



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

Main Residency Match



Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

SOAP Programs

Institution: [Capitol University Hospital-DC](#) - Washington, DC
 Role: Program Director
 Username: [rsiddiqui](#)
 Institution Status: ACTIVE

Match Year: 2017
 NRMP Institution Code: 1802
 ACGME Inst Code: 140333

[Uncertify List](#)

You have 2 certified programs and 0 uncertified programs. Click any program to select it.

Programs List			
	Program Name	SOAP Status	Certification Status
1802040A0	Anesthesiology	Unfilled (1)	Certified
1802040C0	Anesthesiology	Unfilled (2)	Certified

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

Preference List					
Rank	AAMC ID	Name	School	Offer Status	Round No.
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Accepted	1
	40987384	Arianna Townsend	National School of Medicine and Health Sciences - Test School	Accepted	1
	34867206	Meghan Dunbar	National School of Medicine and Health Sciences - Test School	Offer Sent	1

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.

Note: The SOAP: Monitoring a Preference List guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

Once a SOAP round begins, you can log in to the Registration, Ranking, and Results® (R3®) system to learn the status of your program offers as applicants respond. Review the published Match Week and SOAP schedule on the NRMP website for specific dates and times.

- Each SOAP offer round lasts two hours; accordingly, applicants must accept or reject any offers within the two-hour time period.
- In each SOAP round, the R3 system will extend offers to as many applicants on your list as there are unfilled positions remaining in your program.
- Your preference list and the SOAP status for your program will be updated “real-time” as applicants accept and reject offers.
- Changes can be made to a preference list at any time up until 5 minutes before the start of a SOAP offer round. If your list is not certified at least 5 minutes prior to the start of the round, no offers will be extended during that round.
- As applicants accept positions, the R3 system automatically sends confirmation emails to the applicants and program directors.

Login:

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

The **Matches and Roles Page** displays (program directors with programs in more than one Match).

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

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NATIONAL RESIDENT MATCHING PROGRAM®

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

All Returning Users

* Required

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.

* Username:

* Password: [I forgot my Username or Password](#)

1

2 Login ▶

Matches & Roles

3

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

Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.

Match	Match Status ?	Your Role & Institution Name	State
Main Residency Match	RESULTS	4 Prog Director Henrico Univ Hlth Sys-VA	VA

The **Match Home Page** displays. When Match results are released, your program's fill status will display.

5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with program details.
 - a. Identifies if the program(s) filled. If the program participated in the Match, the status will display as FILLED or UNFILLED.
 - b. Identifies the specific number of unfilled positions for each program.

The screenshot shows the Match Home Page. At the top, the navigation bar includes 'Home', 'Switch', 'Options', 'SOAP', and a user profile 'Donna Carr'. Below the navigation bar, the page title is 'United States - Registration, Ranking, and Results @ (R3 @) - 2017 Main Residency Match'. The main content area is titled 'Match Home Page' and displays user information: Institution: [Henrico Univ Hlth Sys-VA](#) - Richmond, VA; Role: Program Director; Username: [dcarr123](#); Match Year: 2017. Below this, a message states: 'You currently have 1 Active Program in the Match. Click a Program Description to manage the program.' A table follows, showing program details. Annotations are placed as follows: 5 is in the top right corner of the user information box; 6 is in the top left corner of the table; 6a is above the 'Did My Program Fill?' column; 6b is above the 'Original Unfilled' column.

Program Description	NRMP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	SOAP
Pediatrics	1743320C0	D0 R1	CERTIFIED	UNFILLED	16	12	4	Yes
Peds-Prelim/Child Neurology	1743320P0	D0 R0	NOTPARTICIPATING	NOT PART.	N/A	N/A	N/A	No

7. Click **SOAP** → **SOAP Programs**.

This screenshot shows the Match Home Page with the 'SOAP' dropdown menu open. The 'SOAP Programs' option is highlighted. Annotation 7 is placed over the 'SOAP Programs' link.

The **SOAP Programs** page displays.

