ERAS 2013

MyERAS Residency
User Guide

www.aamc.org/eras

About the MyERAS User Guide

This guide explains how ERAS works and outlines the steps for using MyERAS to apply to residency programs. Reading this guide may help you avoid errors that could affect your application.

Welcome to ERAS[®]

Welcome to ERAS, a service of the Association of American Medical Colleges (AAMC). You may have used ERAS to apply to residency programs when you graduated from medical school or were certified by ECFMG. ERAS is easy to use, but it is important that you read and understand how the service works as some aspects have changed from using ERAS to apply to residency programs.

How does ERAS work?

ERAS is a service that transmits residency applications, letters of recommendation (LoRs), Medical Student Performance Evaluation (MSPE), medical school transcript, USMLE transcript, COMLEX transcript, and other supporting credentials from you and your Designated Dean's Office.

ERAS consists of MyERAS, the Dean's Office Workstation (DWS) – software used by the Designated Dean's Office, the Program Director's Workstation (PDWS) – software used by residency programs; and the ERAS PostOffice.

To access MyERAS, first contact your Designated Dean's Office.

Applicant Type	Designated Dean's Office	Contact Number	Contact E-mail Address	Web site
U.S. Seniors & Graduates including Osteopathic	Medical School of Graduation	Contact Medical School of Graduation		
International Medical Graduates	Educational Commission for Foreign Medical Graduates (ECFMG)	215-966-3520	eras-support@ecfmg.org	www.ecfmg.org/eras
Canadian Medical Graduates	The Canadian Resident Matching Service (CaRMS)	1-877-CARMS-42 (1-877-227-6742)	help@carms.ca	www.carms.ca

All U.S. medical schools, as well as the ECFMG and CaRMS, participate in ERAS.

Your Designated Dean's Office will issue you a token, an alphanumeric code, used to register on MyERAS. After registration, you will access MyERAS using the AAMC ID that was given to you as the final step of your registration process along with your self-created password. Beginning

July 1, 2012, all applicants may use MyERAS to begin completing their application, identifying programs in which they are interested, and creating and assigning supporting documents.

- July 1, 2012 – D.O. applicants may apply to AOA residency programs.
- September 15, 2012 – applicants may apply to ACGME residency programs.

Participants

There are a variety of people involved in the ERAS process. It is important to know your role and responsibilities to ensure a smooth application process.

Applicants

☐ *Research Residency Programs and Contact them for Information*

ERAS does not set residency program application deadlines or requirements. Contact the programs you are interested in to find out more about their requirements and deadlines. Also, confirm the program is participating in ERAS 2013 before sending your application materials to them via ERAS.

This information can be found on the Participating Specialties and Programs Web site at http://services.aamc.org/eras/erasstats/par/. This page is updated in June each year. Many programs send brochures or have Web pages with information for prospective applicants. Another source of information is the Graduate Medical Education Directory 2012-2013 ("Green Book"). An online version of the Green Book known as FREIDA will be available at www.ama-assn.org.

Note	ERAS is not always alerted to changes by residency programs. Therefore, it is your responsibility to confirm the program's participation in ERAS and that you meet all eligibility requirements and program deadlines **before** applying. Also, some programs have state requirements to which they must adhere that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.

☐ *Contact your Designated Dean's Office for processing instructions and to receive your ERAS token to access MyERAS.*

☐ *Register for MyERAS.*

☐ *Remember your AAMC ID and self-created password for future access to MyERAS and the Applicant Document Tracking System (ADTS).*

☐ *Complete and submit your MyERAS application and personal statement(s) using MyERAS.*

☐ *Request and assign USMLE and/or COMLEX transcripts, LoRs, and photographs.*

☐ *Print Letter Request Forms and distribute to LoR Author(s).*

☐ *Apply to programs.*

☐ *Track documents through ADTS and monitor the Message Center for information from residency programs and important notices from ERAS.*

☐ *Return to MyERAS to update your Profile, request updated USMLE and/or COMLEX scores, and make changes to program selections and assignments as needed.*

☐ *Pay all fees as invoiced.*

Note	Do not discard correspondence from ERAS about billing. It is important to pay all fees in a timely manner to avoid a disruption of ERAS services.

U.S. Medical School Responsibilities

- Establish policies and procedures for local ERAS processing for seniors and prior year graduates applying to residency programs.
- Create and assign tokens to applicants from their institution only.
- Keep contact information current in ERAS Account Maintenance (EAM).
- Carefully browse or scan in and attach supporting documents to applicant files.
- Transmit documents to the ERAS PostOffice.
- Support applicants in the application process.
- Maintain confidentiality of applicant information.
- Back up DWS applicant data.

Educational Commission on Foreign Medical Graduates (ECFMG) Responsibilities

For foreign medical graduates, the ECFMG is your primary resource with regard to the ERAS application process and provides guidance to all IMGs regarding U.S. graduate medical education.

- The primary resource in providing guidance to all International Medical Students/Graduates (IMGs) and Fifth Pathway graduates about the ERAS application procedures and advising about the US graduate medical education process.
- Scan, attach and transmit applicant documents including medical school transcripts, LoRs and Medical Student Performance Evaluations (MSPEs). Go to www.ecfmg.org/eras for submission guidelines of digital photograph upload procedures.
- Provide confirmation of documents received, at ERAS Support Services section at ECFMG – OASIS.
- Download applicant requests for USMLE transcripts.
- Transmit USMLE transcripts to programs as instructed by the applicant.
- Update USMLE transcripts and re-send as requested by the applicant.
- Transmit/update all applicants' ECFMG Status Report to programs.

- Collaborate with international medical school officials participating in the ECFMG Medical School Web Portal (EMWSP) with the collection of supporting documents of their student/graduates participating in ERAS.
- Maintain confidentiality of applicant information.

ECFMG has requested that all IMGs adhere to all guidelines published on its Web site at www.ecfmg.org/eras. Failure to read and comply with all ECFMG published guidelines may result in processing delays.

National Board of Medical Examiners (NBME) Responsibilities

- Download applicants' requests for USMLE transcripts from the ERAS PostOffice.
- Transmit USMLE transcripts to the ERAS Post Office, for access by designated programs.
- Mail passing NBME Part scores to programs if applicable.
- Transmit updated USMLE transcripts automatically to all designated programs when a new step result becomes available (if requested).
- Maintain confidentiality of applicant information.

National Board of Osteopathic Medical Examiners (NBOME) Responsibilities

- Download applicants' requests for COMLEX transcripts from the ERAS PostOffice.
- Transmit COMLEX transcripts to programs as directed by examinees.
- Send paper transcripts for NBOME Part examination scores.
- Update and re-send scores as requested by examinees.
- Maintain confidentiality of applicant information.

Residency Programs Responsibilities

- Establish requirements and deadlines for the receipt of applications.
- Update contact information in ERAS Account Maintenance (EAM).
- Maintain communications with the ERAS PostOffice.
- Communicate with applicants regarding preferred application requirements and process.
- Retrieve applications from the ERAS PostOffice.
- Review and follow instructions in ERAS Notices.
- Maintain confidentiality of applicant information.
- Back up PDWS data.

