



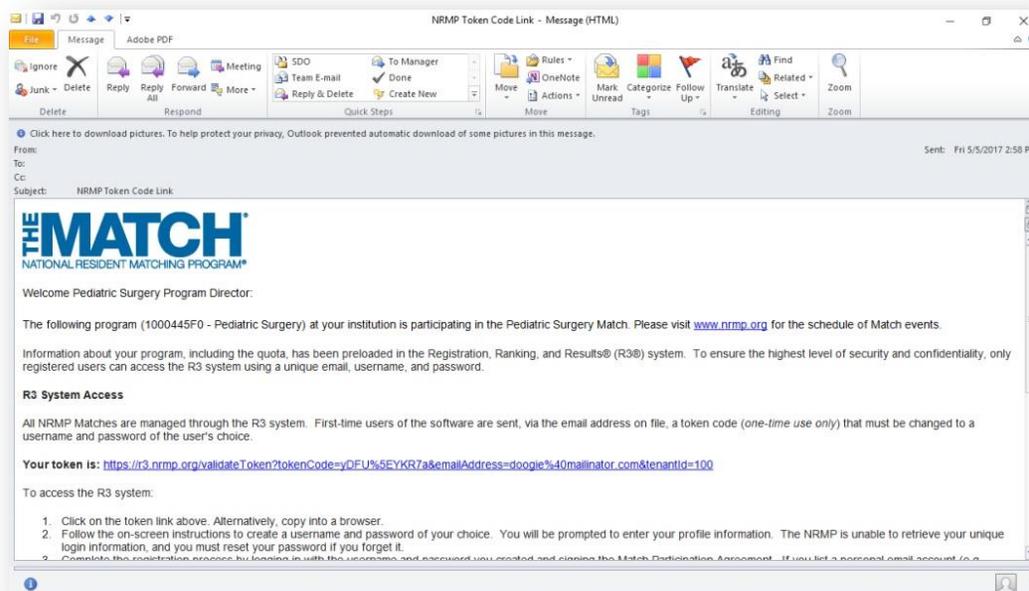
Token Redemption & New User Registration

Main Residency Match and
Specialties Matching
Service

****This guide is for new users who do not have an account in the R3® system. ****



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



Note: This Token Redemption & New User Registration guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

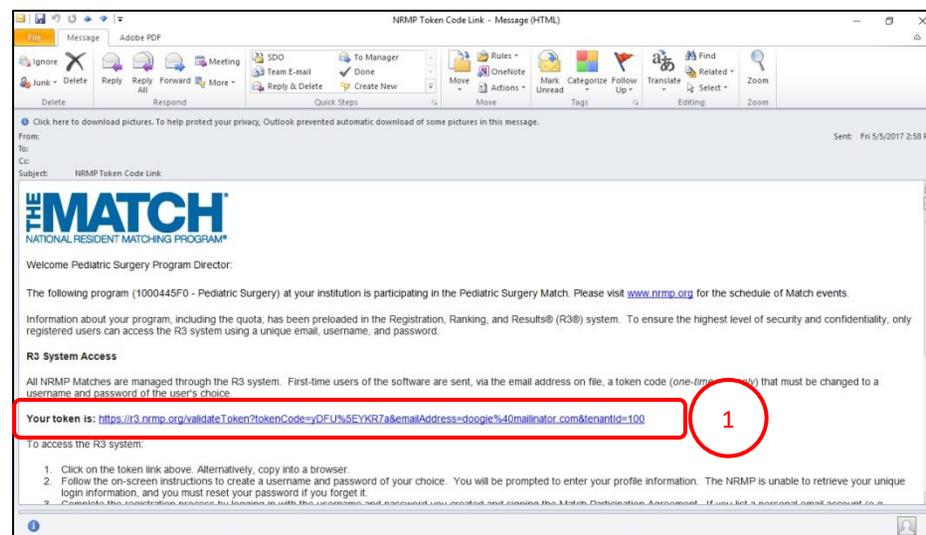
If you are an institutional or program user new to R3®, you must redeem a token (one-time use only) to complete the registration process and create a unique username and password.

You will receive an email from NRMP that includes a token code link for the email address to which it was sent. Upon completing your registration, you will receive a second email containing a link to verify your email address.

If you are a new user, but have not yet received the token code email or have difficulty redeeming it, contact NRMP at support@nrmp.org to begin the process.

