The text "agency comments" is entered in the text area, and a green checkmark is visible at the end of the input. Below the text area is a character count of "235 characters remaining". At the bottom right are "OK" and "Cancel" buttons.

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



This screenshot is identical to the one in step 2, showing the document upload form. The "Add File" button under the "Upload Primary Document" section is highlighted with an orange box.



A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

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

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

Cancel

#	Name	Size	Progress	
1	FAQ.pdf	126527		Remove

Do you want to Upload Associated Documents? (Required)

☒ Yes ☐ No

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

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

250 characters remaining

Submit Reset

7. Read the warning and select **Yes** on the **Warning** pop-up window if the document you have uploaded is acceptable for public viewing. If you need to upload a different document instead, select **No** to return to the upload page.

**Warning**

Final Redacted Versions of filings will be accessible by all parties, including those who are not admitted to the protective order.

Do you want to proceed ?

Yes No

8. The final redacted version of the protester's comments is marked as **not** containing information that is proprietary, confidential, or otherwise not releasable to the public.

It will now be available to be accessed by all authorized users with access to the case.

Show 100 entries

Filter Records :

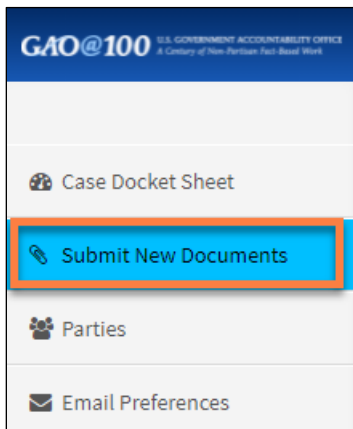
Index	Alerts	Type of Filing	Filed	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER	YES	Mar 22 2016 15:22:26 EDT		Notes added
7		Supplemental Protest	PROTESTER	NO	Apr 05 2016 10:47:52 EDT		
8		Final Redacted Protest	PROTESTER	NO	Apr 27 2016 11:07:55 EDT		

Showing 1 to 8 of 8 entries

## 7.4 Redacted Versions of GAO's Decisions

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

1. Select **Submit New Documents** on the Dashboard Navigation Menu.



2. Select **Proposed Redactions to GAO Decision** from the **Type of document** drop-down menu.

Type of document *(Required)*

Proposed redactions to GAO decision ▼

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

Add File Cancel

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

3. Select **Add File** under **Upload Primary Document**.

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

4. Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**
5. Add comments to the **Comments** field if needed. Select **Submit**.



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

## 7.5 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:

- A Descriptive Guide: <https://www.gao.gov/products/gao-18-510sp>
- Guide to GAO Protective Orders: <https://www.gao.gov/products/gao-19-613sp>

These guides can also be accessed at <https://www.gao.gov/legal/bid-protests/reference-materials>.

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			

- 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?	Y
Solicitation Number	12312Y		
Consolidated Protests			

### 7.5.1 Submitting an Application for Admission

- Follow the instructions below to submit a protective order application(s):
- From the Docket for a case, select **Submit New Documents**.

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A Century of Non-Partisan, Fact-Based Work

Case Docket Sheet

**Submit New Documents**

Parties

Email Preferences

- On the **Submit New Document** screen, select the drop-down arrow for **Type of document**, and select the appropriate protective order option.

Type of document *(Required)*

Request to Modify Protective Order

Please Select Type of Document  
Request to Modify Protective Order  
No Proposed Redactions to GAO Decision  
Other \_\_\_\_\_  
Corrected version of \_\_\_\_\_

- Under **Upload Primary Document**, select **Add File**.

Type of document *(Required)*

Request to Modify Protective Order

Upload Primary Document (Only PDF & Excel files can be attached) *(Required)*

Add File
Cancel

#	Name	Size	Progress

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

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

Upload Primary Document (Only PDF & Excel files can be attached) *(Required)*

Cancel

#	Name	Size	Progress	
1		312259		Remove

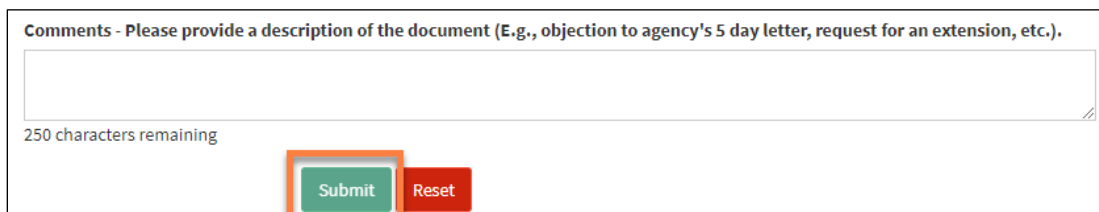
Do you want to Upload Associated Documents? *(Required)*

☐ Yes
☒ No

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

☐ Yes
☒ No

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



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

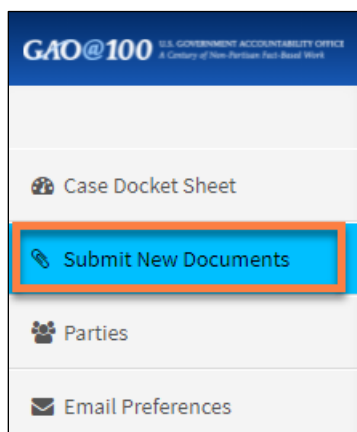
250 characters remaining

**Submit** **Reset**

### 7.5.2 *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, select **Submit New Documents** on the Dashboard navigation menu.



