



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

February 2026

**This version of the “Electronic Protest Docketing System (EPDS) Agency Point of Contact (POC)/Representative User Manual” supersedes May 2023 version of the manual**

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## 1.0 Introduction

For 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 to 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 [2.0](#) 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 **procuring agency point of contacts (POCs) and representatives**, including **representatives of other federal agencies** permitted by GAO to participate in a case pursuant to 4 C.F.R. § 21.3(j). For all other users, please refer to the applicable user guide(s) available at <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>.

### 1.1 Scope

The scope of this manual is to provide instructions on utilizing 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

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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).

utilizing EPDS, please contact GAO at (202) 512-4788 or [protests@gao.gov](mailto:protests@gao.gov). Getting Started

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

By utilizing the site, users agree to the 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.

## 1.2 Web Browser

Use one of these supported web browsers:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

## 1.3 Registering for an Account

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

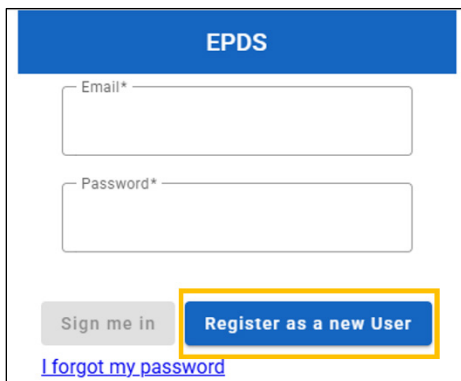
### 1.3.1 Register as an Agency POC

Agency POC accounts are appropriate for agency personnel that (1) are the designated agency POCs for receiving the notice of new protests and other case types, and (2) assign agency representatives to new protests and other case types. Agency POC accounts are created by GAO. To request an agency POC account, please contact GAO at (202) 512-4788 or [protests@gao.gov](mailto:protests@gao.gov).

### 1.3.2 Register as an Agency Representative

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

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



The screenshot shows the EPDS login interface. At the top is a blue header with the text 'EPDS'. Below the header are two input fields: 'Email\*' and 'Password\*'. At the bottom left is a grey button labeled 'Sign me in'. To its right is a blue button labeled 'Register as a new User', which is highlighted with a yellow border. Below the buttons is a blue link that says 'I forgot my password'.

- In the **Please Select Account Type** pop-up window, select the drop-down arrow, and select **Agency Representative**. Select **OK**.

- Select **OK** on the **Warning** pop-up window.

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

- 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.** Select **Submit**.

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>

Submit

- At initial login, the **Rules of Behavior** will display. Read the rules, and then select **Accept** to complete the registration process.

**Rules Of Behavior**

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**Please read and accept**

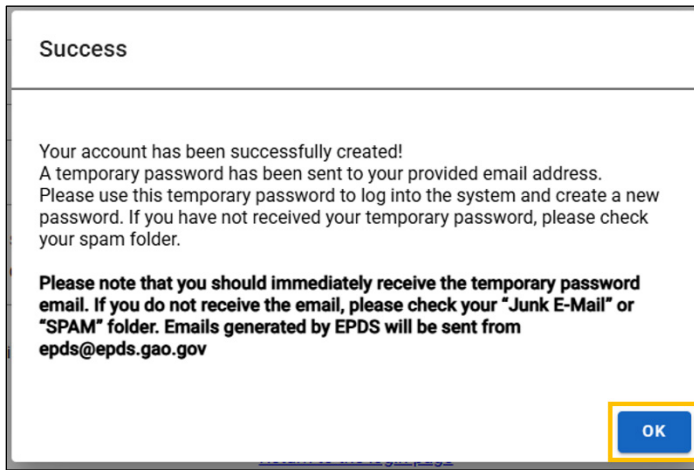
- PURPOSE.** This notice is to ensure that users of EPDS abide by security requirements and procedures needed to protect EPDS and customer information resources. It is also intended to help raise security awareness and inform system users about security policies and procedures.
- National policy requirements 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.
- This notice applies to EPDS system users.
- 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.
- 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.

ACCEPT

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



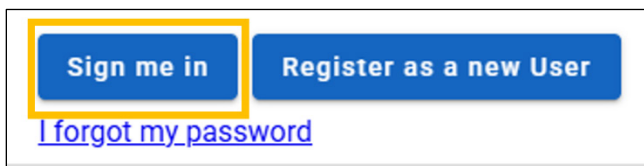
If there are issues with your registration, check the fields for error messages.

- 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.

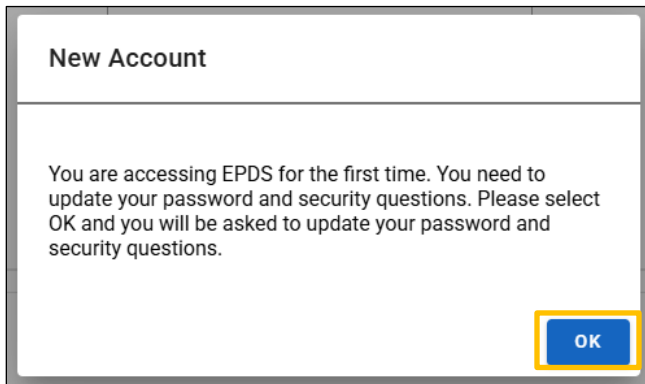
## 1.4 Initial Login

To log into the system the first time:

- 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**.



- 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.

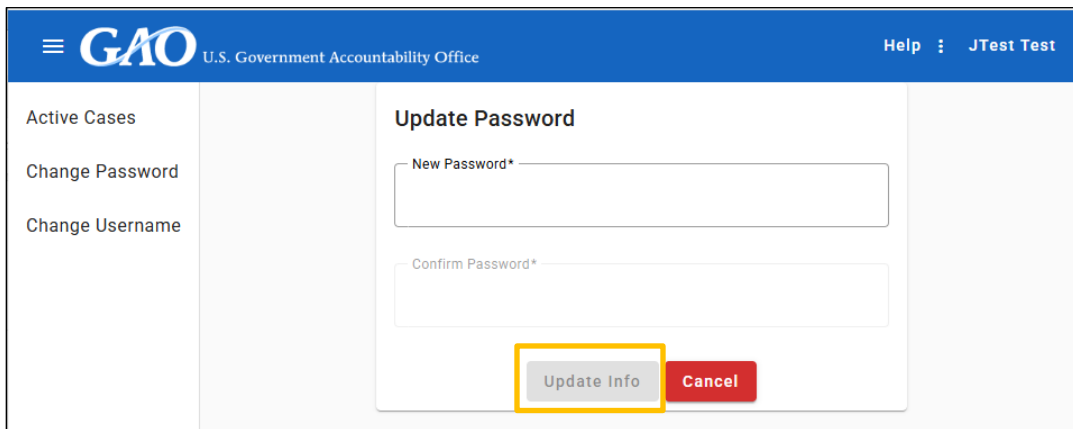


**New Account**

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

OK

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



GAO U.S. Government Accountability Office Help : JTest Test

Active Cases

Change Password

Change Username

**Update Password**

New Password\*

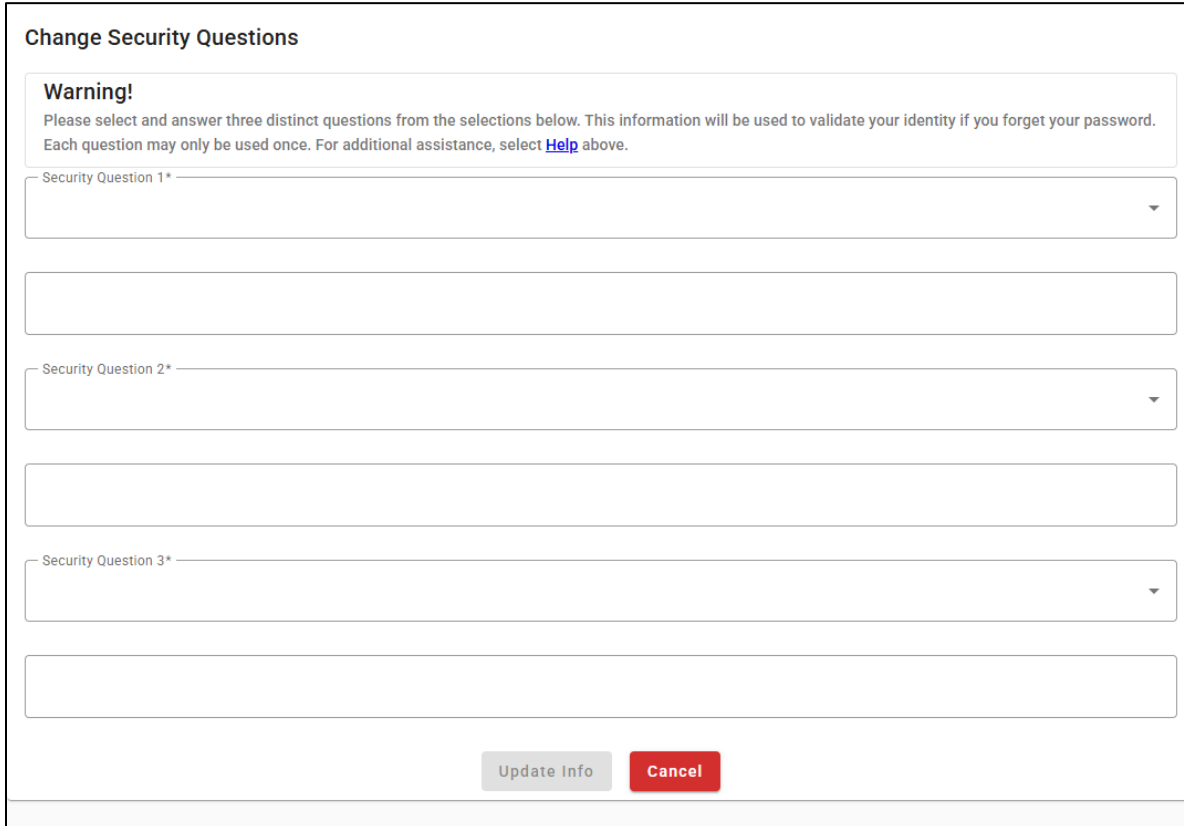
Confirm Password\*

Update Info Cancel

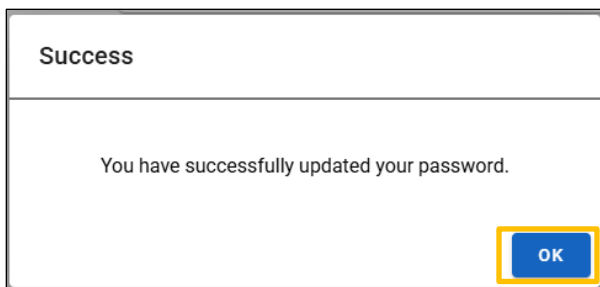
Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:

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

- 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**.



