



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

April 11, 2018

## Table of Contents

<b>1.0</b>	<b>Introduction.....</b>	<b>1</b>
1.1	Scope .....	1
<b>2.0</b>	<b>Getting Started .....</b>	<b>2</b>
2.1	Web Browser .....	3
2.2	Register as a Filer .....	5
2.3	Initial Log In .....	8
2.4	On-going Log In.....	9
<b>3.0</b>	<b>Application Introduction.....</b>	<b>11</b>
<b>4.0</b>	<b>Dashboard/Active Cases .....</b>	<b>14</b>
4.1	Modify Dashboard .....	14
<b>5.0</b>	<b>Case Information .....</b>	<b>16</b>
5.1	File a New Protest.....	16
5.2	View an Active Case/Case Docket Sheet .....	22
5.3	Case Docket Sheet Overview .....	23
5.3.1	<i>Alerts .....</i>	<i>24</i>
5.3.2	<i>Opening Attachments .....</i>	<i>25</i>
5.4	Case Docket Sheet Actions .....	25
5.4.1	<i>Submit New Documents.....</i>	<i>26</i>
5.4.2	<i>Parties .....</i>	<i>29</i>
5.4.3	<i>Email Preferences.....</i>	<i>32</i>
<b>6.0</b>	<b>Request to Intervene .....</b>	<b>35</b>
<b>7.0</b>	<b>Protected Material.....</b>	<b>38</b>
7.1	New Cases and Subsequent Filings .....	38
7.2	Redacted Versions of Filings.....	39
7.3	Redacted Subsequent Versions of Filings.....	42
7.4	Redacted Versions of GAO’s Decisions.....	45
7.5	Protective Order .....	48
7.5.1	<i>Submitting an Application for Admission .....</i>	<i>49</i>
7.5.2	<i>Agree to a Protective Order Admission.....</i>	<i>50</i>
7.5.3	<i>Objection to a Protective Order Application .....</i>	<i>52</i>
7.5.4	<i>Admission to a Protective Order .....</i>	<i>55</i>
7.5.5	<i>Revocation of Access.....</i>	<i>55</i>
<b>8.0</b>	<b>Closed Case Actions .....</b>	<b>56</b>
8.1	File a Request for Reconsideration.....	56

8.2 File an Entitlement Request ..... 61

8.3 File a Request for Reimbursement of Costs ..... 65

**9.0 Manage User Profile .....69**

**10.0 Manage Password.....71**

**11.0 System Unavailability .....76**

**List of Acronyms .....77**

## 1.0 Introduction

For more than 80 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 with 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 [here](#). For example, classified material must never be filed through EPDS.

A goal of EPDS is to be easy to use; a filer creates 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](#). If you need assistance in utilizing the EPDS, please contact GAO at 202-512-5436 or [protests@gao.gov](mailto:protests@gao.gov).

---

<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://epdstest.edc.usda.gov/EPDS\\_Web/login](https://epdstest.edc.usda.gov/EPDS_Web/login).

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 supervisor or any other official, except GAO's Chief Information Officer.

## 2.1 Web Browser

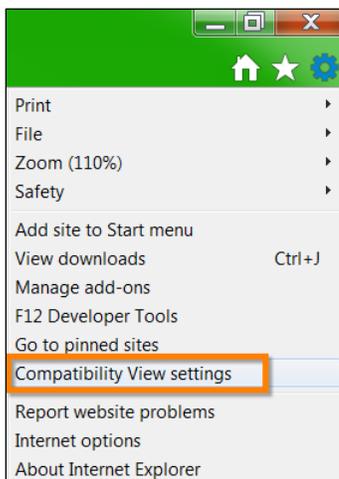
For the best experience, use **Google Chrome, Firefox, Safari, or Internet Edge** as the web browser. Please note that there are known issues that could affect your experience if using Internet Explorer (IE). For example, you may find that you are unable to enter text in response to system prompts or in certain data fields. Refreshing the web page and then attempting to enter the text may resolve the issue.

If you must use IE, follow these instructions to help mitigate performance issues.

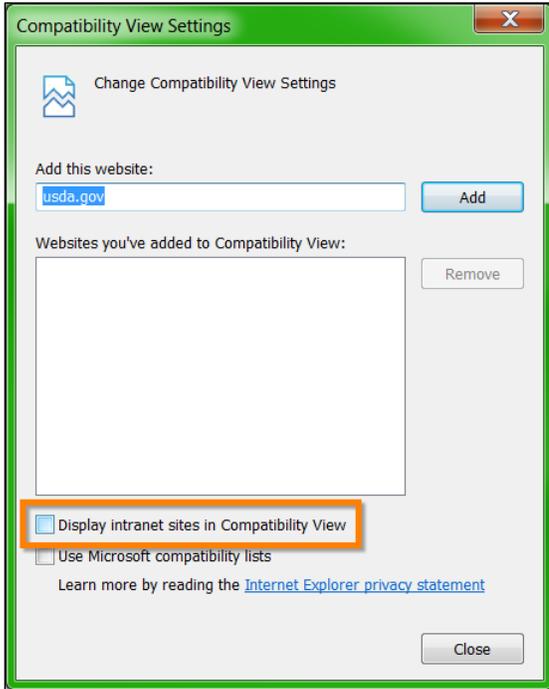
1. In **IE**, click the **Tools** icon in the upper right corner.



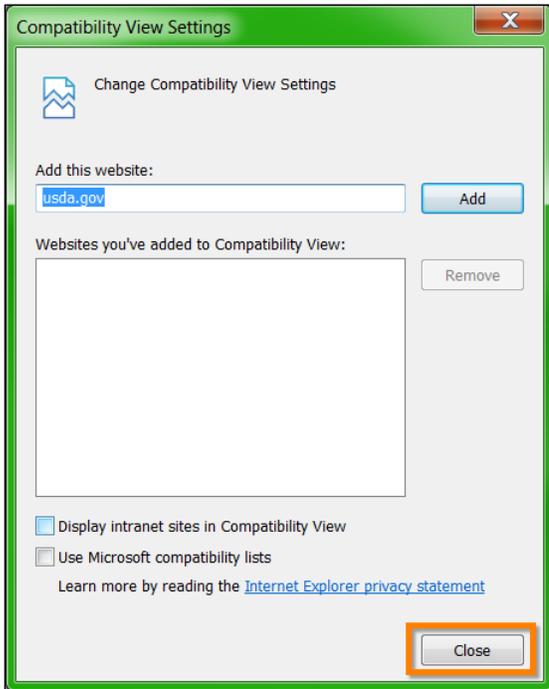
2. Click **Compatibility View** settings.



3. Ensure the box for **Display intranet sites in Compatibility View** is unchecked.



4. Click **Close**.



## 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, click the **Register as a new User** button.

2. In the **Please Select Account Type** popup, the **Account Type** default is **Protester/Intervenor**. Leave the default, and click **OK**.

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

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

The screenshot shows a registration form titled "Register as Protester/Intervenor Representative". Under the heading "Agency Representative Info", there are three input fields: "Email (Required)", "Prefix", and "Country (Required)". Below these fields is a checkbox with the text "I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here". This checkbox is highlighted with an orange border. At the bottom of the form is a blue "Register" button and a link that says "Return to the login page".

5. Click **Register**.

This screenshot is identical to the previous one, showing the "Register as Protester/Intervenor Representative" form. In this step, the "Register" button at the bottom of the form is highlighted with an orange border, indicating the next action to be taken.

- At initial log in, the **Rules of Behavior** will display also. Read the rules, and then click **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 AND SIGNATURE**

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

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

**Success**

Your account has been successfully created. 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.

OK

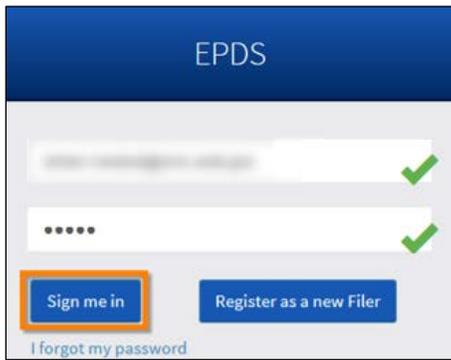
If there are issues with your registration, check the fields for error messages.

- 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.

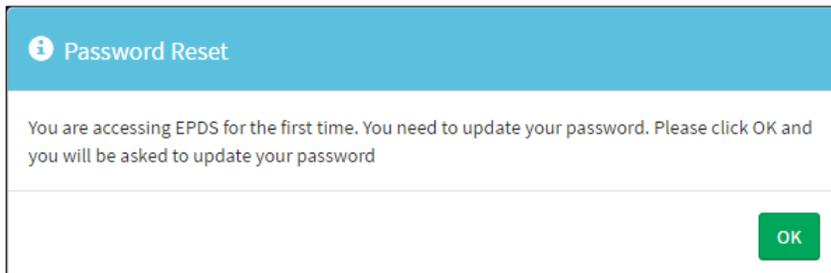
## 2.3 Initial Log In

To log in to the system the first time:

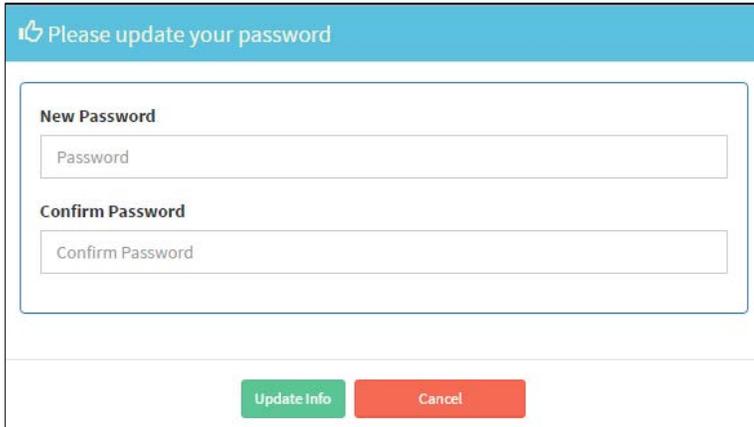
- You will be issued a temporary password when your EPDS account is initially created. Upon logging into the system the first time, you will be prompted to create a password. For subsequent log in activity, enter your EPDS-registered email address and newly created password in the appropriate fields. Click [Sign me in](#).



- Upon your **initial log in**, the system will prompt you to update your password. Click **OK** to proceed.



3. Update your password by entering a **New Password** and confirming it.



Please update your password

New Password

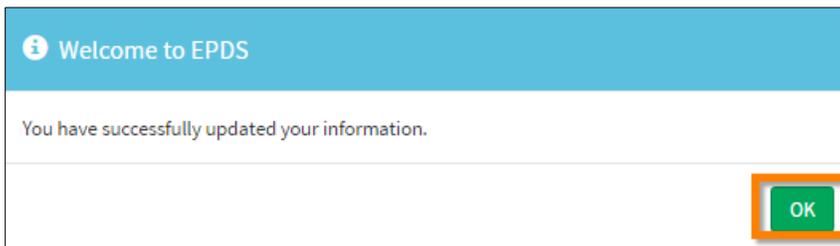
Confirm Password

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 ^)

4. Click **OK** in the success message pop up to finish.



Welcome to EPDS

You have successfully updated your information.