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

Submit New Document

Type of document *(Required)*

Please Select Type of Document

- Please Select Type of Document
- Request to Modify Protective Order
- No Proposed Redactions to GAO Decision
- Other \_\_\_\_\_
- Corrected version of \_\_\_\_\_
- Proposed redactions to GAO decision
- Final Redacted Version of \_\_\_\_\_
- Comments
- No Objection to \_\_\_\_\_
- Objection to \_\_\_\_\_
- Response to \_\_\_\_\_

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

No Objection to \_\_\_\_\_

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

protective order application

222 characters remaining

OK Cancel

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

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

250 characters remaining

Submit Reset

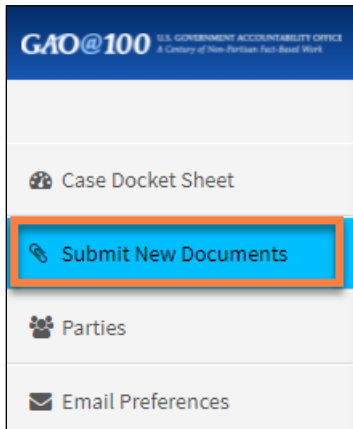
5. The party's non-objection will appear on the docket.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments
18		No Objection to protective order application	INTERVENOR (XYZ Test Inc.)	NO	Sep 16 2021 16:24:29 EDT	
17		Request to Intervene	INTERVENOR (ABC Test Corp.)	NO	Sep 15 2021 15:47:29 EDT	

### 7.5.3 *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, select **Submit New Documents** on the Dashboard navigation menu.



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

 A screenshot of the 'Submit New Document' screen. The title 'Submit New Document' is at the top. Below it, the label 'Type of document (Required)' is followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Please Select Type of Document', 'Request to Modify Protective Order', 'No Proposed Redactions to GAO Decision', 'Other \_\_\_\_\_', 'Corrected version of \_\_\_\_\_', 'Proposed redactions to GAO decision', 'Final Redacted Version of \_\_\_\_\_', 'Comments', 'No Objection to \_\_\_\_\_', 'Objection to \_\_\_\_\_', and 'Response to \_\_\_\_\_'. The 'Objection to \_\_\_\_\_' option is highlighted with a grey background.

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



No Objection to \_\_\_\_

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

protective order application

222 characters remaining

OK Cancel

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

Submit New Document

Type of document *(Required)*

Objection to protective order application

Upload Primary Document (Only PDF & Excel files can be attached) *(Required)*

Add File Cancel

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

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

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

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

Cancel

#	Name	Size	Progress	
1	FAQ.pdf	126527		Remove

Do you want to Upload Associated Documents? *(Required)*

☐ Yes ☐ No

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

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

[Cancel](#)

#	Name	Size	Progress	
1	FAQ.pdf	126527		<a href="#">Remove</a>

**Do you want to Upload Associated Documents? (Required)**

☒ Yes ☐ No

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

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

250 characters remaining

[Submit](#) [Reset](#)

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

Index	Alerts	Type of Filing	Filer	Protected ?	Date
19		Objection to protective order application	INTERVENOR (XYZ Test Inc.)	NO	Sep 16 2021 16:32:17 EDT
18		No Objection to protective order application	INTERVENOR	NO	Sep 16 2021

#### 7.5.4 Admission to a Protective Order

GAO must approve the request to admit a party's representative(s) to a protective order. Once a party's representative(s) has access to the protective order, that representative(s) will have access to all documents on the docket, including documents marked as containing information that is proprietary, confidential, or otherwise not subject to public release.

#### **i** NOTE

EPDS only allows up to **four** representatives for a party with the ability to upload or download filings. Additional representatives, however, may be admitted to the protective order and subsequently have access to protected material.

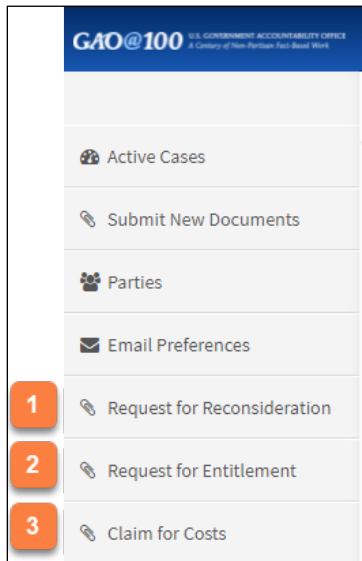
### **7.5.5    *Revocation of Access***

GAO may, in appropriate circumstances, revoke a party's access to the protective order. In such cases, the user will no longer have access to documents marked as containing information that is proprietary, confidential, or otherwise not subject to public release.