ERAS Staff Responsibilities

- Provide MyERAS Web site, User Guide, and instructions.
- Provide technical support to applicants, schools, and programs.
- Ensure reliable and secure file transfer of application materials.

- Release MSPEs on October 15th to AOA-accredited residency programs.
- Release MSPEs on October 1st to ACGME-accredited residency programs.
- Communicate problems, solutions, issues, etc. to users.
- Maintain confidentiality of applicant residency information at the ERAS PostOffice.

Policies

All information regarding ERAS policies can be found online at
https://www.aamc.org/students/medstudents/eras/ and selecting policies on the left navigation.

ERAS Integrity Promotion - Education Program

The Education Program is designed to educate ERAS users about the type of events considered fraudulent; discourage fraudulent activity; and encourage reporting of such activity where warranted. Types of irregularities and activities targeted for investigation include, but are not limited to:

- Omission of education extension
- Omission of previous residency training
- Submission of fraudulent publication citations
- Submission of fraudulent LoRs
- Plagiarism of personal statements

As part of our education plan, we include audience specific information about the Integrity Promotion Program.

ERAS Applicants
The ERAS Investigations Program information outlines the steps in the process and delineates specific infractions that can trigger an investigation and the consequences of a positive finding.

Medical Schools
Each year ERAS sends U.S. medical schools the ERAS applicant brochure which includes the ERAS investigations policy for distribution to applicants. Schools should review the ERAS Investigations Program information we provide for ERAS applicants to learn more about the process.

An increasingly common issue with applications is personal statement plagiarism. Here are a few of the Web sites that applicants have used to obtain text for personal statements:

- www.usmleweb.com
- www.medfools.com
- www.newmediamedicine.com
- www.aippg.info/sample-personal-statements-ERAS.html#statement1

ERAS Programs
ERAS disseminates information about the Integrity Promotion Program at specialty meetings and in distributed literature to programs participating in ERAS. ERAS also sends periodic correspondence directly through the PDWS software to inform programs of Web sites that applicants frequent for plagiarism material and other relevant information.

If you are aware of any activity by an applicant that is considered irregular behavior, please contact ERAS Investigations at erasinvestigations@aamc.org.

The ERAS Integrity Promotion - Investigation Program

ERAS is committed to supporting a high standard of integrity throughout the application process for residency and fellowship positions. Unethical behavior is strongly discouraged and will be thoroughly investigated and addressed appropriately. To ensure fairness in the application process, ERAS has developed a formalized investigations policy.

ERAS Investigations Process

Step One
A complaint is initiated by providing relevant information to ERAS in writing regarding the alleged unethical behavior.

Step Two
ERAS staff investigates the allegation by collecting information pertaining to the complaint from involved parties including, but not limited to, program(s) alleging irregular behavior.

Step Three
The applicant is informed of the complaint in writing. The applicant has two (2) weeks to respond in writing to the allegation, providing relevant supporting information and facts.

Step Four
A Preliminary Report is created and AAMC legal counsel reviews the findings and approves distribution of the Preliminary Report.

Step Five
The Preliminary Report is distributed to the applicant for review is given two (2) weeks to respond in writing to the findings "for the record." Applicant may provide additional information to include in Final Report.

Step Six
A Final Report of findings is distributed to interested parties (applicant, designated dean's office, applied to programs) and includes any written response provided by the applicant.

Step Seven
The applicant is added to the ERAS database of violators to the Integrity Promotion Policy and reports are distributed to each program to which the applicant applies - in the current season, as well as in the future. This information is also shared with ERAS' sister program FindAResident (FAR).

Note	If an applicant is considered a violator in ERAS, he/she will be unable to use FAR if they have an outstanding balance with ERAS. The applicant is also identified as an ERAS violator in FAR system.

The AAMC Polices and Procedures for Investigation Reported Violations of Residency/Fellowship Application Standards (https://www.aamc.org/download/139282/data/investigationpolicy.pdf) outlines the details of the Investigations Policy.

Source Documentation in ERAS

ERAS strives to transmit source documentation via the ERAS system. This requires that designated dean's offices receive supporting documents that are created by the original author/owner. Designated dean's office staff who transmit these documents to training programs via ERAS must receive, for example, original letters of recommendation (LoRs) directly from the author and receive medical school transcripts and MSPEs issued directly from the medical school. Reproductions of PDWS documentation from prior ERAS applications, do not qualify as acceptable source documentation. Designated dean's offices have been instructed not to accept printed PDWS documents for transmission via the ERAS system.

ERAS prohibits the use of ERAS documents received through the Program Director's Workstation (PDWS) for any other purpose, and these documents may not be printed, faxed, e-mailed or otherwise transmitted to any individual or organization that is not associated with securing the applicant's training position at your institution. Documentation received via the PDWS may only be used for the review and evaluation of an applicant for a training position at your program.

What's New for ERAS 2013?

Date Changes

- **October 1, 2012** - MSPEs are released for all applicants applying to ACGME-accredited residency programs.
- **September 15, 2012** - ERAS 2013 PostOffice opens to ACGME-accredited residency programs. Applicants may begin transmitting their applications to ACGME-accredited residency programs.

ERAS LoR Portal Version 1.0
ERAS is pleased to offer the *Letter of Recommendation Portal (LoR Portal) Version 1.0* for the ERAS 2013 season. This new tool gives LoR Authors the option to upload LoRs on your behalf via the web, as opposed to having to mail your LoRs to your Designated Dean's Office. More information is available online: https://www.aamc.org/eras/lorp.

Application Changes

Profile

- Citizenship: Non-U.S. Citizens (Foreign National options) – By selecting Yes to Visa Sponsorship, the system will automatically list your Expected Visa/Employment Authorization as H-1B and J-1.

- NRMP Participation is now a required question.

- ECFMG Certification question has been removed. This information will come directly from the ECFMG.

- NBOME ID is now a required field for Osteopathic applicants.

Examinations

- The *Examinations* tab has been removed. Applicants will no longer be required to self-report their USMLE and/or COMLEX scores since this information is available in the USMLE and COMLEX transcript applicants release to programs.

Race and Ethnicity

- The *Race and Ethnicity* tabs have been replaced with the *Self-Identification* tab to meet AAMC Data Collection standards.

Language Fluency

- The *Language Fluency* tab was added to allow applicants to indicate language fluency in more detail.

LoR Coversheets

- *LoR coversheets* are no longer available in MyERAS or on our website. *LoR coversheets* have been replaced with *Letter Request Forms*. Applicants must enter and finalize LoRs on the *Letter of Recommendation* tab in MyERAS to generate a unique *Letter Request Form* for each LoR Author. *The Letter Request Form* provides instructions for LoR Authors on how to submit LoR(s) via the LoR Portal or by mail.