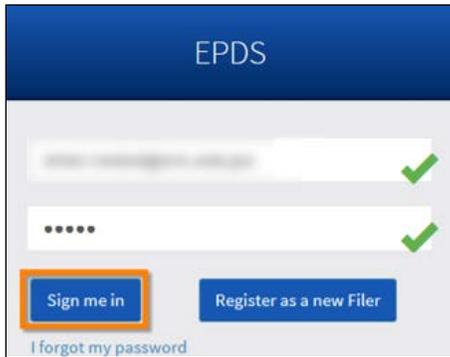
OK

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

## 2.4 On-going Log In

After completing the initial log in steps, the process for subsequent log ins follow steps 2 through 4 in section 2.3, as depicted below.

1. Enter your EPDS account email and password. Click **Sign me in**.



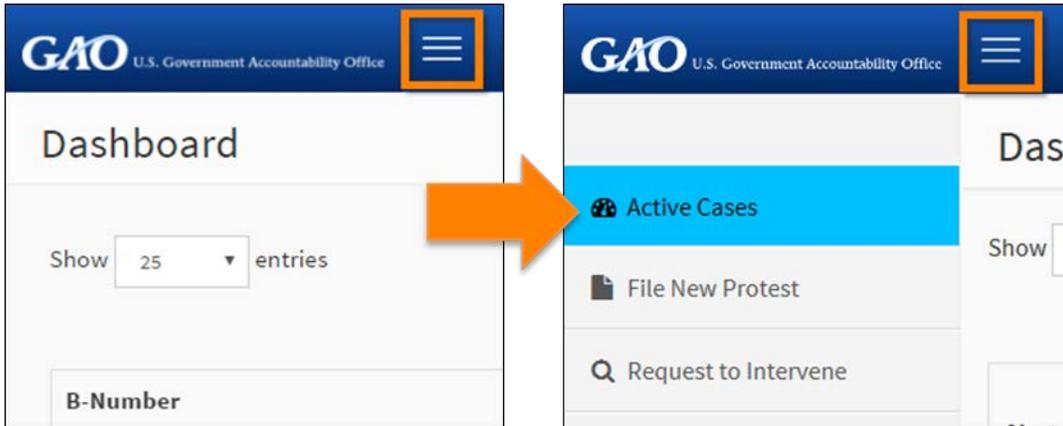
The screenshot shows the EPDS login interface. It features a blue header with the text 'EPDS'. Below the header, there are two input fields. The first field is for the email address, and the second field is for the password, both marked with green checkmarks. At the bottom of the form, there are two buttons: 'Sign me in' and 'Register as a new Filer'. The 'Sign me in' button is highlighted with an orange border. Below the buttons, there is a link that says 'I forgot my password'.

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

### 3.0 Application Introduction

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

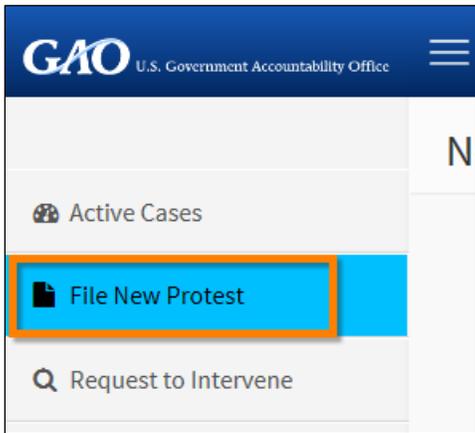
1. Click the menu icon to show or hide the site navigation.



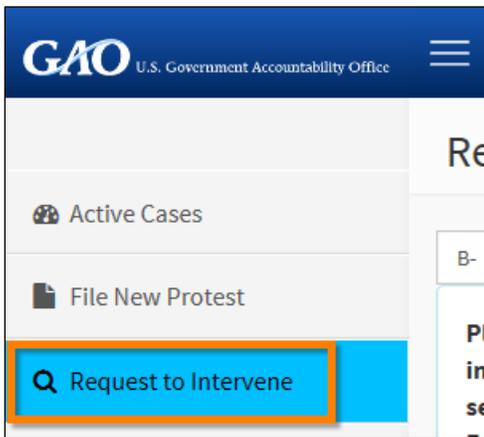
2. In the site navigation, click **Active Cases** to view your current protest cases and return to your **Dashboard**. See section 4.0 Dashboard/Active Cases for more information.



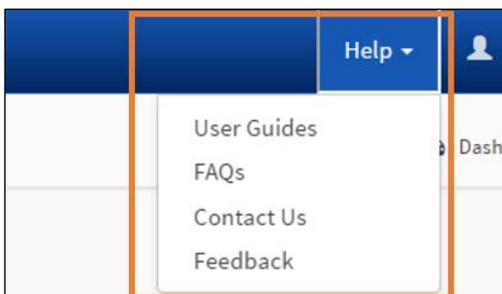
3. Click **File New Protest** to file a new protest. See section 5.1 New Cases and Subsequent Filings for more information.



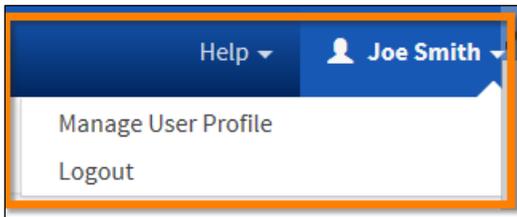
4. Click **Request to Intervene** to request to join a case pursuant to 4 C.F.R. §§ 21.0(b) or 21.3(j). See section 6.0 Request to Intervene for more information.



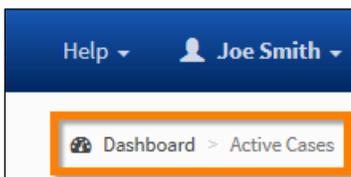
5. Click the **Help** menu (upper right corner) to access **User Guides**, **FAQs**, **Contact Us**, and **Feedback** information.



6. Click your name to access the **Manage User Profile** or **Logout** options. See section 9.1 Manage Profile for information on modifying your profile.



7. The breadcrumb navigation displays under the **Help** and user name. 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 displays the user's active cases.

## 4.0 Dashboard/Active Cases

The default view is the dashboard, which displays your active cases.

The screenshot shows the GAO EPDS Dashboard with a table of active cases. The table has columns for B-Number, Protester, Filing Date, Agency, Due Date, EPDS Ctrl #, Case Type, and Case Status. Two cases are visible:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
411125.1	HP	Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-1040Z	PROTEST	OPEN
B-5647X	Ussain Company	Dec 28 2015 00:00:00 EDT	Court Services and Offender Supervision Agency	05/13/2016	A-5647X	PROTEST	OPEN

### 4.1 Modify Dashboard

There are several ways to modify the dashboard.

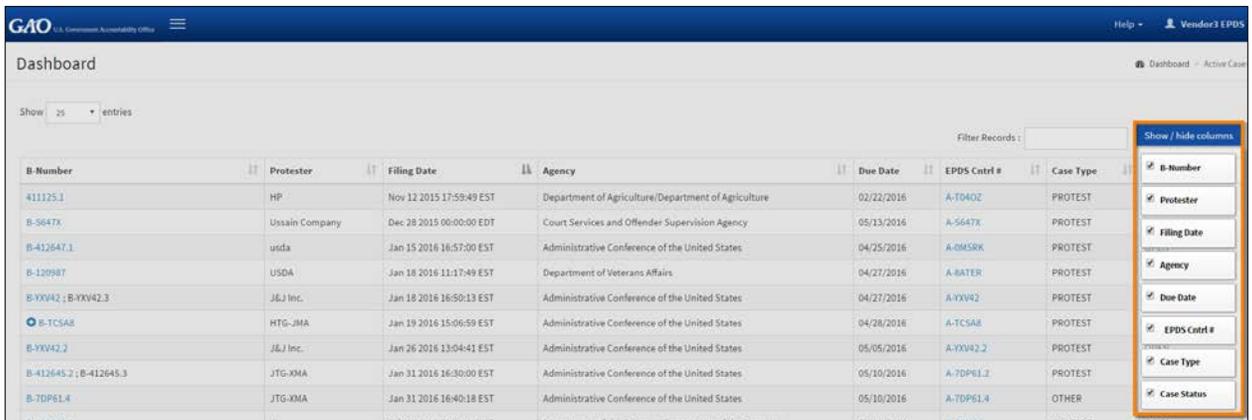
1. **Show More Entries:** click the drop-down entries to change the view to display **25** (default), **50**, **100** or **150** entries (cases).



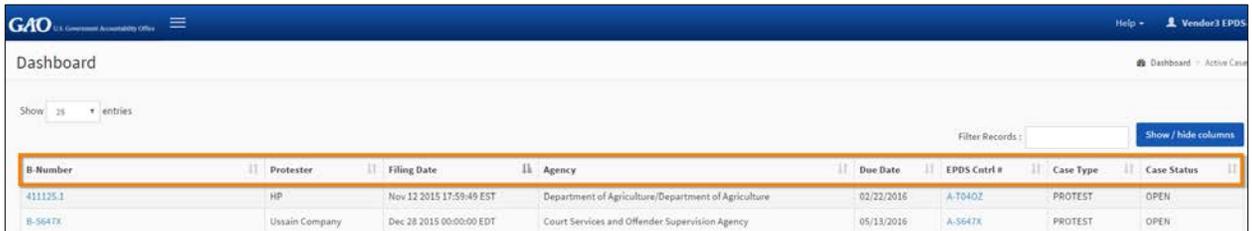
- Filter Entries:** type in a filter parameter in the **Filter Records** field. The records will filter as you type. You can filter by any protest variable (B-Number, agency, due date, etc.). The filter will search all fields for any filter parameter.



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



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



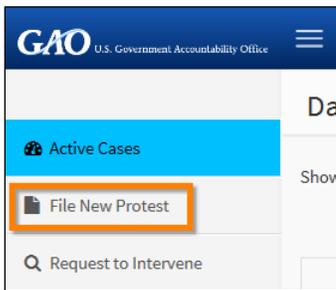
## 5.0 Case Information

### 5.1 File a New Protest

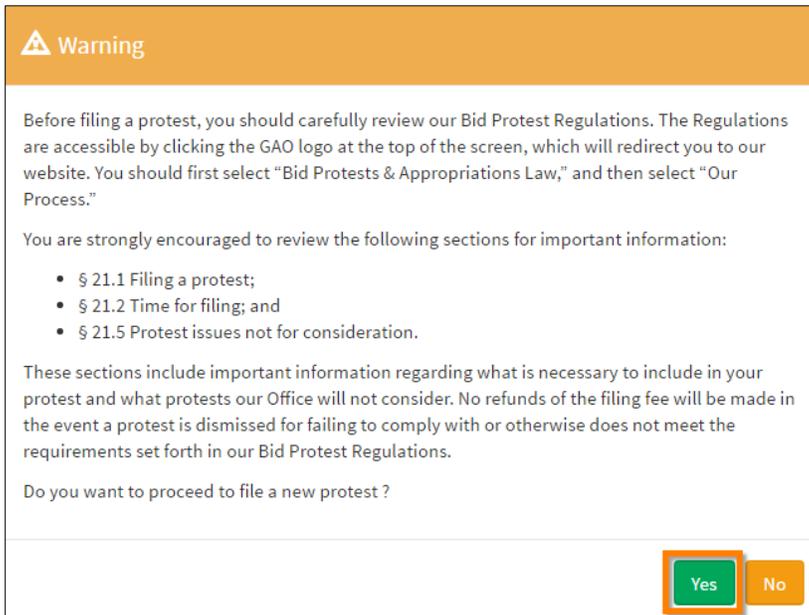
Follow the instructions below to file a **new protest**.

