

Supplemental Offer and Acceptance Program® (SOAP®): Creating a Preference List

Main Residency Match

Users:

Program Directors (PDs)

Program Coordinators (PCs)

Institutional Administrators (IAs)

Institutional Administrators (IOs)



Supplemental Offer and Acceptance Program (SOAP) Guiding Principles:

- Applicants express preferences by applying to programs using the application service designated by the program.
- Participating programs must offer positions only through SOAP.
 - Program staff may initiate contact with SOAP-eligible applicants or their representatives only after receiving their application.
 - Program directors are prohibited from asking applicants to indicate whether they will accept an offer if one is extended through SOAP.
- Programs cannot make offers outside SOAP until after SOAP concludes.
- Positions cannot be offered to SOAP-ineligible applicants.
- Programs cannot create positions for partially-matched applicants until SOAP concludes.

Preference Lists:

- Unfilled programs create preference lists in the Registration, Ranking, and Results® (R3®) system. A preference list is a list of the applicants to whom a program wants to offer a position, in preference order.
- Applicants can receive multiple offers in any round.
- The R3 system offers positions to applicants during each round in order of a program's preference list and according to the number of unfilled positions remaining in the program.
 - For example, if the program has two unfilled positions, only two offers will be sent during the round even if the preference list contains four applicants. If one position is filled during the round, only one offer will be extended in the next round.
- Offers are **not** made on a rolling basis. Offers rejected by applicants are **NOT** immediately issued to the next available applicant on the program's preference list. Offers are sent only at the start of each SOAP round and applicants have until the conclusion of the round to accept or reject offers.
- Preference lists can be created with more applicants than remaining unfilled positions and can be modified before each round. Some applicants may become unavailable after accepting other offers, so preference lists should be monitored during SOAP offer rounds.
- Positions offered and accepted during SOAP establish a binding commitment enforced by the Match Participation Agreement.



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Institutional officials, institutional administrators, program directors, and program coordinators can enter preference lists. However, program coordinators are prohibited from certifying or uncertifying preference lists.

- 1 Open r3.nrmp.org to access the Registration, Ranking, and Results (R3®) system.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

United States – Registration, Ranking, and Results ®(R3 ®)

Returning Users

* Req

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

Applicants with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to proceed.

* Username: ?

* Password: ?

[I forgot my Username or Password](#)

Login ▶

- 2 Enter the **Username** and **Password** and click **Login**.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

United States – Registration, Ranking, and Results ®(R3 ®)

Returning Users

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Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

Applicants with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to proceed.

* Username: ?

* Password: ?

[I forgot my Username or Password](#)

Login ▶

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If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed. Click on your **Role & Institution Name** for the Main Residency Match.

You currently have the capability to act in 2 role/match combinations as listed below. ?

Click on your Role & Institution or School Name link for the Match you would like to manage.

Main Match

Match	Match Status ?	Your Role & Institution Name	City
Main Residency Match	RESULTS	Prog Director	

Fellowship Matches

Match			
Match	Match Status	Your Role & Institution Name	City
Thoracic Surgery	RANKING	Prog Director	Margate

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The Match Home Page displays. At the published time during Match Week, your program's fill status will display.

The programs for which you are registered will display, along with program details.

If the program participated in the Match, the status will display as FILLED or UNFILLED and identify the specific number of unfilled positions in each program.

THE MATCH
 NATIONAL RESIDENT MATCHING PROGRAM®

United States — Registration, Ranking, and Results ©(R3 ©) — 2024 Main Residency Match

Home Switch Options SOAP

Match Home Page

Institution: Match Year:

Role: Program Director

Username:

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	SOAP
Family Medicine	120C0	D0 R0	CERTIFIED	UNFILLED	6	2	4	Yes

5 Click **SOAP** and then **SOAP Programs**.

The screenshot shows the top navigation bar of The Match website. The 'SOAP' dropdown menu is open, and the 'SOAP Programs' option is highlighted with a red circle. Below the navigation bar, there is a section for 'Match Home Page' with input fields for 'Institution', 'Match Year', 'Role: Program Director', and 'Username'. A message states: 'You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.' Below this is a table with the following data:

Program Description	NRMP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	SOAP
Family Medicine	120C0	D0 R0	CERTIFIED	UNFILLED	6	2	4	Yes

6 The SOAP Programs page displays. Your participating SOAP programs are listed. The **SOAP Status** column identifies the fill status and number of unfilled positions in each program. Click the **View/Edit** link in the Preference List column to create a preference list for the program.