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

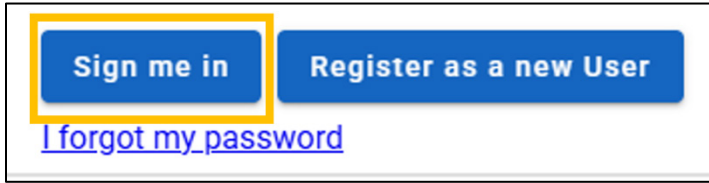


- If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged into one session at a time.

## 1.5 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.

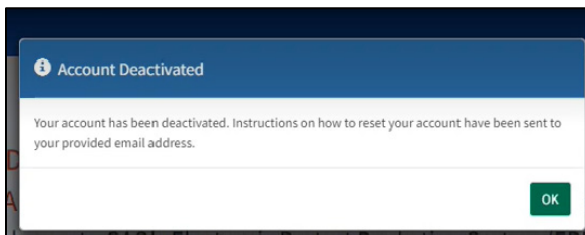
## 1.6 Account Login Requirements

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.

### 1.6.1 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.



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.

**EPDS: ACCOUNT DEACTIVATED**  
2 messages

---

EPDS <epds@epds.gao.gov> Mon, Mar 20, 2023 at 9:26 AM  
To:

**MESSAGE GENERATED FROM NON PRODUCTION ENVIRONMENT**

**THIS E-MAIL CONTAINS IMPORTANT INFORMATION PERTAINING TO YOUR ABILITY TO ACCESS THE ELECTRONIC PROTEST DOCKET SYSTEM - DO NOT LOSE THIS MESSAGE!**

Your account has been deactivated. Please use the following temporary password to access your account :

**XT-VmF+9W3MV**

Tips on copying and pasting the system-generated temporary password: Due to the cryptic nature of the system-generated password, it may be easier for you to copy and paste the password from this e-mail into the password field on the EPDS login page. To copy and paste the password from this e-mail:

1. highlight the temporary password with your mouse (**be sure to include ONLY the characters in the password and NOT the blank spaces that precede or follow the password**);
2. with the password highlighted, press both the Ctrl key and letter 'C' to copy the password;
3. position your cursor in the password field in the EPDS login screen and press both the Ctrl key and letter 'V' to paste the password into the password field.

Note: these instructions work for PC users only

Log into the [ELECTRONIC PROTEST DOCKET SYSTEM \(EPDS\)](https://epdstest.edc.usda.gov/login) (<https://epdstest.edc.usda.gov/login>) and reset your password as prompted.

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

- 12-24 characters
- One number (0 to 9)
- One uppercase letter
- One lowercase letter
- One special character ! # \$ - % = + : ; ? ~ \*
- Dictionary words may not be used in passwords
- The previous 10 passwords may not be re-used

This electronic message contains information generated by the US Government solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

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

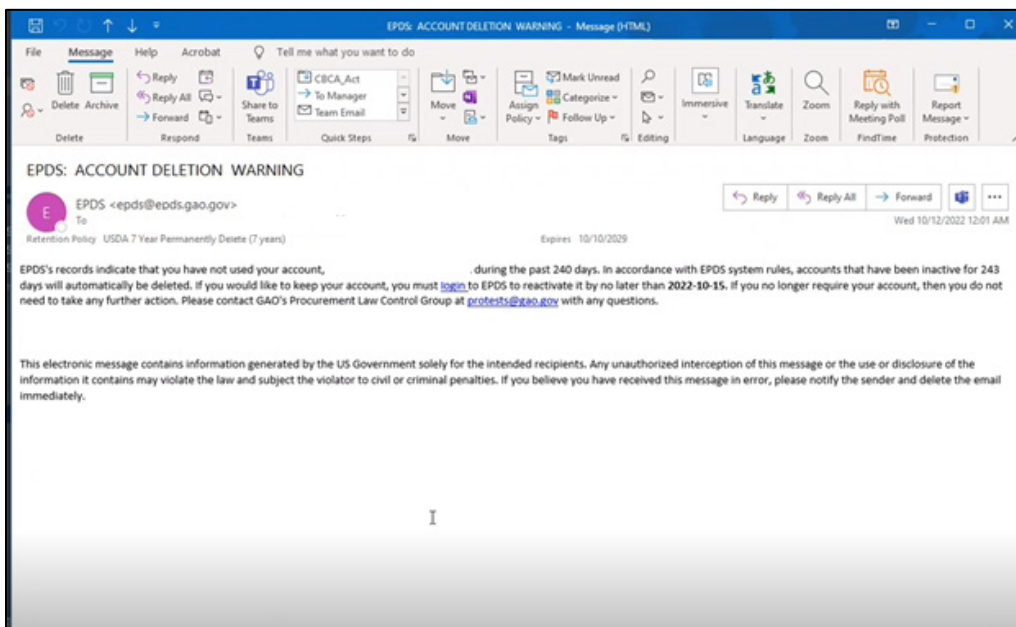
## 1.6.2 Account Deletion/Removal

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 [1.3](#) for further instructions.



## 2.0 Application Introduction

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

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

### Agency Representative Dashboard

GAO U.S. Government Accountability Office Help : Michael Testperson

Active Cases Case Status

Join a Case Filter

Items per page: 100 1 - 30 of 30

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<a href="#">B-330533.1</a>	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	<a href="#">A: 01BCM</a>	Group 3		PROTEST	OPEN

### POC Dashboard

GAO U.S. Government Accountability Office Help : POC Agency

Active Cases Case Status

Join a Case Filter

Items per page: 100 1 - 51 of 51

B-Number	Protester	Filing Date	Agency	Attorney Reps	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<a href="#">B-422416.1</a>	XYZ TEST	Sep 17 2022 16:04:00 EDT	Administrative Conference of the United States	Agency Reps. not yet assigned	12/27/2022	<a href="#">A: EGBJ4</a>	Group 8		PROTEST	OPEN

- In the site navigation, select **Active Cases** to view your current protest cases and return to your **Dashboard**. See Section [3.0](#) for more information.

**Agency Representative Dashboard**



**POC Dashboard**

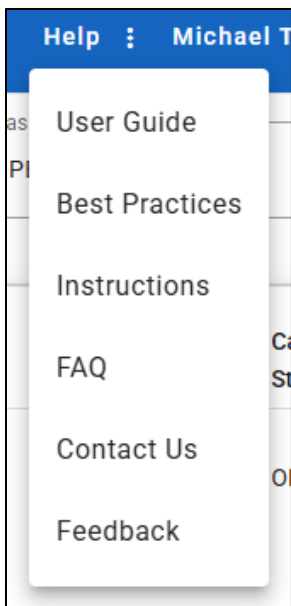


- Agency Representatives** can select **Join a Case** in the site navigation, to submit a request to join cases. **POC's** do not have this menu option. See Section [3.2](#) for more information.

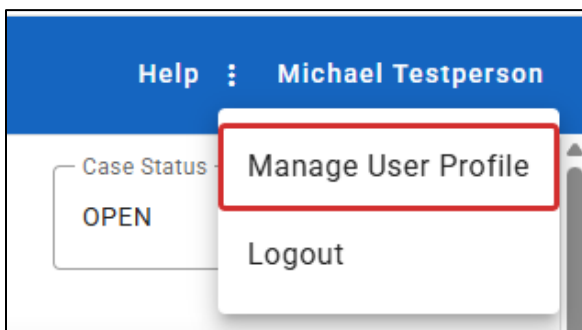
**Agency Representative Dashboard**



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



5. Select your name to access the **Manage User Profile** or **Logout** options. See Section [8.0](#) for information on modifying your profile.



### 3.0 Dashboard/Active Cases

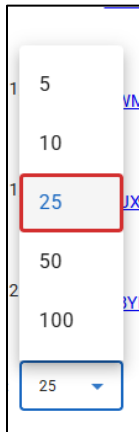
The default view is the dashboard, which shows your active cases. If you are an **agency POC**, you can view **all your agency’s cases**. However, if you are an **agency representative**, you can **only view your assigned cases from your own agency**.

B-Number	Protester	Filing Date	Agency	Attorney Reps	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<a href="#">B-422416.1</a>	XYZ TEST	Sep 17 2022 16:04:00 EDT	Administrative Conference of the United States	Agency Reps. not yet assigned	12/27/2022	<a href="#">A: EGBJM</a>	Group 8		PROTEST	OPEN

### 3.1 Modify Dashboard

There are several ways to modify the dashboard.

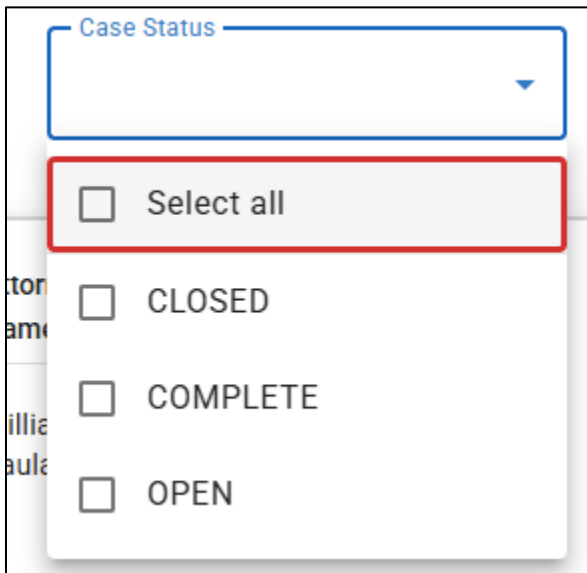
1. **Show More Entries:** select the drop-down entries to change the view to display **5, 10, 25** (default), **50**, or **100** entries (cases).