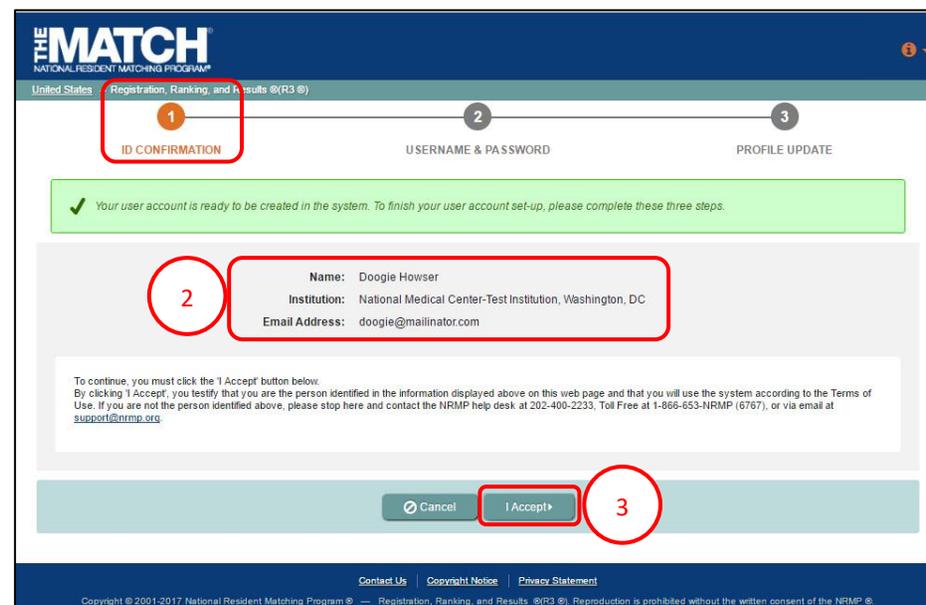
Getting Started and Step 1: ID Confirmation

1. Review the email message and click the token link.



The **R3 system** opens in another window on your desktop.

2. Review the **ID Information**. If the information is not correct, contact the NRMP Help Desk at 202-400-2233, toll free at 1-866-653-NRMP (6767), or by email at support@nrmp.org.
3. If the ID information is correct, click **I Accept** to accept the **Terms of Use**.



Step 2: Create Username and Password

Fields with a * are required.

1. Create a unique **Username**. *Usernames must be at least 6 characters and are case-sensitive.*
2. Create and confirm a unique **Password**. 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 (#!\$%).
3. Choose a **Security Question (1)** and enter the **Response (1)**.
4. Choose a **Security Question (2)** and enter the **Response (2)**.
5. Click **Next**.

Step 3: Profile Update

The **Profile Update** screen displays. Click each blue tab to enter your profile information.

1. Click the **Name & DOB** tab. Your **Name** and **Date of Birth** information displays. This cannot be edited. If a change is needed, contact the NRMP.

The screenshot shows the NRMP profile update interface. At the top, there are three progress steps: 'ID CONFIRMATION' (checked), 'USERNAME & PASSWORD' (checked), and 'PROFILE UPDATE' (active, with a '3' in a red circle). Below the progress bar, the 'Profile Details' section is visible. The 'Name & DOB' tab is selected and highlighted with a red circle containing the number '1'. A yellow warning box states: 'The name fields have been locked, please contact the NRMP if you need to edit them.' Below this, the following fields are displayed: 'First Name' (Doogie), 'Middle Name' (empty), 'Last Name' (Howser), 'Suffix' (Please Select...), and 'Date of Birth' (07/04/1980). Other tabs like 'Degree & Job Title', 'Address', and 'Contact Information' are visible below. An 'Update' button is at the bottom right.

2. Click the **Degree & Job Title** tab. Select your **Degree** and enter your **Job Title**.

The screenshot shows the same NRMP profile update interface, but now the 'Degree & Job Title' tab is selected and highlighted with a red circle containing the number '2'. The 'Name & DOB' tab is now collapsed. The 'Degree' field is a dropdown menu with 'Please Select...' selected. The 'Job Title' field is an empty text input box. The 'Address' and 'Contact Information' tabs are visible below. An 'Update' button is at the bottom right.

3. Click the **Address** tab. Enter your address details.

The screenshot shows the 'PROFILE UPDATE' section of the R3 profile management interface. The 'Address' tab is selected and highlighted with a red circle containing the number '3'. The form includes fields for Country (United States), Street Address Line 1, 2, and 3, City/Town, State/Province (Please Select...), and Zip/Postal Code. A red asterisk indicates that these fields are required. Below the address section is the 'Contact Information' tab, which is currently collapsed. An 'Update' button is visible at the bottom of the form.