If you are filing a **supplemental protest**, please refer to section 5.4.1 **Submit New Documents**, and select ‘Supplemental Protest’, or ‘Comments & Supplemental Protest’ if appropriate, as the **Type of document**.

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



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



- Complete all fields in the **New Protest Information** form. Additional instructions for completing individual fields follow.

New Protest Information

Protester

**Company Name**

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

Small

Large

Company Address

Protest Detail

**Solicitation Number**

If unknown, please indicate "unknown"

**Confirm Solicitation Number**

**Agency Tier 1**

**Upload Protest Document** (Only PDF & Excel documents can be attached)

Add File Cancel

#	Name	Size	Progress

**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
Cancel

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.

The screenshot shows a form titled "New Protest Information". Under the "Protester" section, there is a "Company Name" field. Below it, the "Size Status (For the procurement being protested)" field is highlighted with an orange box. This field contains two radio button options: "Small" and "Large". A question mark icon is visible next to the field label.

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

The screenshot shows a form titled "Protest Detail". The "Solicitation Number" field is highlighted with an orange box. Below this field is a note: "If unknown, please indicate 'unknown'". There is also a "Confirm Solicitation Number" field below the main input.

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**.

The screenshot shows two dropdown menus. The first is labeled "Agency Tier 1" and has "Department of Commerce" selected. The second is labeled "Agency Tier 2" and has "National Oceanic and Atmosphere Administration" selected.

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

Upload Primary Document (Only PDF & Excel documents can be attached)

**Add File** **Cancel**

#	Name	Size	Progress

Comments

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

250 characters remaining

**Submit**

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

- If you need to add additional documents associated with the protest, click **Yes** for the question, **Do you want to Upload Associated Documents?** A pop-up window will appear. Locate the appropriate file on your computer, select it, and click **Open**.

Upload Primary Document (Only PDF & Excel documents can be attached)

**Cancel**

#	Name	Size	Progress
1		12314	

**Do you want to Upload Associated Documents?**

Yes  No

- If appropriate, click **Yes** for the question, **Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?** See section 7.0 Protected Material for more information.

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

Yes  No

Comments

Comments

250 characters remaining

**Submit** **Cancel**

10. Add comments to the **Comments** field if needed. Click **Submit**

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

Yes  No

**Comments**

Comments

250 characters remaining

**Submit** **Cancel**

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

**Warning**

You will automatically be directed to Pay.gov to pay the filing fee. Your protest filing will not be complete until you have successfully made your payment. Upon successfully making your payment, you will automatically be returned to EPDS.gov. Once payment is made, you will not have the opportunity to edit your filing. You will automatically be directed to Pay.gov to pay the filing fee of \$350. Do you wish to proceed to Pay.gov?

**Yes** **No**

12. Select the payment method you are using, and click **Continue**. This example, demonstrates using a credit card for payment.

**GAO** U.S. Government Accountability Office **Pay.gov**

**GAO Electronic Bid Protest Docketing System (EPDS)**

Please select a payment method:

I want to pay with my Dwolla account **Pay with Dwolla**

I want to pay with my PayPal account **PayPal**

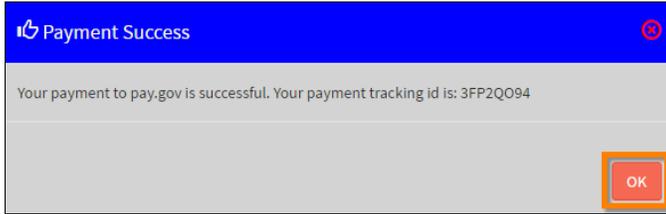
I want to pay with a debit or credit card **VISA** **MasterCard** **AMEX** **Discover**

[Cancel](#) **Continue**

13. Complete the form and process for the selected payment method.

14. Once the payment is processed, the site will return you to the EPDS.

- Click **OK** on the **Payment Success** pop-up window.

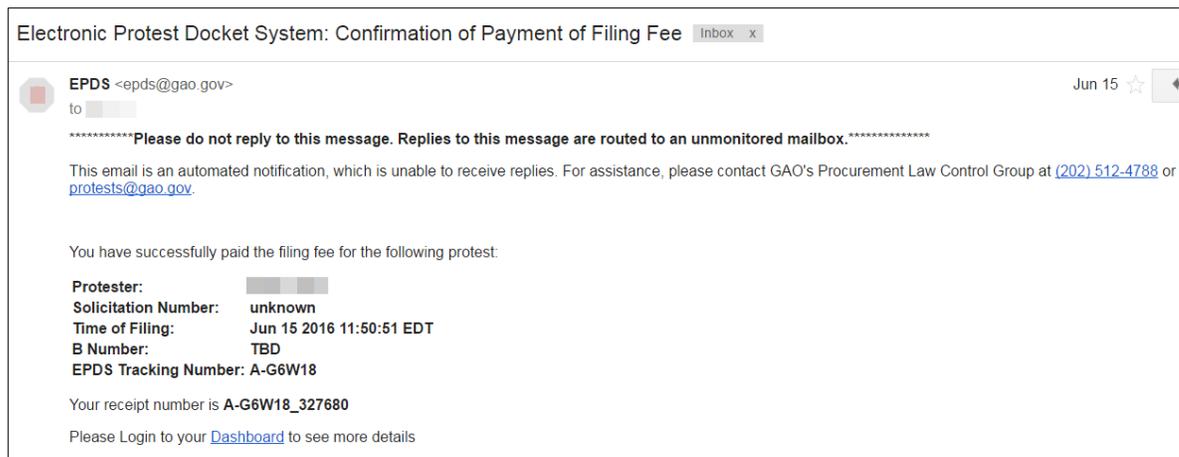


If the payment was unsuccessful after three attempts, you will be directed back to EPDS. If you believe that the unsuccessful attempts were the result of inputting incorrect information or you would like to attempt a different payment method, please resubmit your payment beginning with **Submit** on step 5. 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 [here](#).

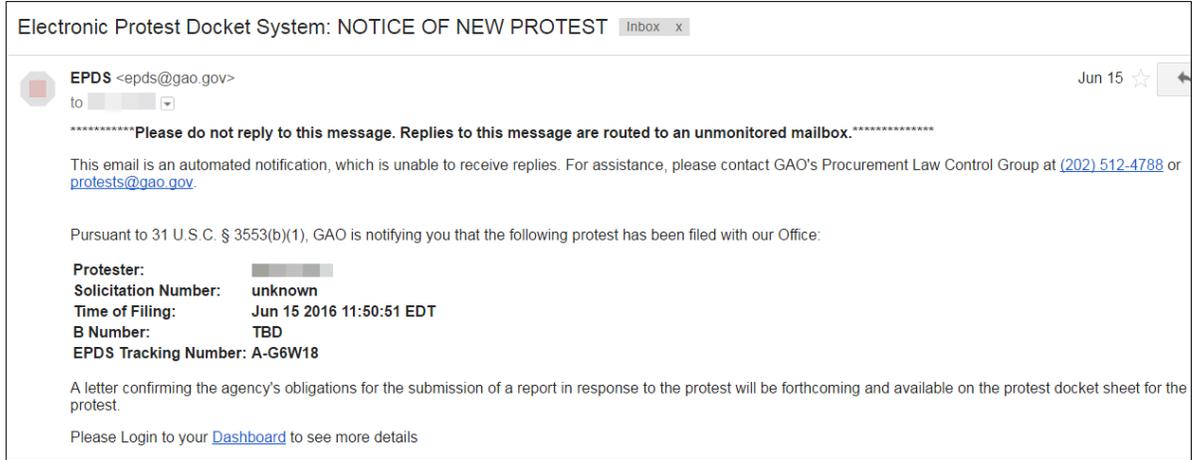
- The new protest will appear in the **Active Cases/Dashboard**, but **will not** have a B-Number.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Contr #	Case Type	Case Status
411125.1		Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	OPEN
B-456787.1 ; B-456787.2		Jun 20 2016 01:47:12 EDT	Administrative Conference of the United States	09/27/2016	A-L600D	PROTEST	OPEN
		Jun 23 2016 13:20:21 EDT	Department of Justice/Bureau of Alcohol, Tobacco, Firearms and Explosives	10/03/2016	A-GK1UN	PROTEST	OPEN

- 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:



18. 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.



19. 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 the acknowledgement package has been created by GAO.

## 5.2 View an Active Case/Case Docket Sheet

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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-G6M2W	[redacted]	Nov 03 2015 15:14:36 EST	Administrative Conference of the United States	02/11/2016	A-G6M2T	PROTEST	OPEN
B-411109.1	[redacted]	Nov 03 2015 18:41:02 EST	Administrative Conference of the United States	02/11/2016	A-SAL00	PROTEST	CLOSED

### 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.

The screenshot displays the 'Case Docket Sheet' interface. At the top, there is a header with 'Dashboard' and 'Case Docket Sheet'. Below this is a form with two columns of fields. The left column includes: Case Type (PROTEST), Company Status (LARGE), Protester (redacted), B-Number (B-123498.1), Agency (redacted), Intervenor(s) (INTERVENOR COMP4), Solicitation Number (unknown), and Consolidated Protests. The right column includes: GAO Attorney Name, GAO Attorney Email, GAO Attorney Phone Number (111-111-1111), Days Remaining (87), Case Status (OPEN), and Protective Order Issued? (radio buttons for Y and N). Orange callout boxes with numbers 1 through 7 highlight specific fields: 1 points to B-Number, 2 to Intervenor(s), 3 to Consolidated Protests, 4 to GAO Attorney Name, 5 to Days Remaining, 6 to Case Status, and 7 to Protective Order Issued?. Below the form is a 'Show 100 entries' dropdown and a 'Filter Records:' search box. The main part of the interface is a table with the following data:

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1	⚠	Protest	PROTESTER (redacted)	YES	Mar 22 2016 15:22:26 EDT	This is a test!!!	Notes added  Mar 24 2016 09:38:05 EDT
2	⚠	Request for Information related to Protest	PROTESTER (redacted)	YES	Mar 22 2016 15:31:36 EDT	Test!!!	

- 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). 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 or not 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**, **File**, and **Protected** columns. Additionally, you can filter or search the records by using the **Filter Records** field.

