



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

OCTOBER 2021

This version of the “Electronic Protest Docketing System (EPDS) Agency Point of Contact (POC)/Representative User Manual” supersedes the April 2017 version of the manual <https://www.gao.gov/products/d17932>, and was superseded by the May 2023 version of the manual <https://www.gao.gov/products/d25492>.

Table of Contents

1.0	Introduction	1
1.1	Scope.....	1
2.0	Getting Started	2
2.1	Registering for an Account.....	3
2.1.1	<i>Register as an Agency POC.....</i>	<i>3</i>
2.1.2	<i>Register as an Agency Representative.....</i>	<i>3</i>
2.2	Initial Log In	7
2.3	On-going Log In	9
3.0	Application Introduction	11
4.0	Dashboard/Active Cases	13
4.1	Modify Dashboard.....	13
4.2	Join a Case.....	14
5.0	Case Information	19
5.1	View an Active Case/Case Docket Sheet	19
5.2	Case Docket Sheet Overview	19
5.3	Alerts.....	20
5.4	Opening Attachments	21
6.0	Case Docket Sheet Actions	22
6.1	Open Case Actions	22
6.2	Closed Case Actions.....	23
6.3	Completed Case Actions	23
6.4	Submit New Documents	24
6.5	Manage Agency Attorneys/Parties.....	27
6.5.1	<i>Add an Agency Representative</i>	<i>28</i>
6.5.2	<i>Adding an Agency POC as a Representative for a Case.....</i>	<i>29</i>
6.5.3	<i>Delete a Representative</i>	<i>30</i>
6.6	Email Preferences.....	31
7.0	Protected Material	34
7.1	Protecting a New Case	34
7.2	Filing a Final Redacted Version	35
7.3	Filing a Proposed Redaction to a GAO Decision	39
7.4	Protective Order.....	41
7.4.1	<i>Agree to a Protective Order Admission.....</i>	<i>41</i>
7.4.2	<i>Objection to a Protective Order Application</i>	<i>44</i>
8.0	Closed Case Actions.....	47
8.1	File a Request for Reconsideration.....	47

9.0 Manage User Profile 51

10.0 Manage Password 53

 10.1 Change Password..... 53

 10.2 Reset Password..... 55

11.0 Change Security Questions..... 58

12.0 System Unavailability..... 60

List of Acronyms 61

1.0 Introduction

For more than 80 years, 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 2014¹ 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 at <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>. 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 **procuring agency Point of Contacts (POCs) and representatives**, including representatives of other parties permitted by GAO to participate in a case pursuant to 4 C.F.R. § 21.3(j). For all other users, please refer to the applicable user guide(s) available at <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>.

1.1 Scope

The scope of this manual is to provide instructions on utilizing the GAO EPDS. This manual does not provide information on the protest process. For information on the protest process, please visit the GAO website at <http://www.gao.gov/legal>. If you need assistance in utilizing the EPDS, please contact GAO at 202-512-5436 or protests@gao.gov.

¹ Pub. L. No. 113-76, div. I, title I, § 1501, 128 Stat. 5, 433-34 (Jan. 17, 2014).

2.0 Getting Started

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

By utilizing the site, users agree to following:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- Subject to the provisions in 4 C.F.R. §§ 21.1(g) and 21.4 and 4 C.F.R. part 81, which include procedures for protecting proprietary, confidential, and other procurement sensitive information, by using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. Accordingly, pursuant to GAO's Electronic Protest Docketing System Instructions, the following personal identifiers should be excluded, or redacted when inclusion is necessary, from all filings, unless otherwise directed by GAO:
 1. Social Security Numbers. If an individual's Social Security number must be included in a filing, only the last four digits of the numbers should be used.
 2. Dates of Birth. If an individual's date of birth must be included in a filing, only the year should be used.
 3. Financial Account Numbers. If a financial account number is relevant to a filing, only the last four digits of the number should be used.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your Web Browser.

Use one of these supported web browsers:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

2.1 Registering for an Account

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

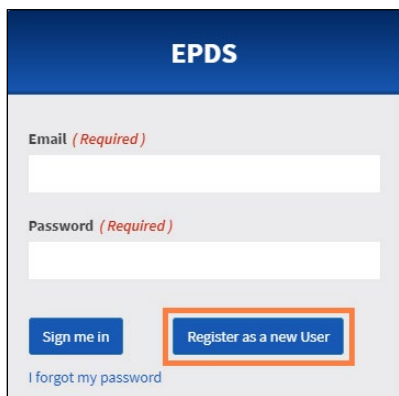
2.1.1 Register as an Agency POC

Agency POC accounts are appropriate for agency personnel that (1) are the designated agency points of contact for receiving the notice of new protests and other case types, and (2) assign agency representatives to new protest and other case types. Agency POC accounts are created by GAO. To request an agency POC account, please contact GAO at 202-512-5436 or protests@gao.gov.

2.1.2 Register as an Agency Representative

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

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

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

2. In the **Please Select Account Type** popup, select the drop-down arrow and select **Agency Representative**. Select **OK**.

Please Select Account Type

Account Type

AGENCY REPRESENTATIVE

Request Agency Representative Access to:

- Visit an EPDS web page that indicates an Agency Representative account is necessary
- Represent yourself as an agency representative
- Participate in protests associated with agencies you are representing

OK Cancel

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

Warning

By registering for an account as a representative of the U.S. Government, you are representing that you are an officer, employee, or authorized agent acting under the authority of the United States or a department, agency, or officer thereof. Falsely assuming or pretending to be an officer or employee acting under the authority of the United States or a department, agency, or officer thereof may be punishable by a fine and/or imprisonment pursuant to 18 U.S.C. § 912. GAO will refer any suspected misrepresentations regarding a User's status to the appropriate authorities.

OK Cancel

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

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

6. Select **Register**.

7. Read the **Rules of Behavior**, and then select **I Agree** to complete the registration process.

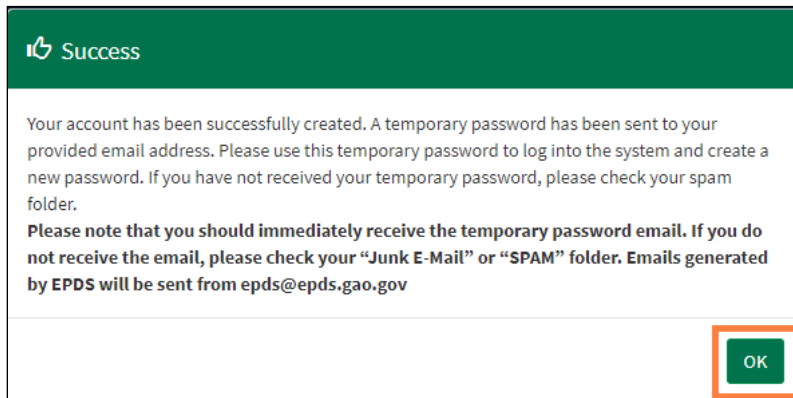
Rules of Behavior ✖

1. **PURPOSE.** This notice is to ensure that users of EPDS abide by security requirements and procedures needed to protect EPDS and customer information resources. It is also intended to help raise security awareness and inform system users about security policies and procedures.
2. National policy requirements regarding information systems are stated in the Federal Information Security Management Act (FISMA) (Title III of the E-Government Act of 2002); the Computer Fraud and Abuse Act (18 U.S.C. Sec. 1030 [1993]); Office of Management and Budget (OMB) Circular No. A-123, Management Accountability and Control; and OMB Circular A-130, Management of Federal Information Resources.
3. This notice applies to EPDS system users.
4. **UNDERSTANDING AND AGREEMENTS.** As a user of EPDS, I:
 - Will use EPDS only for authorized purposes.
 - Understand that information processed on this site may be monitored.
 - Will protect the EPDS system and all sensitive information contained in the system from unauthorized personnel.
 - Will process only data that pertains to official business and is authorized to be processed on the system. I will not retrieve information for someone who does not have authority to access the information. I will not intentionally access, delete, or alter files, operating systems or programs.
 - Acknowledge that I will receive user identifiers (user IDs) and passwords to authenticate my computer account. After receiving them, I will:
 - Protect and not share or publicly post my password.
 - Not knowingly permit or cause my username and password to be used by anyone other than myself or my authorized agent.
 - Report to GAO if my password has been compromised.
 - Be responsible for all activity that occurs on my individual account once my password has been used to log on.
 - Ensure my password meets EPDS system complexity requirements.
 - Will use due care when adding a co-representative (when applicable).
 - Will use anti-virus software to scan all files for malicious software (e.g., viruses, worms, etc.) before uploading any documents into the EPDS system.
 - Will not try to disable or subvert EPDS security controls or monitoring mechanisms.
 - Will ensure that the Web browser window is closed before navigating to other sites.
 - Understand that any person who obtains information from a computer connected to the Internet in violation of her employer's computer-use restrictions is in violation of the Computer Fraud and Abuse Act.
5. **EFFECTIVE DATE.** This agreement becomes effective by the date of your electronic acceptance of the terms of this notice.

ACCEPTANCE

I have read and understand the above *Rules of Behavior*. By my electronic acceptance, I acknowledge and agree that my access to the EPDS systems is covered by, and subject to, such rules. Further, I understand that unauthorized or inappropriate use of the EPDS system may result in the loss or limitation of my privilege and that GAO retains the right, at its sole discretion, to terminate, cancel, or suspend my access rights to the EPDS system at any time, without notice. I also understand that I could lose access to the system, as well prosecution, penalties or financial liability, depending on the severity of the misuse.

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



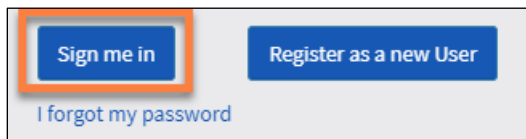
If there are issues with your registration, check the fields for error messages.

9. 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.

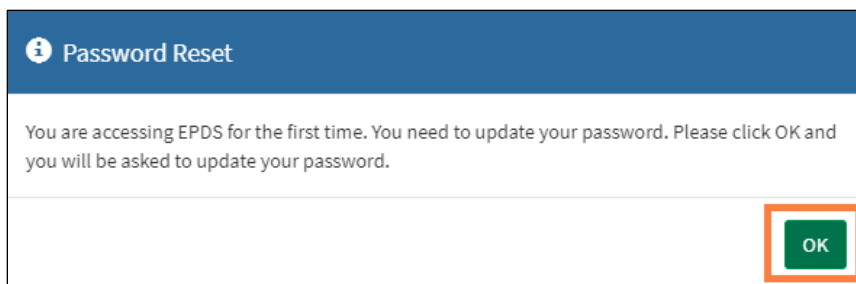
2.2 Initial Log In

To log in to the system:

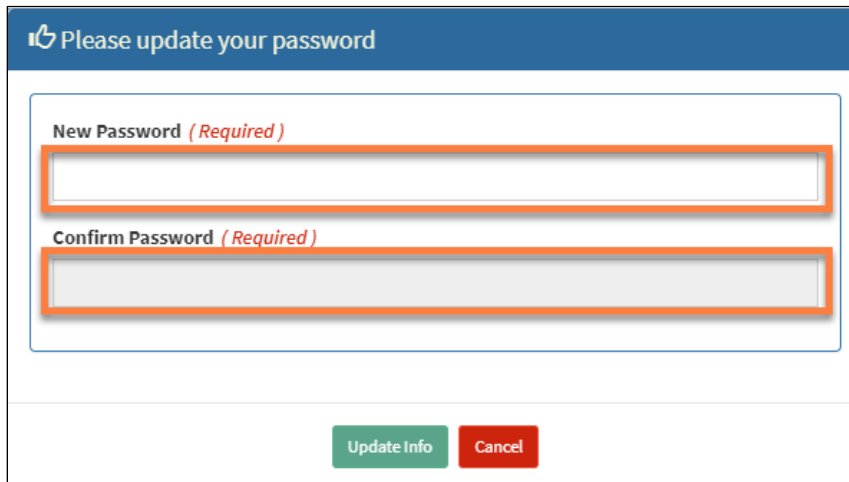
1. You will be issued a temporary password when your EPDS account is initially created. To log in to the system for the first time, use the email entered at registration and the temporary password provided by EPDS. Select **Sign me in**.



