Registering for the Match
Specialties Matching Service

Users: Fellowship Applicants
Pre-requisite materials you will need:
- USMLE ID or AOA ID
- USMLE or COMLEX Test Scores
- AAMC ID

Note: This Registering for the Match guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

Getting Started:
2. Click LOGIN/REGISTER.
3. Click the Main Menu button in the top right corner.

The R3® system home page displays as shown on a tablet.
Getting Started, Continued:

4. After clicking the menu button, click Register for Fellowship Match.
   a. NOTE: The Menu will only display +Register when the Main Residency Match is not open for registration.

5. The Select a Match screen displays.
   a. All Matches available for Registration are marked with a green checkbox.
   b. All Matches not currently available for Registration are marked with a red “X”.

6. Scroll to find your Match.
Step 1: Select a Match

7. Click the Match title for more information.
   a. Match Year: the year the matching process will occur. In this example the Match Year is 2017.
   b. Match Appointment Year: the year training will begin. In this example, fellowship training begins in 2018.
   c. Match Status: whether the Match is open or closed for registration.
   d. Registration Closes On: the date when registration for this Match will close. In this case, Registration closes on May 3, 2017 at 9 p.m. EST.

8. Click **Register Now**.

9. The **Please Confirm** pop-up displays. Click **Yes** to continue.
Step 2: Participant Type

The Participant Type screen displays.

1. Click the School drop-down arrow and choose the type of medical school you attended.

2. Click the Citizenship Status drop-down arrow and select the appropriate option.

3. Click Next.
Step 3: Registration Form

The Registration Form screen displays.

1. Enter your Name details in the appropriate fields. Fields with a * are required.

2. Click Next.

The Professional Profile section requests your scores from medical licensure tests and information entered on your application form.

3. Enter your Professional Profile details.

4. Click YES or NO for Informed Consent.

5. Click Next.
Step 3: Registration Form, Continued

⚠️ **AAMC ID** may be left blank, but NRMP highly recommends you add this information so that it will be easier for program directors to rank you.

6. Enter your **USMLE ID**.

7. Enter your **Birth** details, including date of birth, birth country, birth state, and birth city. To enter your date of birth, select the birth year first from the drop-down in the calendar widget.

8. Click **Next**.
Step 3: Registration Form, Continued

9. Enter your Graduation Date.

10. Click the Click to Find School button. The School Lookup fields display.
   a. Click the drop-down arrow to select your school’s state, province, or country and then click Search.

11. Click your school name that displays below the Search button.

12. Click each drop-down arrow to select your:
   a. Residency Training Specialty
   b. State of Residency Training Program
   c. Sponsoring Institution
   d. Residency Program
   e. Completion Date

13. Click Next.
Step 3: Registration Form, Continued

14. Enter your **Contact** Information.
   a. **Note:** your email must be valid and unique to you in order to receive NRMP communications.
   b. Be sure to add the NRMP email address, [support@email.nrmp.org](mailto:support@email.nrmp.org) to your personal contacts list.

When registration is complete, you will receive an email message with a link to verify your email address. Review the steps at the end of this guide for additional information.

15. Click **Next**.

16. Enter your **Username**, **Password**, and select your **Security Questions**. Your password must:
   a. Be alphanumeric.
   b. Contain a total of 8 characters, with 3 characters being an uppercase letter, lowercase letter, a number, or special character (#!$%).

17. Click **Next**.
Step 4: Login Information

The Login Information screen displays and the green note confirms you have created your account successfully.

** You are Not Yet Registered **

Although your account has been created, you must agree to the Match Participation Agreement and submit payment to complete registration.

1. To continue, enter your password.
2. Click Login.
Step 5: Sign Match Agreement

The **Sign Match Agreement** screen displays.

1. Review the **Applicant Registration** section to ensure the details are correct.

2. Read the **Important Notice**, which highlights important aspects of the Agreement.

3. Click **Next** at the bottom of the screen.
Step 5: Sign Match Agreement, Continued

4. Review the **Match Participation Agreement**. Scroll to the bottom of the page.

5. Enter your password.

6. Click **I Accept** at the bottom of the screen.
Step 6: Payment

The fees are displayed for the Match you have selected.

1. Click **Next** to begin the payment process.

2. Enter your **Credit Card** details as shown on your credit card.

3. Click **Authorize Payment**.
Step 6: Payment Continued

Payment confirmation displays. You may print the page as a receipt.

4. Click Next.
Registration Complete

You have successfully finished registering for the Match you have selected.

5. The screen displays important Match Event start and end dates.

** Verify Email Address **

Although registration is complete, you should verify your email address. Email verification improves NRMP’s ability to communicate with you.

1. View the email verification message in your Inbox.

2. Click the Click here to complete verification link.
Verify Email Address, Continued

3. Login to R3 and navigate to the Profile, Contact Information tab.
   a. Next to your email address, a VERIFIED note displays.