NATIONAL RESIDENT MATCHING PROGRAM®

### Couples: Viewing & Certifying Rank Order Lists



### Users:

Main Residency
 Match Applicants

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		any Program record below to dele	te it from the list.			± Import	
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Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee ¥	ACTIVE	1702420A0	4204721189	x
Ξ	2	<u>National Medical Center-Test- DC - Radiology-Diagnostic</u>		ACTIVE	1000420C0	4208959999	x
	3	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C V	ACTIVE	1802420A0	4201021046	X
=	4	<u>National Medical Center-Test- DC - Radiology-Diagnostic</u>		ACTIVE	1000420C0	4208959999	x
	5	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C V	ACTIVE	1802420A0	4201021046	x
=	6	Roanoke Virginia Univ-VA - Radiology-Diagnostic	C-Virginia 🔻	ACTIVE	1748420A0	4201111111	x
≡	7	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee V	ACTIVE	1702420A0	4204721189	x
=	8	West Tennessee Univ - TN - Radiology-Diagnostic		ACTIVE	2066420C0	4205555555	x
	9	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C V	ACTIVE	1802420A0	4201021046	X

# Note: The Couples: Viewing and Certifying Rank Order Lists guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

#### Guidelines for Participating in the Match as a Couple:

- Both partners must be participating in the <u>same</u> Match and each partner must pay the current couple fee. If the partners later decide not to participate as a couple, the fee is <u>not</u> refundable.
- The matching algorithm treats the rank order lists of a couple as paired ranks. If all ranks are exhausted and the couple does not obtain a match, the algorithm does NOT process their rank order lists separately.
- The matching algorithm takes into account only the primary rank order list for a couple's paired ranks. If either partner is ranking advanced programs and consequently has supplemental rank order lists with preliminary programs, those supplemental lists are considered *only after* that partner matches to a ranked pair on the primary rank order list. For that reason, supplemental rank order lists usually are created based on the geographic location of the programs.
- A program can be ranked multiple times on each partner's rank order list in order to create as many rank combinations as possible; however, pairs cannot be duplicated. If duplicate pairs are identified in the R3 system when the rank order lists are certified, the rank order lists of both partners must be edited to remove the duplicate pairs. The rank order lists must be re-certified before the Rank Order List Certification Deadline.
- Applicants who list the same advanced program more than once on the primary rank order list, must have the same supplemental list or no supplemental list attached to each instance of the advanced program.
- Couples have the option to rank a "No Match" code. The No Match code is entered by one partner and means that if the other partner can be matched at that rank, the partner ranking the No Match code will not match. The No Match code for residency programs is 9999999999. Pairs of ranks using the No Match code should be placed at the bottom of the primary rank order list so that both partners have the best chance of matching to a program.
- The partners must have the same number of ranks on their primary rank order lists, and each partner can submit no more than 300 ranks.
- Each partner can create a rank order list that includes up to 20 unique program codes in the Main Residency Match without incurring extra rank fees. Even if a program code is listed multiple times, it counts as only one unique program. The No Match program code counts as one of the 20 unique programs.
- For each partner's rank order list with 100 or more ranks, there is an additional, graduated charge based on the length of the rank order list. See the NRMP website for current additional fees.
- Once rank order lists are ready to be certified, one partner must certify a list before the other partner. Do not certify lists at the same time. Certifying lists at the same time prevents the R3 system from verifying the number of ranks and duplicate pairs on each partner's list.
- Because rank order lists for couples are often long and complex, do not wait until the last minute to enter and certify your rank order lists.

### **Related Guides for Couples and Rank Order Lists:**

Prior to certifying your rank order list, you must couple and enter your rank order list in the Registration, Ranking, and Results (R3®) system. Refer to the following guides for additional information.

- Applicant Coupling
- Entering and Certifying a Rank Order List (MRM)
- Creating a Supplemental Rank Order List

### Login:

- 1. Enter the **Username** and **Password** you created for accessing the R3® system.
- 2. Click Login.



### Partner A – View Partner's Rank Order List:

The **Match Home Page** displays for your registered Match.

- 3. Note the Couple Status is Accepted.
- 4. Note the Applicant Status is **RANKING**.

- 5. Click the **Menu** in the top right corner.
- 6. Click ROL.



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Oct 04 Dec	2018 Rank order list entry begins at 12:00 noon ET for all users Rank Order List Deadline and deadline to withdraw from the Main Residency Match!

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The **Applicant Rank Order List** page displays. Scroll to view your primary rank order list.

- NOTE the Supplemental ROLs tab. This tab will display only when applicants rank advanced programs. Refer to the Creating a Supplemental Rank Order List guide for those steps.
- 8. Click the View Partner's ROL tab.