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



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



Please update your password

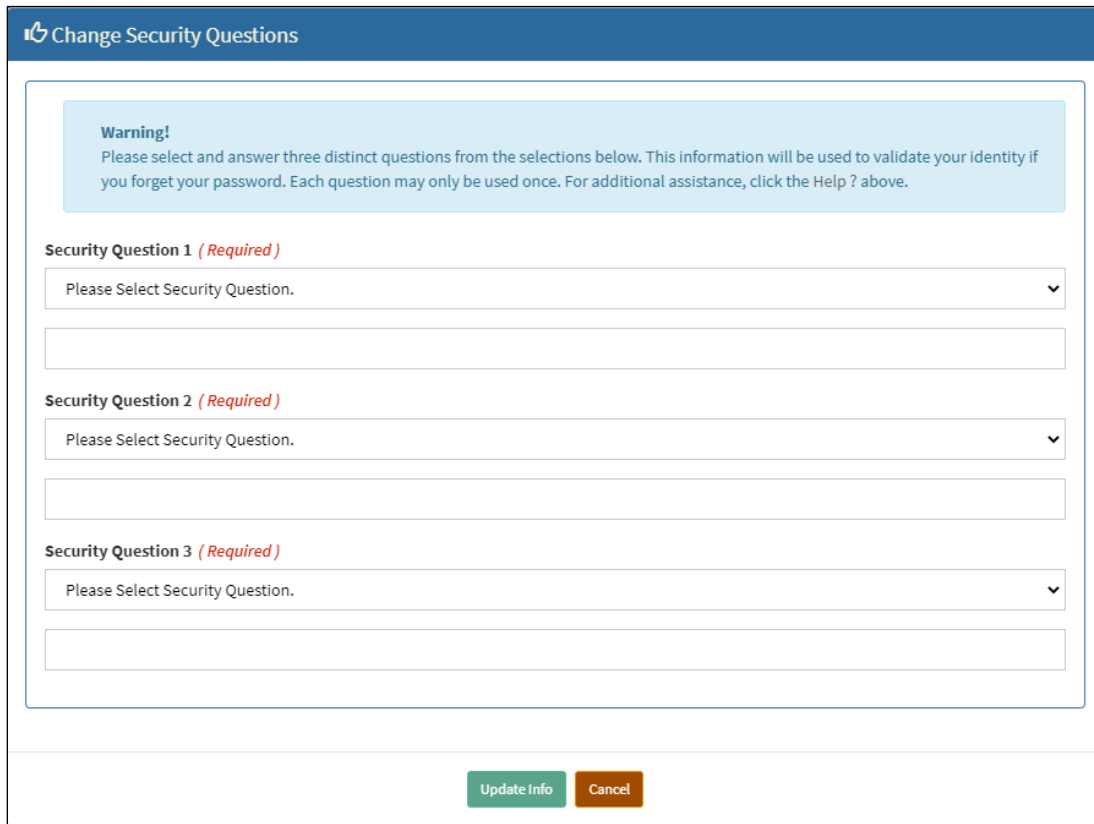
New Password *(Required)*

Confirm Password *(Required)*

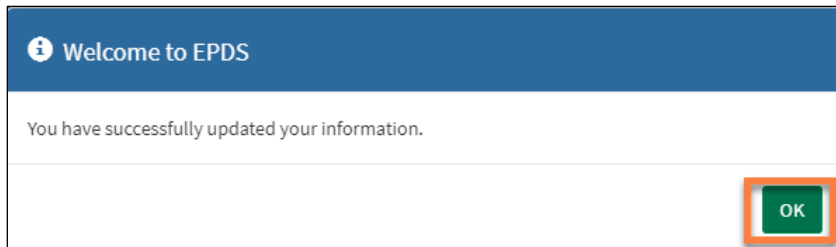
Update Info Cancel

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. The **Security Question** section will be used for password reset, should you forget your password. Select and answer three distinct security questions from the dropdown selections. Select **Update Info**.



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

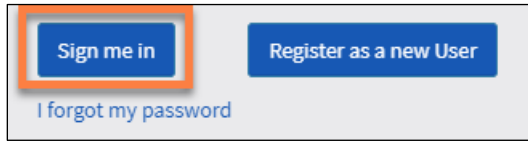


6. If your session remains inactive for 20 minutes, the system will require you to log back in again. You can only be logged in to one session at a time.

2.3 On-going Log In

After completing the initial log in steps, follow these steps for subsequent log ins.

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



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

3.0 Application Introduction

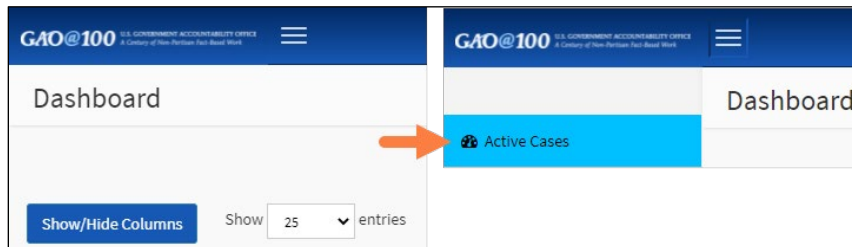
This section provides a high-level description of the EPDS features. **Some features vary according to whether you are signed in as a POC or an agency representative.** These differences will be highlighted with separate instructions and screenshots where indicated.

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

Agency Representative Dashboard

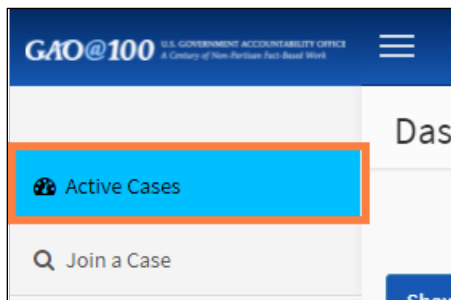


POC Dashboard

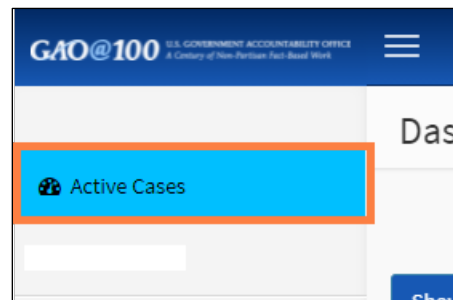


2. In the site navigation, select **Active Cases** to view your current protest cases and return to your **Dashboard**. See section **4.0 Dashboard/Active Cases** for more information.

Agency Representative Dashboard



POC Dashboard

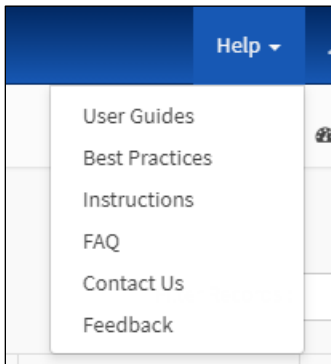


3. **Agency Representatives** can select **Join a Case** in the site navigation, to submit a request to join cases. **POC's** do not have this menu option. See section **4.2 Join a Case** for more information.

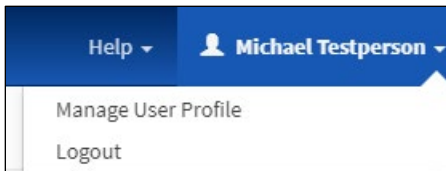
Agency Representative Dashboard



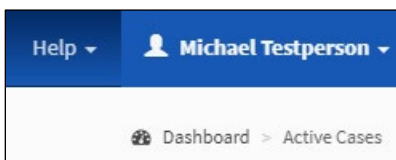
4. Select the Help menu (upper right corner) to access User Guides, FAQs, Contact Us and Feedback information.



5. Select your name to access the **Manage User Profile** or **Logout** options. See section 6.0 for information on modifying your profile.



6. Under the **Help** and **User Name** is the breadcrumb navigation. This navigation makes it easier to understand where you are on the site. For instance, this breadcrumb navigation shows that the user is on the dashboard of the site, which shows the user's active cases.



4.0 Dashboard/Active Cases

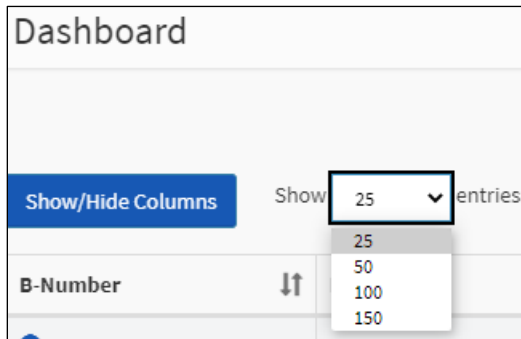
The default view is the dashboard, which shows your active cases. If you are an **agency POC**, you can view **all your agency’s cases**. However, if you are an **agency representative**, you can **only view your assigned cases from your own agency**.

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417137.1-RECON ABC ..., B-417135.1...	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN
B-417194.1	XYZ Test Inc.	Oct 23 2018 13:45:48 EDT	Administrative Conference of the United States	12/12/2019	A-2FRKV	PROTEST	OPEN

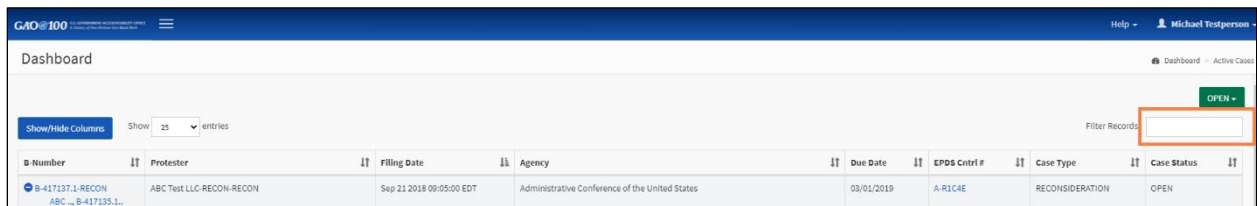
4.1 Modify Dashboard

There are several ways to modify the dashboard.