GAO has created an additional precaution to limit the potential inadvertent disclosure of protected materials to users not admitted to the protective order. Those users not admitted to the protective order will not be able to access documents (other than certain administrative materials issued by GAO or documents submitted by the parties that, by their nature, do not include protected material (e.g., protective order applications)) regardless of whether they are marked as containing information that is proprietary, confidential, or otherwise not subject to public release. Rather, **it is the filer's responsibility to prepare and file a final redaction version of all filings.** Refer to Section [7.2](#).

## 8.0 Closed Case Actions

After a case is closed, the navigation options in the **Case Docket Sheet** change and include additional options.



These new menu items include:

1. File a **Request for Reconsideration**
2. File an **Entitlement Request**
3. File a **Request for Reimbursement** of Costs

The following sections provide additional details on these options.

## 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 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])
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			

Follow these instructions to file a request for reconsideration.

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

- Active Cases
- Submit New Documents
- Parties
- Email Preferences
- Request for Reconsideration**
- Request for Entitlement
- Claim for Costs

- Complete the fields on the **Request for Reconsideration** document screen. Additional instructions for completing individual fields follow.

Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) (Required)

**Add File** **Cancel**

#	Name	Size	Progress

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

☐ Yes ☐ No

Comments

251 characters remaining

**Submit**

- Select **Add File** under **Upload Request for Reconsideration Document**.

Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) (Required)

**Add File** **Cancel**

#	Name	Size	Progress

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

☐ Yes ☐ No

Comments

251 characters remaining

**Submit**

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

4. Once a document is added, indicate whether additional documents will be loaded by selecting **Yes** or **No** for the question, **Do you want to Upload Associated Documents?**

**Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Cancel**

#	Name	Size	Progress
1		126527	

**Do you want to Upload Associated Documents? (Required)**

☐ Yes ☒ No

✓

5. If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**
6. Add comments to the **Comments** field if needed. Select **Submit**.

**Do you want to Upload Associated Documents? (Required)**

☐ Yes ☒ No

✓

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

☐ Yes ☐ No

**Comments**

251 characters remaining

**Submit**

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

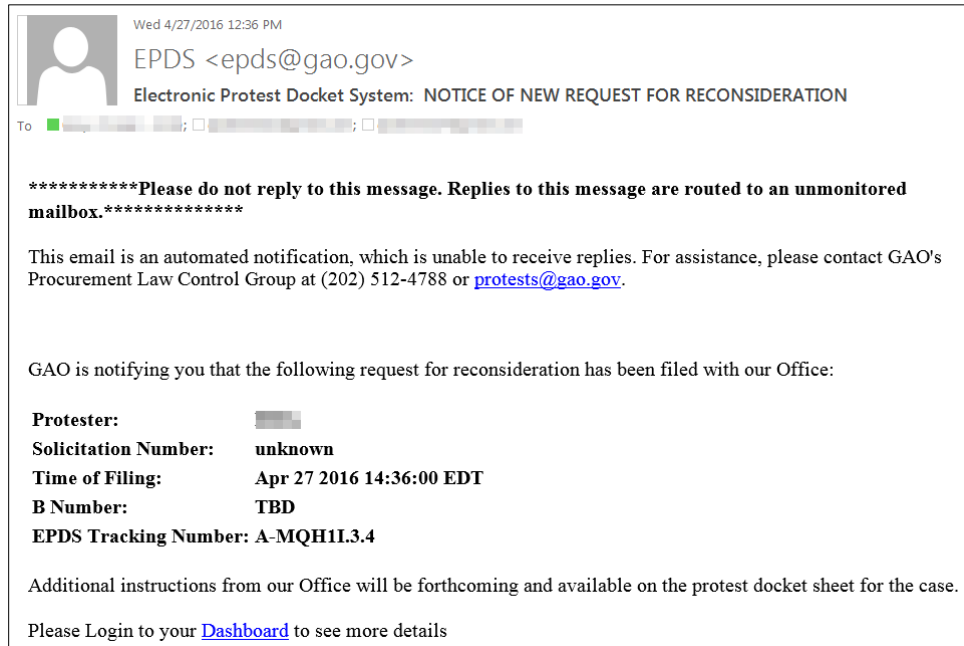
Show/Hide Columns

Show25entries

Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
<div><div>B-417027.1</div><div>XYZ, B-417027.2</div><div>DEF ..., B-417709.1</div></div>	EPDS TEST2	Jul 30 2018 11:34:32 EDT	Administrative Office of the United States Courts	11/07/2018	A-TX7F9	PROTEST	CLOSED
B-330533.1	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	A-01BCM	PROTEST	OPEN
B-416875.1	XYZ Test LLC	Sep 19 2018 09:34:18 EDT	Administrative Conference of the United States	12/28/2018	A-BGBPN	PROTEST	CLOSED
<div><div>B-417137.1-RECON</div><div>ABC ..., B-417135.1</div></div>	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN

8. 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.



9. 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 docket, and users who have not turned off email notifications for the case will receive an email notification that GAO has posted the acknowledgement package.



## 8.2 File an Entitlement Request

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	
Company Status	LARGE	GAO Attorney Email	@gao.gov
Protester		GAO Attorney Phone Number	1 ()
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			

Follow these instructions to file a request for a recommendation of entitlement to costs.

