Registering as a New User

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

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

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)*

[Email]

Password *(Required)*

[Password]

[Sign me in]   [Register as a new User]

I forgot my password

Warning!

Upon Login You Agree to the Following Information:

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

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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.
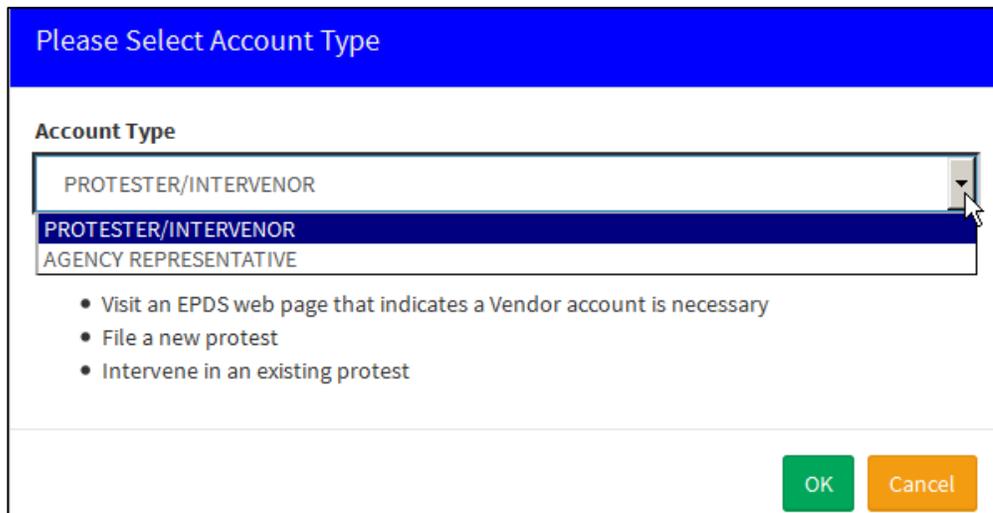

3. In the **Account Type** field, select the type of user you will register as from the list box: **Protestor/Intervenor** or **Agency Representative**.

   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.
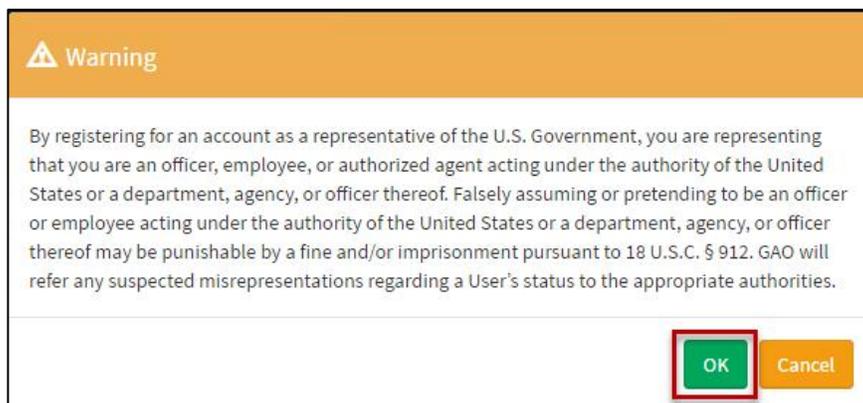
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Register as a Protester/Intervenor Representative form

Register as an Agency Representative form

5. Complete all required fields on the registration form.

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

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

6. Once you have completed the required fields on the form, click the 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.

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

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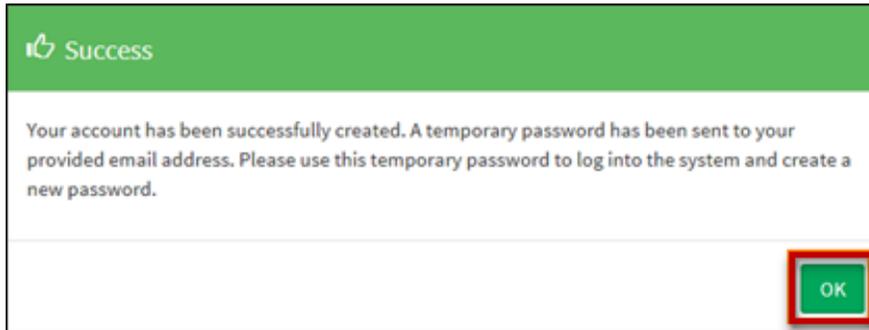
Note: If your registration is not successful, then a notification will appear to alert you of the information that needs to be corrected on your registration form. Make the necessary corrections, and then click the **Register** button again.