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.

B-Number	Protester	Filing Date	Agency	Attorney Reps	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<a href="#">B-422416.1</a>	XYZ TEST	Sep 17 2022 16:04:00 EDT	Administrative Conference of the United States	Agency Reps. not yet assigned	12/27/2022	<a href="#">A-FGBJ4</a>	Group 8		PROTEST	OPEN

- Modify View:** select an option in the **Case Status** drop-down to show **all** (default), **Closed**, **Complete**, and/or **Open** cases in the list.



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

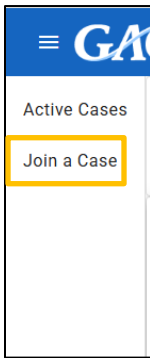
B-Number	Protester	Filing Date	Agency	Attorney Reps	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<a href="#">B-422416.1</a>	XYZ TEST	Sep 17 2022 16:04:00 EDT	Administrative Conference of the United States	Agency Reps. not yet assigned	12/27/2022	<a href="#">A-FGBJ4</a>	Group 8		PROTEST	OPEN

### 3.2 Join a Case

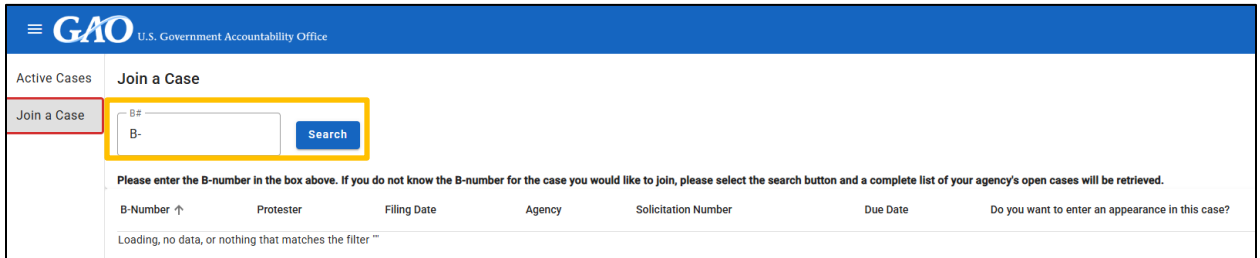
**Agency Representatives** can submit a request to join a case. **POCs** do not have this menu option; rather, as set forth in Section [5.5.2](#), a POC can add itself to a case through the Parties Tab for a particular case.

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

#### *Agency Representative Dashboard*

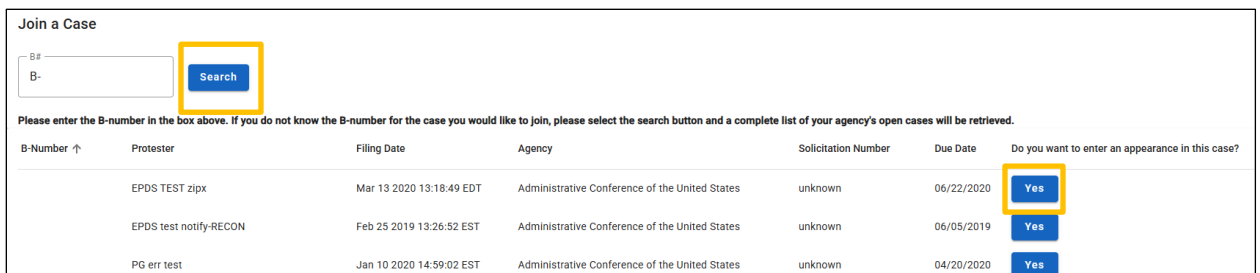


2. Enter the **B-Number**. Select Search.



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

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



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

The screenshot shows a web form titled "Notice of Appearance". Under the "Documents" section, there is a sub-section "Upload Document" with the instruction "Upload Request to Intervene Document (Only PDF and Excel files can be attached)\*". Below this, there are two buttons: "Add File" (highlighted with a yellow box) and "Cancel". Below the buttons is a table with columns for "#", "Name", "Size", and "Progress". The table is currently empty. Below the table is a text area for "Comments ( Characters Remaining: 0 / 250 )". At the bottom of the form are "Submit" and "Cancel" buttons.

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

**i** **NOTE**

All files must be **PDF, Word, Excel, or Zip files**. The size limit for PDF, Word, or Excel files is 50 MB per file. The size limit for Zip files is 550 MB per file.

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

The screenshot shows the same "Notice of Appearance" form. In the "Upload Document" section, the "Add File" button is now disabled (greyed out) and the "Cancel" button is red. The table below now contains one row:
 

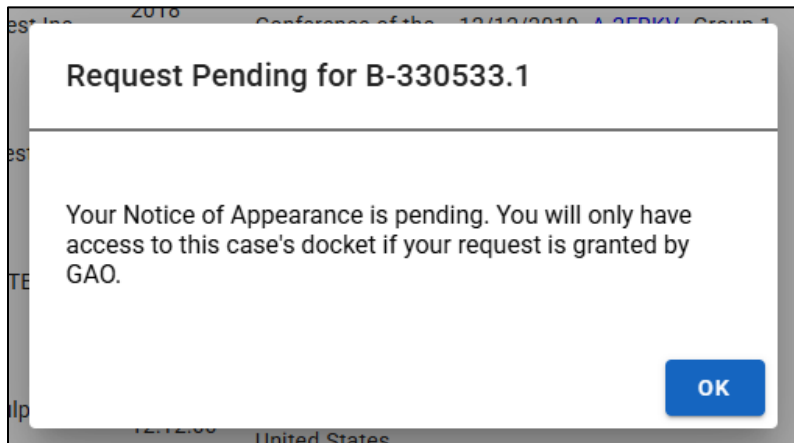
#	Name	Size	Progress
1	TEST EPDS GAO.pdf	16819	<div style="width: 100%;"></div> <b>Remove</b>

 Below the table is the "Comments" text area. At the bottom of the form, the "Submit" button is now highlighted with a yellow box, and the "Cancel" button is red.

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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<b>B-330533.1</b>	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	<b>A: 01BCM</b>	Group 3		PROTEST	OPEN

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




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

<b>Case Type</b>	PROTEST	<b>GAO Attorney Name</b>	
<b>Company Status</b>	SMALL	<b>GAO Attorney Email</b>	epdsgaouser3@yopmail.com
<b>Protestor</b>	EPDS TEST1	<b>GAO Attorney Phone Number</b>	(111) 111-1111
<b>B-Number</b>	B-418127.1 ; B-418127.2; B-418127.3; B-418127.4	<b>Days Remaining</b>	100
<b>Agency</b>	Administrative Conference of the United States	<b>Case Status</b>	CLOSED
<b>Intervenor(s)</b>	EPDS TEST INT 1	<b>Protective Order Issued?</b>	N
<b>Solicitation Number</b>	unknown		
<b>Consolidated Protests</b>			

Filter

Items per page:  1 - 25 of 26 < < > >

Index	Alerts	Type of Filing	Filer	Protected?	Date	Comments	GAO Notes
1		<a href="#">Protest</a>	PROTESTER (EPDS TEST1)	NO	Oct 31 2019 11:10:33 EDT		
2		<a href="#">Notice Of Appearance</a>	AGENCY (Administrative Conference of the United States)	NO	Oct 31 2019 11:30:17 EDT		
3		Notice of Appearance Acknowledged	GAO	NO	Oct 31 2019 11:31:50 EDT		Notice of Appearance for Agency rep Michael Testperson from Administrative Conference of the United States
4		<a href="#">Request to Intervene</a>	INTERVENOR (EPDS TEST INT 1)	NO	Oct 31 2019 11:36:11 EDT		

- If you select the case **B-Number** or the **EPDS Cntrl #** and your request has been denied by GAO, a message will appear stating that “Your appearance has not been acknowledged by GAO. Please refer to the PDF file included here for additional information.” Select the attached document to review the reason GAO has denied the request.

## 4.0 Case Information

### 4.1 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.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl#	Group	Attorney Name	Case Type	Case Status
<a href="#">B-330533.1</a>	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	<a href="#">A: 01BCM</a>	Group 3		PROTEST	OPEN

### 4.2 Case Docket Sheet Overview

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

<b>Case Type</b>	PROTEST	<b>GAO Attorney Name</b>	<a href="#">4</a>
<b>Company Status</b>	SMALL	<b>GAO Attorney Email</b>	epdsgaouser3@yopmail.com
<b>Protestor</b>	EPDS TEST1	<b>GAO Attorney Phone Number</b>	(111) 111-1111
<b>B-Number</b>	<a href="#">1</a> B-418127.1 ; B-418127.2; B-418127.3; B-418127.4	<b>Days Remaining</b>	<a href="#">5</a> 100
<b>Agency</b>	Administrative Conference of the United States	<b>Case Status</b>	<a href="#">6</a> OPEN
<b>Intervenor(s)</b>	<a href="#">2</a> EPDS TEST INT 1	<b>Protective Order Issued?</b>	<a href="#">7</a> N
<b>Solicitation Number</b>	unknown		
<b>Consolidated Protests</b>	<a href="#">3</a>		



- 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).
- 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).
- 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).
- 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**, **Filter**, and **Protected** columns. Additionally, you can filter or search the records by using the **Filter Records** field.

### 4.3 Alerts

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

4		<a href="#">Request to Intervene</a>
5		Request to Intervene Approved
6		<a href="#">Other test</a>


### 4.4 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 protected material. Please refer to Section [6.4](#) for more information.