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



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



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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
ABC Test LLC-RECON-RECON	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN
ABC Test Corp.	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN
XYZ Test Inc.	XYZ Test Inc.	Oct 23 2018 13:45:48 EDT	Administrative Conference of the United States	12/12/2019	A-2FRKV	PROTEST	OPEN
EPDS test notify	EPDS test notify	Feb 25 2019 12:51:38 EST	Administrative Conference of the United States	06/05/2019	A-QL48B.1	PROTEST	OPEN

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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-4113713-RECON ABC ... B-417135.1...	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1C4E	RECONSIDERATION	OPEN
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN

4.2 Join a Case

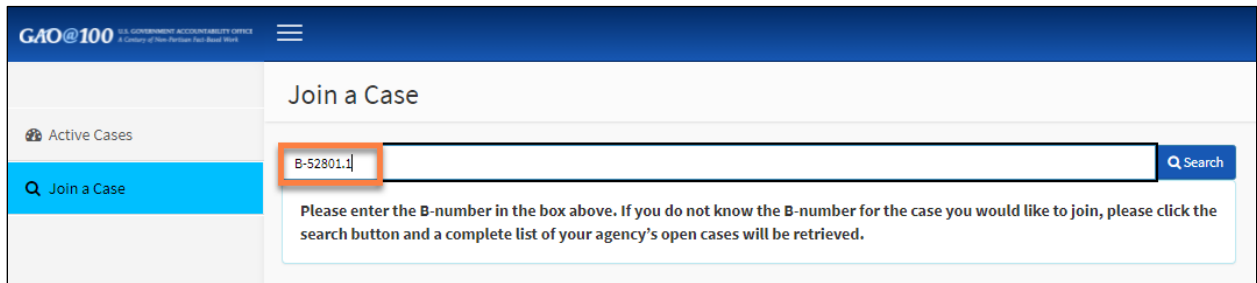
Agency Representatives can submit a request to join a case. **POCs** do not have this menu option; rather, as set forth in section 6.5.2, a POC can add itself to a case through the Parties Tab for a particular case.

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

Agency Representative Dashboard



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



GAO@100 U.S. GOVERNMENT ACCOUNTABILITY OFFICE
A Century of Non-Partisan Fact-Based Work

Join a Case

Active Cases

Join a Case

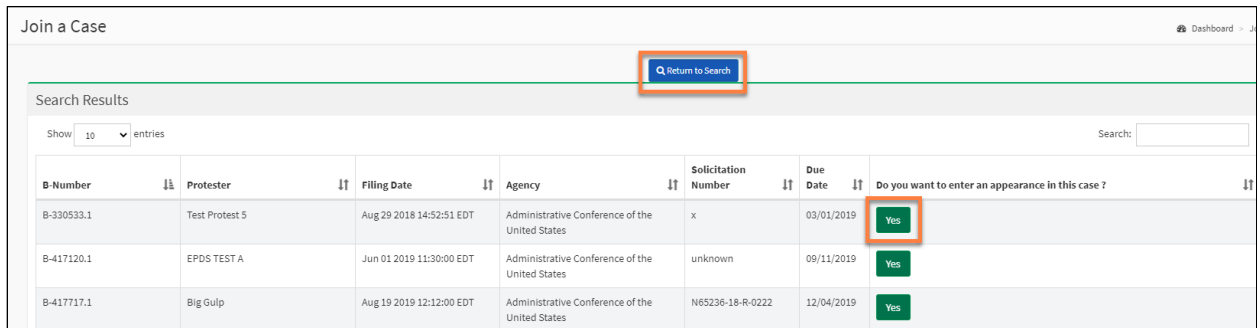
B-52801.1

Search

Please enter the B-number in the box above. If you do not know the B-number for the case you would like to join, please click the search button and a complete list of your agency's open cases will be retrieved.

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

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



Join a Case

Dashboard

Return to Search

Search Results

Show 10 entries

B-Number	Protester	Filing Date	Agency	Solicitation Number	Due Date	Do you want to enter an appearance in this case ?
B-330533.1	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	x	03/01/2019	Yes
B-417120.1	EPDS TEST A	Jun 01 2019 11:30:00 EDT	Administrative Conference of the United States	unknown	09/11/2019	Yes
B-417717.1	Big Gulp	Aug 19 2019 12:12:00 EDT	Administrative Conference of the United States	N65236-18-R-0222	12/04/2019	Yes

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

Submit New Document

Type of document *(Required)*

Please Select Type of Document

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

Add File Cancel

#	Name	Size	Progress

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

Yes No

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

250 characters remaining

Submit Reset

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

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

Notice Of Appearance

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

Cancel

#	Name	Size	Progress
1pdf	192151	

Remove

Comments:

Submit Cancel

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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417137.1-RECON ABC ... B-417135.1...	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN

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

i
Request Pending B-330533.1

Your notice of appearance is pending. You will only have access to this case's docket if your notice of appearance is acknowledged by GAO.

OK

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

Case Docket Sheet Dashboard Case Docket Sheet

Case Type : PROTEST	GAO Attorney Name : Brent Burris
Company Status : SMALL	GAO Attorney Email : epdsgaouser3@gmail.com
Protester : EPDS TEST GAPI	GAO Attorney Phone Number : (111) 111-1111
B-Number : B-899984.4	Days Remaining : 32
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	

Download Offline Case Docket
Show 100 entries
Filter Records:

Index	Alerts	Type of Filing	Filer	Protected?	Date	Comments	GAO Notes
1		Protest	PROTESTER (EPDS test GAPI)	NO	Aug 25 2020 18:00:00 EDT		12 <small>Edited: Sep 10 2020 16:28:19 EDT</small>
2	!	Other xxxxx	GAO	NO	Aug 26 2020 17:01:20 EDT		
3		Notice Of Appearance	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 11 2020 13:26:41 EDT		Notice of Appearance for Agency rep Michael Testperson from Administrative Conference of the

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

5.0 Case Information

5.1 View an Active Case/Case Docket Sheet

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

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-417137.1-RECON ABC ..., B-417135.L...	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN
B-417136.1	ABC Test Corp.	Oct 15 2018 14:24:39 EDT	Administrative Conference of the United States	03/01/2019	A-EBTHD	PROTEST	OPEN

5.2 Case Docket Sheet Overview

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

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


Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (EPDS test gapi)	NO	Aug 25 2020 18:00:00 EDT		t2 <i>Edited: Sep 10 2020 16:28:19 EDT</i>
2	!	Other xxxxx	GAO	NO	Aug 26 2020 17:01:20 EDT		
3		Notice Of Appearance	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 11 2020 13:26:41 EDT		Notice of Appearance for Agency rep Michael Testerson from Administrative Conference of the

1. **B-Number:** This field shows the number(s) that GAO assigns to your case. All filings in a case should reference the assigned B-Number(s).
2. **Intervenor(s):** This field shows any intervenors permitted by GAO to participate in the case pursuant to 4 C.F.R. §§ 21.0(b) or 21.3(j).
3. **Consolidated Protests:** If GAO has consolidated the case with another pending case(s), this field shows the title and B-Number(s) of the other case. After cases are consolidated, a filing made in one case will automatically be filed in the joined case(s). Although a user can see and access the documents in all joined cases (subject to the terms of any applicable protective order(s)), **any filings must be made in the filer's own case.**
For example, GAO has consolidated the protests of Protester A and Protester B. **Protester A** can, subject to the terms of any applicable protective order(s), access and view the docket for **Protester B's** case. However, in order 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**, **Filter**, and **Protected** columns. Additionally, you can filter or search the records by using the **Filter Records** field.

5.3 Alerts



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

Index	Alerts	Type of Filing
1		Reconsideration
2		In-House Counsel Protective Order Application

5.4 Opening Attachments

Records that contain attachments can be opened by selecting the link in the **Type of Filing** column; the attachments can be viewed and downloaded. If a protective order has been issued for a case, parties not admitted to the protective order **will not** be able to access documents containing protected material. Please refer to section **6.0 Protected Material** for more information.

Download Offline Case Docket Show 100 entries Filter Records:

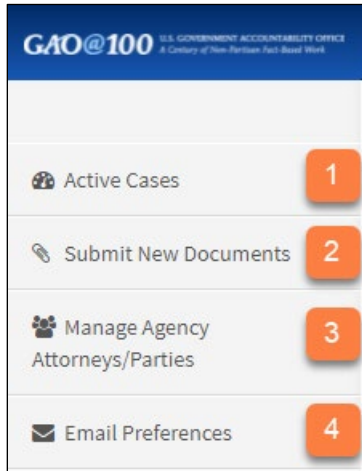
Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (EPDS test gap)	NO	Aug 25 2020 18:00:00 EDT		12 <i>Edited: Sep 10 2020 16:28:19 EDT</i>
2		Other xxxxx	GAO	NO	Aug 26 2020 17:01:20 EDT		
3		Notice Of Appearance	AGENCY (Administrative Conference of the United States)	NO	Sep 11 2020 13:24:33 EDT		
4		Notice of Appearance Acknowledged	GAO	NO	Sep 11 2020 13:28:44 EDT		Notice of Appearance for Agency rep Michael <i>Testimony from Administrative Conference of the</i>

6.0 Case Docket Sheet Actions

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

6.1 Open Case Actions

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

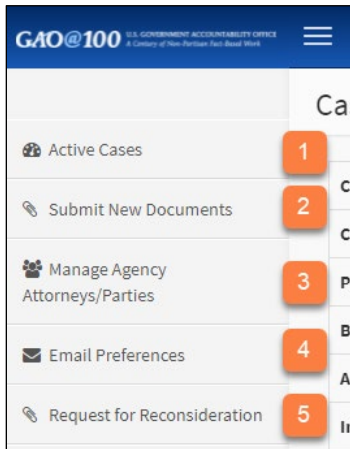


1. Return to the dashboard to view **Active Cases**.
2. **Submit New Documents** to the Case that is being viewed.
3. Manage and add agency representatives in the **Manage Agency Attorneys/Parties** screen.
4. Set your **Email Preferences**.

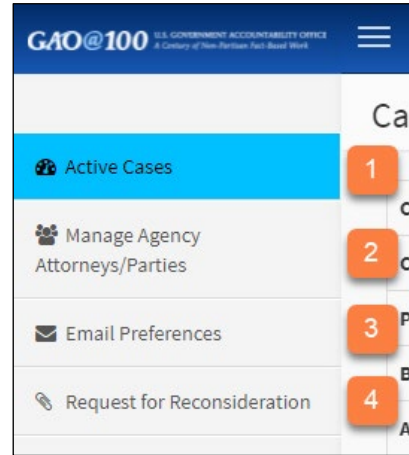
6.2 Closed Case Actions

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

Agency Representative Dashboard



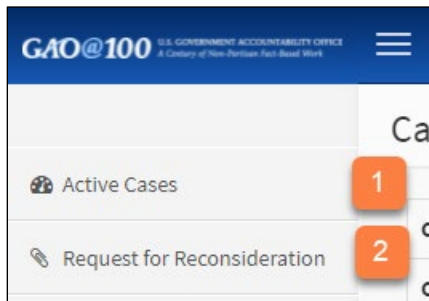
POC Dashboard



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

6.3 Completed Case Actions

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



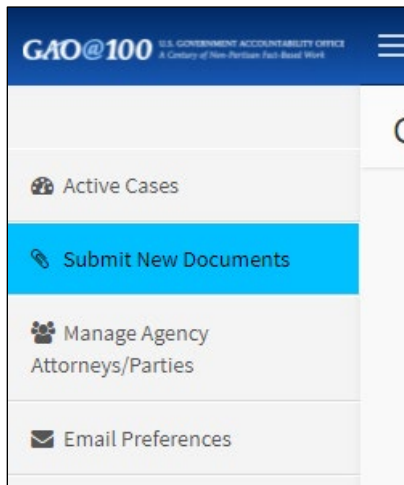
1. Return to the dashboard to view **Active Cases**.