8. Your participating SOAP programs are listed. The **SOAP Status** column identifies the fill status and the current number of unfilled positions per program.
9. Click the **Unfilled** link to monitor the offers sent for the selected program.

The screenshot shows the SOAP Programs page. At the top, the navigation bar is the same. Below the navigation bar, the page title is 'United States - Registration, Ranking, and Results @ (R3 @) - 2017 Main Residency Match'. The main content area is titled 'SOAP Programs' and displays user information: Institution: [Henrico Univ Hlth Sys-VA](#) - Richmond, VA; Role: Program Director; Username: [dcarr123](#); Institution Status: ACTIVE; Match Year: 2017; NRMP Institution Code: 1743; ACGME Inst Code: 140666. Below this, a message states: 'You have 1 certified program and 0 uncertified programs. Click any program to select it.' A table follows, showing program details. Annotations are placed as follows: 8 is in the top right corner of the user information box; 9 is in the top right corner of the table.

Program Name	SOAP Status	Certification Status
1743320C0 Pediatrics	Unfilled (2)	Certified

SOAP Offer Status Round 1:

1. The program you selected will be highlighted in blue.
2. The **Preference List** section for that program displays the **Offer Status** for each applicant on your list. During the round, the **Offer Status** will change in “real time.” The example screen shot displays status during Round 1.

- **Accepted:** applicant has accepted the offer.
- **Offer Sent:** the offer was sent at the beginning of the round but the applicant has not acted on the offer.
- **Available:** applicant is currently available to receive an offer in the next round. For this example, four offers were sent for the four unfilled positions. If the program director makes no changes to this list, and the applicant remains available, the “Available” applicant will be ranked first on the preference list for the next round and will be sent an offer.
- **Rejected or Expired:** applicant rejected the offer or did not act during the offer round. Applicants remain on the bottom of the list for the remainder of SOAP but will not be offered this program position again in subsequent rounds.
- **Unavailable:** applicant has accepted a position in another program.

SOAP Programs

Institution: [Henrico Univ Hlth Sys-VA](#) - Richmond, VA Match Year: 2017
 Role: Program Director NRMP Institution Code: 1743
 Username: [dcarr123](#) ACGME Inst Code: 140666
 Institution Status: ACTIVE

[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
1	1743320C0 Pediatrics	Unfilled (2)	Certified

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

Preference List				Offer Status	Round No.
Rank	AAMC ID	Name	School		
	47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Accepted	1
	33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Accepted	1
	92774826	Morgan Blake	National School of Medicine and Health Sciences - Test School	Offer Sent	1
1	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Available	
	58746759	Christopher Conway	National School of Medicine and Health Sciences - Test School	Rejected	1
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Unavailable	

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire.
 You must Certify your list to participate in the next round.

3. The **Round No.** column identifies the SOAP Offer Round in which an offer was extended.
4. The **SOAP Status** column shows **Unfilled (2)**. The status number will update as positions are filled
5. In this example, the program director should add applicants to the preference list before the next SOAP round because the current list will generate only one offer, to the applicant listed as **Available**.

SOAP Offer Status Round 1, continued:

6. The example screen shot displays a program whose offers were accepted for all unfilled SOAP positions in Round 1.
7. The **SOAP Status** column indicates one program as **Filled** and another **Unfilled (2)**.

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Home Switch Options SOAP Rima Siddiqui

SOAP Programs

Institution: [Capitol University Hospital-DC](#) - Washington, DC Match Year: 2017
Role: Program Director NRMP Institution Code: 1802
Username: [rsiddiqui](#) ACGME Inst Code: 140333
Institution Status: ACTIVE

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

Programs List			
	Program Name	SOAP Status	Certification Status
1802040A0	Anesthesiology	Filled	Certified
1802040C0	Anesthesiology	Unfilled (2)	Not Certified

List is CERTIFIED and your program has filled

Preference List					
Rank	AAMC ID	Name	School	Offer Status	Round No.
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Accepted	1
	34867206	Meghan Dunbar	National School of Medicine and Health Sciences - Test School	Accepted	1
	40987384	Arianna Townsend	National School of Medicine and Health Sciences - Test School	Accepted	1
	83662840	Katherine Perez	National School of Medicine and Health Sciences - Test School	Unavailable	

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire.
You must Certify your list to participate in the next round.

