



Token Redemption for Existing R3® Users

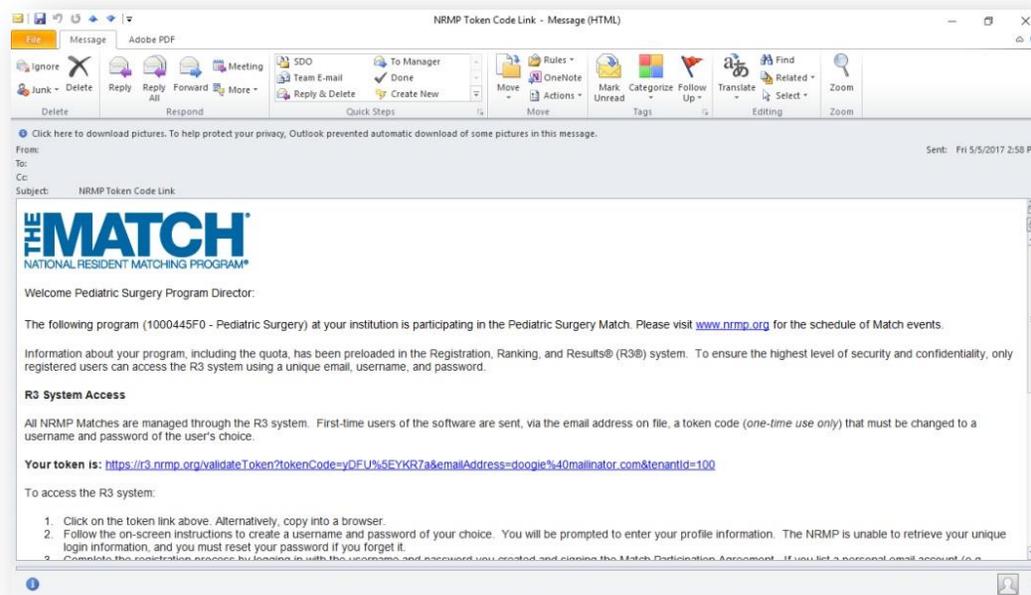
Main Residency Match and Specialties Matching Service

****This guide is for R3 users with an existing account who are new to their institution.****



Users:

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



Note: This Token Redemption for Existing R3® Users guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

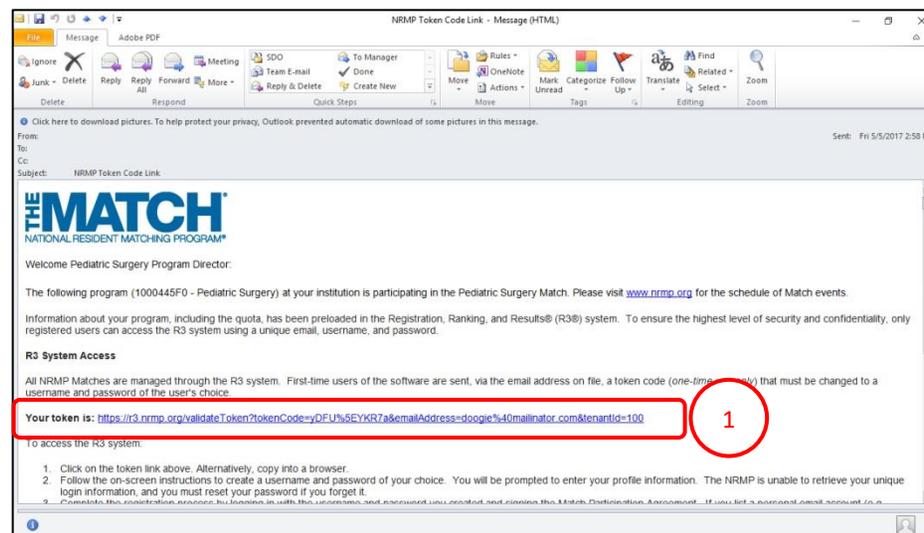
If you are a current or previous R3 system user new to an institution, you must redeem a token (one-time use only) to complete the registration process.

You will receive an email from NRMP that includes a token code link for the email address to which it was sent.