9. Click **OK** on the *Success* dialog box. The *EPDS Sign In* dialog box reappears.
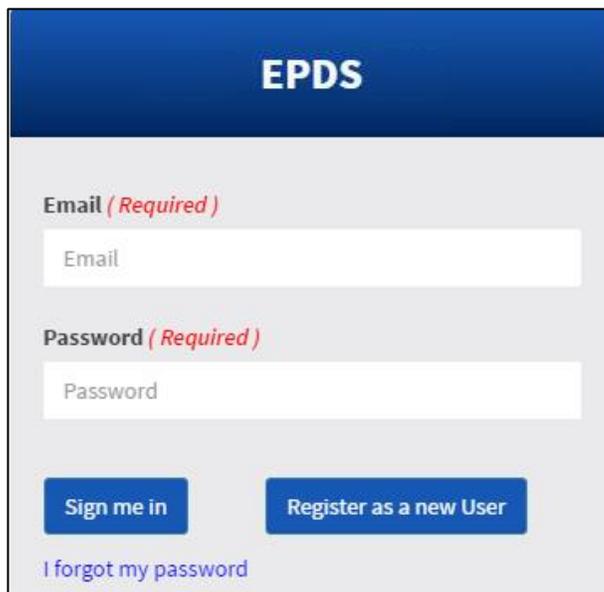
Note: The email you receive from EPDS (epds@gao.gov) will contain a temporary password you can use when you initially sign into EPDS. Once you sign in, you will be prompted to create a new EPDS password. Keep in mind that you can sign into EPDS at any time.
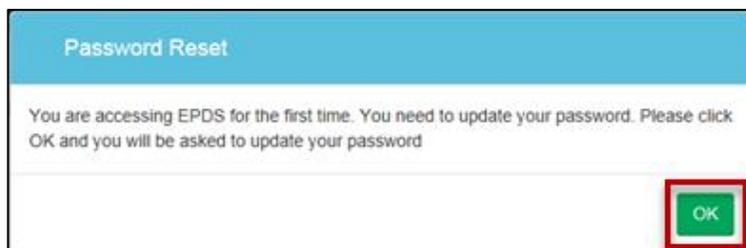
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To sign into EPDS for the first time:

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.
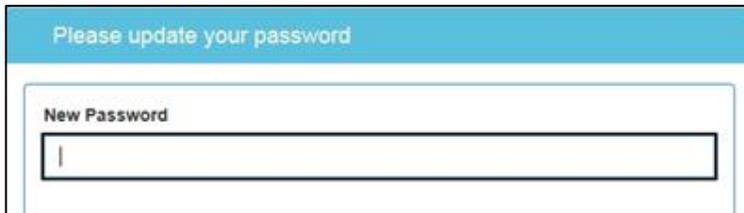

5. Click the **Sign me in** button. A *Password Reset* dialog box appears to confirm that this is the first time that you have signed into EPDS.
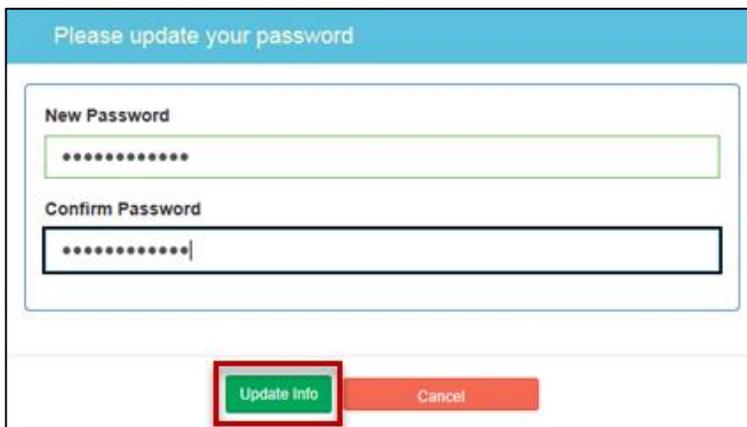
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6. Click **OK**. The *Please update your password* dialog box appears to prompt you to enter a new EPDS password.