Dashboard

- The *Dashboard* tab was created to give applicants a better overview of the work they have completed in their MyERAS application. ERAS Resource links are also available on the *Dashboard* for easy access.

- Trailing links have been added to give applicants easy access to some of the most frequently used tools and features in MyERAS. These links are accessible no matter where you are in MyERAS.

Programs tab

- In an effort to make the *Programs* tab easier to navigate and more user-friendly, we have consolidated the 9 sub-tabs into 4 sub-tabs.

Payment

- ERAS will no longer accept payment for ERAS Fees using a check. We will only allow payments to be made using a credit card (Visa and MasterCard Only).

ERAS 2013 Application Fees

ERAS processing fees are based on the number of residency programs to which you applied. MyERAS automatically calculates your fees and you may pay online. For more detailed information, please visit https://www.aamc.org/students/medstudents/eras/residency/69732/fees_and_billing.html.

System Requirements for MyERAS

- Computer with Internet Connection
- Firefox 8.0, 10.0.2, 11.0, 12.0, and 13.0
- Internet Explorer 7.0, 8.0, and 9.0
- Valid E-mail Address

Note	ERAS does not support Safari. Firefox is supported and may be used by Mac (Apple) users.

2013 Timeline (As of 6/18/2012)

Note	For up-to-date and complete timeline details, please visit: https://www.aamc.org/students/medstudents/eras/residency/251892/june.html. A printable PDF timeline is also available for your convenience: https://www.aamc.org/download/251998/data/residency_timeline_print.pdf.

Date	Activity
Mid-June 2012	• ERAS ships DWS materials to all Designated Dean's Offices. • MyERAS User Guide is available online in PDF. • DWS User Guide is available online in PDF.
Late-June 2012	• Schools may begin generating and distributing tokens to applicants. • ERAS Support Services at ECFMG may begin generating and distributing tokens to applicants (IMGs only).
July 1, 2012	• Applicants may register on the MyERAS Web site and begin working on their applications. • Osteopathic applicants may apply to American Osteopathic Association (AOA)-accredited residency programs **only**. • Applicants may select ACGME-accredited residency programs, but **cannot** apply to these programs before September 1st.
July 15, 2012	• AOA-accredited programs may begin downloading application materials from the ERAS PostOffice.

September 15, 2012	• ERAS 2013 PostOffice opens to ACGME-accredited residency programs.
	• Applicants may begin transmitting their applications to ACGME-accredited residency programs.
October 1, 2012	• MSPEs are released at 12:01 a.m. ET for all applicants applying to ACGME-accredited residency programs.
October 15, 2012	• MSPEs are released at 12:01 a.m. ET for all applicants applying to AOA-accredited residency programs.
December 2012	• Military Match results are available.
February 2013	• AOA Match results are available.
March 2013	• National Resident Matching Program (NRMP) Main Residency Match results are available.
May 31, 2013	• ERAS PostOffice closes to prepare for ERAS 2014.

Registration

Get Your MyERAS Token

Contact your Designated Dean's Office to obtain your token and begin working on your application. Only your own Designated Dean's Office may generate a token you can use.

| Note | Each Designated Dean's Office establishes their own processing procedures for ERAS applicants. These procedures include the schedule for distributing materials, downloading applicant files, scanning transcripts, attaching documents, processing LoRs, and sending files to the ERAS PostOffice. Contact your Designated Dean's Office to check their schedule and procedures. |

MyERAS

It is important to register early. Your Designated Dean's Office cannot scan your documents until you have registered. After receiving your token from your Designated Dean's Office, log into MyERAS at https://services.aamc.org/eras/myeras and click *Register* to access the registration page. Carefully type in your *Token ID* number and fill out all required fields. **You may only register once**; therefore, enter all information and review it to ensure accuracy **before** submitting.

| Note | Registering with ERAS does **not** register you with the NRMP. ERAS is a separate entity from the NRMP. You may use ERAS without using the NRMP; however, if you intend to participate in the NRMP Match, you **must** contact the NRMP directly to ascertain eligibility and participation requirements. Visit the NRMP Web site at www.nrmp.org or call 1-866-617-5838 for further details. |

AAMC ID

While registering in MyERAS, you will be asked to enter your *AAMC ID*. If you do not know your *AAMC ID*, leave this field blank. At the end of the registration process, when you click *Register*, the system will process your information and create or assign your *AAMC ID*.

Make note of your assigned *AAMC ID*, as it will be needed to access MyERAS and the Applicant Document Tracking System (ADTS). Print the final registration page for your records.

Note	If you have registered for NRMP, confirm that your MyERAS and NRMP AAMC ID are the same. If they are different, contact ERAS or NRMP as soon as possible so your AAMC IDs can be reconciled.

Password

During registration, you will be prompted to create and confirm a password. When creating a password, keep the following in mind:

- Passwords must have a minimum of six characters and a maximum of sixteen characters.
- Passwords must consist of a combination of both alphabetical and numeric characters.
- Passwords are case sensitive. Therefore, the passwords **CARRIE** and **carrie** are different.

If you forget or lose your password, go to the MyERAS login page and click *Forgot Password* and follow the prompts. Your password will then be sent to the e-mail you entered when you registered.

ERAS staff does not provide passwords.

E-mail address

During registration, you will be prompted to enter an active e-mail address. Many programs use e-mail to contact applicants for important reminders, notification of missing documents, and invitations to interview. You also need an e-mail address should you need to retrieve your forgotten MyERAS password. Some messages from programs which have multiple recipients may be treated as junk or spam mail. Be sure to check your junk mail or bulk mail folder regularly.

Overview of MyERAS

Trailing links

Trailing links to some of the most frequently used tools are available in the upper right hand corner of MyERAS. These links are easily accessible to you from anywhere within the MyERAS site.

Update Profile
Your *Profile* contains information that may be updated at any time during the application season, even after the MyERAS application has been certified and submitted. It is essential that you keep this tab updated with your most current information throughout the season.

Change Password
Use this section to change your password after registering.

Message Center
Any messages sent by a participating program via the Program Director's Workstation (PDWS) software, as well as any messages sent by ERAS staff, will be listed in the *Message Center*. These messages are also sent to the applicant's e-mail account on file.

ADTS
ADTS is the Applicant Document Tracking System. It allows you to track the status of your MyERAS application and supporting documents.

Logout
Use to securely exit the MyERAS application.

Dashboard

This area provides you with an overview of the progress you have made in your application, as well as MyERAS alerts, resource links, and ERAS contact information.

MyERAS application Overview

Application
provides a hyperlink for each element of the MyERAS site, as well as their completion status.

Documents
provides quick stats of document activity completed within the *MyERAS Documents* tab.

Programs
shows a count of the programs you have selected, as well as the programs you have applied to.

Right Navigation

MyERAS Alerts
Displays any alerts regarding the functionality of the MyERAS site.

Learn More About ERAS
Provides easy access to resources that are available on the MyERAS website.

Do you need help?
Should you ever need assistance with MyERAS, the ERAS HelpDesk contact information is available.

