

Registering as a New User

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

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

To register as a new user:

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

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

EPDS

Email (Required)

Password (Required)

[I forgot my password](#)

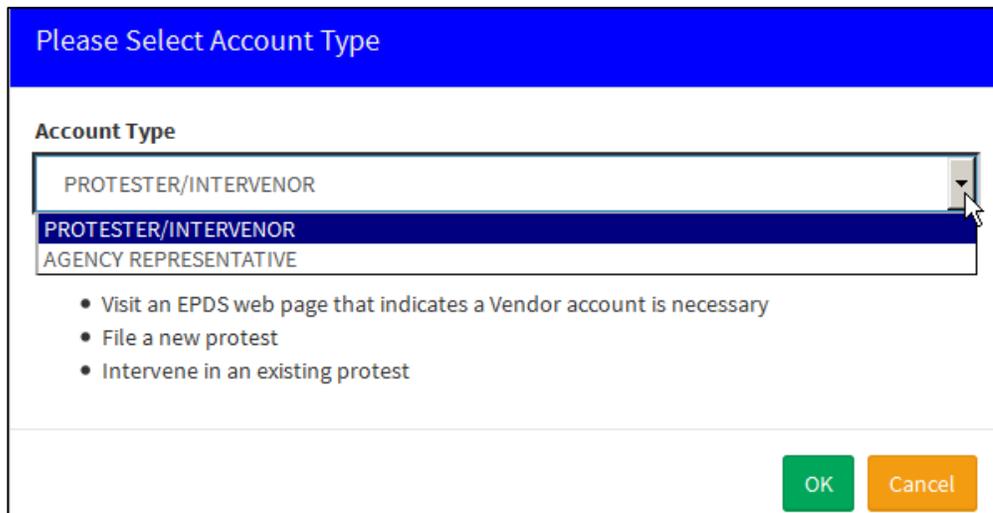
Warning!

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- Subject to the provisions in 4 C.F.R. §§ 21.1(g) and 21.4 and 4 C.F.R. part 81, which include procedures for protecting proprietary, confidential, and other procurement sensitive information, by using this information system, you understand and consent to the following:

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

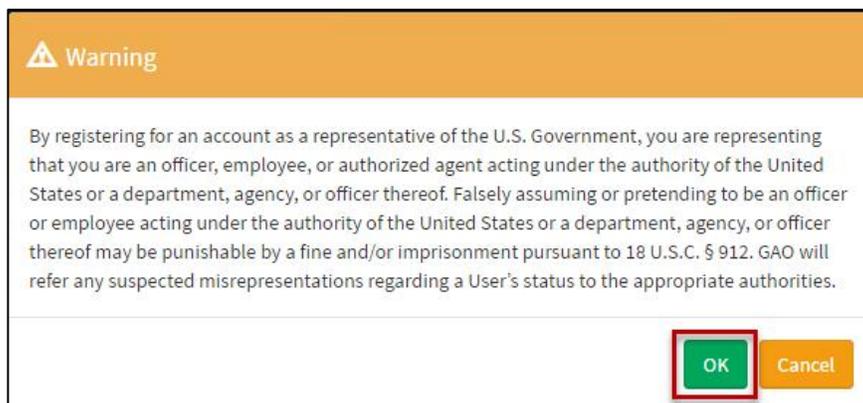


3. In the **Account Type** field, select the type of user you will register as from the list box: **Protestor/Intervenor** or **Agency Representative**.

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

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

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



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Register as a Protester/Intervenor Representative form

Register as Protester/Intervenor Representative

Protester/Intervenor Representative Info

Email (Required)
Email

Prefix
Prefix

First Name (Required)
First Name

Middle Initial
Middle Initial

Last Name (Required)
Last Name

Suffix
Suffix

Name of Firm (Required)
Name of Company/Firm

Phone Number (Required)
Phone Number

Fax Number
Fax Number

Business Address

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

Address Line 2

Register as an Agency Representative form

Register as an Agency Representative

Agency Representative Info

Email (Required)
Email

Prefix
Prefix

First Name (Required)
First Name

Middle Initial
Middle Initial

Last Name (Required)
Last Name

Suffix
Suffix

Agency Tier 1
Administrative Conference of the United States

Phone Number (Required)
Phone Number

Fax Number
Fax Number

Business Address

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

Address Line 2

- Complete all required fields on the registration form.