2. File a [Request for Reconsideration](#) for this case.

6.4 Submit New Documents

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

1. In the site menu, select [Submit New Documents](#).



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

Submit New Document

Type of document *(Required)*

Please Select Type of Document ▼

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

Add File
Cancel

#	Name	Size	Progress

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

Yes
 No

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

250 characters remaining

Submit
Reset

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.

Submit New Document

Type of document *(Required)*

Please Select Type of Document

- Please Select Type of Document
- Redacted Request for Reconsideration
- Request for Dismissal
- Request for ____
- Request to Use Protected Material in a Related Proceeding
- Notice Of ____
- Notice of Filing of Related Judicial Proceeding
- Response to ____
- Objection to ____
- No Objection to ____
- Final Redacted Version of ____
- Proposed redactions to GAO decision
- Request to Modify Protective Order
- No Proposed Redactions to GAO Decision
- Other _____
- Corrected version of _____
- Response to GAO Sustain Recommendation

250 characters remaining

Submit Reset

- If you select a document type with an underscore (i.e., a blank), a pop-up window will ask you to fill in the blank. Type in a brief description of the document, and select **OK**.

Notice Of ____

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

250 characters remaining

OK Cancel

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

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

Add File **Cancel**

#	Name	Size	Progress

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

Yes No

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

250 characters remaining

Submit **Reset**

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

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

Do you want to Upload Associated Documents? (Required)

Yes No

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

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

Yes No

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

6.5 Manage Agency Attorneys/Parties

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

6.5.1 Add an Agency Representative

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

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

Protester	EPDS TEST PROTEST	GAO Attorney Name	Evan Wessere
B-Number	B-000001.1	GAO Attorney Email	wessere@gao.gov
Agency	Administrative Conference of the United States	GAO Attorney Phone Number	1 (202) 512-6996
Solicitation Number	GHFGHF	GAO Attorney Address	441 G St., NW District of Columbia Washington 20548 United States

The 'Party' list includes:

- PROTESTER (EPDS TEST PROTEST)
12340 Boggy Creek Rd
Orlando Florida 32824
United States
- Administrative Conference of the United States

The 'Information' pane for the selected party shows:

- Primary Representative:** Amer H, 79438497837, epdsvendor1@gmail.com, USDA/OCIO, 5623 US-34, Loveland Colorado 80537, United States.
- Agency Representative:** Michael Testperson, (970) 595-6138, epdsagencyrep1@gmail.com, Administrative Conference of the United States, 56 Nevada, Fort Collins, CO, United States, Fort Collins Colorado 80524, United States.

A red box highlights the '+ Add Agency Representative' button in the Agency Representative section.

2. In the pop-up box, enter the email for the agency representative you would like to assign to the case and select **Assign Agency Rep.**

The 'Assign Agency Representative' pop-up box contains the following elements:

- Header: Assign Agency Representative
- Text input field: Enter attorney email address
- Buttons: Assign Agency Rep, Cancel

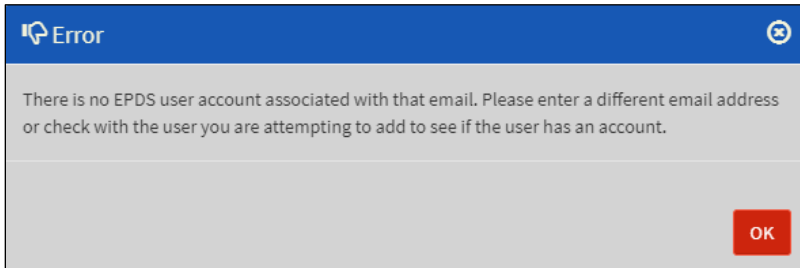
3. In the next pop-up box, verify the contact information, and select **Confirm**.

The 'Attorney Info' pop-up box contains the following elements:

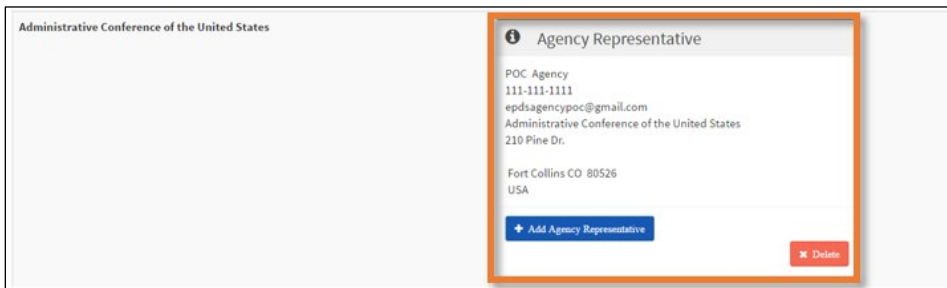
- Header: Attorney Info
- Text: You are adding [redacted] from Administrative Conference of the United States
- Buttons: Confirm, Cancel

To assign a representative to a case, the individual **must have an EPDS user account**. When the individual logs onto the system, the case will appear in their active cases dashboards.

- If the individual does not have an EPDS user account, a pop-up menu will appear and notify you that no such user account exists. Once the individual creates a user account, you can invite them to join the case by following steps 1 and 2 above.



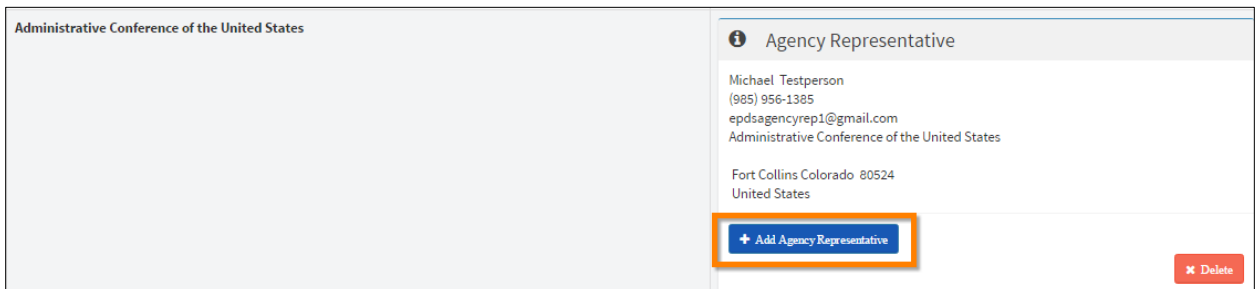
- The representative's information will appear on the **Parties** page in the **Agency Representative** box.




6.5.2 Adding an Agency POC as a Representative for a Case

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

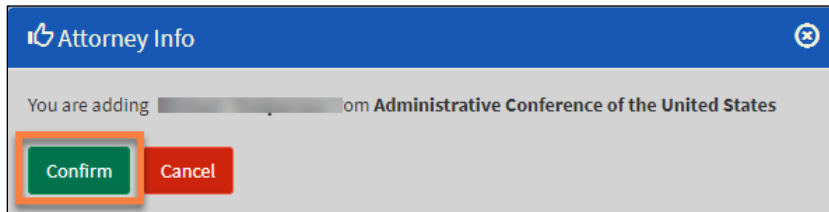
- In the **Parties** screen, select **+ Add Agency Representative** next to your agency's name. In the example below, the case already has one Agency Representative.



2. Enter your EPDS account email in the pop up window and select **Assign Agency Rep**.



3. On the confirmation pop up select **Confirm**.

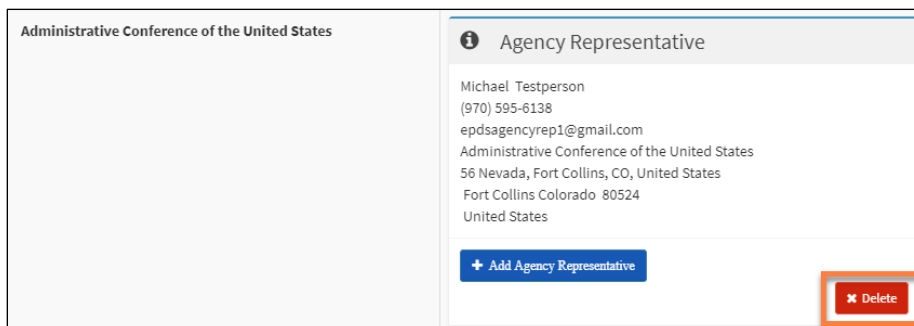


4. Your contact information is now visible in the Agency Representative area of the Parties screen. You can delete yourself from the case, if needed, using the **Delete** button in your contact area (only an agency POC can delete a representative).

6.5.3 Delete a Representative

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

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



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

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



6.6 Email Preferences

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

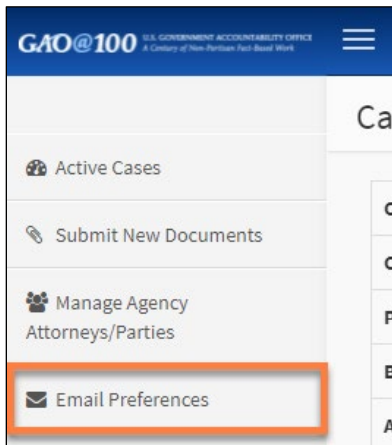


Users are strongly encouraged to keep email notifications activated for each case. Users bear sole responsibility for learning of any new filings or case developments.

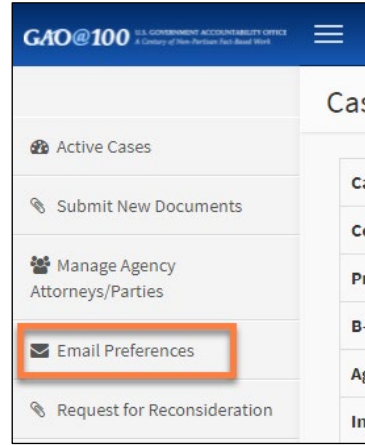
Deactivate Email Notifications

- On the dashboard navigation menu, select **Email Preferences**.