SOAP Offer Status Round 2:

To send two offers for the two remaining unfilled positions in the example program, the program director must edit the preference list.

1. Click **Uncertify List**.

SOAP Programs

Institution: [Henrico Univ Hlth Sys-VA](#) - Richmond, VA Match Year: 2017
 Role: Program Director NRMP Institution Code: 1743
 Username: [dcarr123](#) ACGME Inst Code: 140666
 Institution Status: ACTIVE

1 **Uncertify List**

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

Programs List			
	Program Name	SOAP Status	Certification Status
1743320C0	Pediatrics	Unfilled (2)	Certified

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

Preference List					
Rank	AAMC ID	Name	School	Offer Status	Round No.
	47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Accepted	1
	33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Accepted	1
	92774826	Morgan Blake	National School of Medicine and Health Sciences - Test School	Offer Sent	1
1	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Available	
	58746759	Christopher Conway	National School of Medicine and Health Sciences - Test School	Rejected	1
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Unavailable	

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire.
 You must Certify your list to participate in the next round.

2. The **Please Enter Your Authentication Information** pop-up displays.
3. Enter your password in the **Password** field.
 - a. Click **Cancel** to review the preference list again.
 - b. Click **Submit** to continue.

Institution Status: ACTIVE

Please Enter Your Authentication Information [X]

If you uncertify and do not recertify, you will not participate in the next round. To continue with your preference list enter your password below.

3 Password:

3a **Cancel** **3b** **Submit**

2

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

Programs List			
	Program Name	SOAP Status	Certification Status
1743320C0	Pediatrics	Unfilled (2)	Certified

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

SOAP Offer Status Round 2, continued:

4. The **SOAP Programs** page displays with the list uncertified.

5. Click **Search for SOAP Applicants**.

SOAP Programs						
Institution: Henrico Univ Hlth Sys-VA - Richmond, VA				Match Year: 2017		
Role: Program Director				NRMP Institution Code: 1743		
Username: dcarr123				ACGME Inst Code: 140666		
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			
1743320C0	Pediatrics	Unfilled (2)	Not Certified			
<div style="border: 2px solid red; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 4 <div> <p>List must be CERTIFIED to be active for the next round.</p> <p>This list must be certified by 2:55 PM March 15, 2017 EST to participate in the next round.</p> <div style="display: flex; align-items: center;"> 5 Search SOAP Applicants </div> </div> </div> </div>						
Preference List						
	Rank	AAMC ID	Name	School	Offer Status	Round No.
		47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Accepted	1
		33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Accepted	1
	1	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Available	Delete

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

7. Enter applicable search criteria and click **Submit**.

- a. To search for multiple applicants, click **Enter Multiple AAMC IDs** and follow the instructions in the **SOAP: Creating a Preference List** guide.

Applicant Search ✕

AAMC ID

First Name

Last Name

[Enter Multiple AAMC IDs](#)
[Submit](#)

SOAP Offer Status Round 2, continued:

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

NOTE: 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.