4. Click the **Contact Information** tab. Enter your contact details.

 When registration is complete, you will receive an email message with a link to verify your email address. Click the link in the email to mark your email as verified in your R3 profile. If you do not receive the email verification link, please make sure your email is entered correctly in your R3 profile or check your junk/spam folder.

The screenshot shows the 'Contact Information' tab selected and highlighted with a red circle containing the number '4'. The form includes fields for Primary Phone Number, Alternate Phone Number, Primary Email Address (doogie@mailinator.com), Secondary Email Address, and Confirm Secondary Email Address. A red asterisk indicates that the Primary Phone Number and Primary Email Address fields are required. An 'Update' button is highlighted with a red circle containing the number '5'.

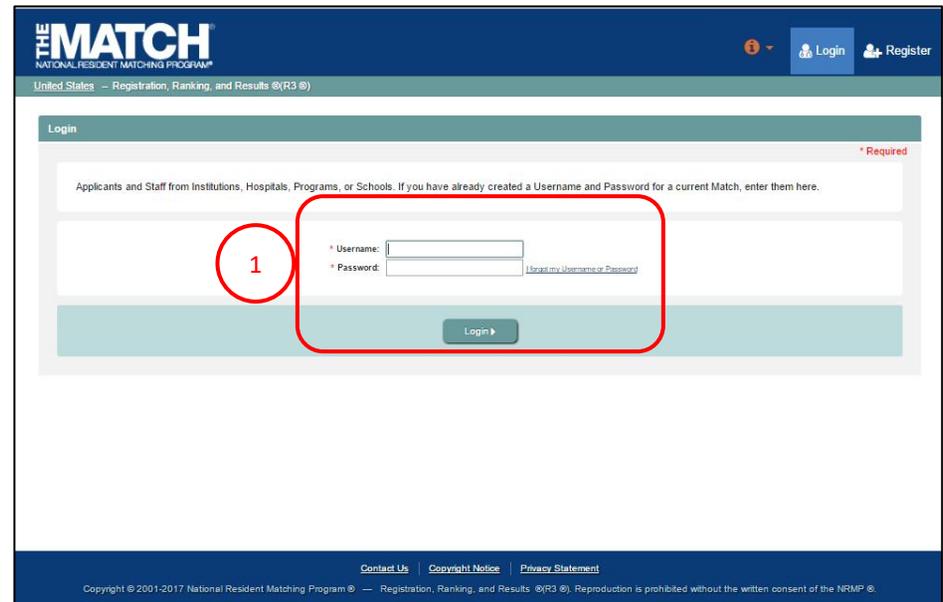
5. Click **Update**.

Token redemption has been completed.

**** You are Not Yet Registered ****

Although your account has been created, you must electronically sign the Match Participation Agreement to complete your registration.

1. Login with the **Username** and **Password** you just created to continue in the R3 system.

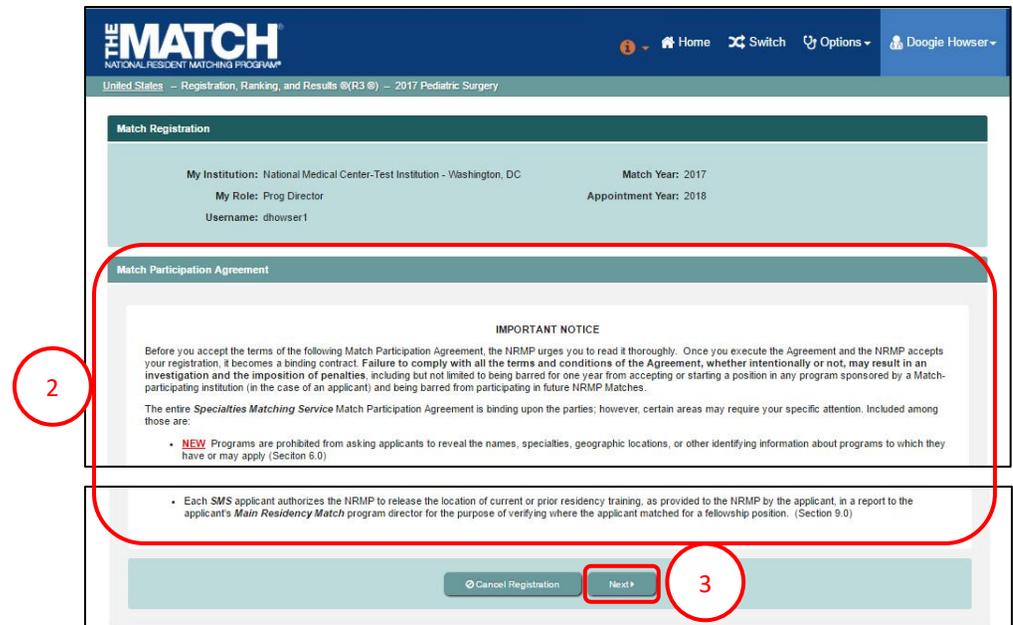


Match Participation Agreement & the Important Notice:

The **Match Participation Agreement** is a binding contract.