Application

This is where the majority of your information is entered and includes your education, work, and other experiences, any awards or honors you have received, publications, etc. You do not have to complete the entire application at one time. Each tab of the application has a *Save* button which enables you to save your information until you are ready to begin working again. You may change information in your application at any time **before** you certify and submit it. **You may only certify and submit your**

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application once. Once your application is completed, certified, and submitted to ERAS, you **may not** make any changes.

The *Application* tab consists of the following sub-tabs:

Home
Contains Quick Stats; PDF of the MyERAS application and CV; the ability to view the application in the MyERAS application or CV format; it is also where you will certify and submit the application.

General
Allows entries for present mailing address, birth information, gender, and any military service experience or obligations.

Education
Allows entries for undergraduate and graduate school(s) attended.* Ø

Medical Education
Allows entries for Medical School(s) attended.*

Training
Allows entries for each residency, fellowship and/or osteopathic internship training completed or currently attending.* Ø

Experience
Allows entries for work, volunteer, and/or research experience(s) attempted, completed, or currently attending.* Ø

Publications
Allows entries for publications.*Ø

Licensure Information
This tab contains questions concerning malpractice cases, termination of medical license, felonies or criminal offenses, board certification, and DEA Registration.

Medical Licenses
This tab is used to list any state medical licenses obtained.* Ø

Self-Identification
This tab allows you to indicate how you self-identify. (Optional)

Note	You are not required to indicate how you self-indentify. If you choose not to indicate this information, you must at least select "Prefer not to say" and click Save. You will not be penalized for selecting this response. If you are a citizen of a European country, please **do not** provide a response and select "Prefer not to say" and click Save.

Language Fluency
This tab allows you to indicate each language that you speak and rate your proficiency in that language.

Miscellaneous
Consists of two questions asking if the applicant has any limiting aspects and if medical education/training was extended or interrupted for any reason. This page also allows entries for hobbies and interests, medical school awards, other awards/accomplishments, and membership in honorary/professional societies.

Note for IMGs Only	You will only be able to indicate if you will provide a MSPE and/or a medical school transcript to the ECFMG on the Miscellaneous tab.

* Once all required fields have been completed and the information is saved, the page will refresh to allow additional entries.

Ø The None option is available if you do not have any information to enter for this specific tab.

Documents

This is where you may create personal statement(s); identify the people who will write your letter of recommendation (LoRs); and release your COMLEX and/or USMLE transcripts.

The *Documents* tab consists of the following sub-tabs:

Home
Contains Quick Stats about the work you have completed on the *Documents* tab.

USMLE Transcript
This is the tab where you will authorize the release of your USMLE transcript and transmit your requests to the NBME. Your transcript will only be transmitted to programs to which your USMLE transcript has been assigned.

COMLEX Transcript (Osteopathic Applicants)
Under this tab, you will authorize the release of your COMLEX transcript and transmit your requests to the NBOME. Your transcript will only be transmitted to programs to which your COMLEX transcript has been assigned.

Personal Statements
Your personal statements may be created, viewed, edited, and printed in this tab.

Letters of Recommendation (LoRs)
Here you can create a list of LoR Authors who will write LoRs on your behalf. Once you have entered your LoR Author(s) information and finalized them, you will need to print and distribute the Letter Request Form to each individual LoR Author.

Programs

This is where you will assign documents to your application and apply to programs.

The *Programs* tab consists of the following sub-tabs:

Home
Contains Quick Stats on the number of programs selected and programs applied to.

Search Programs
Applicants can search for programs by *Accreditation ID* (ACGME or AOA) or *State* and *Specialty*. After successfully searching for participating programs, applicants may select a program, select training type(s), and assign supporting documents. The programs that are "grayed out" are not participating in ERAS this season. You cannot apply to these programs using ERAS.

Programs Selected
Lists programs you are interested in and to which you are currently assigning documents. These programs have not yet received your application. You may add or delete programs from the *Programs Selected* tab at your discretion. You may select programs before you certify and submit your application.

Apply to Programs
Lists selected programs and allows applicants to apply to these programs or just preview an invoice for programs you wish to apply.

The right navigation of the *Programs* tab consists of the following informative links:

Programs applied to
Lists programs that have been applied to. Applicants can click on each program to view/edit document assignments.

Invoice History
Is a summarized history of all ERAS fees broken down by specialty and the USMLE/COMLEX transcript fees.

Assignments Report
Displays training selections and documents that are currently assigned to both *Selected* and *Applied to* programs.

Note	Before certifying and submitting your application, be sure to review all sections for missing or incorrect information, misspelled words, or gaps. Use the Dashboard as another "final" check to review your application.

Your Profile

We recommend that you complete as much of your *Profile* as you are able to right away.

Information collected in the *Profile* includes:

- First, Middle, and Last Name
- Previous Last Name

- Preferred Name

- Suffix

- Contact E-mail

- Present Mailing Address

- Preferred Phone Number

- Alternate Phone Number

- Fax/Pager/Mobile Number

- SSN (this is not a required field)

- SIN (this is not a required field)

- Citizenship

- Current Visa Status/Expected Visa Type

- USMLE ID

- NBOME ID

- Match information including: AOA Member number/AOA Match number (for osteopathic applicants);

- AUA Number for Urology Programs

- NRMP Match Participation Status

- Couples Match Information

- Advanced Cardiac Life Support Certification

- Pediatric Advanced Life Support Certification

- Sigma Sigma Phi Status

- Alpha Omega Alpha Status

In addition, you will need to enter your USMLE ID to request your USMLE transcript or NBOME ID to request your COMLEX transcript.

Keep Your Profile Up-to-Date

Information in your *Profile* is very important to the programs to which you have applied. It is essential that you keep this information up-to-date, even after you certify and submit your MyERAS application. You may update your profile at any time by clicking *Update Profile* at the top right of the screen.

If you have previously applied to programs, saved changes are processed immediately.

Starting Your MyERAS application

At any time, you may print a *MyERAS Worksheet* to complete off-line. You may access this blank worksheet from the *Dashboard* tab in MyERAS under *Learn More About ERAS* or from our Web site at https://www.aamc.org/download/139512/data/worksheet.pdf. The worksheet contains every question asked in the online MyERAS application and it is intended for off-line use in order to minimize connection time to the Internet to complete your application. You will still need to complete the MyERAS application online.

To begin working on your MyERAS application, click on the *Application* tab. You only get one application. All programs to which you apply will receive the same application. You may personalize your application to a specific program or to different specialties using your personal statement(s).

You do not need to complete your application in one sitting; you may take your time and work on each tab at your convenience. Information you enter on each tab is stored when you click *Save*. You may change information in your application at any time **before** you certify and submit. If you are unsure about whether you completed a page, use the checklist function located on the *Account* tab.

Osteopathic Applicants Only

Consider whether you will apply to ACGME and/or AOA accredited programs. If you apply to ACGME-accredited programs and you have taken the USMLE, you must request your USMLE transcript. If you only apply to AOA-accredited programs, you only need to request your COMLEX transcript.