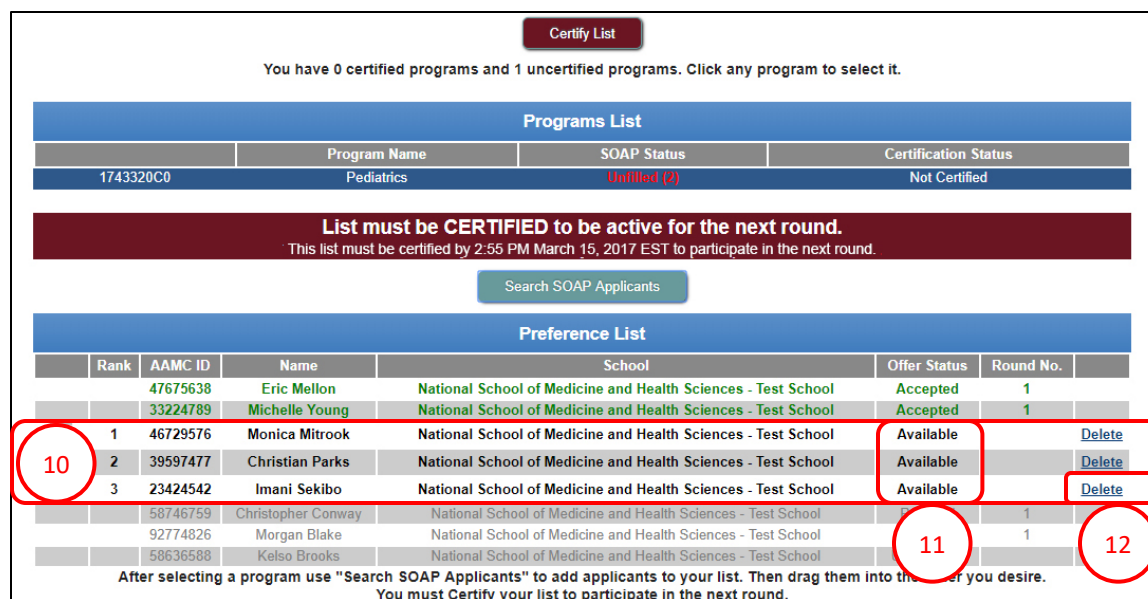
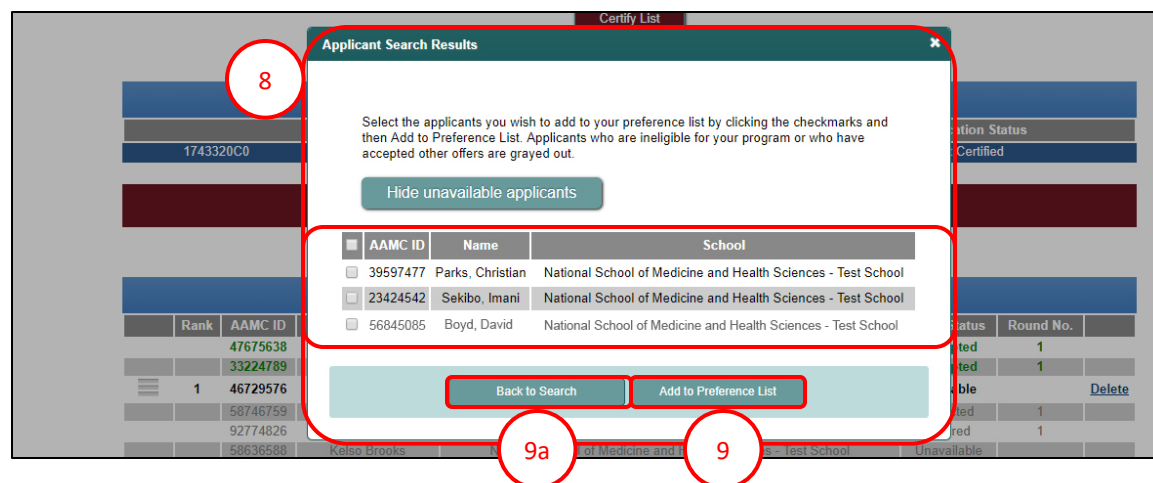
9. To add the applicants to your preference list, click the checkbox next to each applicant and then click **Add to Preference List**.
 - a. Click **Back to Search**:
 - If the applicants are not listed in the results, or
 - To conduct another search.

10. The applicants are added in black text to your preference list on the SOAP Programs page. Continue adding applicants to the list as needed.

11. The example screen shot displays three applicants with an **Offer Status** of **Available**.

Only two offers will be sent during Round 2 for the two unfilled positions for the example program.