*EMATCH* and Results @(R3 @) - 2018 Main Residency Match Applicant Rank Order List Match Year: 2018 Applicant Type: Senior in a U.S. Allopathic Medical School Username: dorothy12 Applicant Status: RANKING NRMP ID: N0540114 Fee Status: PAID AAMC ID: 98989899 Verification Status: VERIFIED @ USMLE ID: 5-555-555-5 Couple Status: Accepted View Partner's ROL Primary Rank Order List 7 8 · You may add Programs m Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu. Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank The maximum rank order list length is 300 ranks.
 Select "Remove" on any Program record below to delete it from the list Q Find & Add Program 📤 Import A Search my List A Print Suppl Memphis Med Ctr-TN A-Tennessee V ACTIVE 1702420A0 4204721189 х 1 - Radiology-Diagnostic National Medical Center-Test ACTIVE 1000420C0 4208959999 X 2 - Radiology-Diagnostic B-Wash, D.C V ACTIVE 180242040 4201021046 3 Capitol University Hospital-DC х - Radiology-Diagnostic ACTIVE 1000420C0 4208959999 4 National Medical Center-Test Х - Radiology-Diagnostic B-Wash. D.C V ACTIVE Capitol University Hospital-DC 1802420A0 4201021046 х 5 - Radiology-Diagnostic C-Virginia V ACTIVE Roanoke Virginia Univ-VA 1748420A0 4201111111 х 6 - Radiology-Diagnostic Memphis Med Ctr-TN - Radiology-Diagnostic ACTIVE 1702420A0 4204721189 A-Tennessee V х 7  $\sqrt{}$ ACTIVE 9999999999 х 31 - \*\*\*\*No Match\*\*\*\* ACTIVE 999999999 х 32 - \*\*\*\*No Match\*\*\*\* Capitol University Hospital-DC B-Wash. D.C Y ACTIVE 1802420A0 4201021046 X 33 - Radiology-Diagnostic A Search my List 34 NRMP Program Code

## Partner A – View Partner's Rank Order List, Continued:

- 9. The **Partner Primary ROL** displays. The partner's name and NRMP ID display. Scroll to view your partner's primary rank order list.
- 10. Click the **ROL Compare** tab.



Pri	mary Rank Or	der List Supplemental ROLs View	v Partner's ROL Print Partne	ROL Comp 10 er's List	are	
9	Couple Parts Partner Prim	ner: Marshall Eriksen - N0549358 hary ROL				
Y	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code
	1	Memphis Med Ctr-TN - Pediatrics		ACTIVE	1702320C0	3204721227
_	2	Secondary Test Institution-DC - Pediatrics		ACTIVE	1894320M0	3205698566
	3	Secondary Test Institution-DC - Pediatrics		ACTIVE	1894320M0	3205698566
	4	National Medical Center-Test-DC - Pediatrics		ACTIVE	1000320C0	3201111111
	5	National Medical Center-Test-DC - Pediatrics		ACTIVE	1000320C0	3201111111
	6	Roanoke Virginia Univ-VA - Pediatrics		ACTIVE	1748320C0	3205100427
	7	West Tennessee Univ - TN - Pediatrics		ACTIVE	2066320C0	3204721381

11. The most recently saved Primary Rank Order List for each partner displays. This view is for comparison only. If you and your partner are both actively updating your Rank Order List, refresh this page often to reflect the latest updates.

Lists cannot be edited or certified in the **ROL Compare** tab. Please select the **Primary Rank Order List** tab to edit or certify your Rank Order List.

### Partner A – Certify List

Once your primary rank order list and any supplemental ROLs (as necessary) have been entered and you have compared your primary ROL to your partner's list and are satisfied both lists have been entered correctly, you must certify the list.

12. Click the **Certify List** button.

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i States – Regisi	tration, Ranking	g, and Results ⊚(R3 ⊛) – 2018 Ma	in Residency Match							
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Арр	licant Type: S	enior in a U.S. Allopathic Medical S	School		Match Year: 2018					
	Username: dorothy12					Applicant Status: RANKING				
	NRMP ID: N AAMC ID: 9				Fee Status: PAID					
	USMLE ID: 5				Verification Status: VERIF	IED @				
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• The m • Select Q. Fin	aximum rank d "Remove" on a d & Add Prog Cancel Prim ROL Rank	Institution & Program Description Memphis Med Ctr-TN - Radiology-Diagnostic National Medical Center-Test.	<ul> <li>→ Certify List</li> <li>✓ Certify List</li> <li>▲ Search my List</li> <li>Suppl ROL</li> </ul>		NRMP Program Code	Delete     ACGME     Program     Code	Remove			
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### Partner A – Certify List, Continued:

13. The **Couple List Certification** pop-up displays. Click **OK**.

NOTE: this pop-up reminds you and your partner not to certify your rank order lists at the same time. The first partner to certify a list will see this reminder.