1. Select **Request for Entitlement** on the Case Docket menu.

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A Century of Non-Partisan Fact-Based Work

Active Cases

Submit New Documents

Parties

Email Preferences

Request for Reconsideration

Request for Entitlement

Claim for Costs

- Complete the fields on the **Request for Entitlement** document screen. Additional instructions for completing individual fields follow.

Pursuant to 4 C.F.R. § 21.8(e), if the agency decides to take corrective action in response to a protest, the protester may request that GAO recommend that the agency pay the protester the reasonable costs of filing and pursuing the protest, including attorneys' fees and consultant and expert witness fees.

**Upload Request for Entitlement Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

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

☐ Yes ☐ No

**Comments**

251 characters remaining

**Submit**

- Select **Add File** under **Upload Request for Entitlement**.

**Upload Request for Entitlement Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step **7** in Section **5.1** of this document.

- Once a document is added, you can add additional documents by selecting **Yes** for the question, **Do you want to Upload Associated Documents?**
- If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**

6. Add comments to the **Comments** field if needed. Select **Submit**.
7. The new request for entitlement will appear in the Dashboard, with an assigned **B-Number**.

Dashboard Dashboard > Assigned Cases

[Clear Email Notifications](#)
[CLOSED, OPEN](#)
[Filter by Group](#)

Assigned Cases

[Show/Hide Columns](#) Show 25 entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Group #	Attorney Name	Case Type	Case Status
B-415252.6-ENT	[REDACTED]	Sep 07 2021 18:55:12 EDT	[REDACTED]	12/17/2021	A-M4PHL2	Group 2	[REDACTED]	ENTITLEMENT	OPEN
B-899971.1	[REDACTED]	Aug 31 2021 12:13:34 EDT	[REDACTED]	12/09/2021	A-SROMH	Group 8	[REDACTED]	PROTEST	CLOSED

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

\*\*\*\*\*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](mailto:protests@gao.gov).

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

**Protester:** [REDACTED]  
**Solicitation Number:** unknown  
**Time of Filing:** May 26 2017 14:21:03 EDT  
**B Number:** B-112233.2  
**EPDS Tracking Number:** A-P71N9.3

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

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

9. Once GAO assigns an attorney to the request for entitlement, a case acknowledgement package will be prepared by GAO that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the docket, and users who have not turned off email notifications for the case will receive an email notification that the acknowledgement package has been created by GAO.

### 8.3 File a Request for Reimbursement of Costs

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			

Follow these instructions to file a claim for costs.

1. Select **Claim for Costs** on the Case Docket menu.

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- Active Cases
- Submit New Documents
- Parties
- Email Preferences
- Request for Reconsideration
- Request for Entitlement
- Claim for Costs**

- Complete the items on the **Request for Cost Claims Documents** screen. Additional instructions for completing individual fields follow.

Pursuant to 4 C.F.R. § 21.8(f), if GAO recommends that the agency pay the protester the costs of filing and pursuing a protest and/or of bid or proposal preparation and the parties cannot reach agreement on the amount of costs, the protester may request that GAO recommend the amount of costs that the protester should be reimbursed.

**Upload Request for Cost Claims Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

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

☐ Yes ☐ No

**Comments**

251 characters remaining

**Submit**

- Select **Add File** under **Upload Request for Cost Claims Document**.

**Upload Request for Cost Claims Document (Only PDF, Word, Excel & Zip files can be attached) (Required)**

**Add File** **Cancel**

#	Name	Size	Progress

A pop-up window will appear. Locate the appropriate file on your computer, select it, and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step [7](#) in Section [5.1](#) of this document.

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

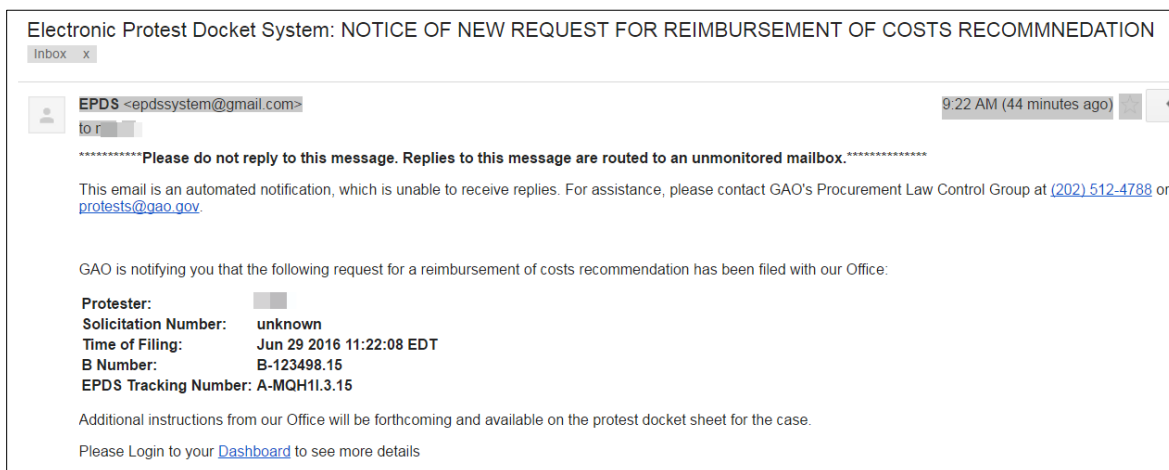
5. If appropriate, select **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?**
6. Add comments to the **Comments** field if needed. Select **Submit**.
7. The new claim for costs will appear in the **Active Cases/Dashboard**, with an assigned **B-Number**.