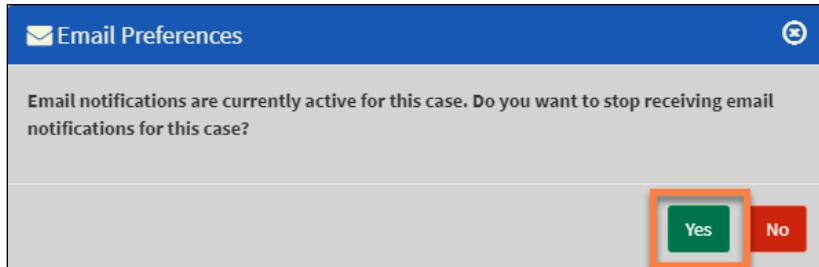
Agency Representative Dashboard



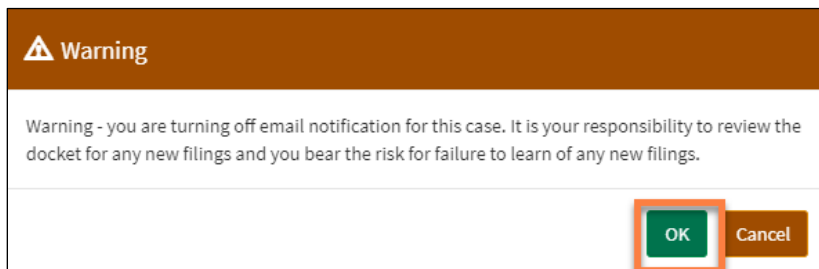
POC Dashboard



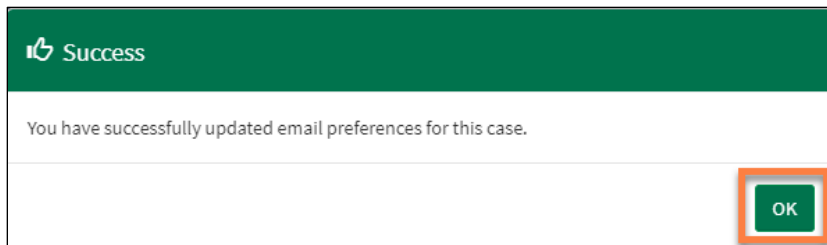
2. Select **Yes** on the **Email Preferences** pop-up box .



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



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

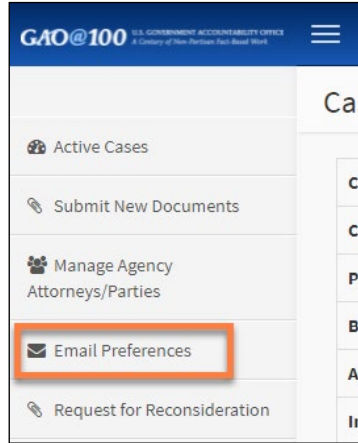
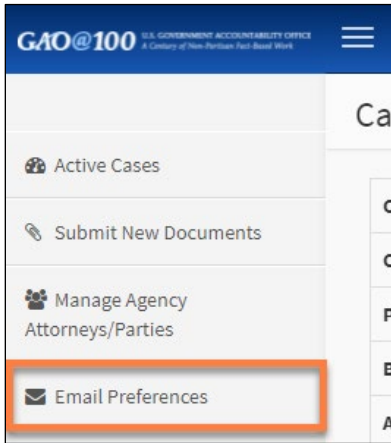


Activate Email Notifications

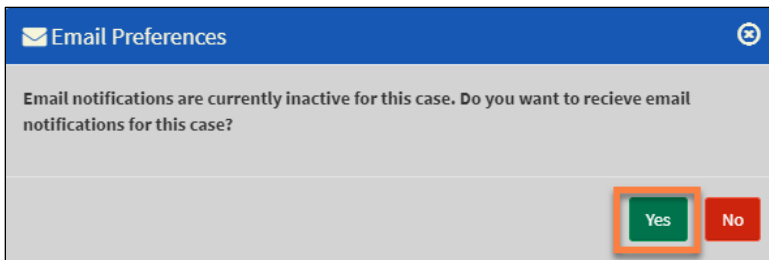
1. On the dashboard navigation menu, select **Email Preferences**.

Agency Representative Dashboard

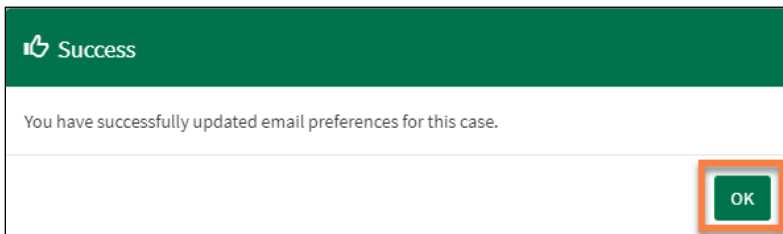
POC Dashboard



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



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



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, which this guide will collectively refer to as '**protected material**'. The following provides an overview of the EPDS features for properly marking and protecting protected material, as well as how to prepare redacted versions that are publically releasable.

7.1 Protecting a New Case

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

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

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

1. As shown in the example below, authorized users can access a protected filing by selecting the title in the **Type of Filing** column. The title is an **active** hyperlink that opens the protected document.

Case Docket Sheet	
Case Type	PROTEST
Company Status	SMALL
Protester	ABC TEST CORP.
B-Number	B-417136.1
Agency	Administrative Conference of the United States
Intervenor(s)	XYZ TEST INC.
Solicitation Number	98716
Consolidated Protests	

GAO Attorney Name
GAO Attorney Email
GAO Attorney Phone Number
Days Remaining
Case Status
Protective Order Issued?

[Download Offline Case Docket](#) Show entries

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

2. A user without access (such as an Intervenor), can see that a protected filing has been posted to the Docket. However, the user **cannot** open the filing because the title **is not** an active hyperlink for them.

Index	Alerts	Type of Filing	Filer	Protected ?	Date	Comments	GAO Notes
1		Protest	PROTESTER (Environmental Today)	YES	Apr 05 2016 17:18:55 EDT		
2		Supplemental Protest	GAO	YES	Apr 06 2016 13:53:20 EDT		
3		Comments	PROTESTER (Environmental Today)	YES	Jul 11 2016 15:00:52 EDT		

As discussed in the following section, if GAO determines that it is appropriate to issue a protective order, counsel who are admitted to the protective order will be able to access documents marked as containing information that is proprietary, confidential, or otherwise not releasable to the public on the docket.

7.2 Filing a Final Redacted Version

GAO’s Bid Protest Regulations require that a party submit redacted (or publically releasable) versions of any filings that were marked as containing protected material. For new protest and new request for reconsideration cases, the **Submit New Documents** link from the case docket sheet will includes several document types that

address redaction: **Final Redacted Version of (blank)** and **Proposed redactions to GAO decision**.

Type of document (Required)

Please Select Type of Document

- Please Select Type of Document
- Request for Dismissal
- Request for ____
- Notice Of ____
- Response to ____
- Other _____
- No Objection to ____
- Objection to
- Final Redacted Version of ____**
- Corrected version of _____
- 5-Day Letter
- Agency Report - Legal Memorandum & Contracting Officer's Statement
- Agency Report Exhibits
- Supplemental Agency Report Exhibits
- Proposed redactions to GAO decision**
- No Proposed Redactions to GAO Decision
- Request to Modify Protective Order
- Response to GAO Sustain Recommendation

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

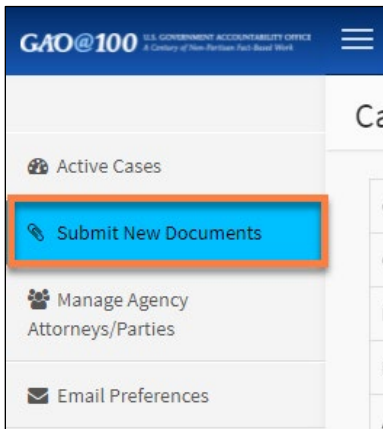
i NOTE

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

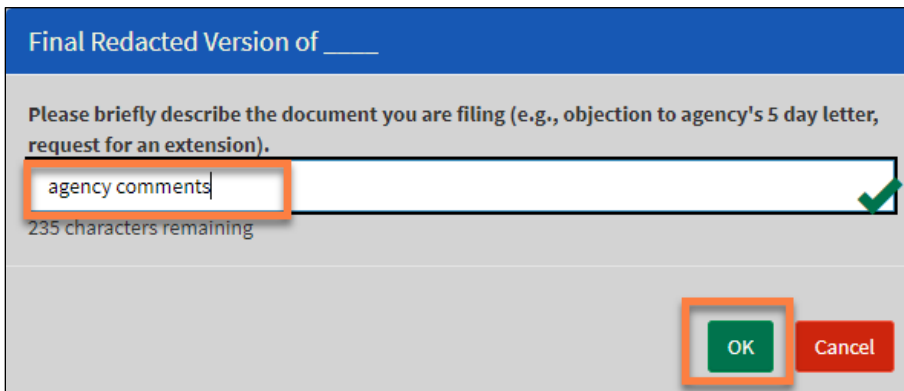
1. Select the appropriate protest from the dashboard.

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

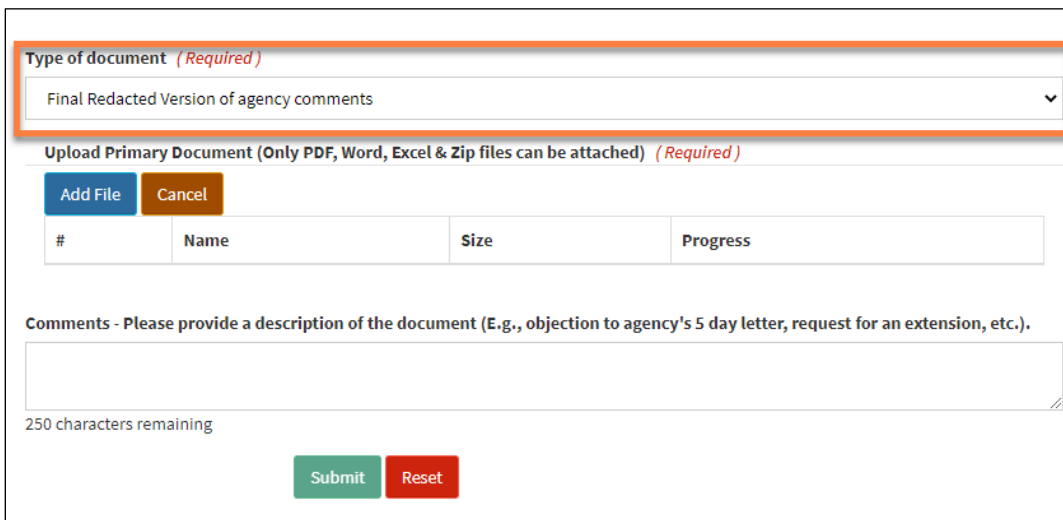
2. Select **Submit New Documents** on the side menu.



3. Complete the description of the document, in the popup box that appears and select **OK** to continue.



4. This example depicts the selection of **Final Redacted Version of (blank)** as the **Type of document**.



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

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

Add File **Cancel**

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

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

250 characters remaining

Submit **Reset**

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

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

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

Cancel

#	Name	Size	Progress
1	FAQ.pdf	126527	Remove

Do you want to Upload Associated Documents? (Required)

Yes No

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

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

250 characters remaining

Submit **Reset**

8. A Warning will appear verifying that you want to proceed with posting a filing that is accessible by all parties. Select **Yes** to continue.