- 14. The **Please Enter Your Authentication Information** pop-up displays.
- 15. Enter the **R3 password** you created upon registration.
- 16. Click **Cancel** if you do not want to certify the rank order list at this time.
- 17. Click **Submit** to certify the rank order list.
- 18. A green note displays at the top of the screen indicating your rank order list has been certified successfully.







### Partner B – Certify List – Error Occurs:

1. From the Match Home Page, click the Menu in the top right corner.

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	tration, Rankin	g, and Results ©(R3 ©) – 20	18 Main Residency Match				
ant Rank Orc	ler List						
Арр	licant Type: \$	Senior in a U.S. Allopathic Me	dical School		Match Year: 2018		
	Username: d	dorothy12			Applicant		
	NRMP ID: I	N0540114			Status: RANKI	NG	
	AAMC ID: 9	98989899			Fee Status: PAID		
	USMLE ID: 5	5-555-555-5			Verification Status: VERIF	IED @	
Cor	uple Status:	Accepted					
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The m     Select	aximum rank	the icons in the "Drag & Drop order list length is 300 ranks. any Program record below to	100				
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The Applicant Rank Order List page displays. Scroll to view your primary rank order list.

3. Click the **Certify List** button.

### Partner B – Certify List – Error Occurs, Continued:

- 4. The **An Error Has Occurred** pop-up displays indicating the error.
- 5. Update your rank order list accordingly. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide for those steps.

NOTE: Partner A must also update the rank order list to ensure both partners have the same number of ranks and no duplicate pairs.

### Partner B – Certify List

6. When the rank order lists have been corrected, click the **Certify List** button.



pplicant Rank Order	List						
U:       	Applicant Type:     Senior in a U.S. Allopathic Medical School     Match Year:     2018       Username:     meriksen     Applicant       NRMP ID:     N0549356     Status:     RANKING       AAMC ID:     19676644     Verification       USMLE ID:     5-555-55     Status:     VERIFIED •       Couple Status:     Accepted						
<ul> <li>You may by select</li> <li>Click, dra</li> <li>The max</li> </ul>	ary Rank Order List         View Partner's ROL         ROL Compare           • You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" medul by selecting from "Add Programs" menu.         • Click, drag and drop the icons in the "Drag & Drop" column to The maximum rank coder list length is 300 ranks.         • Select "Remove" on any Program record below to delete it from						
	& Add Progra		Certify List Ce			⊥ Import	e All
Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl	Status	NRMP Program Co	ACGME Program Code	Remove
=	1	Memphis Med Ctr-TN - Pediatrics		ACTIVE	1702320C0	3204721227	x
=	2	Secondary Test Institution-DC - Pediatrics		ACTIVE	1894320M0	3205698566	x
=	3	Secondary Test Institution-DC - Pediatrics		ACTIVE	1894320M0	3205698566	x
=	4	National Medical Center-Test-DC - Pediatrics		ACTIVE	1000320C0	3201111111	x
$\equiv$	5	National Medical Center-Test-DC - Pediatrics		ACTIVE	1000320C0	3201111111	x
=	6	Roanoke Virginia Univ-VA - Pediatrics		ACTIVE	1748320C0	3205100427	x
$\equiv$	7	West Tennessee Univ - TN - Pediatrics		ACTIVE	2066320C0	3204721381	x
=	8	Memphis Med Ctr-TN - Pediatrics		ACTIVE	1702320C0	3204721227	x

### Partner B – Certify List, Continued:

- 7. The **Please Enter Your Authentication Information** pop-up displays.
- 8. Enter the **R3 password** you created upon registration.
- 9. Click **Cancel** if you do not want to certify the rank order list at this time.
- 10. Click **Submit** to certify the rank order list.
- 11. A green note displays at the top of the screen indicating your rank order list has been certified successfully.

Primary Rank Order List View Partner's ROL ROL Compare
Please Enter Your Authentication Information       x         • Yourney       • Cick, is         • Or one       • The Match Participation Agreement to which you affixed your password during registration         • Select       The Match Participation Agreement to which you affixed your password during registration         • Oracle, is that the listing of a program on your certified Rank Order List establishes a binding



12. Once both lists are certified, the **Applicant Status** will change to **CERTIFIED** on the **Match Home Page**.

United States - Registration, Ranking, and Results @(R3.@) - 2018 Main Residency Match	United States - Registration, Ranking, and Results @(R3.@) - 2018 Main Residency Match
Match Home Page Applicant Type: Senior in a U.S. Allopathic Medical School Username: meriken NRMP ID: N0549358 AMC ID: 19876644 USMLE ID: 5-555-55-5 Couple Status: Accepted	Match Home Page         Applicant Type:       Senior in a U.S. Allopathic Medical School         Username:       arrange         NRMP ID: N0540114       Applicant         AAMC ID:       9898989         USMLE ID:       5-55-55-5         Couple Status:       Accorded