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

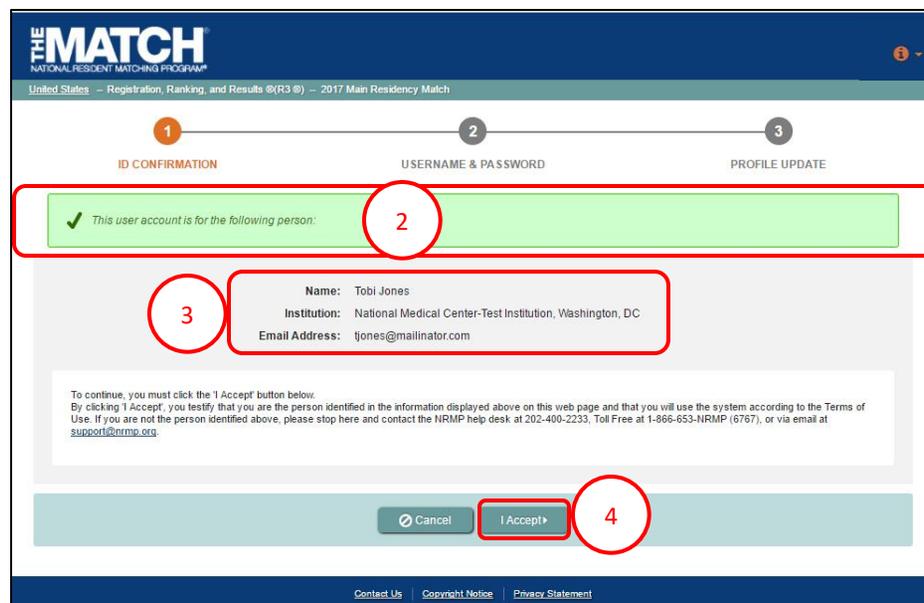
Getting Started and Step 1: ID Confirmation

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

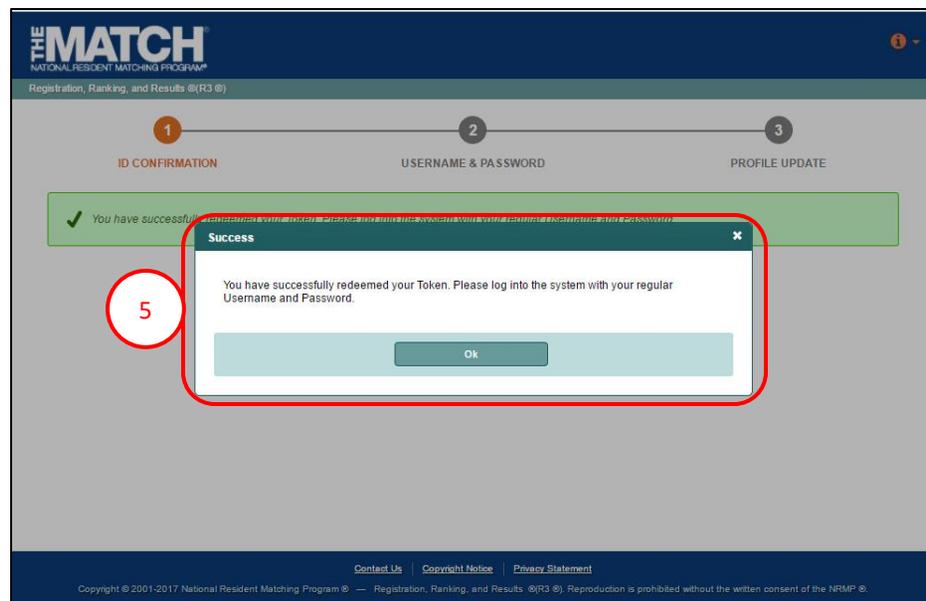


The **R3 system** opens in another window on your desktop.

2. A confirmation note displays.
3. 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.
4. If the ID Information is correct, click **I Accept** to accept the **Terms of Use**.