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

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field then appears for you to select National Oceanic & Atmospheric Administration from its list box.

Agency Tier 1
Department of Commerce

Agency Tier 2
Department of Commerce
Bureau of the Census
Department of Commerce
National Institute of Standards and Technology
National Oceanic and Atmospheric Administration
Patent and Trademark Office
Fax Number

6. Once you have completed the required fields on the form, click the checkbox next to the statement **"I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available here."** The **Register** button becomes active.

I have reviewed and agree to abide by GAO's Bid Protest Regulations and EPDS Instructions, which are available [here](#)

Register

[Return to the login page](#)

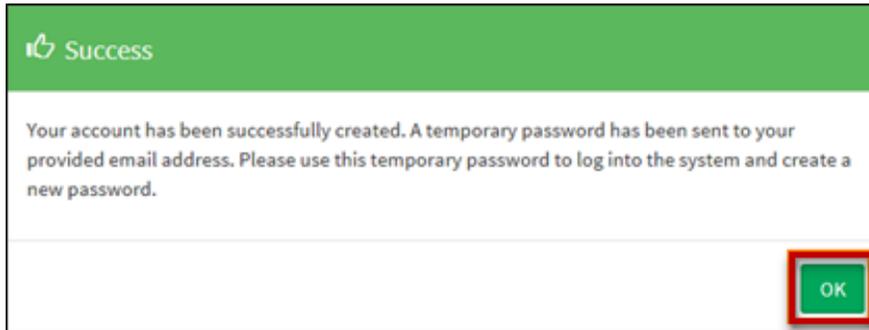
7. Click the **Register** button. The *Rules of Behavior* agreement appears.

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.

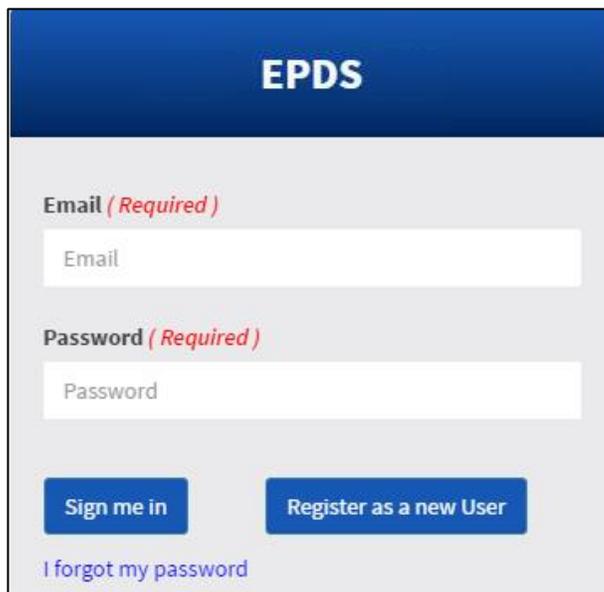
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8. Read the *Rules of Behavior* agreement, and then click **I Agree**. A *Success* dialog box appears to confirm that your EPDS account has been created and that a temporary password will be emailed to you.



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

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

A screenshot of the 'EPDS Sign In' dialog box. The title bar is dark blue with the text 'EPDS' in white. The main content area is light gray and contains two input fields: 'Email (Required)' and 'Password (Required)'. Below the input fields are two blue buttons: 'Sign me in' and 'Register as a new User'. At the bottom left, there is a blue link that says 'I forgot my password'.