### 5.3.1 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.

Index ↓	Alerts	Type of Filing
1		Protest
2		Notice Of Case transfer
3		Acknowledgement Package with Protective Order

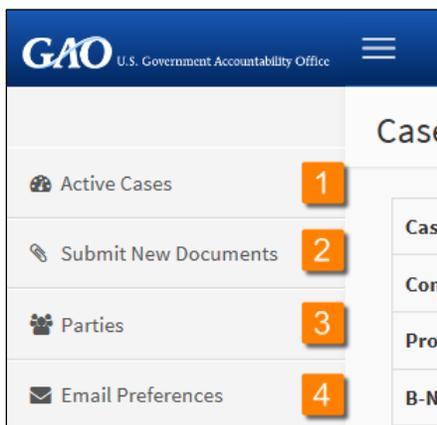
### 5.3.2 Opening Attachments

Records that contain attachments can be opened by clicking 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 7.5 Protective Order for more information.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER	YES	Mar 22 2016 15:22:26 EDT	This is a test!!!	Notes added  Mar 24 2016 09:38:05 EDT
2		Request for Information related to Protest	PROTESTER	YES	Mar 22 2016 15:31:36 EDT	Test!!!	
3		<a href="#">Acknowledgement Package with Protective Order</a>	GAO		Mar 22 2016 15:52:01 EDT	Testing	
4		<a href="#">Request to Intervene</a>	INTERVENOR (Intervenor Comp4)		Mar 22 2016 15:59:53 EDT	This is a test!!	
5		Request to Intervene Approved	GAO	NO	Mar 22 2016 16:01:57 EDT		'Request to Intervene' approved for Intervenor Comp4

### 5.4 Case Docket Sheet Actions

While viewing the **Case Docket Sheet** page, there are four actions you can perform (available in the menu on the left side of the page).



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**.

### 5.4.1 **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, click **Submit New Documents**.



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

The image shows a web form for submitting documents. It contains the following elements:

- Type of document:** A dropdown menu with the selected option 'Proposed redactions to GAO decision'.
- Upload Primary Document (Only PDF & Excel documents can be attached):** Two buttons, 'Add File' (blue) and 'Cancel' (orange).
- Table:** A table with four columns: '#', 'Name', 'Size', and 'Progress'.
- Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?:** Two radio buttons, 'Yes' and 'No'.
- Comments:** A text area with the placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)' and a character count '250 characters remaining'.
- Submit:** A green button at the bottom center.

3. Select the **Type of document** from the dropdown 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.

**Type of document ( Required )**

Final Redacted Protest

---

Outside Counsel Protective Order Application  
 In-House Counsel Protective Order Application  
 Consultant Protective Order Application  
 Request for \_\_\_\_  
 Notice Of \_\_\_\_  
 Response to \_\_\_\_  
 Other \_\_\_\_\_  
 No Objection to \_\_\_\_  
 Objection to \_\_\_\_  
 Final Redacted Version Of \_\_\_\_  
 Corrected version of \_\_\_\_\_  
 Supplemental Protest  
 Objection to Agency's 5-Day Letter  
 Comments  
 Comments & Supplemental Protest  
 Proposed redactions to GAO decision  
 No Proposed Redactions to GAO Decision  
 Request to Use Protected Material in a Related Proceeding  
 Notice of Filing of Related Judicial Proceeding  
 Request to Modify Protective Order

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 click **OK**.

Response to \_\_\_\_

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

250 characters remaining

OK
Cancel

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

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

**Add File** **Cancel**

#	Name	Size	Progress

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

Yes       No

**Comments**

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

250 characters remaining

**Submit**

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

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

**Upload Primary Document (Only PDF & Excel documents can be attached)** **Cancel**

#	Name	Size	Progress
1	██████████	12314	██████████

**Do you want to Upload Associated Documents?**

Yes       No

- If appropriate, click **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. Click **Submit**.

**Type of document**

Proposed redactions to GAO decision ▼

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

Cancel

#	Name	Size	Progress
1	<div style="background-color: #ccc; width: 100px; height: 15px; display: inline-block;"></div> pdf	187687	<div style="width: 100%; height: 15px; background-color: #ccc;"></div>

**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**

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

250 characters remaining

Submit

### 5.4.2 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, click **+ Add 2nd Rep.** in the **Primary Representative** box (this example is shown from the intervenor perspective).

The screenshot shows the 'Parties' interface with the following data:

Party	Information
<b>PROTESTER</b> ( ) Fort Collins Colorado 80526 United States	<b>Primary Representative</b> Vendor2 EPDS 1(111) 111-1111 epdsvendor2@gmail.com Vendor2 Firm Fort Collins Colorado 80525 United States
<b>INTERVENOR</b> ( Intervenor Comp4) 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 + Add 2nd Rep.

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

The dialog box titled 'Add Secondary Representatives' contains the following elements:

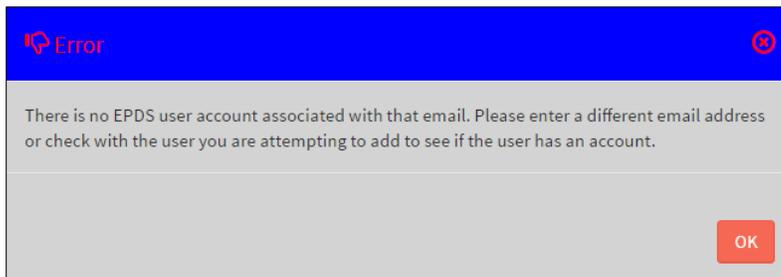
- A blue header bar with a back arrow icon and a close icon.
- A large white input field for entering an email address, outlined with an orange border.
- Two buttons at the bottom right: a blue 'Send Invite' button with an envelope icon (highlighted with an orange box) and a red 'Cancel' button with an 'X' icon.

- In order 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.



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.

- If the individual does not have an EPDS user account, a pop-up menu 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.



- 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.



### 5.4.3 Email Preferences

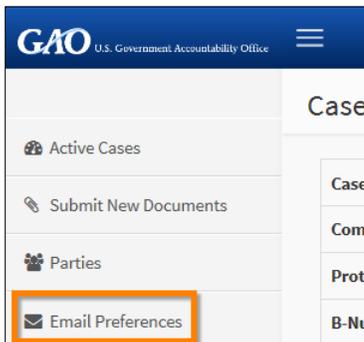
All service of filings and notices of case developments will occur by postings to the case docket sheet. When a filing or other case development occurs in EPDS, **the default setting is that the system will send all parties an email notification.**



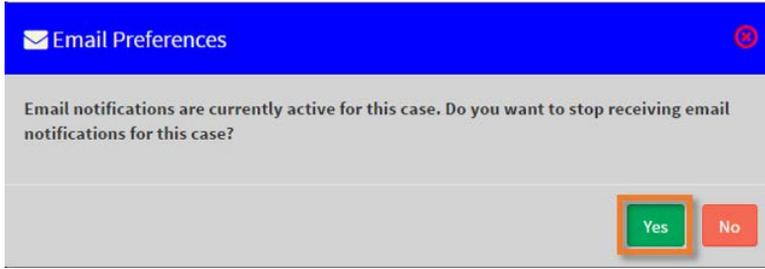
**Users are strongly encouraged to keep email notifications activated for each case.** Users bear sole responsibility for learning of any new filings or case developments.

### Deactivate Email Notifications

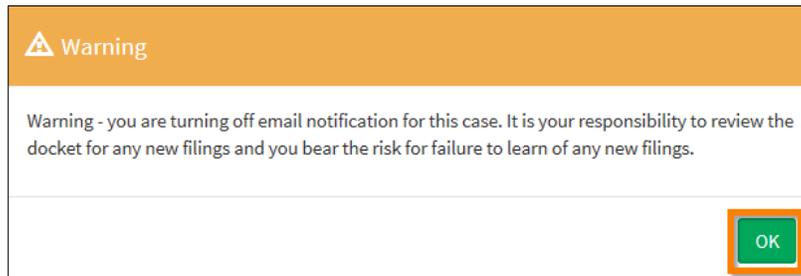
1. On the left side navigation, click **Email Preferences**.



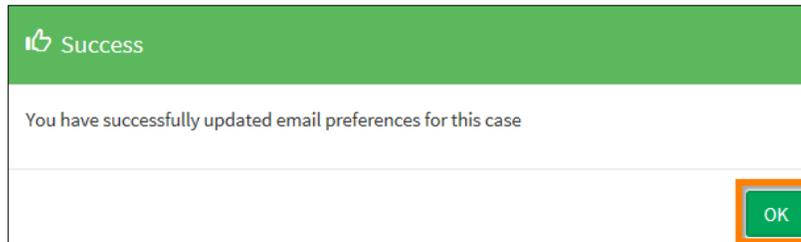
2. Click **Yes** on the pop-up box.



3. Click **Ok** on the **Warning** pop-up.



4. Click **OK** on the **Success** pop-up.

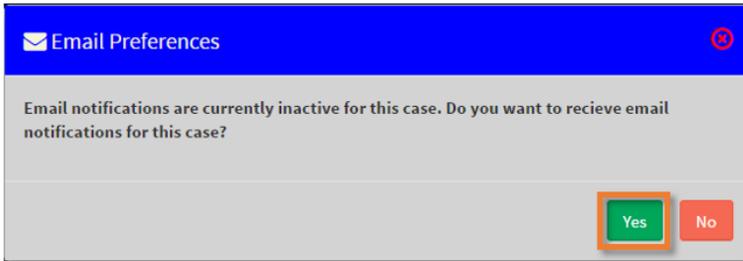


### *Reactivate Email Notifications*

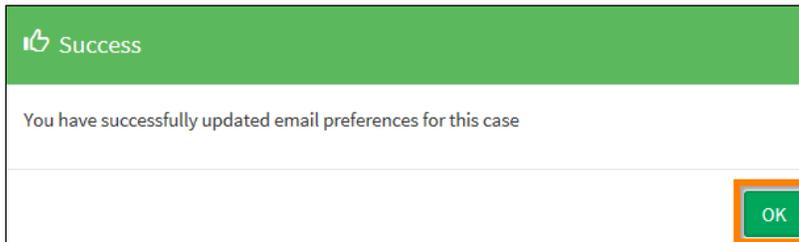
1. On the left side navigation, click **Email Preferences**.



2. Click **Yes** on the **Email Preferences** pop-up box.



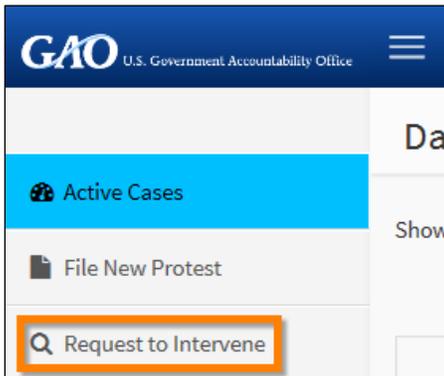
3. Click **OK** on the **Success** pop-up.



## 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 [GAO Bid Protests search page](#), 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, click **Request to Intervene** on the left side navigation.



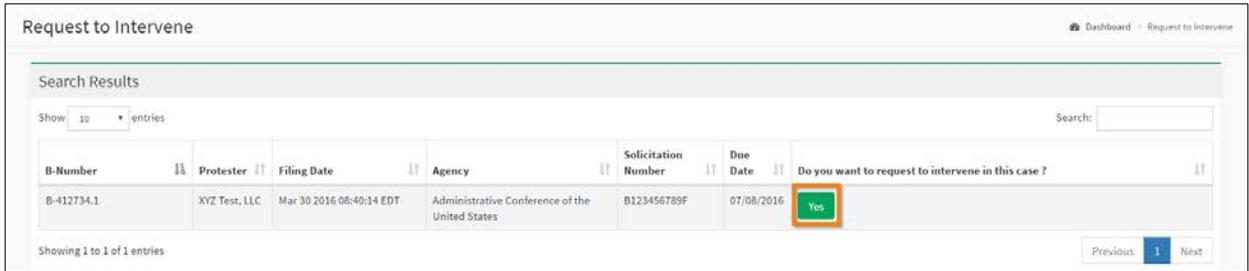
2. Enter the protest **B Number**.