In the MyERAS application, you will be asked to submit optional information regarding how you self-identify. This is **NOT** required; therefore, if you choose not to answer these questions, please select "*Prefer not to say*" and click *Save*. You will not be penalized for selecting this response.

Note   If you are a citizen of a European country, please do not provide a response. Select "Prefer not to say" and click Save.

Supporting Documents

The MyERAS application includes the following documents:

- Personal Statement
- Medical Student Performance Evaluation (MSPE)
- Letter(s) of Recommendation (LoR)
- Medical School Transcript
- USMLE Transcript (optional)
- COMLEX Transcript (optional)
- ECFMG Status Report (International Medical Graduates only)
- Postgraduate Training Authorization Letter (PTAL) or "California Letter" (International Medical Graduates only)
- Fifth Pathway Certificate (International Medical Graduates only)
- Wallet-sized color photograph (optional)

ERAS will transmit these documents to the programs to which you apply, according to your document assignment. Any documents not listed are considered non-ERAS documents. You should contact the program to which you are applying and ask how they would like to receive non-ERAS documents, if required.

Personal Statements

You may create one or more personal statements; however, only one personal statement may be assigned and sent to an individual program. Each personal statement is limited to 28,000 characters (approximately 8 pages). If a program requires additional information that is not included in your transcript or MyERAS application, you may include this information in your personal statement and assign it to that specific program.

To Create a Personal Statement:

1. Go to the *Documents* tab and select the *Personal Statement* tab.

2. Enter a title in the *Personal Statement Title* field.

3. Enter or copy/paste your personal statement into the *Personal Statement Content* field (see the *More about formatting* link for copy/paste information).

4. Click *Save*.

5. Carefully review your personal statement and click *OK,* if satisfied with your personal statement.

A list of all saved personal statements will display at the top of the page. You will have the ability to edit them prior to assigning it to a program you have applied to. Once it has been sent to a program, the *Edit* link in the *Action* column will no longer be available. You may print your personal statement and view a list of programs you have assigned your personal statement to, using the links in the *Action* column.

We recommend you create your personal statement(s) in Notepad and then copy and paste the text into the box provided for the body of the personal statement. Do not use bold, italic, or special characters, as these may show up as unreadable characters in the programs software (PDWS). Also, be descriptive in the title of your personal statement. Since programs will not be able to see the title of your personal statement, use the title to help identify the document when you are assigning it to programs later in the process. Upon completing the personal statement, you should print copies for your records.

Any suspected acts of plagiarism will be investigated by ERAS. Any substantiated findings of plagiarism may result in the reporting of such findings to the programs to which you apply now and in subsequent ERAS seasons.

Note	There are a number of Web sites that provide examples of personal statements. Do not take any information from these sites and use them in your personal statements without giving credit to the author. This is considered plagiarism.

Letters of Recommendation (LoRs)

The *Letters of Recommendation* tab allows you to create a list of people who will write letters on your behalf. You also have the ability to print *Letter Request Forms* and view a list of programs to which you

have assigned your LoRs. Contact your Designated Dean's Office for any special processing instructions for LoRs that are submitted via mail.

You will need to finalize your LoR Authors in order to generate *Letter Request Forms*. LoR Authors can submit LoRs using the ERAS LoR Portal (for US Graduates only) and the ECFMG Letter Writer Portal (for IMGs only) to upload LoRs themselves, or they can mail LoRs to your Designated Dean's Office and have them upload it. You will need to provide a *Letter Request Form* to each LoR Author you finalize.

You may enter and finalize an unlimited number of LoR Authors; however, no more than four (4) letters may be assigned to any individual program.

US Applicants: The Letter Request Form is a PDF that includes the following:

LoR Author Details (as you entered them)
- LoR Author Name
- LoR Author Title/Department

Applicant Details
- Name
- Contact Information
- AAMC ID
- ERAS Letter ID
- Specialty to which this letter will be assigned

Waiver Indicator for rights to see the letter
LoR Portal Instructions (US applicants)
ECFMG Letter Writer Portal (LWP) Instructions (IMG applicants)
Mailing Instructions

Note	Letter Request Forms should not be duplicated and distributed to multiple LoR Authors. They are personalized to address each finalized LoR Author. They also contain a unique Letter ID that

To Finalize Your LoR Author(s):

1. Click on the *Documents* tab.

2. Click on the *Letters of Recommendation* tab.

3. Enter *LoR Author* information: *LoR Author Name, LoR Author Title/Department*, and *Specialty(s) to which this letter will be assigned* (optional field).

4. Select *Yes* or *No* for *I waive my right to view my Letter of Recommendation*.

Note	Programs will be able to view the LoR Author Name, Title/Department, and the *I waive my right to view my Letter of Recommendation* response you select. However, the specialty you enter is visible ONLY to you, your Designated Dean's Office, and your LoR Authors. The purpose of the specialty field is to help you identify your LoR(s) when assigning them to programs.

5. Finalize your LoR Author(s).

6. Print and distribute *Letter Request Forms* to each LoR Author you have finalized.

Repeat this process for each LoR Author that will be writing a letter for you.

You will have the opportunity to edit and delete before finalizing your LoR Author(s). Once you finalize a LoR Author, you cannot delete it. If it contains errors, you will need to enter and finalize a new LoR Author. You will need to print and distribute the Letter Request Form to the LoR Author for the new entry. You may also want to contact your Designated Dean's Office and inform them of the error so they attach your document correctly (if the LoR Author chooses to mail-in their letter instead of using LoR Portal).

It is your responsibility to follow up with LoR Authors and confirm that LoRs reaches your Designated Dean's Office or are uploaded by the LoR Author via the ERAS LoR Portal in time to meet program deadlines.

California Letter (IMGs Only)
If you plan to apply to a California program, you may need to submit a California Letter. In *To Finalize Your LoR Author(s)/#3* above, instead of enter the LoR Author's information, you will need to check the box which reads "*This is a California Applicant Status Letter*." Once this box is checked, the remaining fields will auto-populate. Complete the rest of the steps to finalize as you would for any other LoR.

LoR from Program Director
You are able to indicate to programs if a LoR Author is a Program Director from a residency or fellowship where you trained. In *To Finalize Your LoR Author(s)* above, you will need to mark the checkbox which reads "*This LoR Author is a Program Director in a previous residency or fellowship where I trained*" when entering your LoR Author information. Complete the rest of the steps to finalize as you would for any other LoR.

Photograph

The photograph is attached and transmitted by your Designated Dean's Office. Programs use the photograph to identify you when you come to interview and as a memory aid when creating a rank list.

Photographs must:

- Be in color, not black and white;

- Show a full front view of the person's head and shoulders, with full face centered in the middle of the photograph;

- Have a plain white or light colored background as dark colored backgrounds do not display very well in the program's software; and

- Measure between 2.5 by 3.5 inches and no more than 3 by 4 inches.