12. Click **Delete** to remove an applicant from the preference list.



SOAP Offer Status Round 2, continued:

13. Choose **Yes** or **No** to delete the applicant.

Please Confirm

Are you sure you want to delete this applicant?

No Yes

14. The updated preference list displays with two applicants, both with **Available** offer status.

a. The **Rank** column identifies the current order of the applicants listed.

15. When ready, certify the list. Follow the steps in the **SOAP: Creating a Preference List** guide.

Certify List

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

Program Name	SOAP Status	Certification Status
Pediatrics	Unfilled (2)	Not Certified

List must be **CERTIFIED** to be active for the next round.
This list must be certified by 2:55 PM March 15, 2017 EST to participate in the next round.

Search SOAP Applicants

Rank	AAMC ID	Name	School	Offer Status	Round No.	
	47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Accepted	1	
	33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Accepted	1	
1	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Available		Delete
2	39597477	Christian Parks	National School of Medicine and Health Sciences - Test School	Available		Delete
	58746759	Christopher Conway	National School of Medicine and Health Sciences - Test School		1	
	92774826	Morgan Blake	National School of Medicine and Health Sciences - Test School		1	
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School			

16. The certified list is ready for SOAP Round 2.

Uncertify List

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

Program Name	SOAP Status	Certification Status
Pediatrics	Unfilled (2)	Certified

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

Rank	AAMC ID	Name	School	Offer Status	Round No.
	47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Accepted	1
	33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Accepted	1
1	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Available	
2	39597477	Christian Parks	National School of Medicine and Health Sciences - Test School	Available	
	58746759	Christopher Conway	National School of Medicine and Health Sciences - Test School	Rejected	1
	92774826	Morgan Blake	National School of Medicine and Health Sciences - Test School	Expired	1
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Unavailable	

SOAP Offer Status Round 2, continued:

17. The example screen shot displays this program's status at the end of Round 2. The program has filled its SOAP positions.

Additional SOAP Offer Rounds:

If your program is not filled at the end of Round 2, edit your preference list for the subsequent rounds and certify it at least 5 minutes prior to the start of the next round.

After SOAP Concludes:

18. The **List of Unfilled Programs** will be posted in the R3 system for unmatched applicants to view. From the **Match Home Page**, click **Unfilled List**.

- The List will include ALL Match-participating programs with unfilled positions, regardless of the programs' SOAP participation status.
- The List of Unfilled Programs will be dynamic so program directors can update the number of unfilled positions remaining as they are filled post-SOAP.
- Program directors must log in to the R3 system and reduce the number of unfilled positions to zero if they do not wish to receive inquiries from unmatched applicants.

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SOAP Programs

Institution: [Henrico Univ Hlth Sys-VA](#) - Richmond, VA
Role: Program Director
Username: [dcarr123](#)
Institution Status: ACTIVE

Match Year: 2017
NRMP Institution Code: 1743
ACGME Inst Code: 140666

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

Programs List			
	Program Name	SOAP Status	Certification Status
1743320C0	Pediatrics	Filled	Certified

List is CERTIFIED and your program has filled 17

Preference List					
Rank	AAMC ID	Name	School	Offer Status	Round No.
	47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Accepted	1
	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Accepted	2
	39597477	Christian Parks	National School of Medicine and Health Sciences - Test School	Accepted	2
	33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Accepted	1
	58746759	Christopher Conway	National School of Medicine and Health Sciences - Test School	Rejected	1
	92774826	Morgan Blake	National School of Medicine and Health Sciences - Test School	Expired	1
	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Unavailable	

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Specialty	Unfilled Programs	Unfilled Positions
Anesthesiology - A	11	24
Anesthesiology - C	18	56
Anesthesiology - R	13	14
Child Neurology - A	2	2
Child Neurology - C	8	9
Child Neurology - R	13	14
Dermatology - A	7	8
Dermatology - R	1	1
Emergency Medicine - C	4	6
Family Medicine - C	67	141
Internal Medicine - C	38	132