 A screenshot of the 'Request to Intervene' form. At the top, it says 'Request to Intervene'. Below that is a search input field with 'B-' and a 'Search' button. A text box below the field contains instructions: 'Please enter the six digit B- number in the box above. The symbol \* can be used as a "wildcard" in this search box, which means that it can be used to stand in for one or more numbers in a search pattern. For example, B-123456\* will match B-123456.1, B-123456.2, B-123456.3, etc.' At the bottom, there is a note: '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](#).'

3. Click **Search**.

 A screenshot of the 'Request to Intervene' form, similar to the previous one, but with the 'Search' button highlighted by an orange rectangular box.

- When the results load, click **Yes** for the question, **Do you want to request access to this case?**



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

Request to Intervene

B# B-412734.1

Protester XYZ Test, LLC

Agency Administrative Conference of the United States

Solicitation Number B123456789F

**New Request to Intervene**

**Intervenor**

**Company Name**

Company Name

**Upload Documents**

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

Add File Cancel

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

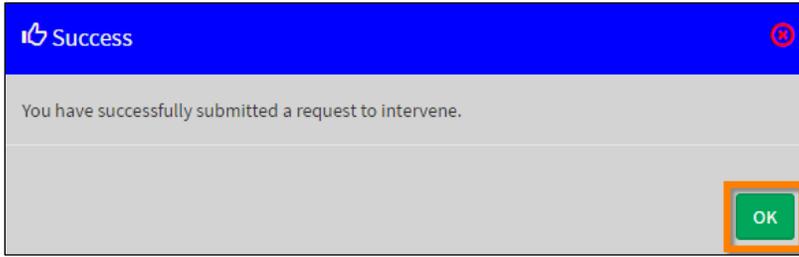
**Comments:**

Comments

250 characters remaining

Submit Cancel

- Click **OK** on the **Success** pop-up window.



- 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.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Centri #	Case Type	Case Status
B-412734.1	[redacted]	Mar 30 2016 08:40:14 EDT	Administrative Conference of the United States	07/08/2016	A-BC66E	PROTEST	OPEN
B-412738.1 ; B-412738.2	[redacted]	Apr 08 2016 12:46:03 EDT	Administrative Conference of the United States	07/18/2016	A-D056L	PROTEST	OPEN
B-457238.1 ; B-457238.2 EPOS-, B-457138.1	[redacted]	Jun 07 2016 14:25:55 EDT	Administrative Conference of the United States	09/15/2016	A-NFD6N	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 publically releasable.

### 7.1 New Cases and Subsequent Filings

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

The screenshot shows the 'Case Docket Sheet' interface. At the top, there are two summary tables. The left table contains case details like Case Type (PROTEST), Company Status (SMALL), and B-Number (B-412737.1 ; B-412737.2). The right table contains GAO Attorney information and Case Status (OPEN). Below these is a table with columns: Index, Alerts, Type of Filing, Filer, Protected?, Date, Comments, and GAO Notes. Three entries are listed. The third entry, with Index 3, has 'Comments' in the 'Type of Filing' column, which is highlighted with an orange border. The 'Comments' text in the 'Comments' column is also highlighted with an orange border. The interface includes a 'Show 100 entries' dropdown and a 'Filter Records' search box.

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		Comments	PROTESTER (Environmental Today)	YES	Jul 11 2016 15:00:52 EDT		

- A user without access (such as an Intervenor), can see that a protected filing has been posted to the Docket. However, the user **can not** 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		Comments	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 below, 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 publically 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** dropdown 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.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Contr #	Case Type	Case Status
B-120987		Jan 18 2016 11:17:49 EST	Department of Veterans Affairs	04/27/2016	A-BATER	PROTEST	OPEN
B-YXV42 ; B-YXV42.3		Jan 18 2016 16:50:13 EST	Administrative Conference of the United States	04/27/2016	A-YXV43	PROTEST	OPEN

2. Click **Submit New Documents** on the left side menu.



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

**Type of document**

Final Redacted Protest

Upload Primary Document (Only PDF & Excel documents can be attached)

Add File Cancel

#	Name	Size	Progress

**Comments**

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

250 characters remaining

Submit

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

Upload Primary Document (Only PDF & Excel documents can be attached)

**Add File** **Cancel**

#	Name	Size	Progress

**Comments**

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

250 characters remaining

**Submit**

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

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

Upload Primary Document (Only PDF & Excel documents can be attached)

**Cancel**

#	Name	Size	Progress
1	[redacted].pdf	187687	

**Do you want to Upload Associated Documents?**

Yes  No

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

Type of document

Final Redacted Protest

Upload Primary Document (Only PDF & Excel documents can be attached)

**Cancel**

#	Name	Size	Progress
1	[redacted].pdf	187687	

**Do you want to Upload Associated Documents?**

Yes  No

**Comments**

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

250 characters remaining

**Submit**

- 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.

Show  entries Filter Records:

Index	Alerts	Type of Filing	Filer	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		<b>Final Redacted Protest</b>	PROTESTER ( )	NO	Apr 27 2016 11:07:55 EDT		

Showing 1 to 8 of 8 entries

### 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.

**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.**

- Click **Submit New Documents** on the left side menu.



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

Type of document

Final Redacted Version Of \_\_\_\_

Upload Primary Document (Only PDF & Excel documents can be attached)

Add File Cancel

#	Name	Size	Progress

Comments

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

250 characters remaining

Submit

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. Click **OK**.

Final Redacted Version Of \_\_\_\_

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

Protester's comments

230 characters remaining

OK Cancel

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

Type of document

Final Redacted Version Of Protester's comments

Upload Primary Document (Only PDF & Excel documents can be attached)

Add File Cancel

#	Name	Size	Progress

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

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

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

Cancel

#	Name	Size	Progress
1	[Redacted]	12314	[Progress Bar]

**Do you want to Upload Associated Documents?**

Yes       No

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

**Type of document**

Final Redacted Version Of Protester's comments ▼

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

Cancel

#	Name	Size	Progress
1	[Redacted].pdf	187687	[Progress Bar]

**Do you want to Upload Associated Documents?**

Yes       No

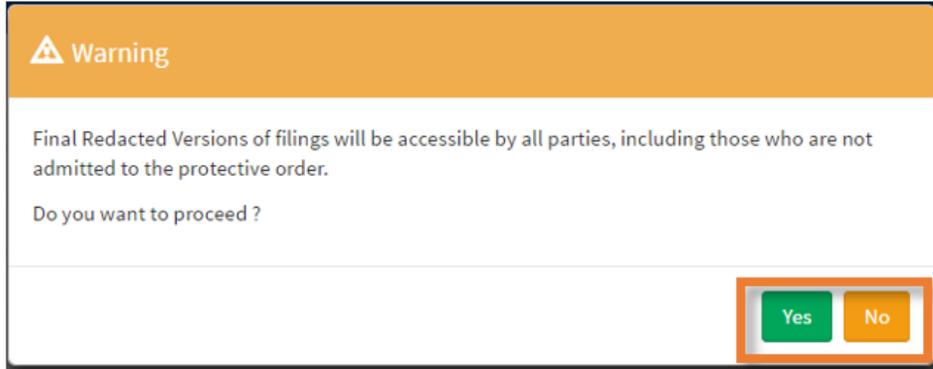
**Comments**

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

250 characters remaining

Submit

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



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.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (REDACTED)	YES	Mar 22 2016 15:22:26 EDT		Notes added
8		Final Redacted Protest	PROTESTER (REDACTED)	NO	Apr 27 2016 11:07:55 EDT		
9		Final Redacted Version Of Protestor's comments	PROTESTER (REDACTED)	NO	Apr 27 2016 11:58:03 EDT		

## 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. Click **Submit New Documents** on the left side menu.



2. Select **Proposed Redactions to GAO Decision** from the **Type of document** dropdown menu.

The screenshot shows a web form for uploading a primary document. At the top, there is a dropdown menu labeled "Type of document" with the selected option "Proposed redactions to GAO decision". This dropdown menu is highlighted with an orange border. Below the dropdown is the section "Upload Primary Document (Only PDF & Excel documents can be attached)", which contains two buttons: "Add File" (blue) and "Cancel" (orange). Underneath these buttons is a table with four columns: "#", "Name", "Size", and "Progress". Below the table is a question: "Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?" with radio buttons for "Yes" and "No". Below the question is a text area for "Comments" with a placeholder text: "Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)." and a character count of "250 characters remaining". At the bottom of the form is a green "Submit" button.

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

This screenshot is similar to the previous one, showing the "Upload Primary Document" section. The "Add File" button is highlighted with an orange border. The rest of the form, including the table, the question about proprietary information, the comments text area, and the "Submit" button, remains the same.

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

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

Upload Primary Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted]	12314	[Progress bar]

Do you want to Upload Associated Documents?

Yes  No

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

Type of document

Final Redacted Protest

Upload Primary Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted].pdf	187687	[Progress bar]

Do you want to Upload Associated Documents?

Yes  No

Comments

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

250 characters remaining

Submit

- All Proposed Redactions are automatically marked by the system as having proprietary information. Only appropriate parties will be able to view these documents.
- 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 GAO’s Bid Protests at GAO: [A Descriptive Guide, and Guide to GAO Protective Orders](#).

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			

2. 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**.

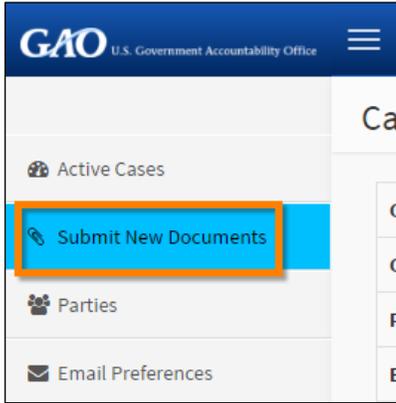
Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	[REDACTED]
Company Status	SMALL	GAO Attorney Email	[REDACTED]@gao.gov
Protester	XYZ TEST, LLC	GAO Attorney Phone Number	1 (202) [REDACTED]
B-Number	B-412741.1	Days Remaining	54
Agency	Administrative Conference of the United States	Case Status	CLOSED
Intervenor(s)		Protective Order Issued?	<input checked="" type="radio"/> Y
Solicitation Number	12312Y		
Consolidated Protests			

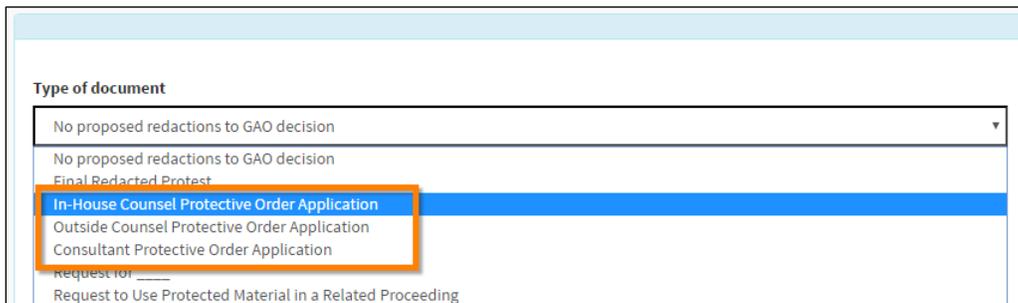
### 7.5.1 Submitting an Application for Admission

Follow the instructions below to submit a protective order application(s):

1. From the Docket for a case, click **Submit New Documents**.



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



3. Under **Upload Primary Document**, click **Add File**. A pop-up menu will appear. Locate the appropriate file on your computer, select it (only **PDF** and **Excel** files can be attached), and click **Open**.