**Consolidated Protests**

Filter  Items per page: 25 1 - 25 of 26 |< < > >|

Index	Alerts	Type of Filing	Filer	Protected?	Date	Comments	GAO Notes
1		<a href="#">Protest</a>	PROTESTER (EPDS TEST1)	NO	Oct 31 2019 11:10:33 EDT		

**Protest** 

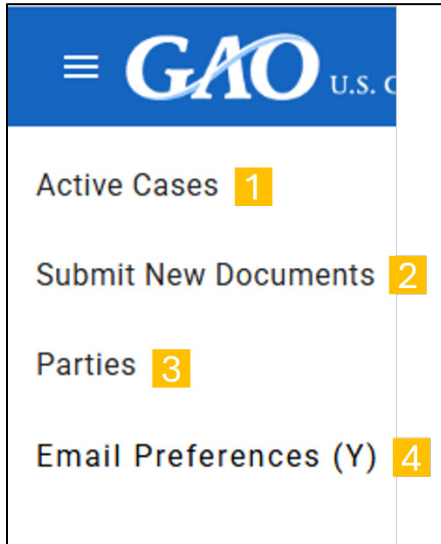
Primary Document	<a href="#">Test.pdf</a>
Associated Documents	
Protected	N

## 5.0 Case Docket Sheet Actions

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

### 5.1 Open Case Actions

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



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

## 5.2 Closed Case Actions

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

### Representative Dashboard



### POC Dashboard



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

### 5.3 Completed Case Actions

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



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

### 5.4 Submit New Documents

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

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



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

**Protestor** pg test  
**B-Number** B-422417.1  
**Agency** Administrative Conference of the United States  
**Solicitation Number** unknown

Document Type\*  
Please Select Type of Document

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.

**Protestor** pg test  
**B-Number** B-422417.1  
**Agency** Administrative Conference of the United States  
**Solicitation Number** unknown

Document Type\*  
Please Select Type of Document

AGENCY

- Request for Dismissal
- Request for \_\_\_\_
- Notice Of \_\_\_\_
- Response to \_\_\_\_
- Other \_\_\_\_\_
- No Objection to \_\_\_\_
- Objection to \_\_\_\_
- Final Redacted Version of \_\_\_\_

- 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**.

**Request for \_\_\_\_**

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

250 characters remaining

**Cancel** **OK**

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

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

**Upload Primary Document**

**Add File** **Cancel**

#	Name	Size	Progress

Do you want to Upload Associated Documents?  Yes  No

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

Yes  No

Comments

250 characters remaining

**Submit** **Reset**

- A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF, Word, Excel, and Zip files** can be attached), and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step 4 in Section 3.2 Join a Case.
- 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?  Yes  No

- 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

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

## 5.5 Parties

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

### 5.5.1 Add an Agency Representative

- In the **Parties** screen, select **+ Add Agency Representative**.

The screenshot shows the 'Parties' screen in the EPDS system. On the left sidebar, the 'Parties' option is highlighted with a yellow box. The main content area is divided into two sections: 'Party' and 'Information'. The 'Party' section displays details for 'PROTESTER (pg test)', including address and location. The 'Information' section shows a 'Primary Representative' named Amer L H with contact information. At the bottom of the screen, a blue button labeled '+ Add Agency Representative' is highlighted with a yellow box.

<p>Active Cases</p> <p>Case Docket Sheet</p> <p>Submit New Documents</p> <p><b>Parties</b></p>	<p><b>Protestor</b> pg test</p> <p><b>B-Number</b> B-422417.1</p> <p><b>Agency</b> Administrative Conference of the United States</p> <p><b>Solicitation Number</b> unknown</p>	<p><b>GAO Attorney Name</b></p> <p><b>GAO Attorney Email</b></p> <p><b>GAO Attorney Phone</b></p> <p>441 G St., NW</p> <p><b>GAO Attorney Address</b> District of Columbia Washington 20548 United States</p>
--	---	---

**Party**

**PROTESTER (pg test)**  
12343 IL-37  
Marion Illinois 62959  
United States

**Information**

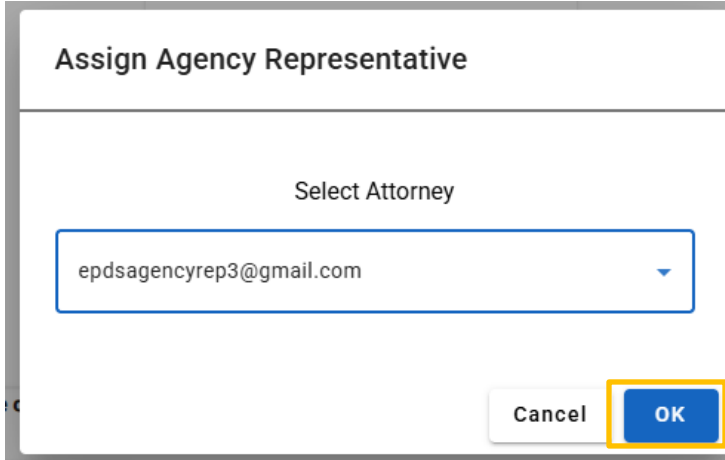
**Primary Representative**

Amer L H  
(794) 394-9783  
epdsvendor1@yopmail.com  
USDA/OCIO  
5623 US-34  
Loveland Colorado 80537  
United States

Administrative Conference of the United States

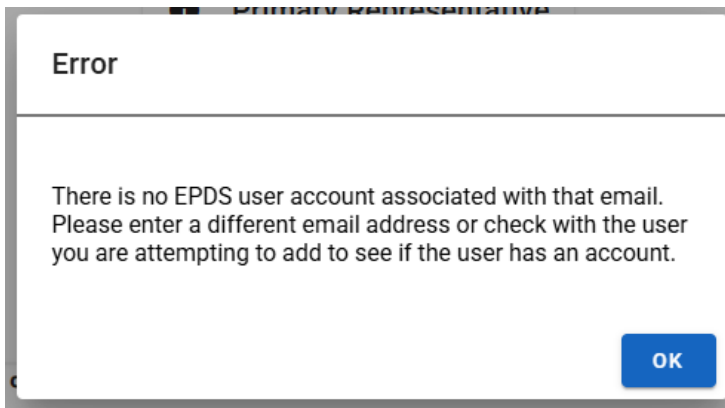
**+ Add Agency Representative**

2. In the pop-up window, select the email for the agency representative you would like to assign to the case from the drop-down list and select **Ok**.



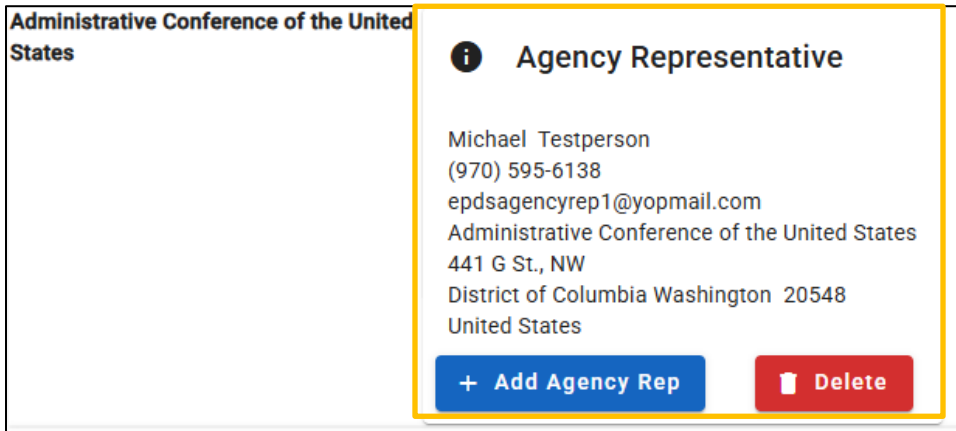
The screenshot shows a pop-up window titled "Assign Agency Representative". Inside the window, there is a section labeled "Select Attorney" with a drop-down menu. The email address "epdsagencyrep3@gmail.com" is selected in the menu. At the bottom right of the window, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a yellow border.

3. In the next pop-up window, verify the contact information and select **Ok**.  
To assign a representative to a case, the individual **must have an EPDS user account**. When the individual logs onto the system, the case will appear in their active cases dashboards.
4. If the individual does not have an EPDS user account, a pop-up window will appear and notify you that no such user account exists. Once the individual creates a user account, you can invite them to join the case by following Steps [1](#) and [2](#) above.



The screenshot shows an error pop-up window titled "Error". The message inside reads: "There is no EPDS user account associated with that email. Please enter a different email address or check with the user you are attempting to add to see if the user has an account." At the bottom right of the window, there is a blue "OK" button.

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



### 5.5.2 Adding an Agency POC as a Representative for a Case

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

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



- In the pop-up window, select the email for the agency representative you would like to assign to the case from the drop-down list and select **Ok**.

- On the confirmation pop-up window, select **Confirm**.

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

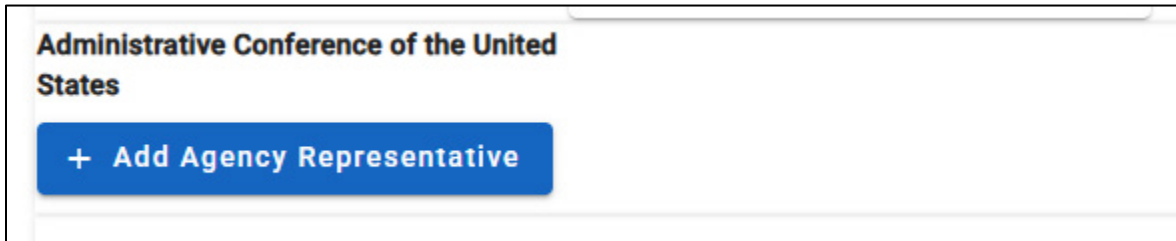
### 5.5.3 Delete a Representative

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

- Select **Delete** in the **Agency Representative** box.