Note	All of the above requirements also apply to digital photographs. In addition, ensure all digital photographs are saved in the .jpg format.

Medical School Transcript and MSPE

US Graduates
Your Designated Dean's Office will attach both the medical school transcript and the MSPE to your electronic file; they are automatically sent to all the programs to which you apply.

Note	**Do not expect your Designated Dean's Office to attach or transmit your files at the last minute.** Processing may take a week or longer. If there is a problem with transmissions, you may miss a program deadline. Give your Designated Dean's Office and yourself enough time to meet program deadlines. Ensure documents are sent to your Designated Dean's Office as early as possible.

IMGs
You will have to make arrangements with your medical school of graduation to have your medical school transcript and/or MSPE sent to the ECFMG for processing. Please visit www.ecfmg.org/eras for details. You will be able to indicate if you will be submitting these documents on the *Miscellaneous* tab of your MyERAS application.

USMLE Transcript

The NBME/ECFMG charges a fee of $70 for transmitting USMLE transcripts for applicants to programs. This is a one-time fee regardless of the number of transcripts requested. The transcript fee will be included in your invoice when you apply to programs. This fee cannot be paid prior to applying to programs.

The *Documents | USMLE* tab is where you will authorize the release of your USMLE transcript and transmit your requests to the NBME/ECFMG. Your transcript will only be transmitted to programs to which your USMLE transcript has been assigned.

Releasing Your Transcript

- You must enter your USMLE ID in the *Profile* in order to authorize the release of the USMLE transcript.

- You must authorize the Release of the USMLE transcript in order to assign it to programs.

In order for the NBME/ECFMG to upload your USMLE transcript, you must:

- Authorize the release of your transcript.

- Assign it to at least one program.

- Pay the transcript fee.

Once you have completed all of the above, the NBME/ECFMG will receive a request for the transcript and a list of programs to which you assigned your transcript. Every time you assign your USMLE transcript to programs, the NBME/ECFMG will process your request and upload the most recent transcript they have on file for you at that time. It can take 3-5 business days to for the transcript to be uploaded to the ERAS PostOffice.

Retransmitting Your USMLE Transcript

If you selected *No* for automatic retransmission of your transcript, you will have to manually retransmit your USMLE transcript anytime new scores become available or you apply to new programs. You can do this by going to *Documents | USMLE Transcript* tab in MyERAS and selecting the *Retransmit* option. A request is then generated and sent to the NBME/ECFMG to upload the most recent transcript. Once this request is received by the NBME/ECFMG, it can take 3-5 business days for the transcript to be uploaded to the ERAS PostOffice.

Once the USMLE transcript is assigned and you have applied to a program, it cannot be unassigned. You cannot pick and choose what scores programs are able to view. All programs will see the same transcript. All exam attempts are listed on the transcript.

USMLE Step 1, Step 2 CK, Step 2 CS, and Step 3 scores are reported as part of a complete USMLE transcript. For more detailed information on what will appear on your USMLE transcript, please contact the NBME/ECFMG directly. ERAS staff does not have the ability to view applicant USMLE transcripts.

Note	NBME handles USMLE requests for US Graduates. The ECFMG handles USMLE requests for IMGs.

Attention US Medical School Graduates

The NBME recommends that you include your US Social Security Number (SSN) in the *Profile* section of this application. A missing SSN affects NBME's ability to verify your identification and could delay the transmission of your examination results.

COMLEX Transcript

A fee of $70 is collected for transmitting COMLEX transcripts for applicants to programs. This is a one-time fee regardless of the number of transcripts requested. The transcript fee will be included in your ERAS invoice when you apply to programs. This fee cannot be paid prior to applying to programs.

The COMLEX transcript tab is where you will authorize the release of your COMLEX transcript and transmit your requests to the NBOME. Your transcript will only be transmitted to programs to which your COMLEX transcript has been assigned.

Releasing Your Transcript

- You must authorize the release of the COMLEX transcript in order to assign it to programs.

In order for the NBOME to upload your COMELX transcript, you must:

- Authorize the release of your transcript.

- Assign it to at least one program.

- Pay the transcript fee.

Once you have completed all of the above, the NBOME will receive a request for the transcript and a list of programs to which you assigned your transcript. The NBOME will process your request and upload the most recent transcript they have on file for you at that time. It can take 3-5 business days to for the transcript to be uploaded to the ERAS PostOffice.

Retransmitting Your COMLEX Transcript

Anytime new scores become available or you apply to new programs, you will have to manually retransmit your COMLEX transcript. You can do this by going to *Documents | COMLEX Transcript* tab in MyERAS and selecting the *Retransmit* option. A request is then generated and sent to the NBOME to upload the most recent transcript. Once this request is received by the NBOME, it can take 3-5 business days for the transcript to be uploaded to the ERAS PostOffice.

Once the COMLEX transcript is assigned and you have applied to a program, it cannot be unassigned. You cannot pick and choose what scores programs are able to view. All programs will see the same transcript. All exam attempts are listed on the transcript.

Viewing Your Application

The MyERAS application is the printed version of the information you enter in MyERAS. It allows you to see how your information will be formatted and displayed to programs. You should review the MyERAS application to ensure there are no omissions or inaccuracies **before** you certify and submit your application to ERAS.

Curriculum Vitae View

The Curriculum Vitae (CV) is the same information you entered in the application section of MyERAS. The Program Director's Workstation (PDWS) will display it as a CV. The CV is nothing more than the MyERAS application formatted in a different manner for the benefit of those programs that prefer to view a CV format. The CV is provided as a report so you can see how your information will be formatted. It is available in the *Application* tab.

Certifying and Submitting Your Application

It is important to carefully review your application before certifying and submitting to ensure everything is complete and correct. You may only certify and submit your application once.

Use the *Dashboard MyERAS application Overview* to locate obvious omissions (e.g., application pages that were not completed).

The application does not include a spell or grammar check feature.

You cannot apply to programs until your application is certified and submitted.

Once you have submitted your MyERAS application, you will not be able to make any changes or updates. There are no exceptions.

Certifying and Submitting Your Application:

1. Go to the *Application | Home* tab.

2. Click *Submit Your Application*.

3. Read *Part 1: Changes to the MyERAS application Form*, then click *Next*.

4. Read *Part 2: AAMC Policies*, then click *Next*.

5. Review the information you entered *on Part 2: Review Your MyERAS application*, then click *Next*.

6. Read *Part 1: Certification Statement*, then mark the check box to acknowledge what you have read.

7. In *Part 2: MyERAS application Release*, answer *Yes* or *No* to *Do you give your Dean's Office permission to view your application once it has been submitted?*

8. Enter your MyERAS password in box provided in *Part 3: Enter your Password for Verification*.

9. Click *Submit MyERAS application*.

Note	A final message will appear, *Once you have certified and submitted your Application it will be locked and no changes will be permitted. Your Application, once certified and submitted, is provided to all programs to which you apply during this ERAS season. Please take the additional time to proofread your application for any errors or omissions*.