 A screenshot of the 'Upload Primary Document' form. The title is 'Upload Primary Document (Only PDF & Excel documents can be attached)'. At the top left, the 'Add File' button is highlighted with a blue box. To its right is a 'Cancel' button. Below these buttons is a table with columns for '#', 'Name', 'Size', and 'Progress'. Underneath the table is a 'Comments' section with a text area containing the placeholder text 'Please provide a description of the document (E.g., objection to agency's 5 day letter, motion for an extension, etc.)'. Below the text area, it says '250 characters remaining'. At the bottom center of the form is a green 'Submit' button.

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

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

Cancel

#	Name	Size	Progress
1	[Redacted]	12314	[Progress Bar]

**Do you want to Upload Associated Documents?**

Yes       No

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

**Type of document**

Outside Counsel Protective Order Application ▾

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

Cancel

#	Name	Size	Progress
1	[Redacted].pdf	187687	[Progress Bar]

**Do you want to Upload Associated Documents?**

Yes       No
 ✔

**Comments**

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

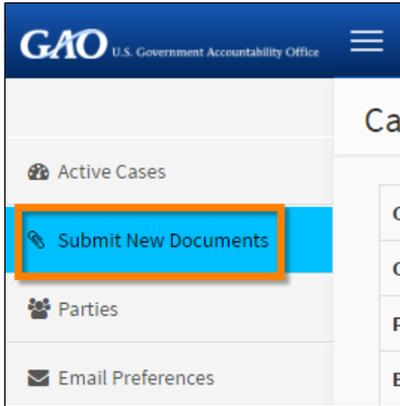
250 characters remaining

Submit

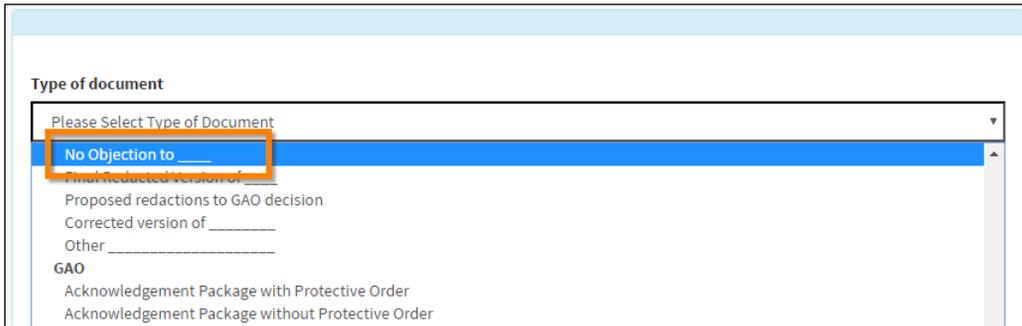
### 7.5.2 *Agree to a Protective Order Admission*

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.

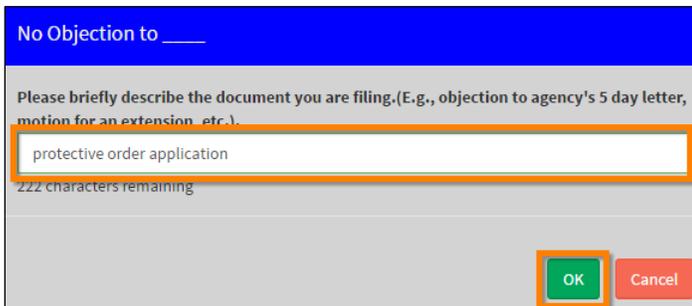
1. While on the Docket, click **Submit New Documents** on the left side menu.



2. On the **Submit New Document** screen, click the drop-down arrow for **Type of document** and select **No Objection to \_\_\_**.



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



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

**Comments**

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

250 characters remaining

**Submit**

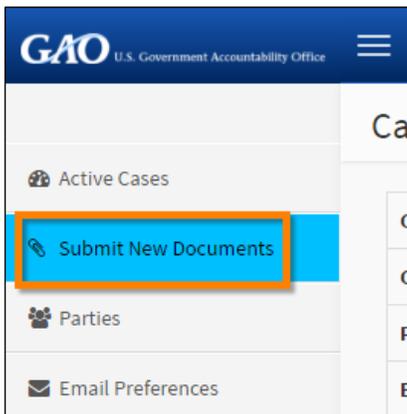
- The party's non-objection will appear on the docket.

Index	Alerts	Type of Filing	Filed	Protected ?	Date
1		Protest	PROTESTER ( )	YES	Mar 25 2016 12:45:51 EDT
2		Request for Testing	PROTESTER	YES	Mar 25 2016
4	☺	objection to protective order application	one	NO	May 04 2016 18:14:32 EDT
5	⚠	No Objection to protective order application	GAO	NO	May 04 2016 18:23:05 EDT

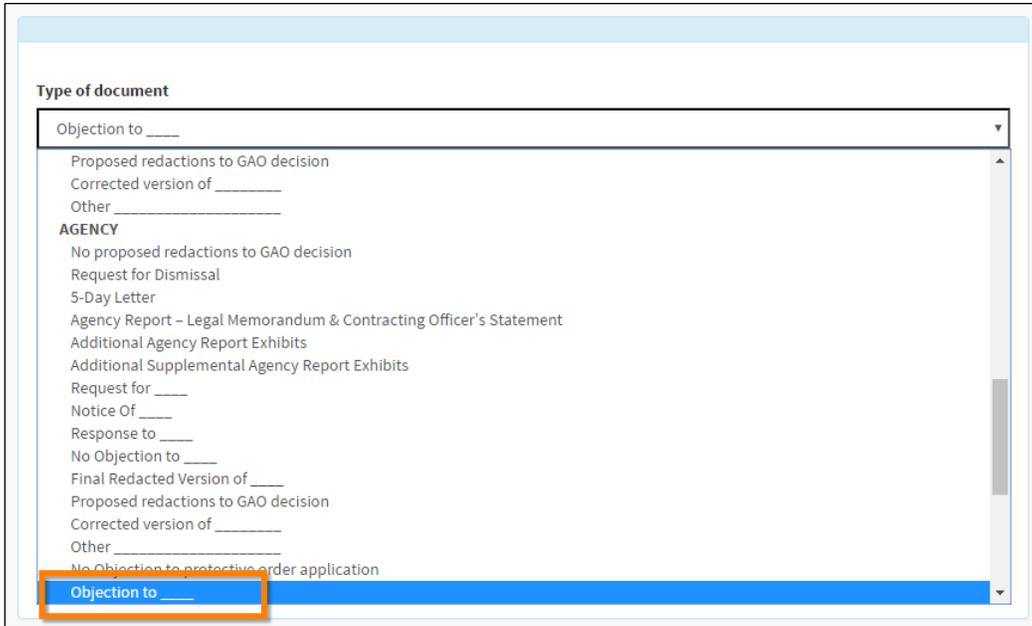
### 7.5.3 *Objection to a Protective Order Application*

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.

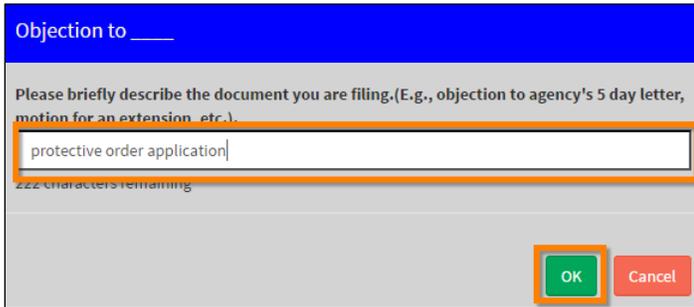
- While on the Docket, click **Submit New Documents on the left side menu**.



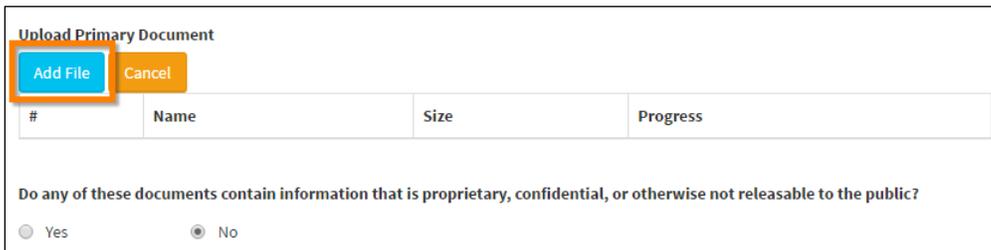
- On the **Submit New Document** screen, click the drop-down arrow for **Type of document** and select **Objection to \_\_\_\_\_**.



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



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



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

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

Upload Primary Document  
(Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted Name]	12314	[Progress Bar]

Do you want to Upload Associated Documents?

Yes       No

- If appropriate, click **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. Click **Submit**.

**Comments**

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

250 characters remaining

Submit

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

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Con
1		Protest	PROTESTER ([Redacted])	YES	Mar 25 2016 12:45:51 EDT	This
4		Objection to protective order application	GAO	NO	May 04 2016 18:14:32 EDT	

### 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.

#### 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.

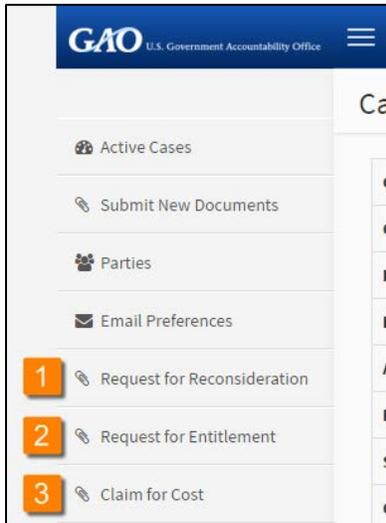
### 7.5.5 Revocation of Access

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.** See section 7.2 Redaction Versions of Filings.

## 8.0 Closed Case Actions

After a case is closed, the left 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 a [Request for Entitlement](#)
3. File a [Claim for Costs](#)

The following sections provide additional details on these options.

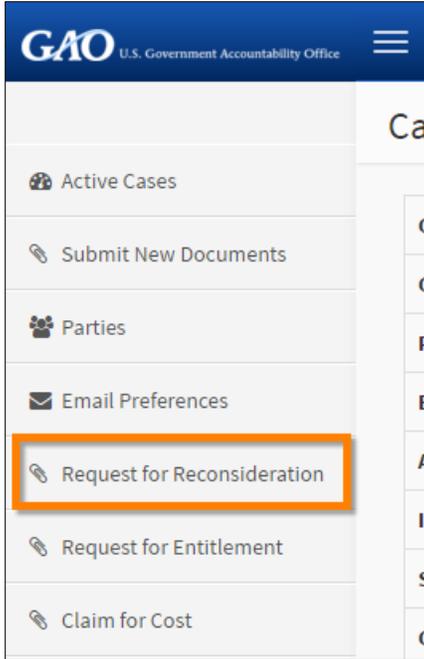
### 8.1 File a Request for Reconsideration

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 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]
B-Number	B-123498.3	Days Remaining	78
Agency	Department of Agriculture/Farm Service Agency	<b>Case Status</b>	<b>CLOSED</b>
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. Click **Request for Reconsideration** on the Docket menu.