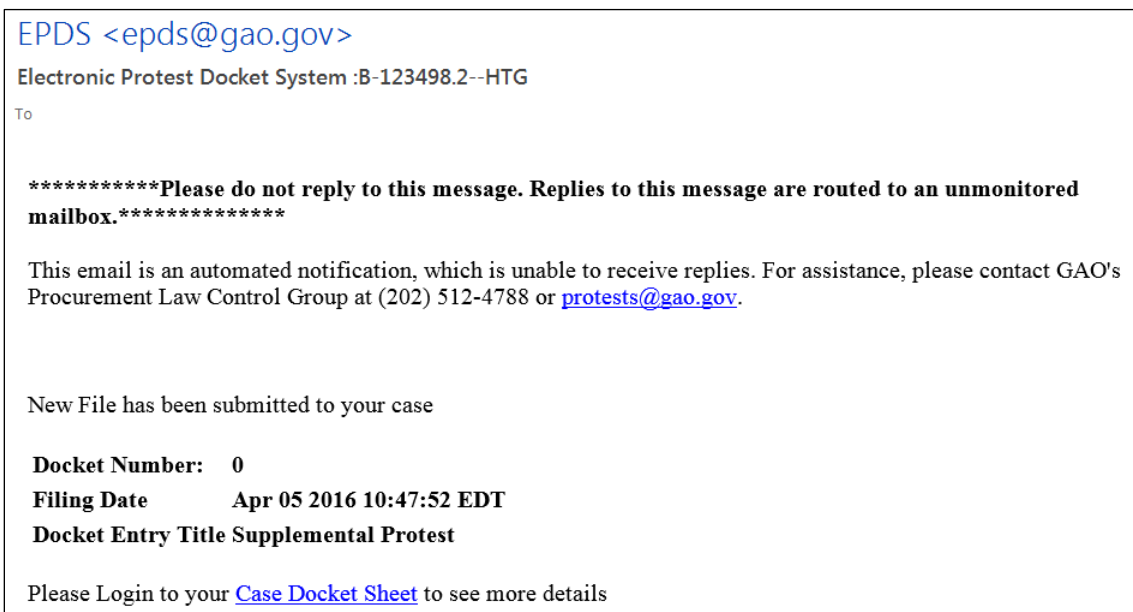
- Select **Yes** in the confirmation window that appears, or **No** to stop action.
- A success message will appear. Select **OK**.

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



## 5.6 Email Preferences

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



**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).

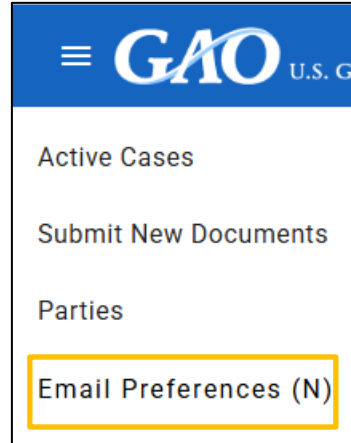
## Change Email Notifications

1. On the dashboard navigation menu, you can toggle email notifications by selecting **Email Preferences**. Email notifications are active by default as denoted by “(Y)”. Deactivated email notifications are denoted by “(N)” as shown below.

### *Email Notifications Active*



### *Email Notifications Inactive*



## 6.0 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.

### 6.1 Protecting a New Case

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

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

Yes  No

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

- 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.

Index	Alerts	Type of Filing	Filer	Protected?	Date	Comments	GAO Notes
1		<a href="#">Protest</a>	PROTESTER (EPDS TEST1)	NO	Oct 31 2019 11:10:33 EDT		
2		<a href="#">Notice Of Appearance</a>	AGENCY (Administrative Conference of the United States)	NO	Oct 31 2019 11:30:17 EDT		
3		Notice of Appearance Acknowledged	GAO	NO	Oct 31 2019 11:31:50 EDT		Notice of Appearance for Agency rep Michael Testperson from Administrative Conference of the United States
4		<a href="#">Request to Intervene</a>	INTERVENOR (EPDS TEST INT 1)	NO	Oct 31 2019 11:36:11 EDT		

- 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		<a href="#">Protest</a>	PROTESTER (EPDS TEST1)	NO	Oct 31 2019 11:10:33 EDT		
2		<a href="#">Notice Of Appearance</a>	AGENCY (Administrative Conference of the United States)	NO	Oct 31 2019 11:30:17 EDT		
3		Notice of Appearance Acknowledged	GAO	NO	Oct 31 2019 11:31:50 EDT		Notice of Appearance for Agency rep Michael Testperson from Administrative Conference of the United States
4		<a href="#">Request to Intervene</a>	INTERVENOR (EPDS TEST INT 1)	NO	Oct 31 2019 11:36:11 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. For example, parties should not put protected information in the comment section 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 be able to access documents marked as containing information that is proprietary, confidential, or otherwise not releasable to the public on the docket.

## 6.2 Filing a Final Redacted Version

GAO's Bid Protest Regulations require that a party submit redacted (or publicly releasable) versions of certain documents that were marked as "containing protected material". Further detail on this topic can be found in more detail in **GAO's Descriptive Guide** available at <https://www.gao.gov/legal/bid-protests/reference-materials>. For new protest and new request for reconsideration cases, the **Submit New Documents** link from the case docket sheet will include several document types that address redaction: **Final Redacted Version of (blank)** and **Proposed redactions to GAO decision**.

The screenshot shows a dropdown menu for 'Document Type\*'. The menu is open, displaying a list of document types. The first option, 'Final Redacted Version of \_\_\_\_', is highlighted with a yellow box. Below it are 'Corrected version of \_\_\_\_\_', '5-Day Letter', 'Agency Report - Legal Memorandum & Contracting Officer's Statement', 'Agency Report Exhibits', 'Supplemental Agency Report Exhibits', 'Proposed redactions to GAO decision' (also highlighted with a yellow box), 'No Proposed Redactions to GAO Decision', and 'Request to Modify Protective Order'.

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

### **i** NOTE

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

1. Select the appropriate protest from the dashboard.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<b>B-330533.1</b>	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	<a href="#">A-01BCM</a>	Group 3		PROTEST	OPEN

2. Select **Submit New Documents** on the side menu.



3. Complete the description of the document in the pop-up window that appears and select **OK** to continue.

Final Redacted Version of \_\_\_\_

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

agency comments

235 characters remaining

**Cancel** **OK**

4. This example depicts the selection of **Final Redacted Version of (blank)** as the **Type of document**. Select **Add File** under **Upload Primary Document**.

Document Type\*  
Final Redacted Version of agency comments

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

**Upload Primary Document**

**Add File** **Cancel**

#	Name	Size	Progress

Do you want to Upload Associated Documents?  Yes  No

Comments

250 characters remaining

**Submit** **Reset**

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF, Word, Excel, and Zip files** can be attached), and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step 4 in Section 3.2 Join a Case.

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

Comments

250 characters remaining

**Submit** **Reset**

8. A Warning will appear verifying that you want to proceed with posting a filing that is immediately accessible by all parties. Select **Yes** to continue.
9. The **Final Redacted Version** document is marked as **not** containing information that is proprietary, confidential, or otherwise not releasable to the public and will be immediately accessible by all authorized users with access to the case, including those not admitted to a protective order if one has been issued.

				EDT
	<a href="#">Final</a>	AGENCY		Jul 07
	<a href="#">Redacted</a>	(Administrative		2025
16	<a href="#">Version of</a>	Conference of NO		23:49:11
	<a href="#">agency</a>	the United		EDT
	<a href="#">comments</a>	States)		

### 6.3 Filing a Proposed Redaction to a GAO Decision

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

1. Select the appropriate protest from the dashboard.

The screenshot shows the GAO U.S. Government Accountability Office dashboard. At the top right, it says 'Help : Michael Testperson'. On the left, there are sections for 'Active Cases' and 'Join a Case'. A dropdown menu for 'Case Status' is set to 'OPEN'. The main table lists cases with columns: B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl#, Group #, Attorney Name, Case Type, and Case Status. One row is highlighted with a yellow box around the B-Number 'B-330533.1'.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl#	Group #	Attorney Name	Case Type	Case Status
<b>B-330533.1</b>	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	A-01BCM	Group 3		PROTEST	OPEN

2. Select **Submit New Documents** on the side menu.



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

Document Type\*  
Proposed redactions to GAO decision

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

**Upload Primary Document**

Add File Cancel

#	Name	Size	Progress
1	TEST EPDS GAO.pdf	16819	<div style="width: 100%;"></div> Remove

Do you want to Upload Associated Documents?  Yes  No

Comments

250 characters remaining

Submit Reset

4. Add comments to the **Comments** field if needed, as shown above. Select **Submit**.

5. All Proposed Redactions are automatically marked by the system as having protected information. Only appropriate parties will be able to view these documents.
6. 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. Party-specific redacted versions of filings should generally not be made in EPDS. Information on such versions is available in the **EPDS Best Practices** document available in the EPDS **Help** Menu. See Section [2.0](#) for further detailed information regarding this topic.

## 6.4 Protective Order

GAO may, in appropriate cases, issue a protective order that will allow authorized counsel access to all materials in a case that are marked as containing protected material. For additional information regarding GAO’s protective order process, please review:

- A Descriptive Guide
- Guide to GAO Protective Orders

These guides can 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.

<b>Case Type</b>	PROTEST	<b>GAO Attorney Name</b>	
<b>Company Status</b>	SMALL	<b>GAO Attorney Email</b>	epdsgaouser3@yopmail.com
<b>Protestor</b>	EPDS TEST1	<b>GAO Attorney Phone Number</b>	(111) 111-1111
<b>B-Number</b>	B-418127.1 ; B-418127.2; B-418127.3; B-418127.4	<b>Days Remaining</b>	100
<b>Agency</b>	Administrative Conference of the United States	<b>Case Status</b>	OPEN
<b>Intervenor(s)</b>	EPDS TEST INT 1	<b>Protective Order Issued?</b>	N
<b>Solicitation Number</b>	unknown		
<b>Consolidated Protests</b>			

- 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**.

<b>Case Type</b>	PROTEST	<b>GAO Attorney Name</b>	
<b>Company Status</b>	LARGE	<b>GAO Attorney Email</b>	epdsgaouser3@yopmail.com
<b>Protestor</b>	BURGER KING	<b>GAO Attorney Phone Number</b>	(111) 111-1111
<b>B-Number</b>	B-420543.1	<b>Days Remaining</b>	100
<b>Agency</b>	Department of Defense/Defense Advanced Research Projects Agency	<b>Case Status</b>	OPEN
<b>Intervenor(s)</b>	TACO BELL ; POPEYES	<b>Protective Order Issued?</b>	Y
<b>Solicitation Number</b>	N662234-R-22-0009		
<b>Consolidated Protests</b>			

#### 6.4.1 Agree to a Protective Order Admission

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

- While on the Docket, select **Submit New Documents** on the Dashboard navigation menu.



