



Electronic Docketing System (EDS)

Register as a New Filer | Log In

EDS is a web-based system that works in these supported browsers: **Google Chrome, Firefox, Safari, or Microsoft Edge**. Please avoid using Internet Explorer (IE), as there are known issues that could affect your experience. Anyone wishing to file documents in EDS or to request to join as a Grantee/Third Party in a case must be a registered filer in EDS.

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

2. In the **Please Select Account Type** pop-up, select one:

- **Non-Agency Party Representative I want to:** Register as one of the following
 - Appellant - Contract Disputes Act, FCIC, or ISDA
 - Applicant/Grantee - FEMA arbitrations

Please Select Account Type

Account Type

Non-Agency Party Representative

Register as one of the following types of non-agency party representatives:

- Appellant - Contract Disputes Act, FCIC, or ISDA
- Applicant/Grantee - FEMA arbitrations

OK

Cancel

or

- **Agency Representative - I want to:** Visit an EDS web page that indicates an Agency Representative account is necessary; Represent yourself as an agency representative; Participate in cases associated with agencies you are representing. Select OK.

The screenshot shows a dialog box titled "Please Select Account Type". It features a dropdown menu under the heading "Account Type" with "AGENCY REPRESENTATIVE" selected. Below this, the text "Request Agency Representative Access to:" is followed by a bulleted list: "Visit an EDS web page that indicates an Agency Representative account is necessary", "Represent yourself as an agency representative", and "Participate in cases associated with agencies you are representing". At the bottom right, there are two buttons: a green "OK" button and an orange "Cancel" button.

3. The next step depends on the account type you selected:

- If you are a Non-Agency Party Representative, complete all fields in the pop-up window.

The screenshot shows a registration form titled "Register as Non-Agency Party Representative". The form is titled "Non-Agency Party Representative Info" and contains several input fields: "Email (Required)", "Prefix", "First Name (Required)", "Middle Initial", and "Last Name (Required)". At the bottom, there is a checkbox with the text "I have reviewed and agree to abide by CBCA's Rules of Procedure and EDS Instructions, which are available here: <https://cbca.gov>". Below the checkbox is a blue "Register" button.

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- If you are an **Agency Representative**, read the warning and select **OK**, then complete all fields in the pop-up window.

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.

OK

Cancel

4. Select the checkbox indicating you have reviewed and agree to abide by CBCA's Rules of Procedure and EDS Instructions. Select **Register** to complete the process.

I have reviewed and agree to abide by the CBCA's Rules of Procedure and EDS Instructions, which are available at:
<https://cbca.gov>

Register

[Return to the login page](#)

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5. If your registration is successful, a **Rules of Behavior** pop-up window will appear. Select **I agree** to proceed.

Rules of Behavior



1. PURPOSE. These Rules of Behavior apply to EDS users. Their purpose is to ensure that system users abide by the security requirements and procedures needed to protect EDS and its system users' information. It is also intended to help raise security awareness and inform system users about security policies and procedures.
2. POLICIES. National policy requirements regarding information systems are stated in the Federal Information Security Modernization Act of 2014 (FISMA), 44 U.S.C. Chapter 35; the Computer Fraud and Abuse Act, 18 U.S.C. 1030; and OMB Circular A-130, Managing Information as a Strategic Resource.
3. This notice applies to EDS users.
4. UNDERSTANDING AND AGREEMENTS. As a user of the EDS, I:
 - Will use EDS only for authorized purposes.
 - Understand that information processed on this site may be monitored.
 - Will protect EDS 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 in the system.
 - Will not retrieve information for someone who does not have authority to access the information.
 - Will not intentionally access, delete, or alter files, operating systems or programs.
 - Will protect and not share or publicly post my password.
 - Will report to CBCA if my password has been compromised.
 - Will be responsible for all activity that occurs on my individual account once my password has been used to log on.
 - Will ensure my password meets EDS 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 EDS system.
 - Will not try to disable or subvert EDS security controls or monitoring mechanisms.
 - Will ensure that the Web browser window is closed before navigating to other sites.
5. EFFECTIVE DATE. This agreement becomes effective on the date that you accept these *Rules of Behavior*.