Warning

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

Do you want to proceed ?

Yes
No

- The **Final Redacted Version** document is marked as **not** containing information that is proprietary, confidential, or otherwise not releasable to the public and will be 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 (REDACTED)	YES	Mar 22 2016 15:22:26 EDT		Notes added
7		Supplemental Protest	PROTESTER (REDACTED)	NO	Apr 05 2016 10:47:52 EDT		
8		Final Redacted Protest	PROTESTER (REDACTED)	NO	Apr 27 2016 11:07:55 EDT		

Showing 1 to 8 of 8 entries

7.3 Filing a Proposed Redaction to a GAO Decision

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

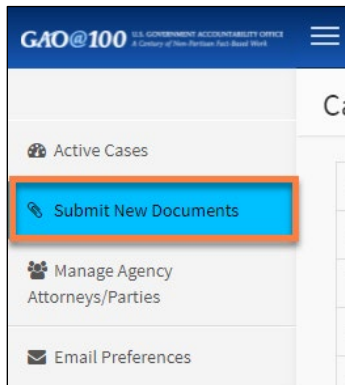
- Select the appropriate protest from the dashboard.

Dashboard Dashboard Active Case OPEN

Show/Hide Columns Show entries Filter Records:

B-Number	Protester	Filing Date	Agency	Due Date	EPDS Cntrl #	Case Type	Case Status
B-330533.1	Test Protest 5	Aug 29 2018 14:52:51 EDT	Administrative Conference of the United States	03/01/2019	A-01BCM	PROTEST	OPEN
B-417137.1-RECON ABC., B-417135.1.	ABC Test LLC-RECON-RECON	Sep 21 2018 09:05:00 EDT	Administrative Conference of the United States	03/01/2019	A-R1CAE	RECONSIDERATION	OPEN

- Select **Submit New Documents**.



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

 A screenshot of the document upload form. The "Type of document" dropdown menu is highlighted with a red box and shows "Proposed redactions to GAO decision" selected. Below the dropdown is the "Upload Primary Document" section, which includes "Add File" and "Cancel" buttons and a table with columns for "#", "Name", "Size", and "Progress".

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

 A screenshot of the comments field. The text "Comments - Please provide a description of the document (E.g., objection to agency's 5 day letter, request for an extension, etc.)." is displayed above a text input area. Below the input area, it says "250 characters remaining". At the bottom, the "Submit" button is highlighted with a red box, along with a "Reset" button.

5. All Proposed Redactions are automatically marked by the system as having proprietary information. Only appropriate parties will be able to view these documents.
6. GAO will evaluate the proposed redactions. GAO will either correspond further with the parties regarding their proposed redactions or will proceed to issue a Public Decision that will be accessible on the docket and available to all authorized users with access to the case.

7.4 Protective Order

GAO may, in appropriate cases, issue a protective order that will allow authorized counsel access to all materials in a case that are marked as containing protected material. For additional information regarding GAO's protective order process, please review **Bid Protests at GAO: A Descriptive Guide** and **Guide to GAO Protective Orders** at <https://www.gao.gov/legal/bid-protests/reference-materials>.

1. The default setting in EPDS is that a case **will not** have a protective order. As shown on the docket, the case below does not have a protective order.

Case Docket Sheet Dashboard > Case Docket Sheet

Case Type	PROTEST	GAO Attorney Name	pending
Company Status	SMALL	GAO Attorney Email	pending
Protester		GAO Attorney Phone Number	pending
B-Number	B-412739.1	Days Remaining	69
Agency	Administrative Conference of the United States	Case Status	OPEN
Intervenor(s)		Protective Order Issued?	<input type="radio"/> Y <input checked="" type="radio"/> N
Solicitation Number	unknown		
Consolidated Protests			

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**.

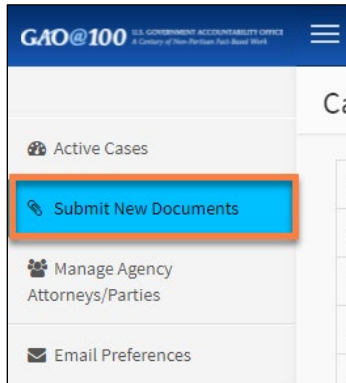
Case Docket Sheet Dashboard > Case Docket Sheet

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

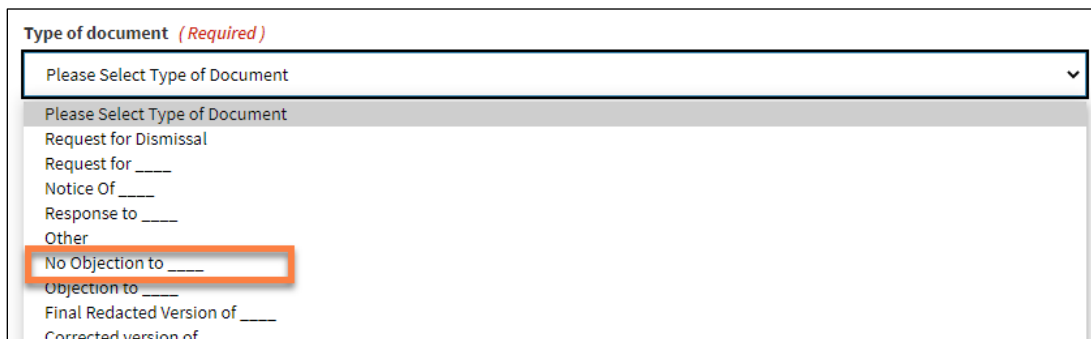
7.4.1 Agree to a Protective Order Admission

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

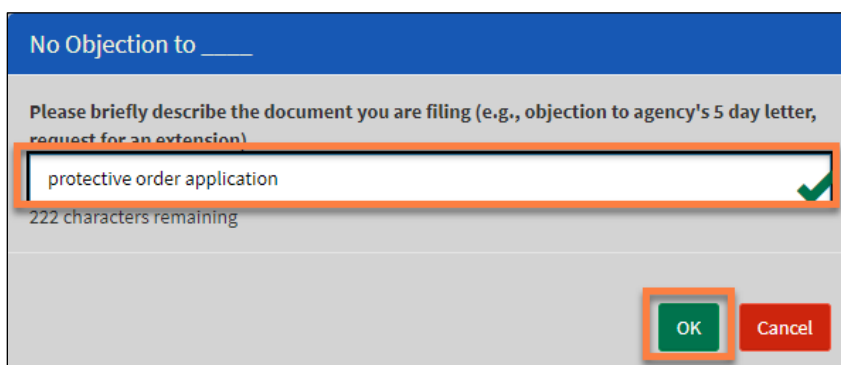
1. While on the Docket, select **Submit New Documents** on the navigation menu.



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



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



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

Type of document *(Required)*

No Objection to protective order application

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

Add File Cancel

#	Name	Size	Progress

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

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

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

Cancel

#	Name	Size	Progress	
1	FAQ.pdf	126527		Remove

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

Yes No

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

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

250 characters remaining

Submit Reset

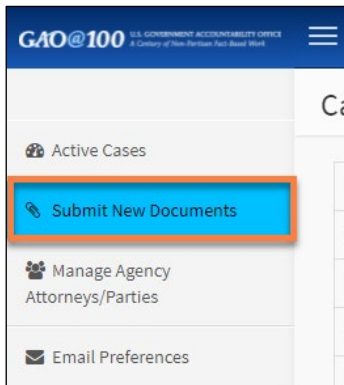
- The party's non-objection will appear on the docket.

Index	Alerts	Type of Filing	Filer	Protected ?	Date
1		Protest	PROTESTER	YES	Mar 25 2016 12:45:51 EDT
2		Request for Testing	PROTESTER	YES	Mar 25 2016
3		Request for Protective Order Application	GAO	NO	May 04 2016 18:14:32 EDT
5	!	No objection to protective order application	GAO	NO	May 04 2016 18:23:05 EDT

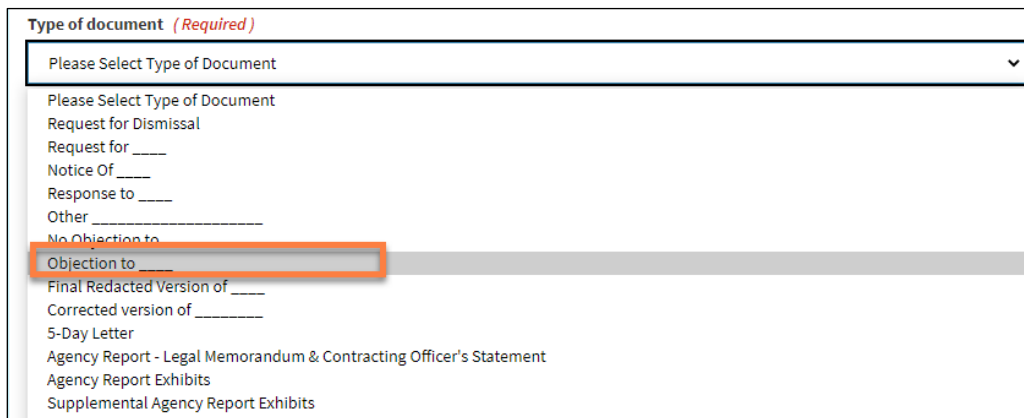
7.4.2 Objection to a Protective Order Application

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

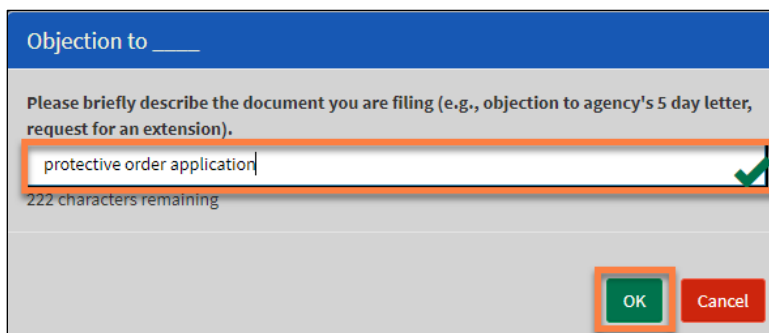
1. While on the Docket, select Submit New Documents on the navigation menu.