Assigned Cases

Show/Hide Columns    Show: 25 entries    Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Group #	Attorney Name	Case Type	Case Status
B-415252.7-COST	M7 Aerospace, LLC-COST	Sep 08 2021 17:24:19 EDT		12/17/2021	A-M4PNL3	Group 2		COST-CLAIM	OPEN
B-419706.2-COST	Test 4-COST	Jun 09 2021 09:23:05 EDT		09/17/2021	A-V2HH0.1	Group 2		COST-CLAIM	OPEN
B-417129.1-COST	GCTrack 045 suoo-COST	Aug 11 2020 11:47:15 EDT		11/19/2020	A-SVWWD	Group 1		COST-CLAIM	OPEN

8. In addition, the system will automatically generate an email notifying the procuring agency that a new claim for costs has been filed. The filer will be copied on the email to the agency.

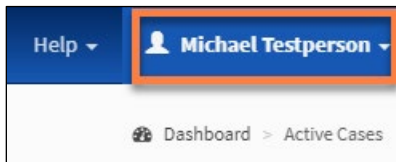


9. Once GAO assigns an attorney to the claim for costs, a case acknowledgement package will be prepared by GAO that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the docket, and users who have not turned off email notifications for the case will receive an email notification that GAO has created the acknowledgement package.

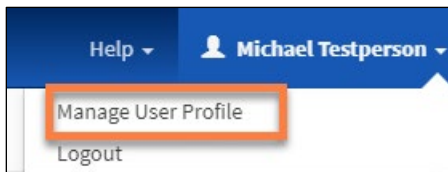
## 9.0 Manage User Profile

Follow these instructions to edit your user **Profile**. You can edit most of your user information, **except for your email address**.

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



2. Select **Manage User Profile**.



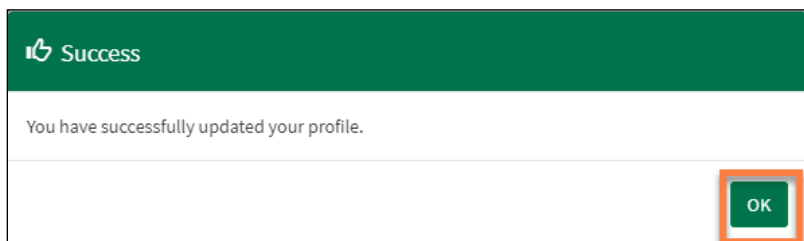
3. The **Profile** page will display. Select **Edit**.

A screenshot of the 'Profile' page. The page has a header 'Profile' and an 'Edit' button in the top right corner, which is highlighted with an orange rectangle. Below the header are several form fields: 'Prefix' (empty), 'First Name (Required)' (containing 'Michael' with a green checkmark), 'Middle Initial' (empty), and 'Last Name (Required)' (containing 'Testperson' with a green checkmark).

4. Update your information. Select **Update**.

A screenshot of the bottom portion of the 'Profile' page. It shows two more form fields: 'Country (Required)' (containing 'United States' with a green checkmark) and 'Colorado' (containing 'Colorado' with a green checkmark). At the bottom of the form are two buttons: 'Update' (highlighted with an orange rectangle) and 'Cancel'.

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



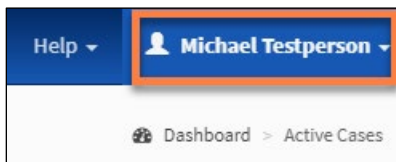


## 10.0 Manage Password

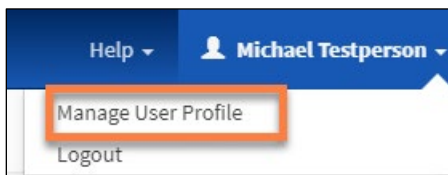
### 10.1 Change Password

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, **except for your email address**.