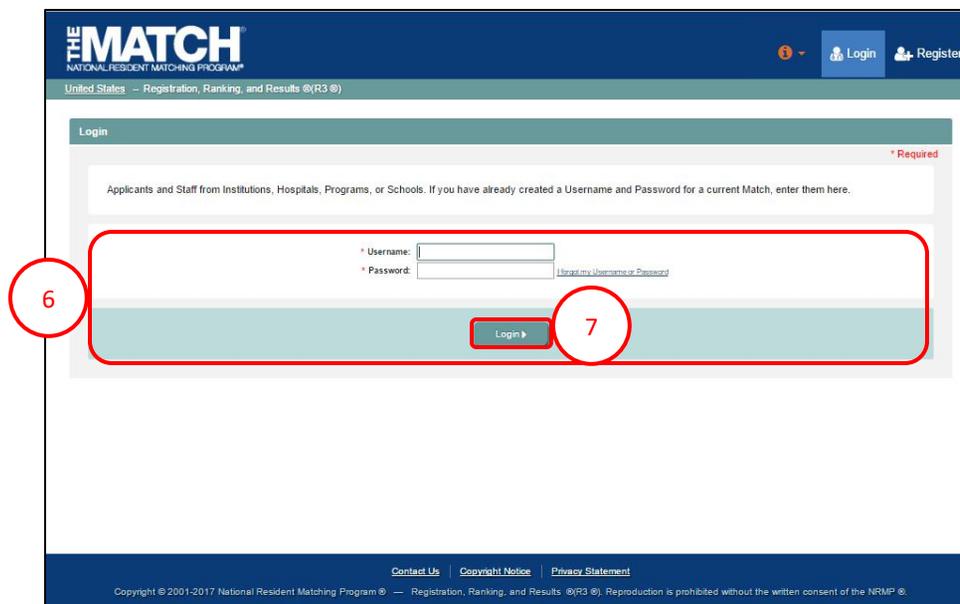
5. The **Success** pop-up displays. Click **Ok**.



The **Login** page displays.

6. Enter your **username** and **password**.

7. Click **Login**.

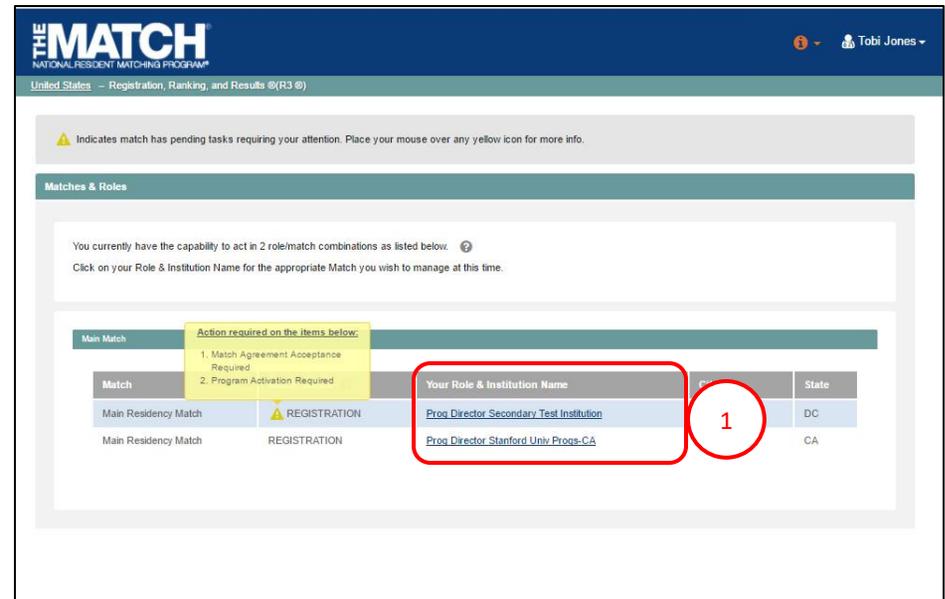


As a returning user, if you have not yet signed in to the R3 system during the current Match season, you may be prompted to:

- Complete a **Profile Update**
- Review the **Important Notice**
- Electronically sign the **Match Participation Agreement**

These steps must be completed *before* you will be taken to either the:

- **Matches and Roles Page** for institution and program staff
- **Match Home Page** for school officials and administrators



Matches & Roles Page:

Match & Roles displays for the Match for which you are registered.

 The yellow icon indicates Matches that have pending tasks requiring your attention. Hover over the icon to view the specific tasks that must be completed for the program.

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

Match Home Page:

Match Home Page displays for your school.

2. Click **Review Applicants** to view the applicants who have completed registration for the Match.