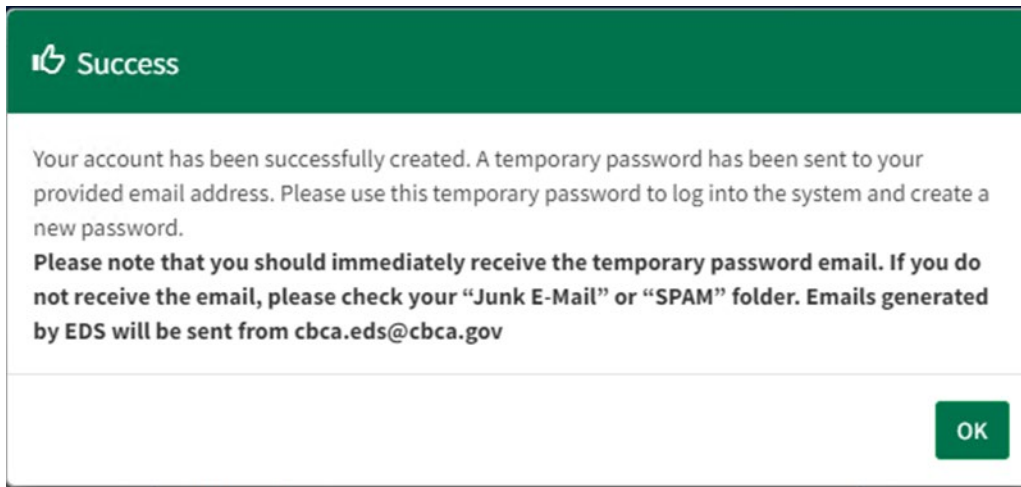
ACCEPTANCE

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

I Agree

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- 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.

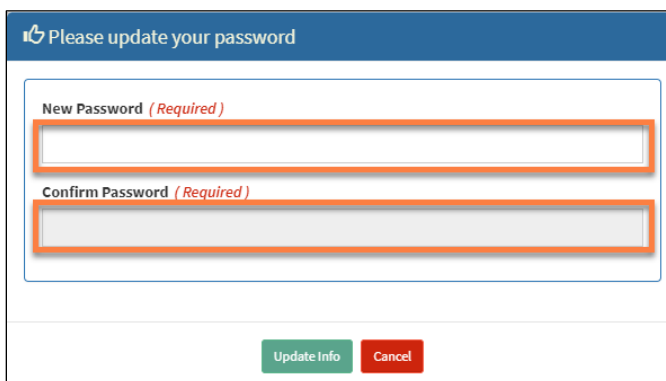


- After successfully registering, the system will send you an email with a **temporary password**, which you are required to change at your initial log in.

[Initial Log In](#) | [Register](#)

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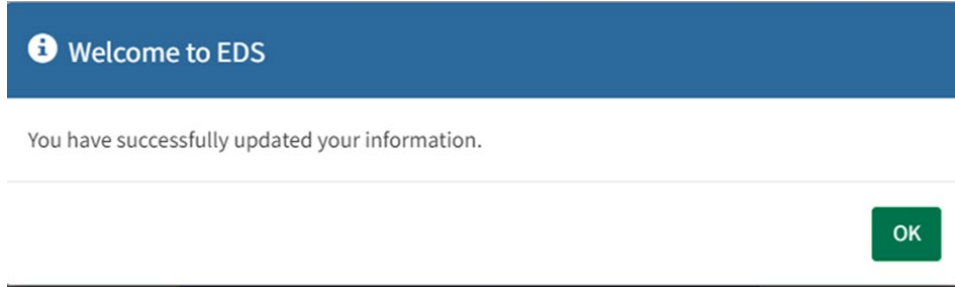
- In the login box, enter the email address that you created your account with, and the temporary password that you received after registering in EDS. You will be prompted to change your password.
- Enter your new password. Confirm your new password in the next field, and select **Update Info**.

A screenshot of a 'Please update your password' form. The title bar says 'Please update your password' with a checkmark icon. The form contains two text input fields: 'New Password (Required)' and 'Confirm Password (Required)'. Both fields are highlighted with an orange border. At the bottom, there are two buttons: 'Update Info' (green) and 'Cancel' (red).

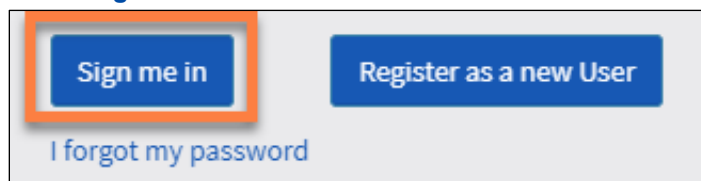
- Passwords must be between 12 and 24 characters in length, and contain **one character from each of the following four categories**:
 - English uppercase characters (A to Z)
 - English lowercase characters (a to z)

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- Base 10 digits (0 to 9)
- Special characters (For example, #, \$, and ^)
- Select **OK** on the **Welcome to EDS** success pop-up window.



3. Select **Sign me in**.



4. 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.