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

**Upload Request for Reconsideration Document (Only PDF & Excel documents can be attached)**

Add File Cancel

#	Name	Size	Progress

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

Yes       No

**Comments**

Comments

250 characters remaining

Submit

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

Upload Request for Reconsideration Document (Only PDF & Excel documents can be attached)

**Add File** **Cancel**

#	Name	Size	Progress
Do any of these documents contain information that is proprietary, confidential, or otherwise not releasable to the public?			
<input type="radio"/> Yes <input type="radio"/> No			

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

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

Upload Request for Reconsideration Document (Only PDF & Excel documents can be attached)

**Cancel**

#	Name	Size	Progress
1	[Redacted].pdf	220781	<input type="text"/>

**Do you want to Upload Associated Documents?**

Yes       No

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

**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

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

Upload Request for Reconsideration Document (Only PDF & Excel documents can be attached)

[Cancel](#)

#	Name	Size	Progress
1	[redacted].pdf	187687	[progress bar]

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**

Comments

250 characters remaining

[Submit](#)

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

GAO U.S. Government Accountability Office

Help Vendor3 EPDS

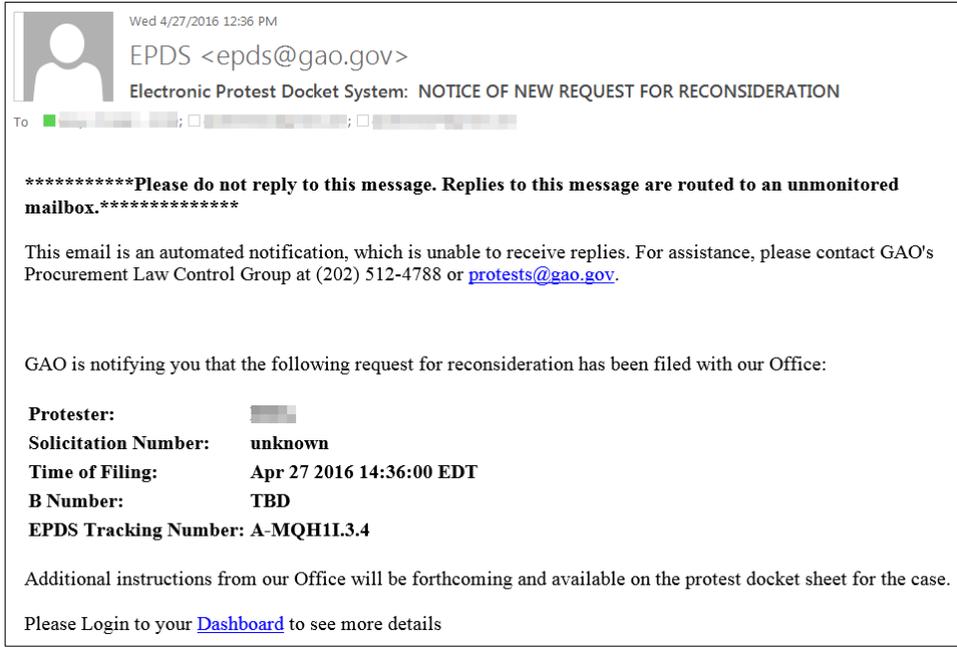
Dashboard

Show 25 entries

Filter Records: [input] [Show / Hide columns](#)

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Contr #	Case Type	Case Status
411125.1	RECONSIDERATION-RECON	Jun 23 2016 17:29:38 EDT	Administrative Conference of the United States	10/03/2016	A-RR20Q.9	RECONSIDERATION	OPEN
		Nov 12 2015 17:59:49 EST	Department of Agriculture/Department of Agriculture	02/22/2016	A-T040Z	PROTEST	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.

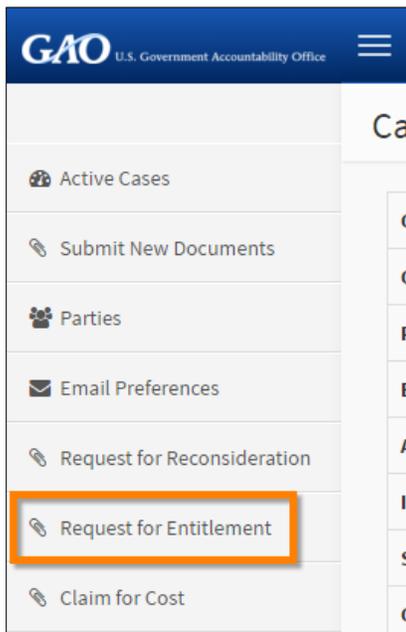
## 8.2 File an Entitlement Request

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	[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	<b>Case Status</b>	<b>CLOSED</b>
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. Click **Request for Entitlement** on the Case Docket menu.



- 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 & Excel documents can be attached)**

Add File
Cancel

#	Name	Size	Progress

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

Yes       No

**Comments**

Comments

250 characters remaining

Submit

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

**Upload Request for Entitlement Document (Only PDF & Excel documents can be attached)**

Add File
Cancel

#	Name	Size	Progress

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

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

Upload Request for Entitlement Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted]	220781	[Progress Bar]

Do you want to Upload Associated Documents?

Yes  No

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

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

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

Upload Request for Entitlement Document (Only PDF & Excel documents can be attached)

Cancel

#	Name	Size	Progress
1	[Redacted].pdf	187687	[Progress Bar]

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

Comments

250 characters remaining

Submit

- The new request for entitlement will appear in the Dashboard, with an assigned **B-Number**.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
B-412649.10-ENT	[REDACTED]-ENT	Jun 23 2016 17:43:34 EDT	Administrative Conference of the United States	10/03/2016	A-RR20Q.10	ENTITLEMENT	OPEN
	[REDACTED]-RECON	Jun 23 2016 17:29:38 EDT	Administrative Conference of the United States	10/03/2016	A-RR20Q.9	RECONSIDERATION	OPEN

- 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

- 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.

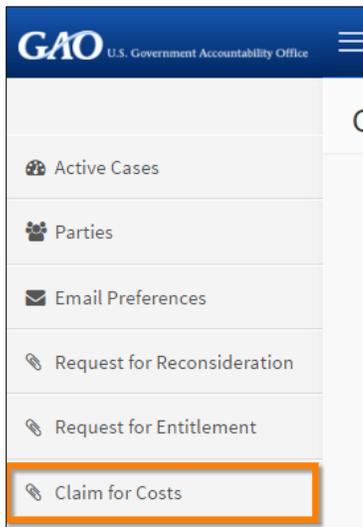
### 8.3 File a Request for Reimbursement of Costs

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. Click **Claim for Costs** on the Case Docket menu.



- 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 & Excel documents can be attached)**

Add File
Cancel

#	Name	Size	Progress

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

Yes
  No

**Comments**

Comments

250 characters remaining

Submit

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

**Upload Request for Cost Claims Document (Only PDF & Excel documents can be attached)**

Add File
Cancel

#	Name	Size	Progress

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

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

Upload Request for Cost Claims Document (Only PDF & Excel documents can be attached)

#	Name	Size	Progress
1	[redacted].pdf	187687	

Do you want to Upload Associated Documents?

Yes  No

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

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

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

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 & Excel documents can be attached)

#	Name	Size	Progress
1	[redacted].pdf	187687	

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

Comments

250 characters remaining

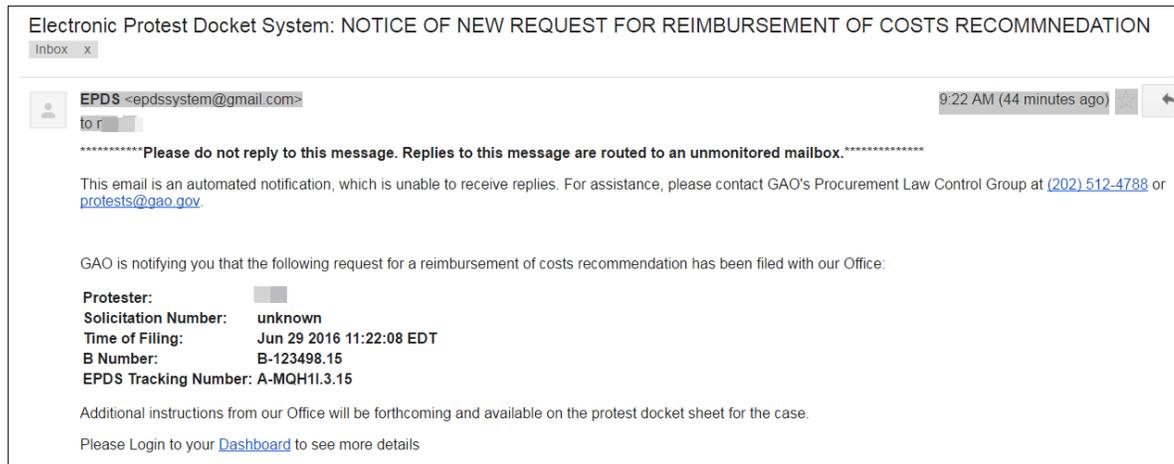
- The new claim for costs will appear in the **Active Cases/Dashboard**, with an assigned **B-Number**.

Dashboard Dashboard - Active Cases

Show 25 entries Filter Records:  Show / hide columns

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Ctrl #	Case Type	Case Status
B-412649.11-COST	██████████ COMPCOST	Jun 23 2016 18:25:14 EDT	Administrative Conference of the United States	10/03/2016	A-RR20Q.11	COST-CLAIMS	OPEN
B-412649.10-ENT	██████████-ENT	Jun 23 2016 17:43:34 EDT	Administrative Conference of the United States	10/03/2016	A-RR20Q.10	ENTITLEMENT	OPEN

- 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.

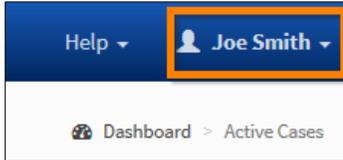


- Once GAO assigns an attorney to the claim for costs, a case acknowledgement package will be prepared by GAO that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the docket, and users who have not turned off email notifications for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

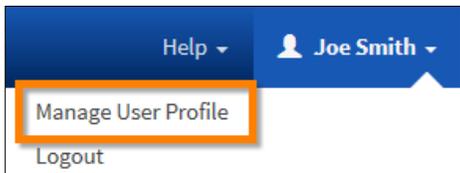
## 9.0 Manage User Profile

Follow these instructions to update your profile. You can edit most information, with the exception of your email address.