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

Document Type\*  
Please Select Type of Document

- Request for \_\_\_\_
- Notice Of \_\_\_\_
- Response to \_\_\_\_
- Other \_\_\_\_\_
- No Objection to \_\_\_\_
- Objection to \_\_\_\_
- Final Redacted Version of \_\_\_\_
- Corrected version of \_\_\_\_\_
- 5-Day Letter

- 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

Cancel OK

- Select **Add File** under **Upload Primary Document (Not Required)**.

Document Type\*  
No Objection to protective order application

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

**Upload Primary Document**

Add File Cancel

#	Name	Size	Progress
Do you want to Upload Associated Documents? <input type="radio"/> Yes <input checked="" type="radio"/> No			

Comments

250 characters remaining

Submit Reset

Add comments to the **Comments** field if needed (as shown above). Select **Submit**.

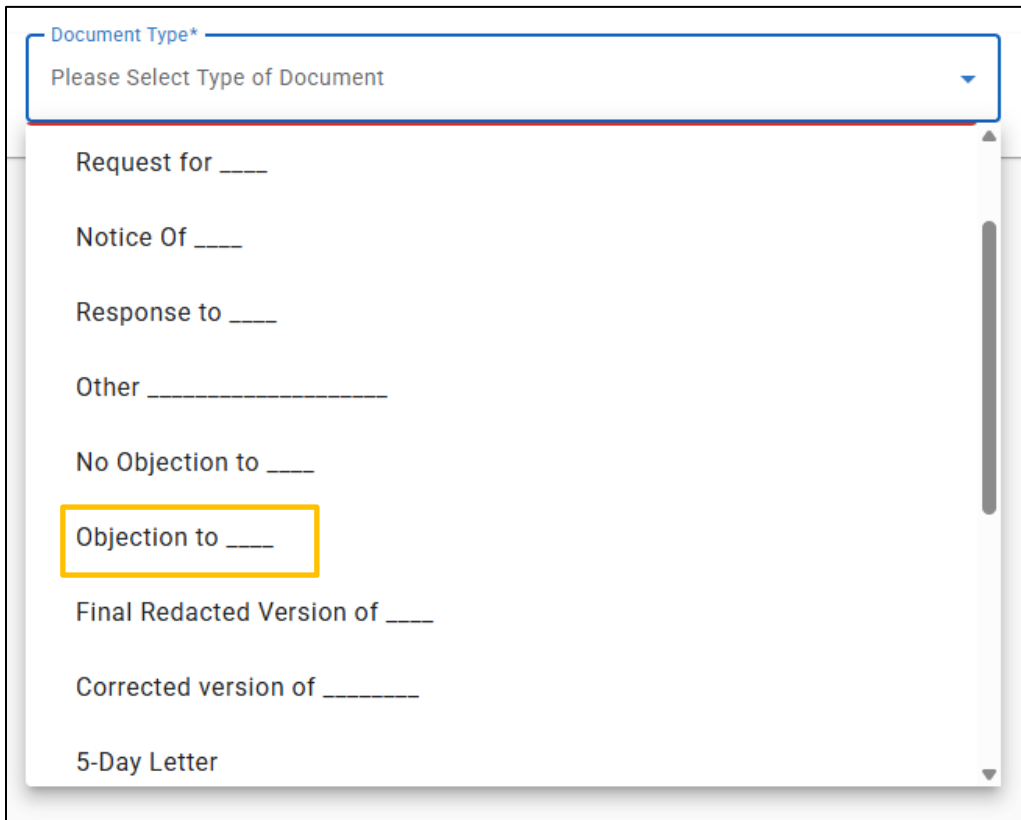
- The party's non-objection will appear on the docket.

18	No Objection to protective order application	AGENCY (Administrative Conference of the United States)	NO	Jul 08 2025 00:05:57 EDT
----	--	---	----	--------------------------

### 6.4.2 *Objection to a Protective Order Application*

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

- While on the Docket, select **Submit New Documents** on the Dashboard navigation menu.
- On the **Submit New Document** screen, select the drop-down arrow for **Type of document** and select **Objection to (blank)**.



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

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

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

## Upload screen with multiple highlighted areas

Document Type\*  
Objection to protective order application

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

**Upload Primary Document**

Add File Cancel

#	Name	Size	Progress
1	TEST EPDS GAO.pdf	16819	<div style="width: 100%;"></div> Remove

Do you want to Upload Associated Documents?  Yes  No

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

Yes  No

Comments

250 characters remaining

Submit Reset

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF, Word, Excel, and Zip files** can be attached), and select **Open**. For detailed information on specific file size limits, please refer to the [FAQ](#) section under the [Help](#) menu and Step 4 in Section 3.2 Join a Case.

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

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?**
7. Add comments to the **Comments** field if needed (as shown above). Select **Submit**.
8. The party's objection will appear on the docket.

19	<a href="#">Objection to protective order application</a>	AGENCY (Administrative Conference of NO the United States)	Jul 08 2025 00:14:37 EDT
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## 7.0 Closed Case Actions

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



Based on the filing decision, **Submit New Documents** may not be visible as a navigation option.

### 7.1 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.

<b>Case Type</b>	PROTEST	<b>GAO Attorney Name</b>	
<b>Company Status</b>	SMALL	<b>GAO Attorney Email</b>	epdsgaouser3@yopmail.com
<b>Protestor</b>	EPDS TEST PROTEST	<b>GAO Attorney Phone Number</b>	(111) 111-1111
<b>B-Number</b>	B-000001.1	<b>Days Remaining</b>	100
<b>Agency</b>	Administrative Conference of the United States	<b>Case Status</b>	CLOSED
<b>Intervenor(s)</b>		<b>Protective Order Issued?</b>	N
<b>Solicitation Number</b>	GHFGHF		
<b>Consolidated Protests</b>			

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



Based on the filing decision, **Submit New Documents** may not be visible as a navigation option.

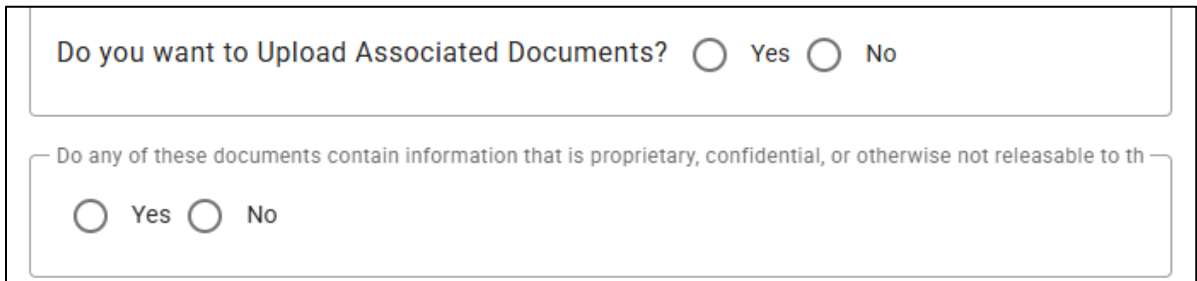
2. Select **Add File** under **Upload Request for Reconsideration Document**.

The image shows a form for uploading a document for a Request for Reconsideration. The form includes the following elements:

- Title: Request for Reconsideration ( Only PDF & Excel files can be attached )
- Buttons: **Add File** (highlighted with a yellow border) and **Cancel** (red).
- Table header: #, Name, Size, Progress.
- Form fields:
  - Do you want to Upload Associated Documents?  Yes  No
  - Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to th  Yes  No
  - Comments (with a character count of 250 characters remaining)
- Submit button (disabled).

A pop-up window will appear. Locate the appropriate file on your computer, select it (only **PDF** and **Excel files** can be attached), and select **Open**. For detailed information on specific file size limits, please refer to the **FAQ** section under the **Help** menu and Step 4 in Section 3.2 Join a Case.

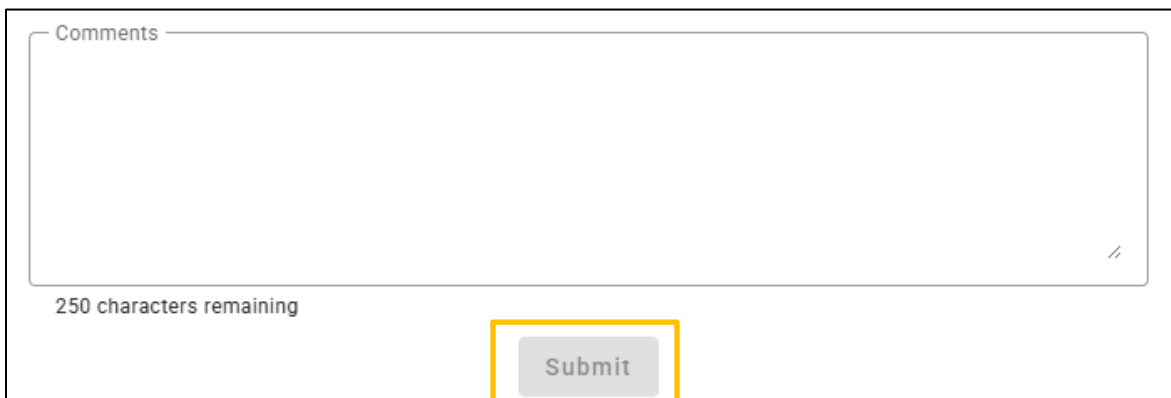
- Once a document is added, indicate whether additional documents will be loaded by selecting **Yes** or **No** for the question, **Do you want to Upload Associated Documents?**