Although the entire Agreement is binding upon parties, certain areas may require your specific attention. These are highlighted in the **Important Notice**.

2. Scroll to review the **Important Notice**.
3. Click **Next**.



Match Participation Agreement:

4. Scroll to review the **Match Participation Agreement**.
5. Enter your **password**.
6. Click **I Accept**.
 - a. By electronically signing the Agreement, you are entering into a binding contract to conduct your Match affairs consistent with these policies.
 - b. You cannot complete the Registration process until you accept the Terms and Conditions of the Match Participation Agreement.

You have successfully completed your user registration.

**** Verify Email Address ****

Although registration is complete, you should verify your email address. Verification improves NRMP's ability to communicate with you.

The screenshot shows the Match Participation Agreement page. The page header includes the logo for THE MATCH NATIONAL RESIDENT MATCHING PROGRAM, navigation links (Home, Switch, Options), and the user name Doogie Howser. The page content is divided into sections: Match Registration, Match Participation Agreement, and a footer with contact information and copyright notice. The Match Registration section displays the user's institution (National Medical Center-Test Institution - Washington, DC), role (Program Director), and match year (2017). The Match Participation Agreement section contains the terms and conditions of the Specialties Matching Service (SMS) Match Participation Agreement. A red circle labeled '4' highlights the agreement text. A red circle labeled '5' highlights the password input field, and a red circle labeled '6' highlights the 'I Accept' button. The footer contains links for Contact Us, Copyright Notice, and Privacy Statement, along with a copyright notice for 2001-2017 National Resident Matching Program.

United States -- Registration, Ranking, and Results @ (R3 @) -- 2017 Pediatric Surgery

Match Registration

My Institution: National Medical Center-Test Institution - Washington, DC Match Year: 2017
My Role: Program Director Appointment Year: 2018
Username: dhowser1

Match Participation Agreement

Specialties Matching Service® Match Participation Agreement
For All Matches Opening After June 30, 2016
Terms and Conditions of the Specialties Matching Service
Match Participation Agreement Among Applicants, the NRMP,
and Participating Programs

These are the terms and conditions of the Match Participation Agreement for the Specialties Matching Service (SMS®) that each applicant and program enters into by indicating acceptance of these terms and conditions through clicking on the "I Accept" button on the Registration screen of the Registration, Ranking, and Results® (R3®) system. Upon the NRMP's acceptance of such party's registration, these terms and conditions will be a binding agreement between such party and the NRMP, as well as between such party and any other party who executes this SMS Match Participation Agreement in registering for the same SMS Match and whose registration is accepted by the NRMP.

If the NRMP accepts the registration of the applicant or program in question, the NRMP will register the applicant or program, as the case may be, in the SMS, as described briefly in Section 1.0 below. In consideration of this registration, each applicant and program agrees to comply with all of the terms and conditions of this SMS Match Participation Agreement (also referred to in these terms and conditions as "this Agreement").

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Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such a breach or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the SMS Program and its results. Any representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the party against whom it is to be enforced.

17.0 Authorization for Release of Test Scores

By my electronic signature and as of the date this Agreement is submitted to NRMP, I hereby authorize the National Board of Medical Examiners and the National Board of Osteopathic Medical Examiners to release, verify, and transmit to NRMP upon its request certain test score data, in particular my USMLE scores, COMLEX scores, or other test score(s) utilized in the Match process. I understand and agree that the test score data shall be used to verify test score information provided by me or about me by a testing service or other entity relevant to the graduate medical education matching process.

As set forth in the physician profile section of my Match registration, I have given my consent (or refused as the case may be) to permit my test score data to be used for research involving the Match and graduate medical education as long as no information clearly and uniquely identifying me is disclosed in studies or reports resulting from such research.

Updated June 2016

5 Password:

6 I Accept

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Verify Email Address

1. View the message in your Inbox.
2. Click the **Click here to complete verification** link.
3. Navigate to the R3 system home page. Enter your **Username** and **Password** and click **Login**.
4. Navigate to the **Profile, Contact Information** tab.
 - a. Next to your email address, a **VERIFIED** note displays.