10. Click *OK*.

Applying to Programs

Searching

Searching for Programs you wish to apply to:

1. Go to the *Programs | Search Programs* tab.

2. Enter the *Accreditation ID* or a *State* and *Specialty* combination using the drop-down list.

3. Click *Go* for the search criteria you entered.

- Any programs that meet your search criteria will display. Programs that are grayed out are not participating with ERAS for the current season. You will have to contact these programs directly to find out how they would like to receive their applications.

4. Select the program that you are interested in applying to by clicking on the program name.

    - This will take you to the *Document Assignments and Training Selection* page.

5. Make your training selection(s) and assign documents you wish to send to this program.

6. Click *Save*.

You will then be returned to your search results. The program you just selected and assigned documents to will be listed on the *Programs Selected*.

Note	On rare occasions, a program will sign up initially to participate in ERAS and later withdraw from participating. Sometimes, the program does not communicate the withdrawal to ERAS staff; therefore, it is imperative that you contact all programs to ensure that they are participating in ERAS **before** submitting your application materials to them.

Programs Selected

Programs Selected lists programs that you have searched and selected, and to which you are currently assigning documents. These programs have not yet received your application. You may add or remove programs from the *Programs Selected* tab at your discretion. You may also select programs **before** you certify and submit your MyERAS application.

Note	You may delete any program that is in your Programs Selected list, but you cannot delete a program to which you have already applied.

Programs have the ability to update their participation status in ERAS to inform applicants when they are no longer accepting new applications. This will be reflected in MyERAS and you will not be able to select or apply to these programs. If you applied to a program before they changed their status to "*no longer accepting applications*," you will still be able to make document assignment changes.

Again, be sure to contact each program **before** you apply to make sure you understand and meet their requirements. When you select a program, you will be asked to assign documents to that program. It is a good idea to make your document assignments as soon as possible, so you do not forget. You may, however, assign documents later. When you click *Save*, the program is added to your selected programs.

Note:	ERAS does not give refunds for any reason. Applicants are advised to contact programs before applying to minimize the risk of applying to a program that is no longer accepting applications or not participating in ERAS.
	ERAS is not an authority on accreditation and is not responsible for any changes to residency program status after the software has been finalized. Be sure to contact residency programs for information on their accreditation status, requirements, and deadlines.

Prior to applying to programs, you may edit the type of training track you have selected for a program. However, once you have applied to the program, you will not be able to deselect the type of training

track selected. You will have to contact the program directly and request they modify your track selection.

For programs to which you have already applied, changes to your document assignments and type of training selections will be transmitted immediately.

Assigning Supporting Documents to Programs

All programs to which you apply will receive your MyERAS application. Your MSPE, medical school transcript, personal statement(s), LoRs, COMLEX transcript, USMLE transcript, photograph, and ABSITE are assigned to programs according to your instructions. You cannot assign LoRs until you have finalized your LoR Author(s).

Some applicants will create one personal statement to assign to all of their programs. Some applicants applying in more than one specialty will create a specific personal statement for each specialty. Some applicants will create a personal statement for each program. It is entirely up to you. It is important to assign the documents to the correct program; you do not want to send the wrong personal statement to the wrong program. You may also assign different combinations of LoR(s) to programs.

Guidelines for Assigning Documents

- You may create an unlimited number of LoRs, but only four may be assigned to any one program at a time.

- For LoRs, you must enter and finalize your LoR Author(s) in order to assign them to programs.

- You may create an unlimited number of personal statements, but only one may be assigned to any one program at a time.

- Once you have sent a personal statement to a program, you may no longer make changes to that specific document. If you want to make a change, you must un-assign the original document, create a new personal statement, and assign the new document.

- Once an LoR is made available in the ERAS PostOffice and you have assigned it to a program you have applied to, you will not be able to un-assign that specific LoR from those programs.

- Changes to document assignments for programs to which you have previously applied are transmitted to the ERAS PostOffice as soon as you click *Select*.

- Once you have assigned your USMLE and/or COMLEX transcript to a program, saved the assignment, and applied to a program, it cannot be un-assigned.

- Once you have assigned your photograph to a program, saved the assignment, and applied to a program, it cannot be un-assigned.

> **Note** You may un-assign a personal statement and assign a new one; however, un-assigning a personal statement does not erase it from a program's records. A program may already have downloaded and printed a hard copy of your file. Do not assume they will not be able to reference your original document in the future.

Transmit your Application

To transmit your application to programs, you must make a payment in MyERAS. **Before** you complete the payment process:

- Make sure you have contacted the programs to confirm their participation in ERAS.
- Review your list to ensure you have met all program eligibility requirements and deadlines, including citizenship and visa requirements.
- Review the ERAS fee schedule to understand how your ERAS fees are calculated.

> **Note**: No refunds will be given for applications sent to programs not participating in ERAS or whose deadlines have passed.

Apply to Programs

Apply to Programs displays a list of the programs you selected. This is where you will be able chose the programs you wish to begin the payment process for. You can also come here to view a preview invoice.

How to apply to Programs

1. Go to the *Programs | Apply to Programs* tab.
2. Mark the box next to the program(s) you wish to apply to.
3. Click *Apply to Programs*.
4. Review the preview of your invoice. Then click *Apply*.
5. Select a payment method (Visa or MasterCard only).
6. Enter all required fields for the Credit Card Information & the Credit Card Billing Address. Then click *Continue*.
7. Review and confirm that the billing information you entered is correct. Then click *Continue*.
8. *A Final Invoice* will display. This means that the transaction is complete. Click *Print* to print a copy of *Final Invoice* for this transaction.

> **Note** ERAS uses a secure server to transmit your credit card information and does not retain your credit card information for future use.

Programs Applied To

The *Programs applied to* link lists programs to which you have sent your application. Programs listed under *Programs applied to* cannot be removed or deleted because those programs have already

received your application. You may, however, update your document assignments for these programs. Also, if you determine you are no longer interested in the program, you should inform the program that you no longer wish to be considered for a position if you were granted an interview.

Assignments Report

The *Assignments Report* link produces a detailed listing of documents that have been assigned to programs you have currently selected and to which you have applied. It is available under the *Programs* tab. Use this report to ensure that the documents assigned to the program meet their application requirements.

Withdrawing from Programs

If you determine that you are no longer interested in a program, inform the program that you no longer wish to be considered for a position. This is especially true if you are granted an interview. Alerting the program allows them an opportunity to provide the slot to another worthy candidate.

This may be accomplished by calling or e-mailing the program. You may also use MyERAS.

> **To withdraw from a program using MyERAS:**
>
> 1. Go to the *Programs* tab.
> 2. Click on the *Programs applied to* link.
> 3. Select the program you wish to withdraw from by clicking on the program name.
> 4. Mark the box that reads: *I would like to notify programs that I am withdrawing myself*.
> 5. Then click *Select*.

This program will still display in your *Programs applied to* list but it will be marked: *You have withdrawn yourself from this program*.