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



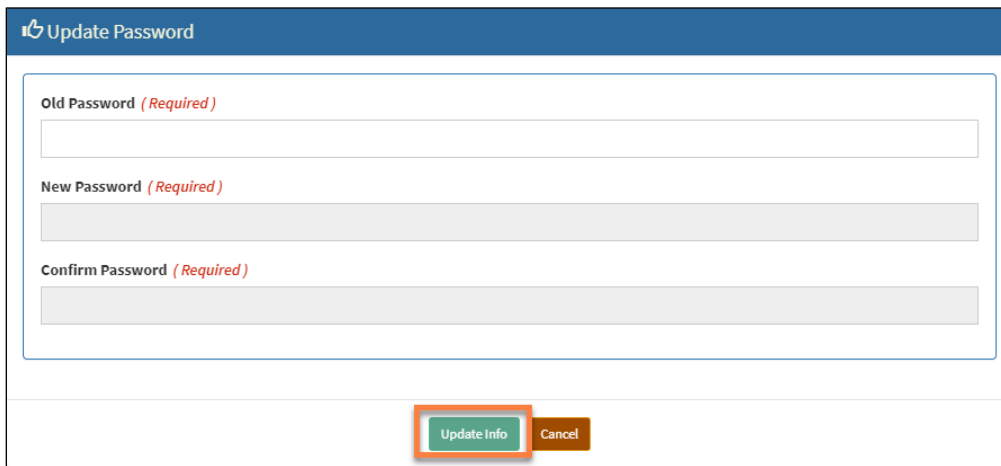
2. Select [Manage User Profile](#).



3. Select [Change Password](#) on the profile navigation menu.

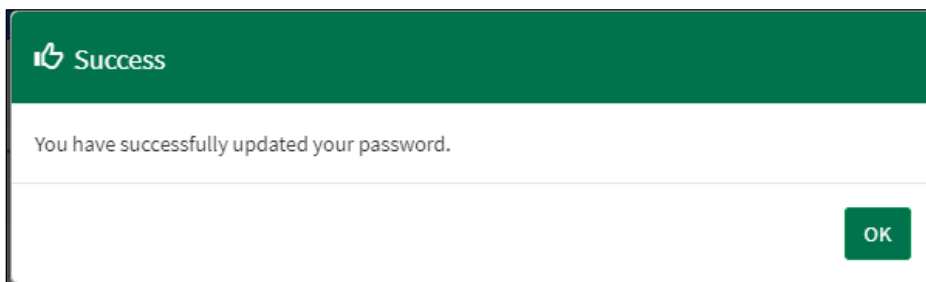


4. Enter your current password, then your new password. Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:
  - English uppercase characters (A to Z)
  - English lowercase characters (a to z)
  - Base 10 digits (0 to 9)
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



The screenshot shows a web form titled "Update Password" with a blue header bar. Below the header, there are three text input fields, each with a label and a "(Required)" note in red: "Old Password", "New Password", and "Confirm Password". The "Old Password" field is empty, while the "New Password" and "Confirm Password" fields are filled with greyed-out text. At the bottom of the form, there are two buttons: "Update Info" (highlighted with an orange border) and "Cancel".

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

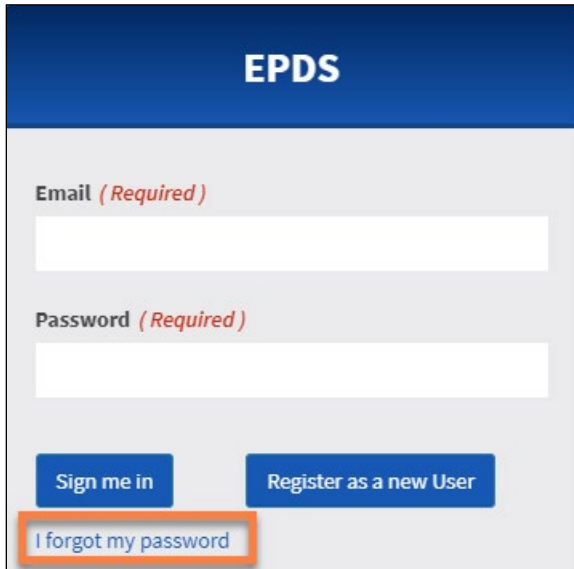


The screenshot shows a green "Success" pop-up window. The title bar is green with a white icon and the word "Success". The main content area is white and contains the text "You have successfully updated your password." At the bottom right, there is a green button with the text "OK".

## 10.2 Reset Password

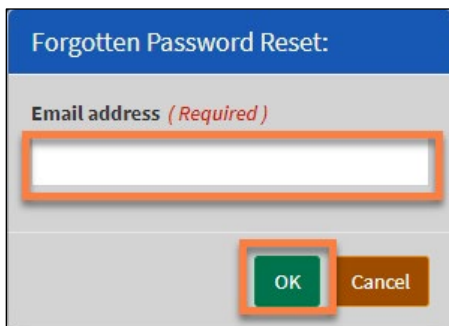
If you forget your password, you can reset your password using the following instructions:

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



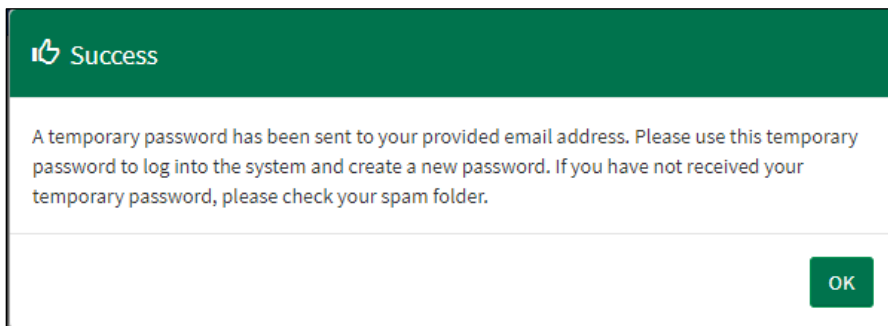
The image shows the EPDS login page. At the top is a blue header with the text "EPDS". Below the header are two input fields: "Email (Required)" and "Password (Required)". Below the password field are two blue buttons: "Sign me in" and "Register as a new User". At the bottom left, there is a link that says "I forgot my password", which is highlighted with an orange rectangular box.