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

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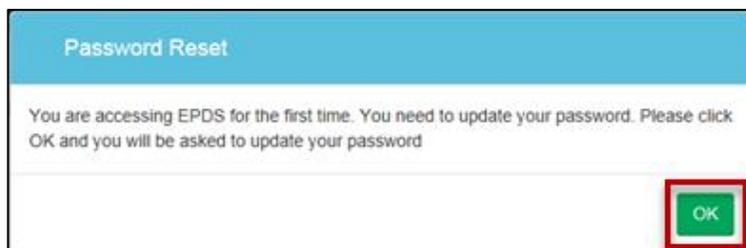
To sign into EPDS for the first time:

1. Open the email from EPDS (epds@gao.gov) that contains your temporary EPDS password.
2. Enter the EPDS URL **https://epds.gao.gov** in your Web browser's Address Bar. The Main EPDS webpage appears and includes the *EPDS Sign In* dialog box.
3. Enter your registered email address in the **Email** field.
4. Enter your temporary EPDS password in the **Password** field.
Note: You can copy your temporary password from the email and paste it into the **Password** field to make the process of entering your temporary password easier.



The screenshot shows the EPDS Sign In dialog box. At the top, it says "EPDS". Below that, there are two input fields: "Email (Required)" and "Password (Required)". The email field contains "johnsmith091216@gmail.com" and has a green checkmark to its right. The password field contains a masked password "*****" and also has a green checkmark to its right. Below the input fields are two buttons: "Sign me in" and "Register as a new User". The "Sign me in" button is highlighted with a red box. Below the buttons is a link that says "I forgot my password".

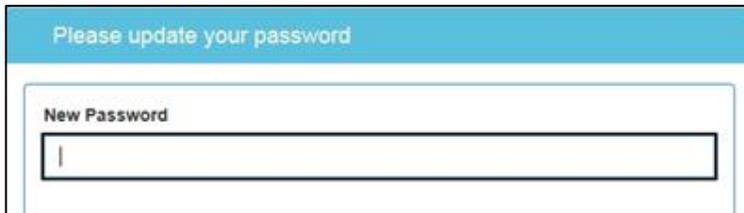
5. Click the **Sign me in** button. A *Password Reset* dialog box appears to confirm that this is the first time that you have signed into EPDS.



The screenshot shows the Password Reset dialog box. At the top, it says "Password Reset". Below that, there is a message: "You are accessing EPDS for the first time. You need to update your password. Please click OK and you will be asked to update your password". At the bottom right of the dialog box, there is a green "OK" button, which is highlighted with a red box.

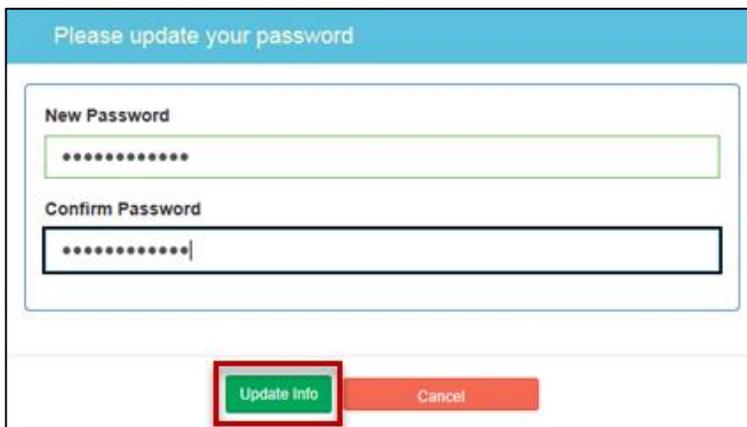
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6. Click **OK**. The *Please update your password* dialog box appears to prompt you to enter a new EPDS password.