Do you want to Upload Associated Documents?  Yes  No

Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?  Yes  No

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



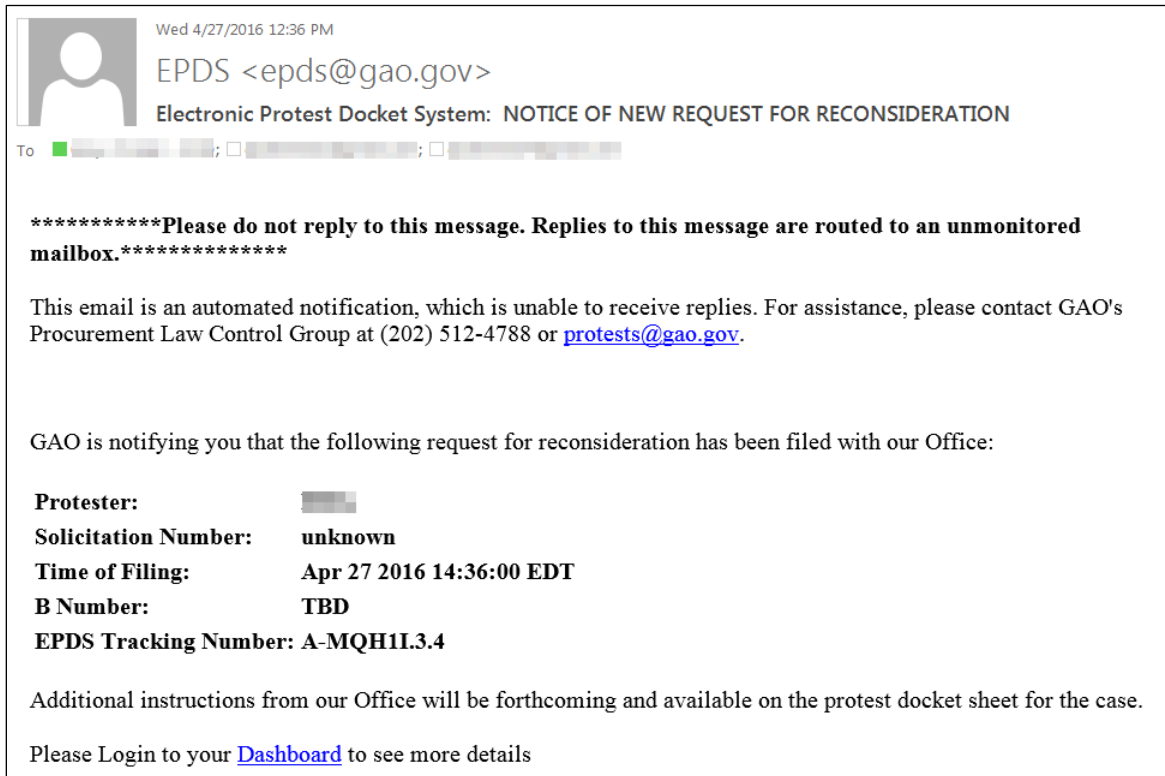
Comments

250 characters remaining

Submit

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

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

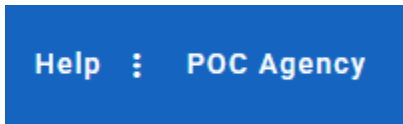


8. Once GAO assigns an attorney to the request for reconsideration, GAO will prepare a case acknowledgement package that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the case docket sheet, and users who have not turned off email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

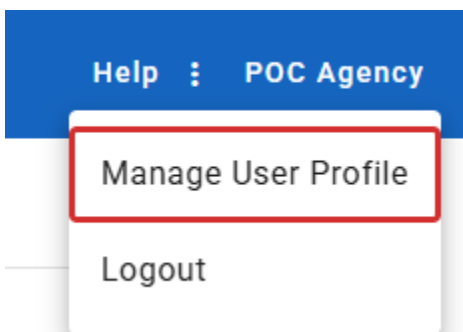
## 8.0 Manage User Profile

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 **Manager User Profile**.



3. The **Profile** page will display. Edit the desired information and the submit button will become active. When updates are finished select **Submit**.

**Profile**

<input type="text" value="Prefix"/> Mr.	<input type="text" value="First Name*"/> POC	<input type="text" value="Middle Initial"/> T
<input type="text" value="Last Name*"/> Agency	<input type="text" value="Suffix"/>	<input type="text" value="Email Address*"/> epdsagencypoc@yopmail.com
<input type="text" value="Name of Agency*"/> Administrative Conference of the United State	<input type="text" value="Phone Number*"/> (970) 876-5433	<input type="text" value="Fax Number"/>
<input type="text" value="Address Line 1*"/> 2710 Hash Ridge Rd	<input type="text" value="Address Line 2"/>	<input type="text" value="Zip Code*"/> 25504
<input type="text" value="City*"/> Barboursville	<input type="text" value="State*"/> West Virginia	<input type="text" value="Country*"/> United States

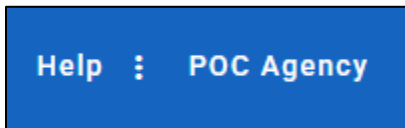
4. Select **OK** on the **Success** pop-up window.

## 9.0 Manage Password

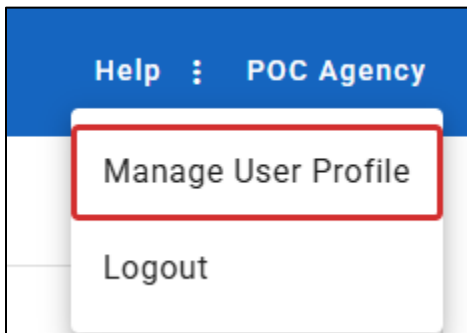
### 9.1 Change Password

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](#).

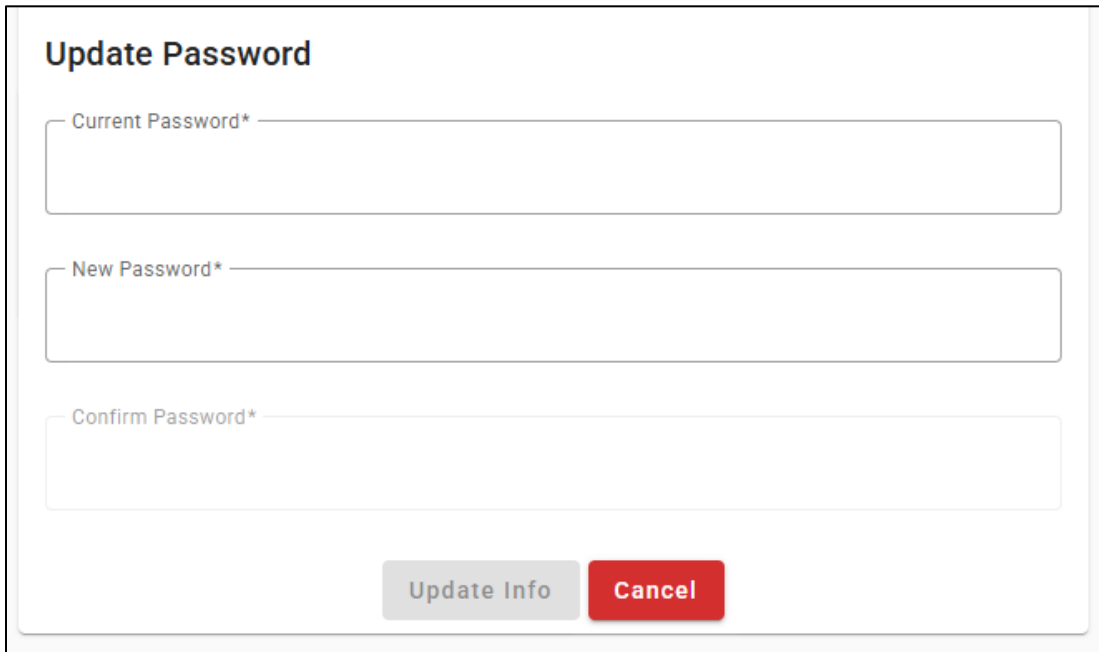


3. Select [Change Password](#) on the profile navigation menu.



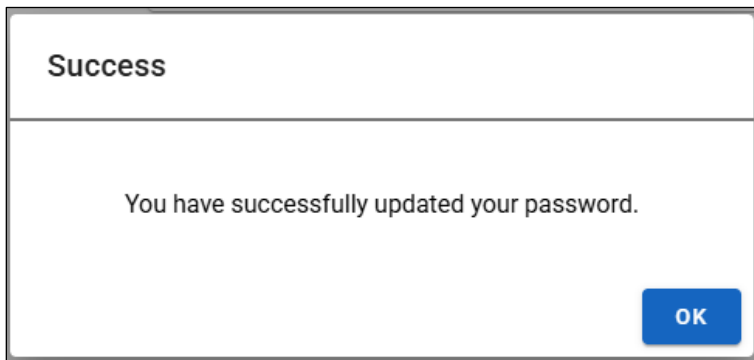
4. Enter your current password, then your new password. Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:
  - English uppercase characters (A to Z)
  - English lowercase characters (a to z)
  - Base 10 digits (0 to 9)

- Special characters (For example, #, \$, and ^)
5. Confirm your password in the next field and select **Update Info**.



The screenshot shows a form titled "Update Password". It contains three text input fields: "Current Password\*", "New Password\*", and "Confirm Password\*". At the bottom of the form, there are two buttons: "Update Info" (a grey button) and "Cancel" (a red button).

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

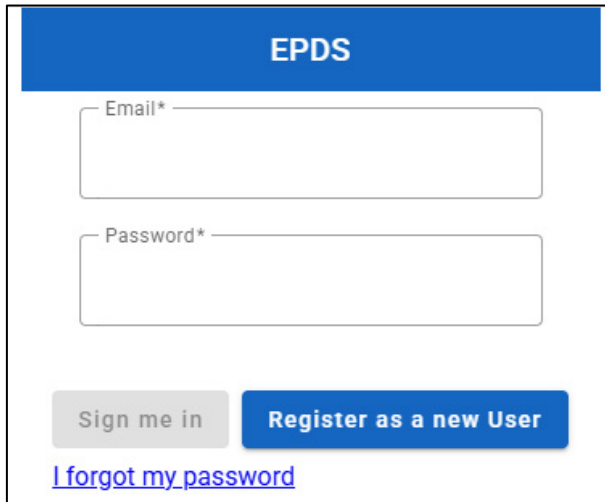


The screenshot shows a "Success" pop-up window. The title bar says "Success". The main text reads "You have successfully updated your password." In the bottom right corner, there is a blue button labeled "OK".