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



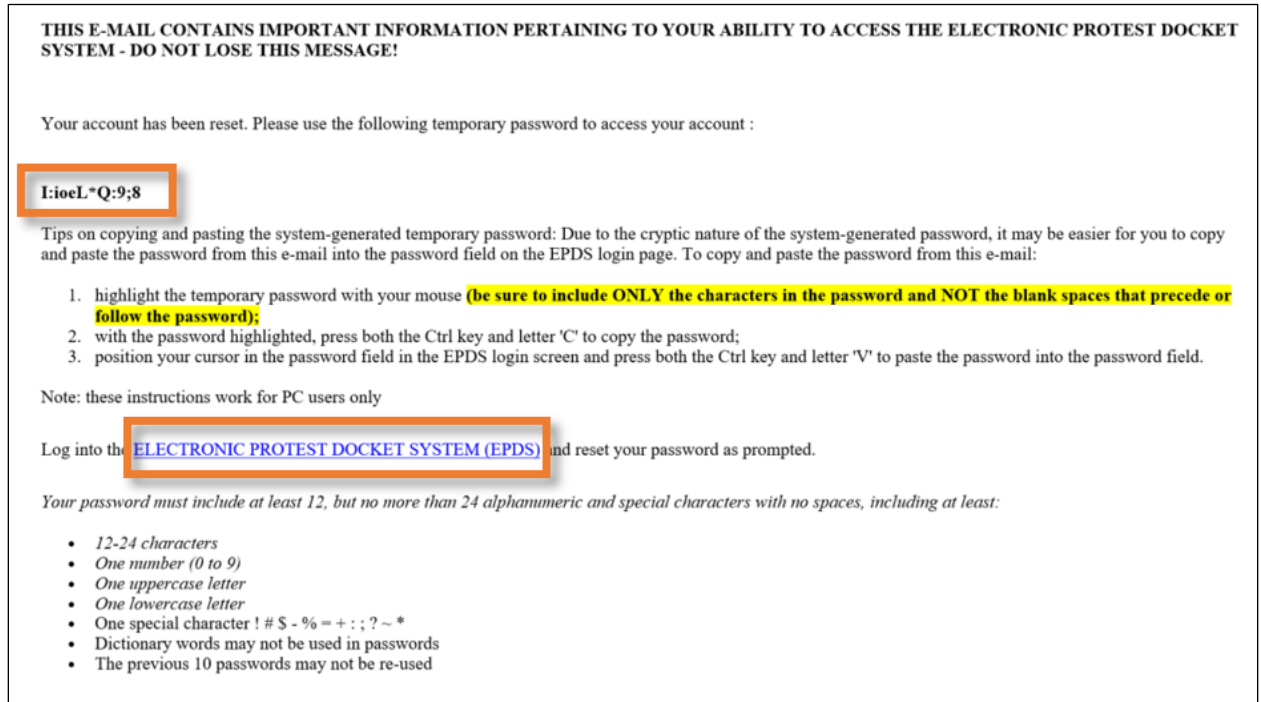
The image shows a "Forgotten Password Reset:" pop-up window. It has a blue header with the text "Forgotten Password Reset:". Below the header is an input field labeled "Email address (Required)". Below the input field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange rectangular box.

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

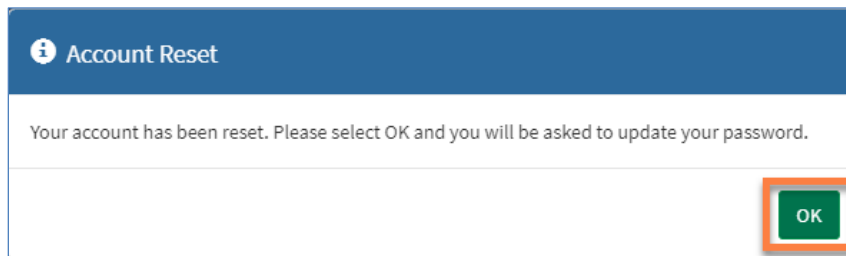


The image shows a "Success" pop-up window. It has a green header with a thumbs-up icon and the text "Success". Below the header is a message: "A temporary password has been sent to your provided email address. Please use this temporary password to log into the system and create a new password. If you have not received your temporary password, please check your spam folder." At the bottom right, there is a green button labeled "OK", which is highlighted with an orange rectangular box.