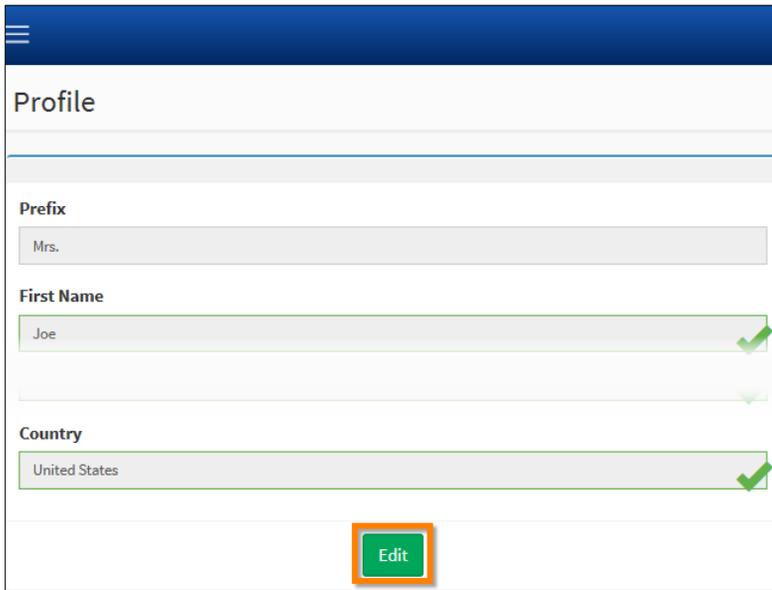
1. Click your name in the upper right corner of the window.



2. Click **Manage User Profile**.

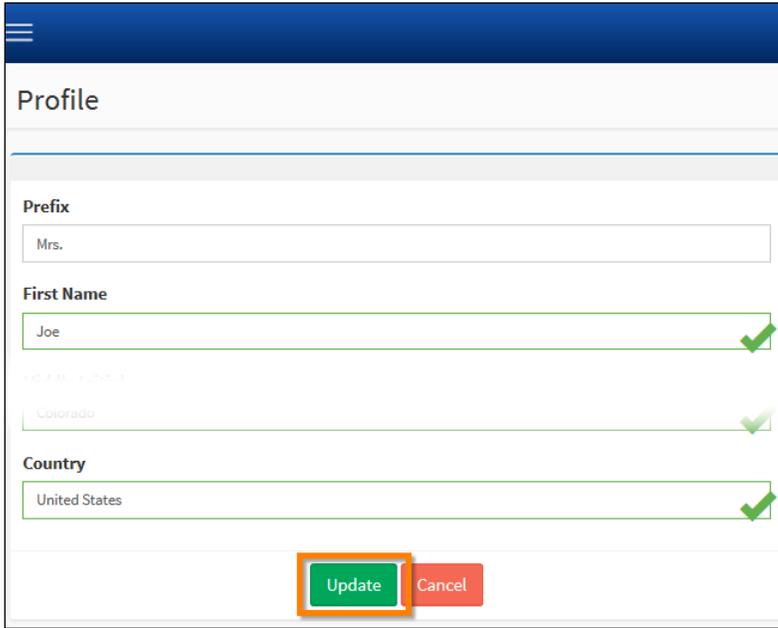


3. Scroll to the bottom of your profile, and click **Edit**.

A screenshot of the 'Profile' page. The page has a dark blue header with a hamburger menu icon. Below the header, the title 'Profile' is displayed. The profile information is organized into sections: 'Prefix' with a dropdown menu showing 'Mrs.', 'First Name' with a text input field containing 'Joe' and a green checkmark, and 'Country' with a dropdown menu showing 'United States' and a green checkmark. At the bottom of the form, there is a green 'Edit' button with a white border, which is highlighted with a red rectangular box.

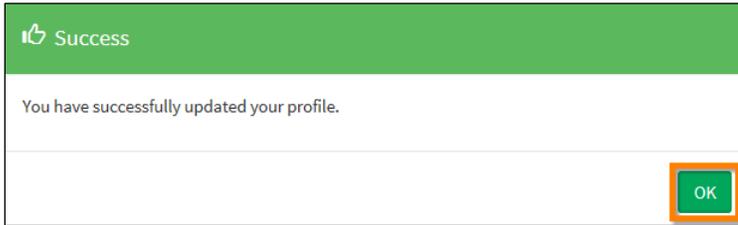
4. Update your information.

5. Scroll to the bottom of your profile, and click **Update**.



The screenshot shows a web interface for a user profile. At the top is a blue header with a hamburger menu icon. Below it is the title "Profile". The form contains several fields: "Prefix" with the value "Mrs.", "First Name" with the value "Joe", "State" with the value "Colorado", and "Country" with the value "United States". Each of these fields has a green checkmark to its right, indicating they are valid. At the bottom of the form, there are two buttons: a green "Update" button and a red "Cancel" button. The "Update" button is highlighted with an orange border.

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



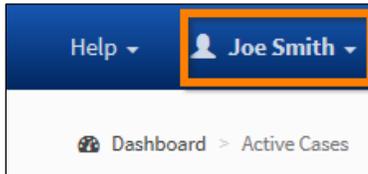
The screenshot shows a success pop-up window. It has a green header with a checkmark icon and the word "Success". Below the header, the text reads "You have successfully updated your profile." At the bottom right of the window, there is a green "OK" button, which is highlighted with an orange border.

## 10.0 Manage Password

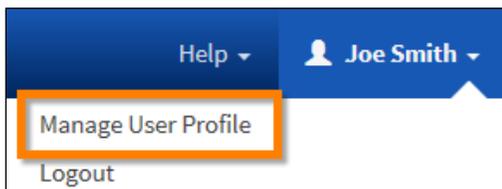
### 10.1 Change Password

Follow these instructions to change your password.

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



2. Click **Manage User Profile**.



3. Click **Change Password** on the left side navigation.



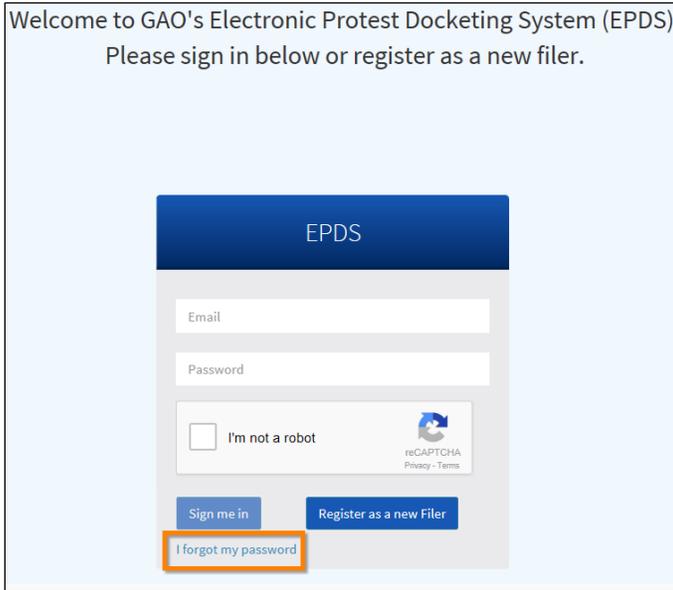
4. Enter your current password, then your new password. Confirm your password in the next field, and click **Update Info**.

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

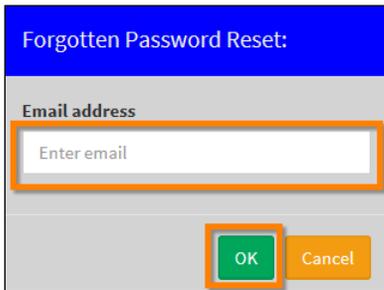
## 10.2 Reset Password

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

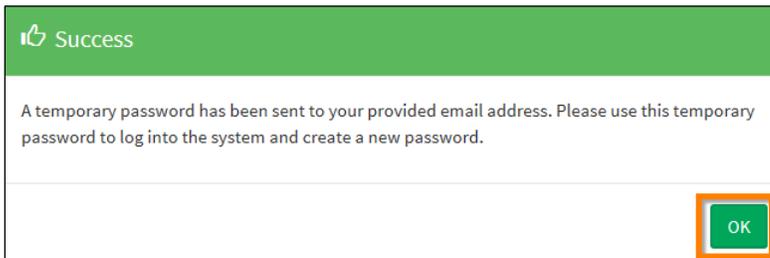
1. On the EPDS login page, select the **I forgot my password** link.



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



3. Click OK on the Success pop-up window.



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

**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 reset. Please use the following temporary password to access your account :

**I:ioeL\*Q:9;8**

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:

- 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);**
- with the password highlighted, press both the Ctrl key and letter 'C' to copy the password;
- 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

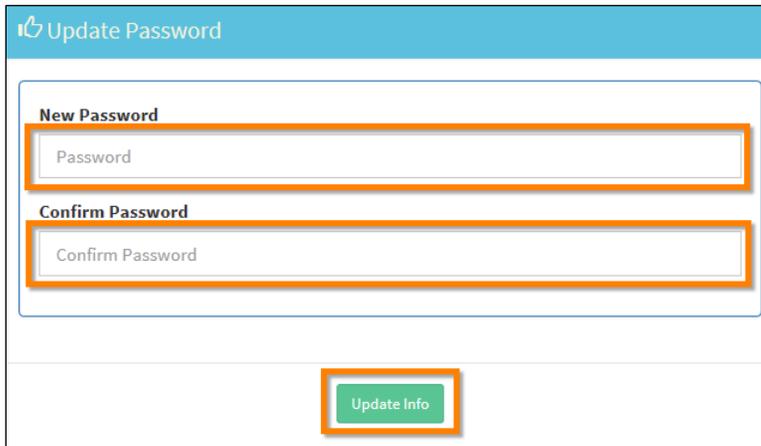
Log into the [ELECTRONIC PROTEST DOCKET SYSTEM \(EPDS\)](#) and reset your password as prompted.

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

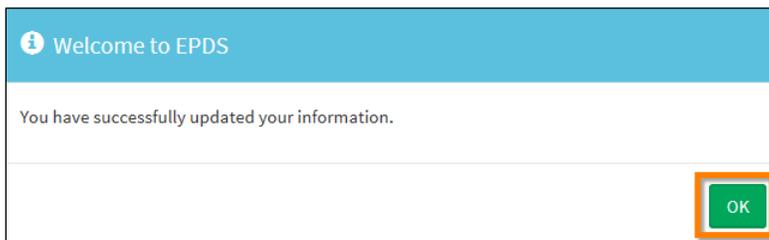
- Follow the login steps as in section 2.3 Log In using your temporary password, which you copied in step 4 above.
- Click OK on the **Account Reset** pop-up window.

7. Enter your new password. Confirm your new password in the next field, and click **Update Info**.



The screenshot shows a web form titled "Update Password" with a refresh icon. It contains two text input fields: "New Password" and "Confirm Password". Both fields are highlighted with an orange border. Below the fields is a green button labeled "Update Info", also highlighted with an orange border.

8. Click **OK** on the **Welcome to EDPS** success pop-up window.



The screenshot shows a success pop-up window titled "Welcome to EPDS" with an information icon. The message reads "You have successfully updated your information." In the bottom right corner, there is a green button labeled "OK", which is highlighted with an orange border.

## 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 [here](#). 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.

## List of Acronyms

Definition	Acronym
EPDS	Electronic Protest Docketing System
GAO	U.S. Government Accountability Office