The screenshot shows the 'SOAP Programs' page. The top navigation bar has the 'SOAP' dropdown menu open. Below the navigation bar, there is a section for 'SOAP Programs' with input fields for 'Institution', 'Match Year', 'Role: Program Director', 'NRMP Institution Code', 'Username', and 'ACGME Inst Code'. The 'Institution Status' is 'ACTIVE'. A message states: 'You have 0 certified programs and 1 uncertified programs. Click any program to select it.' Below this is a table titled 'Programs List' with the following data:

Program Name	SOAP Status	Certification Status	Preference List
120C0 Family Medicine	Unfilled (3)	Not Certified	View/Edit

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The program you selected will be highlighted in blue.
 The **Preference List** section for that program displays at the bottom of the screen.
 Click **Search SOAP Applicants**.

SOAP Programs

Institution:
Role: Program Director
Username:
Institution Status: ACTIVE

Match Year:
NRMP Institution Code:
ACGME Inst Code:

Certify List

You have 0 certified programs and 1 uncertified programs. Click any program to select it.

Programs List				
	Program Name	SOAP Status	Certification Status	Preference List
		Unfilled (3)	Not Certified	View/Edit

List must be CERTIFIED to be active for the next round.

The list must be certified by to participate in the next round.

Search SOAP Applicants

Preference List

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list.
Once added, use the drag and drop feature to place applicants in your desired order.
AAMC ID may not be available for all applicants.
You must Certify your list to participate in the next round.

Rank	NRMP ID	AAMC ID	Name	School	Offer Status	Round No.
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Search for a Single Applicant

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The **Applicant Search** pop-up displays.
Enter the **NRMP ID** (or **AAMC ID** or **Name**) into the appropriate field and click **Submit**.

The screenshot shows a web application interface with a background form and a foreground 'Applicant Search' pop-up. The background form includes fields for 'Institution:', 'Match Year:', 'Role: Program Director', 'Username:', and 'Institution Status: ACTIVE'. Below these is a table with columns 'Program Name' and 'Status'. A 'Search SOAP Applicants' button is at the bottom. The 'Applicant Search' pop-up is a white box with a dark green header. It contains a message: 'AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.' Below this are four input fields: 'NRMP ID' (containing 'N1028290'), 'AAMC ID', 'First Name', and 'Last Name'. A red rectangle highlights the 'NRMP ID' field. At the bottom of the pop-up are two buttons: 'Enter Multiple NRMP IDs' and 'Enter Multiple AAMC IDs', followed by a 'Submit' button which is circled in red.



AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

Only SOAP-eligible applicants will be returned in search results.

9 The **Applicant Search Results** pop-up displays your search results.

To add the applicant to your preference list, click the **checkbox** next to the NRMP ID and then click **Add to Preference List**.

Click **Back to Search**:

- If the applicant is not listed in the results, o
- To conduct another search

Applicant Search Results

Select the applicants you wish to add to your preference list by clicking the checkmarks and then Add to Preference List. Applicants who are ineligible for your program, who have accepted other offers, or who have already been added to your Preference List are grayed out.

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

Hide unavailable applicants

	NRMP ID	AAMC ID	Name	School
<input type="checkbox"/>	N1028290	14733565	Dough, Pillsbury	National School of Medicine and Health Sciences - Test School

Back to Search Add to Preference List



If you have entered only a last name as search criteria, you may need to use the scroll bar to view all applicants in the **Applicant Search Results**.

Applicants who are grayed out are unavailable to be placed on a preference list because they are ineligible for your program type (e.g., your program is preliminary but the applicant already has a concurrent year match commitment) or they accepted a position in another program during SOAP offer rounds.

Click **Hide unavailable applicants** to hide the applicants who are unavailable to accept a SOAP offer in your program.

10 The applicant is added to your preference list on the **SOAP Programs** page.

As you select additional applicants, they are added to the bottom of your preference list. The **Rank** column identifies the current order of the applicants.

To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

The screenshot displays the SOAP Programs page. At the top, there are input fields for Institution, Match Year, Role (Program Director), NRMP Institution Code, Username, and ACGME Inst Code. Below these is a 'Certify List' button. A message states: 'You have 0 certified programs and 1 uncertified programs. Click any program to select it.' The 'Programs List' table shows one program, 'Unfilled (3)', with a 'View/Edit' link. A red banner indicates: 'List must be CERTIFIED to be active for the next round. The list must be certified by [date] EST to participate in the next round.' Below this is a 'Search SOAP Applicants' button. The 'Preference List' section contains instructions and a table with one applicant. A red arrow points to the 'Rank' column header in the table.