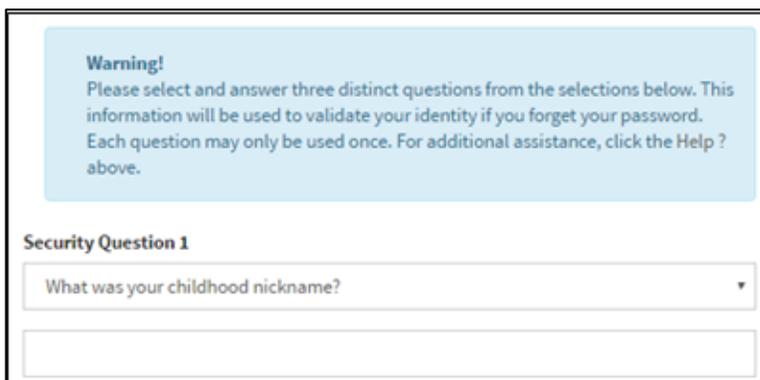
The screenshot shows a dialog box titled "Please update your password". Inside the dialog, there is a label "New Password" above a single text input field. The input field is currently empty.

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



The screenshot shows the same dialog box as before, but now with two input fields. The "New Password" field is filled with ten asterisks. Below it is the "Confirm Password" field, also filled with ten asterisks. At the bottom of the dialog, there are two buttons: "Update Info" (highlighted with a red box) and "Cancel".

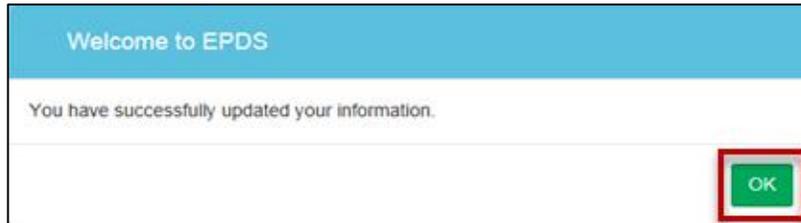
Note: If you are an **Agency Representative**, then the *Please update your password* dialog box will include a Security Question section for you to complete. Answer three distinct security questions that you select from the **Security Question 1**, **2**, and **3** fields' list boxes.



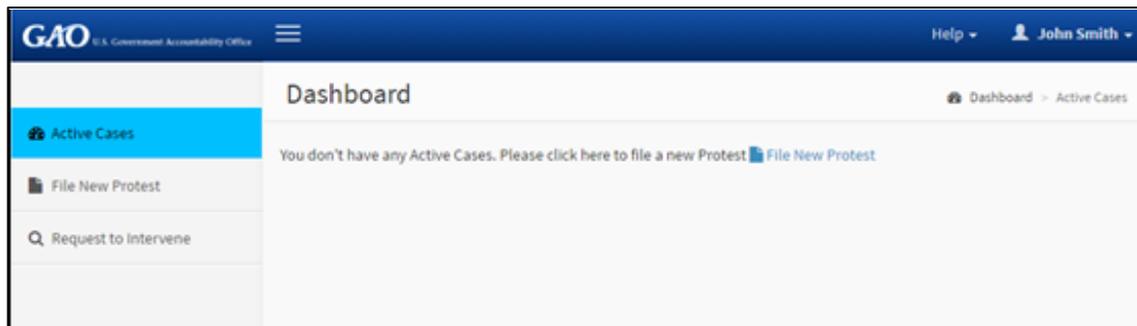
The screenshot shows a "Warning!" section with the following text: "Please select and answer three distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the Help ? above." Below this is a section titled "Security Question 1" with a dropdown menu showing "What was your childhood nickname?".

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

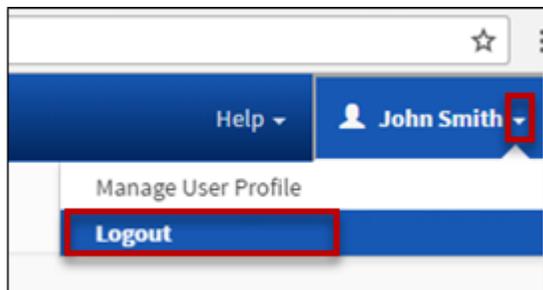


10. Click **OK** to close the dialog box. The *Dashboard* appears.



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

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



12. Close the EPDS webpage window.