Withdrawing your application from a program in MyERAS does not remove it from the program's PDWS software. It will just mark your application as *Withdrawn*. In addition to withdrawing your application in MyERAS, you should contact the program directly and make them aware of your decision, in the event they overlook the *Withdrawn* indicator in the PDWS software.

What Happens When You Transmit Your Application

- All programs to which you applied are sent your MyERAS application and *Profile* information, as well as the personal statement that you created and assigned to them.
- If you selected a USMLE transcript and assigned it to at least one program to which you have applied, the NBME or ECFMG will receive a request for the transcript, and a list of programs to which you assigned your transcript.

- If you selected a COMLEX transcript and assigned it to at least one program to which you have applied, the NBOME will receive a request for a transcript, and a list of programs to which you assigned your transcript.

- Your Designated Dean's Office is sent a list of programs that you applied to and the documents you assigned to those programs.

- If your Designated Dean's Office has already uploaded your medical school transcript or MSPE, those documents will be queued for the programs, along with your MyERAS application and personal statement.

- Any LoRs received and transmitted to the ERAS PostOffice that you assigned to the program will be queued for the programs, along with your other documents.

- According to their schedule, your Designated Dean's Office will upload the attached files to the ERAS PostOffice. ERAS documents are transmitted from the Dean's Office Workstation (DWS) to the ERAS PostOffice and are placed in the programs' mailboxes.

- LoRs uploaded by LoR Authors are transmitted from the ERAS LoR Portal to the ERAS PostOffice and are placed in the programs' mailboxes.

- Most uploaded files become available immediately. **MSPEs, however, are not viewable until October 1st for LCME residency programs and October 15th for osteopathic residency programs.**

- Programs must log into the ERAS PostOffice to download files. Applications transmitted after a program's deadline may not be downloaded by the program. It is your responsibility to ensure that application materials are transmitted to programs before their deadline(s). Refunds will **not** be given if residency programs do not download files that are available in the ERAS PostOffice.

- Using the Program Director's Workstation (PDWS), application documents are downloaded by participating programs. Program directors may print, review, and evaluate applications using criteria they establish.

Direct questions regarding the uploading of your application and supporting documents to your Designated Dean's Office. Direct questions concerning why your documents have not yet been downloaded to the program to which you applied.

Note	Programs do not receive a list of other programs you applied to, nor the number of applications that you have submitted.

Communication with Programs

Program directors may contact you at any time regarding your application via e-mail, telephone, or regular mail. Programs use your e-mail address to send invitations to interview and to ask for additional information. Be sure to check your e-mail regularly while your applications are active. The e-mail address entered in your *Profile* needs to be up-to-date and active. If you will not have access to your e-mail (e.g., you may be away), be sure someone keeps you updated.

Applicant Document Tracking System (ADTS)

The ADTS enables you to monitor the status of your application and supporting documents that have been submitted to the ERAS PostOffice. Your Designated Dean's Office also has access to the ADTS, but programs cannot access ADTS.

When logged into MyERAS and accessing the ADTS link, it will automatically log you into the ADTS. You will need your AAMC ID and MyERAS password to access the ADTS via the ERAS website.

ADTS consists of two sections:

- The *Documents by Program* section provides the status of documents you assigned to each program to which you have applied.

- The *My Documents section* tracks the status of Letters of Recommendation (LoRs) and other supporting documents regardless of program assignments.

Note   Tooltips are available in each section of ADTS that have more detailed information.

MyERAS Message Center

MyERAS has a *Message Center* that stores all communications sent to you by a program using the e-mail feature within the PDWS. ERAS may also use this vehicle from time to time to provide important information to you; for example, outstanding billing issues or system updates. The *Message Center* is used in conjunction with your e-mail account to receive messages. Copies of all *Message Center* communications are sent to your e-mail account.

Some messages from programs which have multiple recipients may be treated as junk or spam mail. Be sure to check your junk mail or bulk mail folder regularly.

Note   Messages sent to the ERAS PostOffice from the PDWS are included in the Message Center. However, if the program uses a personal or institutional e-mail system, those messages will not be sent to the Message Center.

Register for Your Applicable Match

Registration with ERAS does not register you for any established Match. If you intend to participate in a Match, you must contact that organization for registration, eligibility, and participation information (AOA, Military, NRMP, San Francisco or Urology).

Supplemental Offer and Acceptance Program (SOAP)

NRMP Match Week occurs during the third week in March each year. The Supplemental Offer and Acceptance Program (SOAP) period commences on Monday. During SOAP, applicants who did not match to a position in the NRMP Main Residency Match attempt to fill remaining unfilled positions.

More detailed information will be made available closer to time. Please regularly visit our website and check your MyERAS *Message Center*.

Helpful Tips for Using MyERAS

1. ERAS does not receive or handle any applicant documents. All supporting documents are received, scanned, and uploaded by your Designated Dean's Office. LoRs can be uploaded by LoR Authors via the ERAS LoR Portal as well.

2. All applicants have a Designated Dean's Office. Please refer to the *Welcome to ERAS* section of this user guide for more information.

3. To get started, you will need to register for MyERAS 2013. This means you will need to contact your Designated Dean's Office to receive a token, as well as supporting documents instructions.

4. You will **not** be able to log into MyERAS 2013 with your login information from a previous season.

5. If you do not already have or have forgotten your *AAMC ID*, the system will automatically generate an *AAMC ID* when you complete your MyERAS registration.

6. If you decide to register with the NRMP to participate in the Match, please ensure that the *AAMC ID* used to log into the NRMP Web site is the same *AAMC ID* used to log into MyERAS. If you have two different *AAMC IDs*, contact us immediately.

7. You will not have access to your ERAS documents from any previous ERAS season. We purge our database at the end of every season to make room for the upcoming season's applicant data. We encourage you to print or save your data before the season ends.

8. ERAS does not set program application deadlines or requirements. Individual programs set deadlines and requirements. You should contact programs directly for this information.

9. You must certify and submit your MyERAS application **before** you can apply to programs.

10. Once you have certified and submitted your application, you will **not** be able to make any changes to your application. You can, however, update the information listed in your *Profile* at any time throughout the season.

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11. For LoRs, you must enter and finalize LoR Author(s). When you finalize a LoR Author, the system will generate a personalized *Letter Request Form*, that you will need to provide to the LoR Author. You can do this by e-mail, regular mail, fax, or in person.

12. Once you have released your USMLE and/or COMLEX transcript, assigned it to program(s), and paid the transcript fee, it will take 3-5 business days to upload it to the ERAS PostOffice from the date your request was received.

13. When new transcript scores are uploaded, the most recent upload date will display in ADTS.

14. If a program is grayed out when selecting programs, it means that they are not participating, no longer accepting applications, or closed. You should contact all programs directly regarding their participation status with ERAS.

15. Remember to check the *Message Center* and the ADTS frequently to monitor the progress and status of your application.

16. Some programs have state requirements to which they must adhere that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.