Rank	NRMP ID	AAMC ID	Name	School	Offer Status	Round No.	Delete
1	N1028290	14733565	Pillsbury Dough	National School of Medicine and Health Sciences - Test School	Available		Delete



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the Certify the Preference List section in this guide for instructions.

Search for Multiple Applicants

- 11 Click **Search SOAP Applicants** from the **SOAP Programs** page.

Certify List

You have 0 certified programs and 1 uncertified programs. Click any program to select it.

Programs List				
Program Name	SOAP Status	Certification Status	Preference List	
	Unfilled (3)	Not Certified		

List must be CERTIFIED to be active for the next round.
The list must be certified by [] to participate in the next round.

Search SOAP Applicants

Preference List

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list.
Once added, use the drag and drop feature to place applicants in your desired order.
AAMC ID may not be available for all applicants.
You must Certify your list to participate in the next round.

NRMP ID	AAMC ID	Name	School	Offer Status
N1028290	14733565	Pillsbury Dough	National School of Medicine and Health Sciences - Test School	Available

- 12 The **Applicant Search** pop-up displays.

Click **Enter Multiple NRMP IDs** or **Enter Multiple AAMC IDs**.

Applicant Search

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

NRMP ID

AAMC ID

First Name

Last Name

Enter Multiple NRMP IDs **Enter Multiple AAMC IDs**

Submit

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The Search by **Multiple NRMP IDs** (or AAMC IDs, depending on which option you selected) pop-up displays.

Enter multiple **NRMP IDs** (or AAMC IDs, depending on which option you selected) into the field, separated by commas. Click the small up and down arrows to scroll through multiple IDs entered.
Click **Submit**.

To search for a single applicant, click **Enter Single Search Criteria** and follow the steps earlier in this guide.

The screenshot shows a web interface for the NRMP. At the top, there is a header with the following information: Institution: Rutgers-R W Johnson Medical School-NJ - New Brunswick, NJ; Match Year: 2024; Role: Program Director; NRMP Institution Code: 2918; Username: devulmehta; ACGME Inst Code: 339672; and Institution Status: ACTIVE. A pop-up window titled "Search by Multiple NRMP IDs" is open in the center. It contains a text input field labeled "NRMP ID" with the value "N1003262,N1025480" entered. Below the input field, it says "Enter a list of ID numbers separated by commas." At the bottom of the pop-up, there are two buttons: "Enter Single Search Criteria" and "Submit". The "Submit" button is highlighted with a red circle. Below the pop-up, there is a red banner with the text "List must be CERTIFIED to be active for the next round." and "The list must be certified by [] to participate in the next round." Below this banner is a button labeled "Search SOAP Applicants". At the bottom of the page, there is a blue banner with the text "Preference List" and "After selecting a program, use 'Search SOAP Applicants' to add applicants to your preference list."

14 The **Applicant Search Results** pop-up displays your search results.

To add the applicants to your preference list, click the checkbox next to each applicant and then click **Add to Preference List**.

Click **Back to Search**:

- If the applicants are not listed in the results, o
- To conduct another search

Applicant Search Results

Select the applicants you wish to add to your preference list by clicking the checkmarks and then Add to Preference List. Applicants who are ineligible for your program, who have accepted other offers, or who have already been added to your Preference List are grayed out.

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

[Hide unavailable applicants](#)

<input checked="" type="checkbox"/>	NRMP ID	AAMC ID	Name	School
<input checked="" type="checkbox"/>	N1003262	14768095		College of Osteopathic Medicine
<input checked="" type="checkbox"/>	N1025480	15909998		College of Osteopathic Medicine

[Back to Search](#) [Add to Preference List](#)

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order. AAMC ID may not be available for all applicants. You must Certify your list to participate in the next round.

Rank	NRMP ID	AAMC ID	Name	School	Offer Status	Round No.	
1	N1028290	14733565	Pillsbury Dough	National School of Medicine and Health Sciences - Test School	Available		Delete

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All selected applicants are added to the bottom of your preference list on the **SOAP Programs** page. The **Rank** column identifies the current order of the applicants listed.

To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer. Click Delete to delete an applicant from the Preference List (not shown).