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

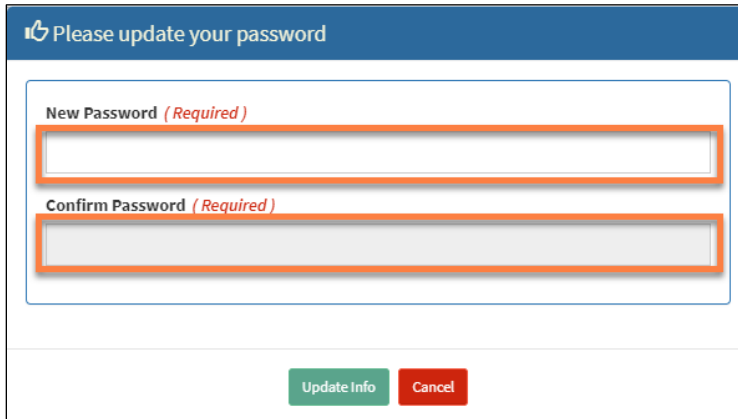


5. Follow the login steps as in Section [2.3](#), using your temporary password, which you copied in Step [4](#) above.
6. Select OK on the **Account Reset** pop-up window.



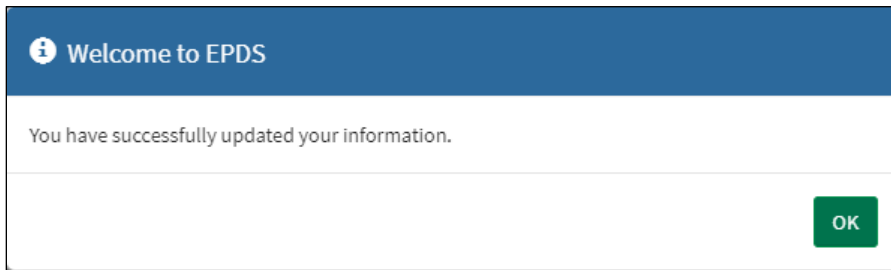
7. Enter your new password. Passwords must be between 12 and 24 characters in length and contain **one character from each of the following four categories**:
  - a. English uppercase characters (A to Z)
  - b. English lowercase characters (a to z)
  - c. Base 10 digits (0 to 9)
  - d. Special characters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

8. Confirm your new password in the next field and select **Update Info**.



The screenshot shows a web form titled "Please update your password" with a blue header bar. Below the header, there are two text input fields. The first field is labeled "New Password (Required)" and the second field is labeled "Confirm Password (Required)". Both fields are outlined with a thick orange border. At the bottom of the form, there are two buttons: a green "Update Info" button and a red "Cancel" button.

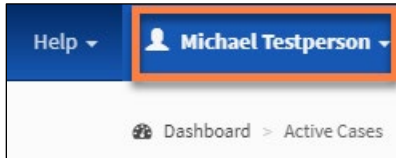
9. Select **OK** on the **Welcome to EPDS** success pop-up window.



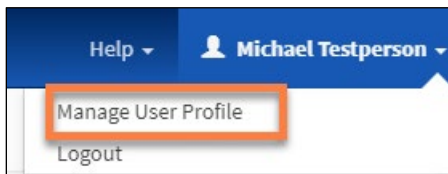
The screenshot shows a success pop-up window titled "Welcome to EPDS" with a blue header bar. Below the header, the text "You have successfully updated your information." is displayed. In the bottom right corner, there is a green "OK" button.

## 11.0 Change Security Questions

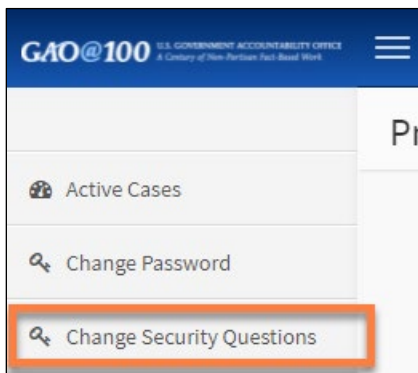
1. Select your name displayed in the upper right corner of the window.




2. Select **Manager User Profile**.



3. Select **Change Security Questions** on the navigation menu.



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. Select **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 ( Required )**

Please Select Security Question. ▼

**Security Question 2 ( Required )**

Please Select Security Question. ▼

**Security Question 3 ( Required )**

Please Select Security Question. ▼

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 <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>. 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.



## Acronyms

Term	Definition
<b>CFR</b>	Code of Federal Regulations
<b>EPDS</b>	Electronic Protest Docketing System
<b>FAQ</b>	Frequently Asked Question
<b>GAO</b>	U.S. Government Accountability Office
<b>GSA</b>	U.S. General Services Administration
<b>MB</b>	Megabyte
<b>NAICS</b>	North American Industrial Classification System
<b>PDF</b>	Portable Document Format
<b>SBA</b>	Small Business Administration
<b>U.S.</b>	United States

## References

**GAO EPDS:** <https://epds.gao.gov>

**EPDS File a Bid Protest instructions:** <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>

**Bid Protests & Appropriations Law/Protest Process:** <http://www.gao.gov/legal>

**GAO Descriptive Guide:** <https://www.gao.gov/products/gao-18-510sp>

**Guide to GAO Protective Orders:** <https://www.gao.gov/products/gao-19-613sp>

**GAO Reference Materials:** <https://www.gao.gov/legal/bid-protests/reference-materials>