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



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



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

Type of document *(Required)*

Objection to protective order application

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

Add File Cancel

#	Name	Size	Progress

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

Yes No

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

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

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

Cancel

#	Name	Size	Progress	
1	FAQ.pdf	126527		Remove

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

Yes No

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


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

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

250 characters remaining

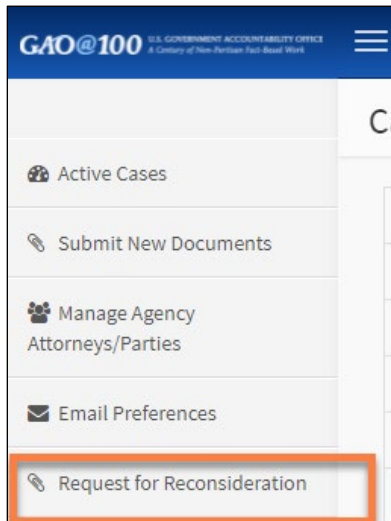
Submit Reset

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

7		Notice Of Decision on RFD	GAO	YES	Mar 21 2019 14:22:04 EDT
8		Objection to protective order application	AGENCY (Administrative Conference of the United States)	NO	Aug 26 2021 15:38:15 EDT

8.0 Closed Case Actions

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



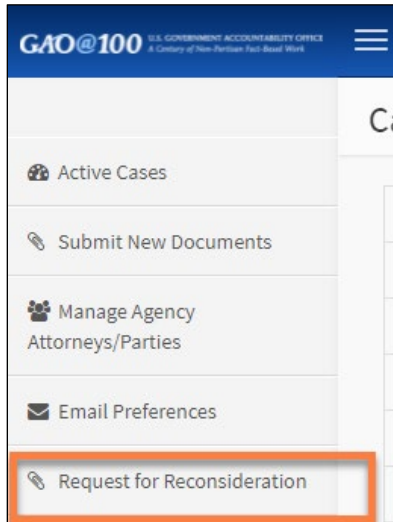
Based on the filing decision, **Submit New Documents** may not be visible as a navigation option.

8.1 File a Request for Reconsideration

When GAO issues a decision on a case, parties who have not disabled notifications will be notified by email of the decision. Additionally, a case status of **Closed** is displayed in the **Case Status** column of the dashboard and the case docket sheet.

Case Docket Sheet		Dashboard > Case Docket Sheet	
Case Type	SUPPLEMENTAL	GAO Attorney Name	[REDACTED]
Company Status	LARGE	GAO Attorney Email	[REDACTED]@gao.gov
Protester	[REDACTED]	GAO Attorney Phone Number	1 ([REDACTED]) [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			

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



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

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

 A screenshot of the 'Upload Request for Reconsideration Document' form. The title is 'Upload Request for Reconsideration Document (Only PDF, Word, Excel & Zip files can be attached) (Required)'. Below the title are two buttons: 'Add File' (highlighted with a red box) and 'Cancel'. Below the buttons is a table with 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? (Required)'. There are two radio buttons: 'Yes' and 'No'. Below the question is a 'Comments' section with a text area and a '251 characters remaining' indicator. At the bottom is a green 'Submit' button.

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

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

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

#	Name	Size	Progress
1	FAQ.pdf	126527	

Do you want to Upload Associated Documents? (Required)

Yes No ✔

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

Do you want to Upload Associated Documents? (Required)

Yes No ✔

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

Yes No

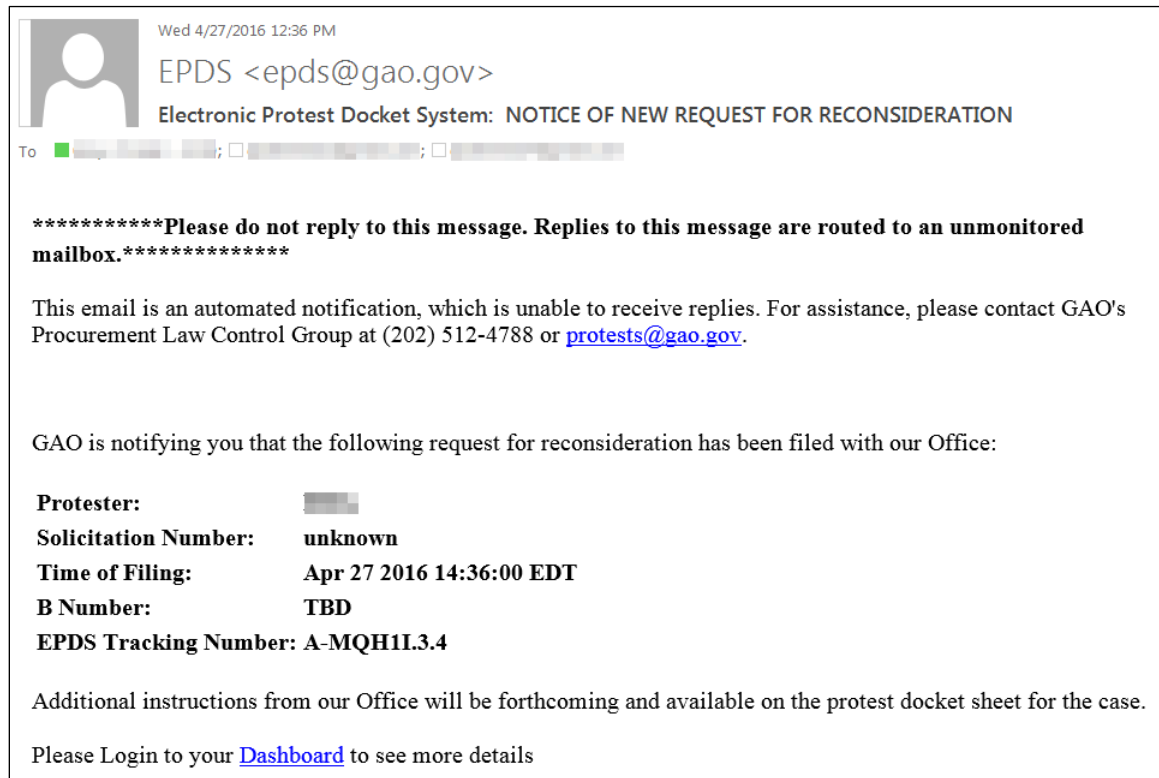
Comments

251 characters remaining

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

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

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

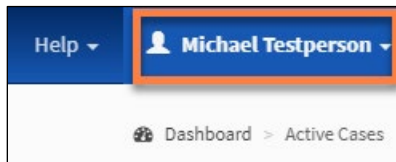


8. Once GAO assigns an attorney to the request for reconsideration, GAO will prepare a case acknowledgement package that includes, among other information, the B-Number assigned to the case. The acknowledgement package will be available on the case docket sheet, and users who have not turned off email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

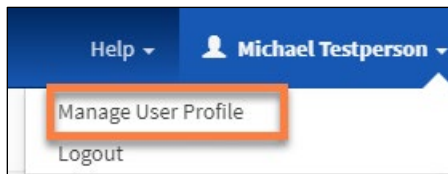
9.0 Manage User Profile

Follow these instructions to edit your user **Profile**. You can edit most of your user information, **with the exception of your email address**.

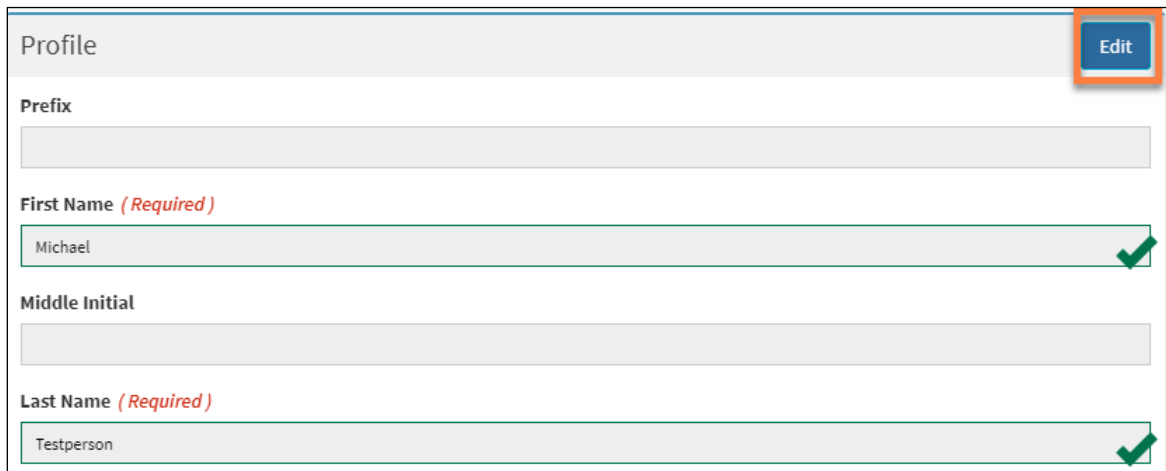
1. Select your name displayed in the upper right corner of the window.



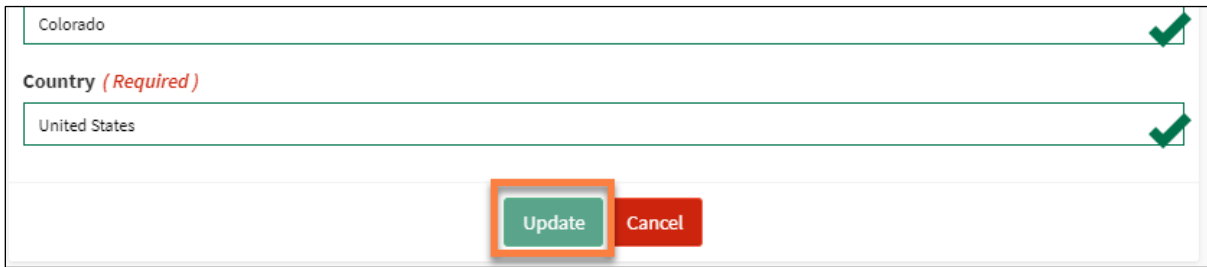
2. Select **Manager User Profile**.



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

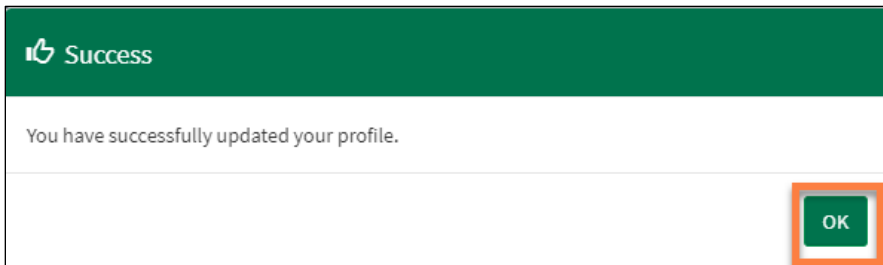
A screenshot of the 'Profile' page. The page title is 'Profile'. In the top right corner, there is a blue 'Edit' button highlighted with an orange border. Below the title, there are several input fields: 'Prefix' (empty), 'First Name (Required)' (containing 'Michael' with a green checkmark), 'Middle Initial' (empty), 'Last Name (Required)' (containing 'Testperson' with a green checkmark).

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



A screenshot of a web form for updating profile information. The form contains two dropdown menus. The first dropdown menu is labeled 'Colorado' and has a green checkmark icon in the top right corner. Below it, the text 'Country (Required)' is displayed in red. The second dropdown menu is labeled 'United States' and also has a green checkmark icon in the top right corner. 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.