Programs List				
	Program Name	SOAP Status	Certification Status	
	Family Medicine/	Unfilled (3)	Not Certified	

List must be CERTIFIED to be active for the next round.
The list must be certified by to participate in the next round.

Search SOAP Applicants

Preference List				
After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order. AAMC ID may not be available for all applicants. You must Certify your list to participate in the next round.				
	Rank	NRMP ID	AAMC ID	School
	1	N1028290	14733565	Pillsbury Dough National School of Medicine and Health Sciences - Test School
	2	N1007392	14520900	College of Osteopathic Medicine
	3	N1003262	14768095	College of Osteopathic Medicine



Preference lists can be created with many more applicants than the number of remaining unfilled positions. Programs should add more applicants than unfilled positions to avoid adding to your preference list between rounds. Some applicants may become unavailable after accepting other offers, so preference lists should be monitored during SOAP offer rounds and more applicants added as necessary.

Certify the Preference List



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round.

Changes can be made to your list after it has been certified. However, once edited, the new version must be certified before a round begins.

Program coordinators are prohibited from certifying or uncertifying preference lists.

16 Click **Certify List** located above the Programs List.

SOAP Programs

Institution:

Match Year:

Role: Program Director

NRMP Institution Code:

Username:

ACGME Inst Code:

Institution Status: ACTIVE

Certify List

You have 0 certified programs and 1 uncertified programs. Click any program to select it.

Programs List

	Program Name	SOAP Status	Certification Status	Preference List
		Unfilled (3)	Not Certified	View/Edit

List must be **CERTIFIED** to be active for the next round.
The list must be certified by to participate in the next round.

Search SOAP Applicants

Preference List

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list.
Once added, use the drag and drop feature to place applicants in your desired order.
AAMC ID may not be available for all applicants.
You must Certify your list to participate in the next round.

	Rank	NRMP ID	AAMC ID	Name	School	Offer Status	Round No.	
	1	N1028290	14733565	Pillsbury Dough	National School of Medicine and Health Sciences - Test School	Available		Delete

13

17 The **Please Enter Your Authentication Information** pop-up displays.

Enter your password in the **Password** field.

- Click **Cancel** to review the preference list before certifying.
- Click **Submit** to certify the preference list.

The screenshot displays the SOAP system interface. At the top, there are fields for 'Institution:', 'Match Year:', 'Role: Program Director', 'NRMP Institution Code:', 'Username:', and 'ACGME Inst Code:'. Below these, it shows 'Institution Status: ACTIVE'. A central pop-up window titled 'Please Enter Your Authentication Information' is overlaid. The pop-up contains a message: 'You are confirming a preference list with 4 available applicants. Offers will be made to those applicants in the order they appear on your preference list. Acceptance of the offer by an applicant creates a binding commitment that must be honored by the applicant and the program.' Below this message is a 'Password:' field. At the bottom of the pop-up are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red circle. Below the pop-up, a dark red banner states: 'List must be CERTIFIED to be active for the next round. The list must be certified by 12:55 PM February 20, 2025 EST to participate in the next round.' Below this banner is a 'Search SOAP Applicants' button. At the bottom, a blue banner titled 'Preference List' contains the text: 'After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order.'

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The green box indicates certification is complete and the preference list is ready to be used. The certification status column displays **"Certified."**

If needed, click **Uncertify List** to make changes to your preference list before the next SOAP offer round. If changes are made, the program director must certify the list at least 5 minutes prior to the start of the SOAP offer round.

Home
Switch
Options
SOAP

Role: Program Director
Username:
Institution Status: ACTIVE

NRMP Institution Code:
ACGME Inst Code:

Uncertify List

You have 1 certified programs and 0 uncertified programs. Click any program to select it.

Programs List

Program Name	SOAP Status	Certification Status	Preference List
	Unfilled (3)	Certified	View/Edit

→

List is **CERTIFIED** and ready for the next round.
To make changes, uncertify the list.

Preference List

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order. AAMC ID may not be available for all applicants. You must Certify your list to participate in the next round.

Rank	NRMP ID	AAMC ID	Name	School	Offer Status	Round No.
1	N1028290	14733565	Pillsbury Dough	National School of Medicine and Health Sciences - Test School	Available	
2	N1007392	14520900		College of Osteopathic Medicine	Available	
3	N1003262	14768095		College of Osteopathic Medicine	Available	
4	N1025480	15909998			Available	