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.

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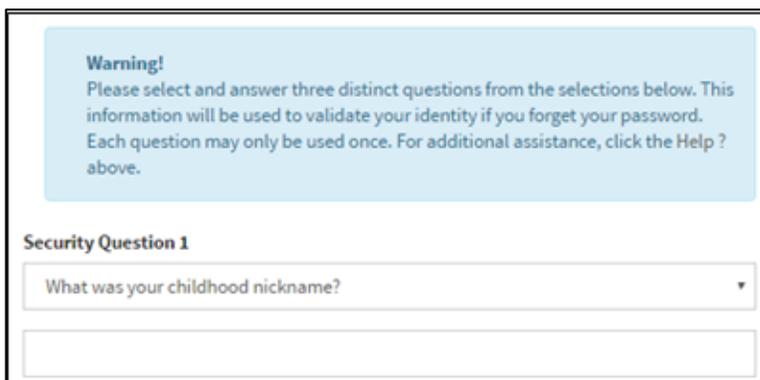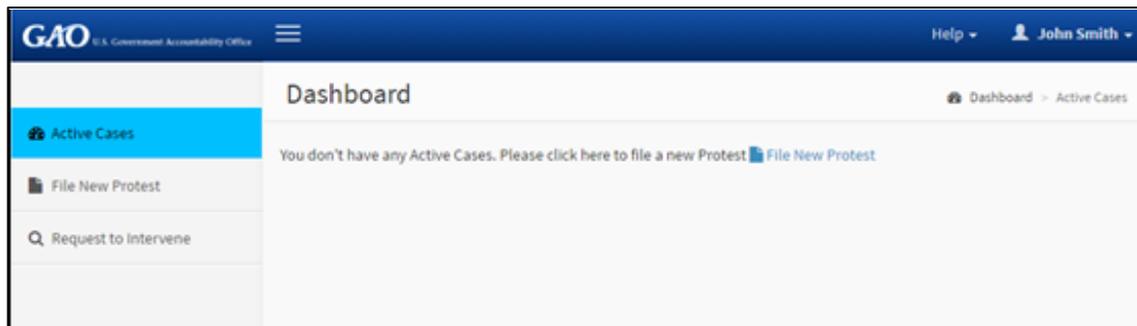
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9. After updating your password, click the **Update Info** button. A *Welcome to EPDS* dialog box appears to confirm that you have successfully updated your information.
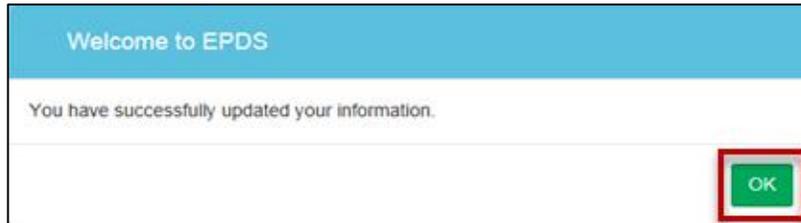

10. Click **OK** to close the dialog box. The *Dashboard* appears.

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.
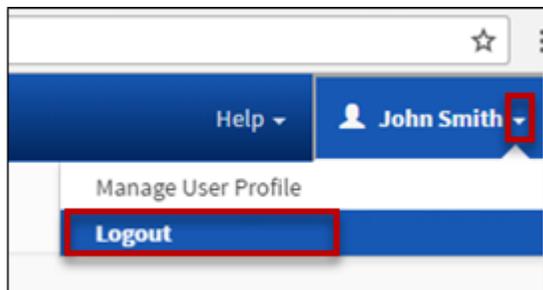
12. Close the EPDS webpage window.