## 9.2 Reset Password

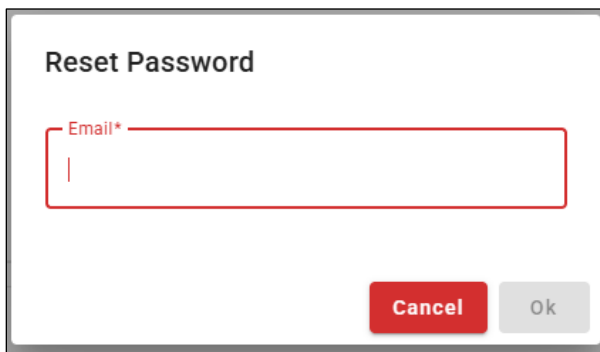
If you forget your password, you can reset your password using the following instructions:

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



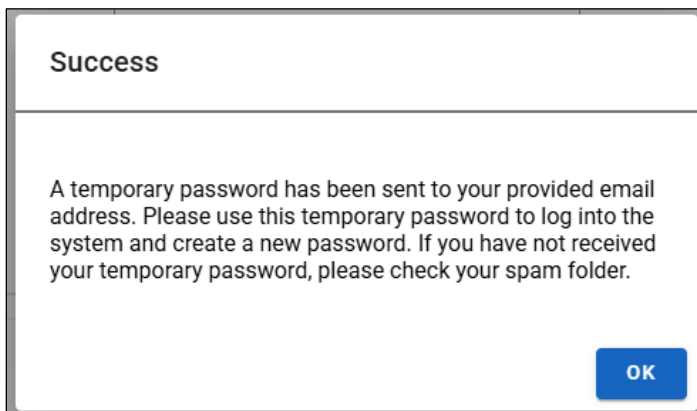
The screenshot shows the EPDS login page. At the top is a blue header with the text "EPDS". Below the header are two input fields: "Email\*" and "Password\*". At the bottom left is a grey button labeled "Sign me in", and at the bottom right is a blue button labeled "Register as a new User". Below the "Sign me in" button is a blue hyperlink that reads "I forgot my password".

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



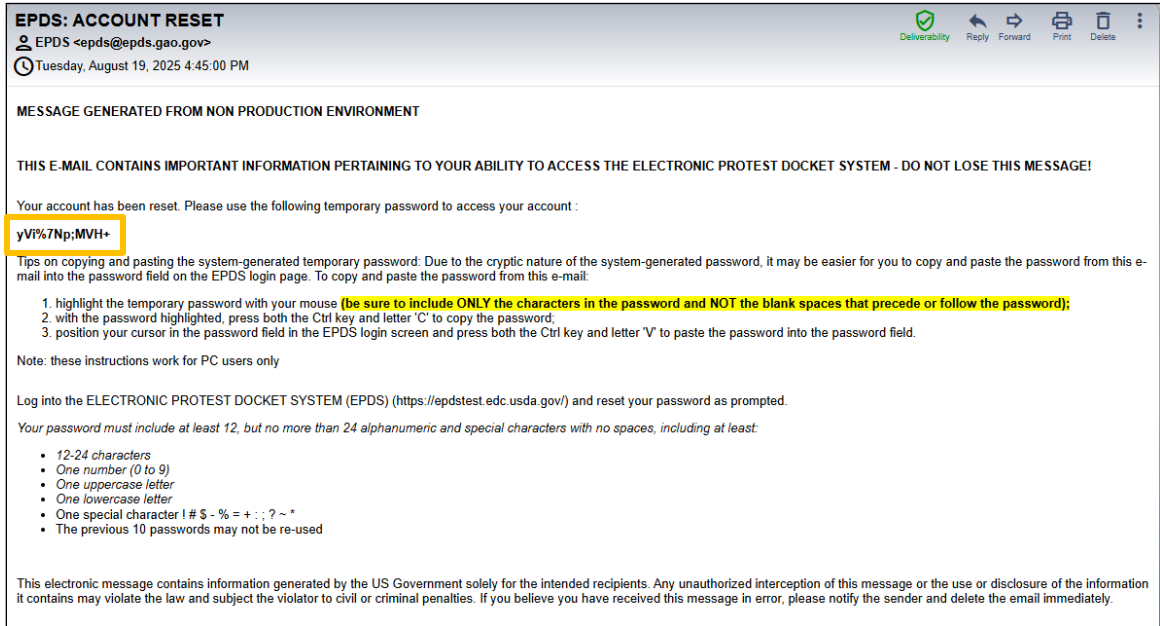
The screenshot shows a "Reset Password" pop-up window. It has a title bar that says "Reset Password". Below the title bar is a red-bordered input field labeled "Email\*". At the bottom right of the window are two buttons: a red "Cancel" button and a grey "Ok" button.

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

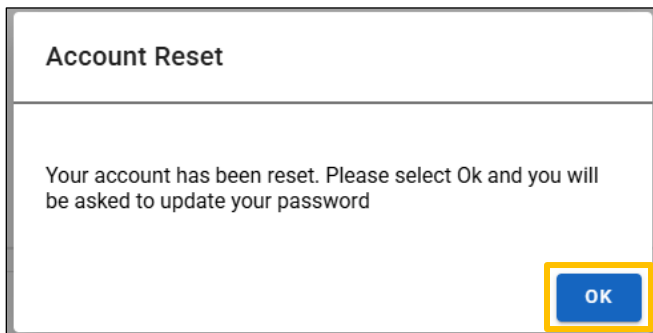


The screenshot shows a "Success" pop-up window. It has a title bar that says "Success". Below the title bar is a text message: "A temporary password has been sent to your provided email address. Please use this temporary password to log into the system and create a new password. If you have not received your temporary password, please check your spam folder." At the bottom right of the window is a blue button labeled "OK".

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.

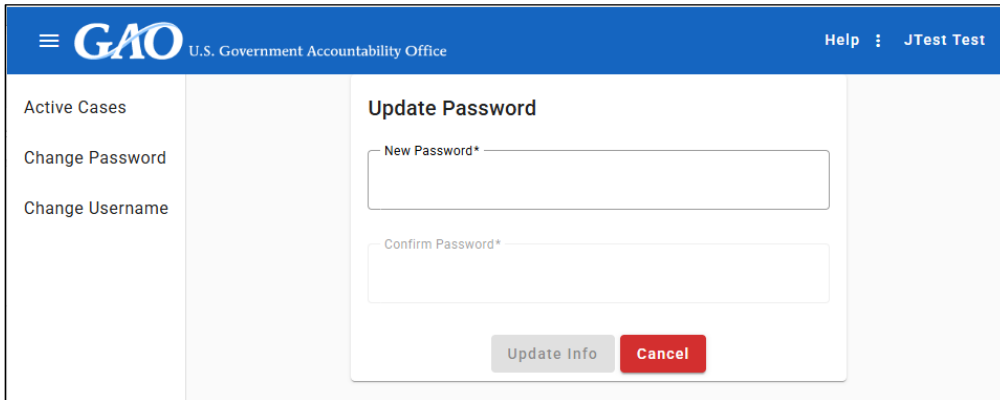


5. Follow the login steps as in [Section 1.4](#) using your temporary password, which you copied in Step 4.
6. Select **OK** on the **Account Reset** pop-up window.



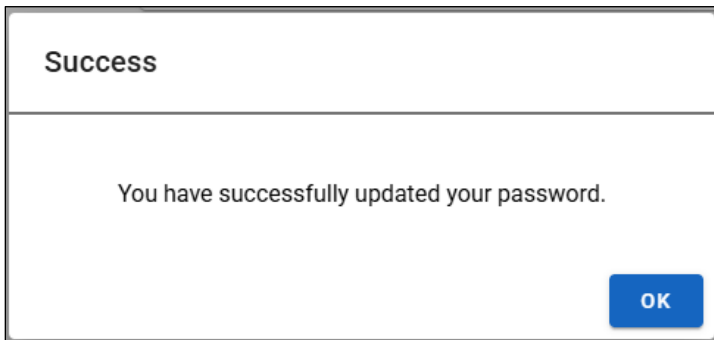
7. Enter your new password. Passwords must be between 12 and 24 characters in length and contain **one character from each of the following four categories**:
- English uppercase characters (A to Z)
  - English lowercase characters (a to z)
  - Base 10 digits (0 to 9)
  - Special characters (For example,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

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



The screenshot shows the GAO EPDS user interface. At the top, there is a blue header with the GAO logo and the text 'U.S. Government Accountability Office'. On the right side of the header, there are links for 'Help' and 'JTest Test'. On the left side, there is a navigation menu with the following items: 'Active Cases', 'Change Password', and 'Change Username'. The main content area is titled 'Update Password' and contains two input fields: 'New Password\*' and 'Confirm Password\*'. Below the input fields, there are two buttons: 'Update Info' (a grey button) and 'Cancel' (a red button).

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



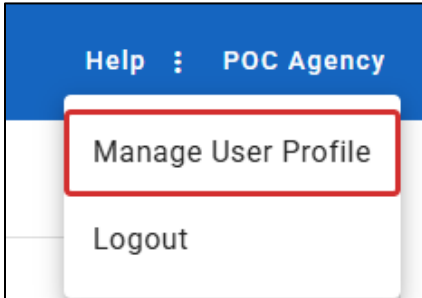
The screenshot shows a success pop-up window. The window has a title bar that says 'Success'. Below the title bar, there is a message that reads 'You have successfully updated your password.' In the bottom right corner of the window, there is a blue button labeled 'OK'.

## 10.0 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, select [Help](#) above.

Security Question 1\*

Security Question 2\*

Security Question 3\*

## 11.0 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

<b>Term</b>	<b>Definition</b>
<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>PDF</b>	Portable Document Format
<b>POC</b>	Point of Contact
<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/legal/bid-protests/reference-materials>

**Guide to GAO Protective Orders:** <https://www.gao.gov/legal/bid-protests/reference-materials>

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