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

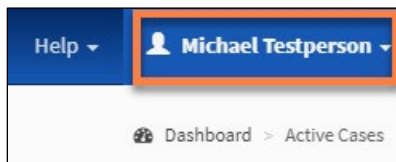


10.0 Manage Password

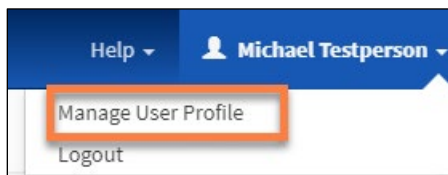
10.1 Change Password

Follow these instructions to perform the following actions that can be accessed from your Profile page: edit your [Profile](#), [Change Password](#), and [Change Security Questions](#). You can edit most of your user information, **with the exception of your email address**.

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



2. Select Manager User Profile.



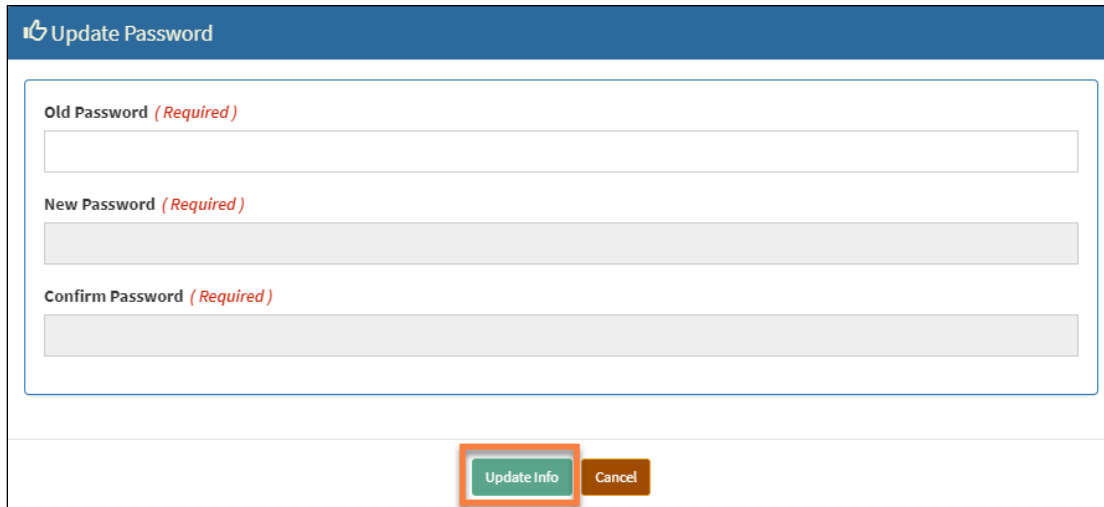
3. Select [Change Password](#) on the navigation menu.



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

- Special characters (For example, #, \$, and ^)

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



Update Password

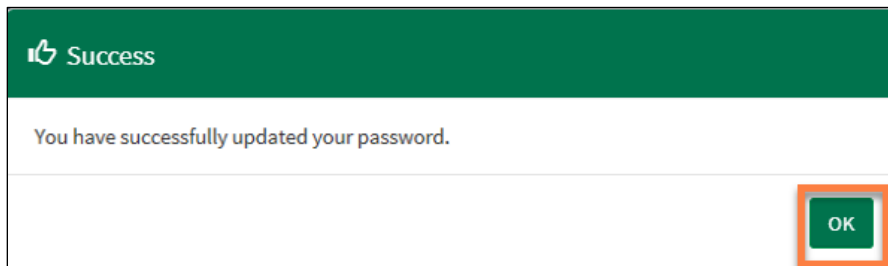
Old Password *(Required)*

New Password *(Required)*

Confirm Password *(Required)*

Update Info Cancel

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



Success

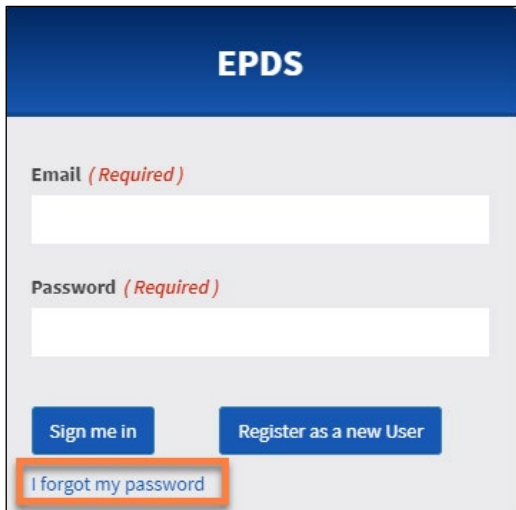
You have successfully updated your password.

OK

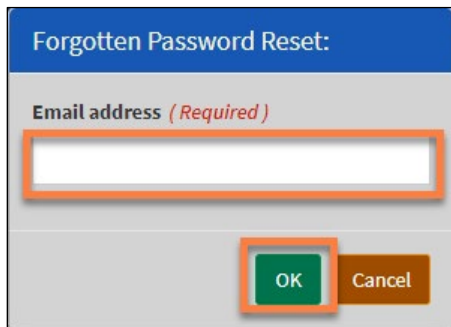
10.2 Reset Password

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

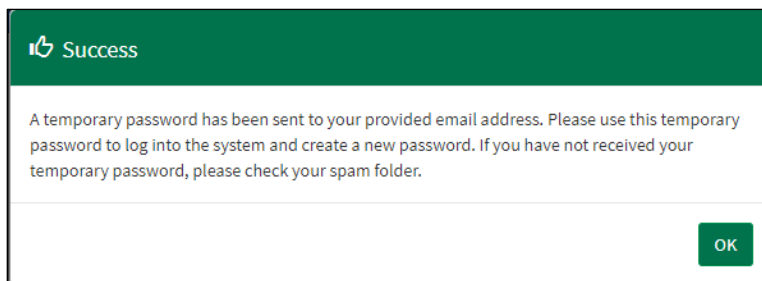
1. On the EPDS login page, select the [I forgot my password](#) link.



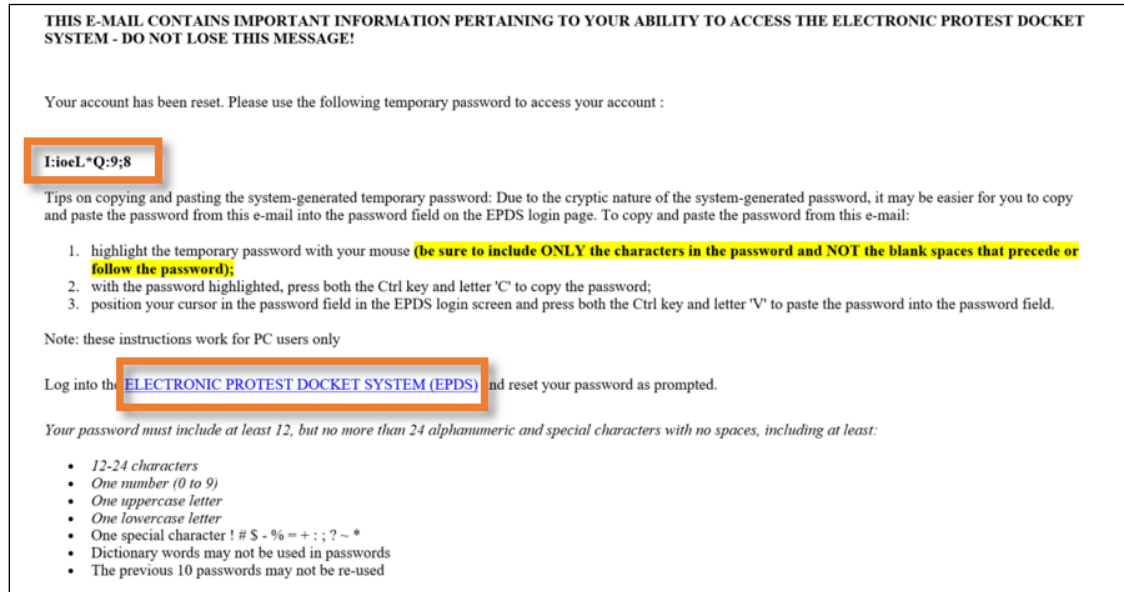
2. In the pop up, enter the email address associated with your EPDS account, and select **OK**.



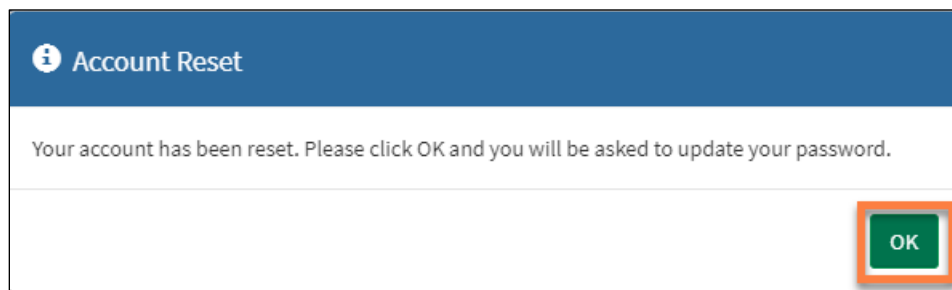
3. Select **OK** on the Success pop-up window.



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



5. Follow the login steps as in section 2.3. Log In using your temporary password, which you copied in step 3 above.
6. Select **OK** on the **Account Reset** pop-up window.



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

Update Password

New Password *(Required)*

Confirm Password *(Required)*

Update Info Cancel

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

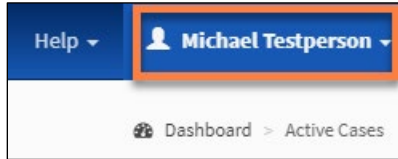
Welcome to EPDS

You have successfully updated your information.

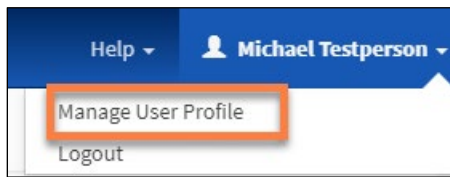
OK

11.0 Change Security Questions

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



2. Select **Manager User Profile**.



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



Select and complete three distinct security questions. If you only want to change one or two items, you can re-enter some of the questions you used previously. Select **Update Info** to finish.

Change Security Questions

Warning!
Please select and answer three distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the Help ? above.

Security Question 1 (Required)

Please Select Security Question.

Security Question 2 (Required)

Please Select Security Question.

Security Question 3 (Required)

Please Select Security Question.

12.0 System Unavailability

GAO will endeavor to maintain the availability of EPDS during normal business hours, which are Monday through Friday, 8:00 a.m. to 5:30 p.m. Eastern Time, excluding Federal holidays or when GAO's Headquarters are otherwise closed. In the event that a filer is unable to file a document in EPDS due to a technical failure of EPDS during normal business hours, please refer to the EPDS instructions available <https://www.gao.gov/legal/bid-protests/file-a-bid-protest>. If a filer is unable to file a document in EPDS during a period other than normal business hours, the filer should attempt to file its document during the next period of normal business hours.

List of Acronyms

Acronym	Definition
EPDS	Electronic Protest Docketing System
GAO	U.S. Government Accountability Office
POC	Point of Contact