

**ERAS**  
Electronic Residency  
Application Service

A close-up, blue-tinted photograph of a stethoscope resting on a computer keyboard. The stethoscope's chest piece is in sharp focus, while the keyboard keys are blurred in the background.

# ERAS<sup>2014</sup>

**MyERAS Residency  
User Guide**

[www.aamc.org/eras](http://www.aamc.org/eras)

ERAS<sup>®</sup> is a program of the  
Association of American Medical Colleges

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# About the MyERAS User Guide

This guide explains how ERAS<sup>®</sup> (Electronic Residency Application Service) works and outlines the steps for using MyERAS to apply to residency programs. Reading this guide may help you avoid errors that could affect your application.

## Welcome to ERAS

Welcome to ERAS, a service of the Association of American Medical Colleges (AAMC). ERAS is easy to use, but it is important that you read and understand how the service works.

### How does ERAS work?

ERAS is a service that transmits residency applications, letters of recommendation (LoRs), medical student performance evaluation (MSPE), medical school transcript, USMLE transcript, COMLEX transcript, and personal statement(s) from you and your Designated Dean's Office to program directors.

ERAS consists of MyERAS, the Dean's Office Workstation (DWS) – software used by the Designated Dean's Office, the Program Director's Workstation (PDWS) – software used by residency programs, the ERAS Letter of Recommendation Portal (LoRP) – software used by *LoR Authors*; and the *ERAS PostOffice*.

To access MyERAS, first contact your Designated Dean's Office.

Applicant Type	Designated Dean's Office	Contact Number	Contact E-mail Address	Web site
U.S. Seniors & Graduates including D.O.'s	Medical School of Graduation	Contact Medical School of Graduation		
International Medical Graduates (IMGs)	Educational Commission for Foreign Medical Graduates (ECFMG)	215-966-3520	<a href="mailto:eras-support@ecfm.org">eras-support@ecfm.org</a>	<a href="http://www.ecfm.org/eras">www.ecfm.org/eras</a>
Canadian Medical Graduates	The Canadian Resident Matching Service (CaRMS)	1-877-CARMS-42 (1-877-227-6742)	<a href="mailto:help@carms.ca">help@carms.ca</a>	<a href="http://www.carms.ca">http://www.carms.ca</a>

All U.S. medical schools, as well as the ECFMG and CaRMS, participate in ERAS.

Your Designated Dean’s Office will issue you a token, an alphanumeric code, used to register on MyERAS. After registration, you will access MyERAS using the *AAMC ID* that was given to you as the final step of your registration process along with your self-created password. Beginning July 1, 2013, all applicants may use MyERAS to begin completing their application, identifying programs in which they are interested, and creating and assigning supporting documents.

- July 1, 2013 – D.O. applicants may apply to AOA-accredited residency programs.
- September 15, 2013 – applicants may apply to ACGME-accredited residency programs.

## Participants

There are a variety of people involved in the ERAS process. It is important to know your role and responsibilities to ensure a smooth application process.

### Applicant Responsibilities

- ☐ *Research Residency Programs and Contact them for Information*

ERAS does not set residency program application deadlines or requirements. Contact programs of interest to find out more about their requirements and deadlines. Also, confirm the program is participating in ERAS 2014 before sending your application materials to them via ERAS.

This information can be found on the *Participating Specialties and Programs* Web site at <http://services.aamc.org/eras/erasstats/par/>. This page is updated each season. Many programs send brochures or have Web sites with information for prospective applicants. Another source of information is the *Graduate Medical Education Directory 2013-2014* (“Green Book”). An online version, FREIDA Online®, is available on the AMA Web site – [www.ama-assn.org](http://www.ama-assn.org).

**Note** ERAS is not always alerted to changes at residency programs. Therefore, it is your responsibility to confirm the program’s participation in ERAS and that you meet all eligibility requirements and program deadlines before applying.

Also, some programs have state requirements to which they must adhere that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.

- ☐ *Contact your Designated Dean’s Office for processing instructions and to receive your ERAS token to access MyERAS.*
- ☐ *Register for MyERAS using your token from you Designated Dean’s Office.*
- ☐ *Remember your AAMC ID and self-created password for future access to MyERAS and the Applicant Document Tracking System (ADTS).*
- ☐ *Complete and submit your MyERAS application and personal statement(s) using MyERAS.*

- ☐ *Request and assign USMLE and/or COMLEX transcripts, LoRs, and photographs.*
- ☐ *Print Letter Request Forms and distribute to LoR Author(s).*
- ☐ *Apply to programs.*
- ☐ *Track documents through ADTS and monitor the Message Center for information from residency programs and important notices from ERAS.*
- ☐ *Return to MyERAS to update your Profile, request updated USMLE and/or COMLEX scores, and make changes to program selections and assignments as needed.*
- ☐ *Pay all fees as invoiced.*

**Note** Do not discard correspondence from ERAS about billing. It is important to pay all fees in a timely manner to avoid a disruption of ERAS services.

### U.S. Medical School Responsibilities

- Establish policies and procedures for document processing for seniors and prior year graduates applying to residency programs.
- Create and assign tokens to applicants from their institution only.
- Download applicants' registration files and document assignments.
- Carefully attach supporting documents to applicant files.
- Transmit documents to the *ERAS PostOffice*.
- Support applicants in the application process.
- Maintain confidentiality of applicant information.
- Back up DWS applicant data.
- Keep contact information current in *ERAS Account Maintenance* (EAM).

### Educational Commission for Foreign Medical Graduates (ECFMG) Responsibilities

For foreign medical graduates, the ECFMG is your primary resource with regard to the ERAS application process and provides guidance to all IMGs regarding U.S. graduate medical education.

- The primary resource in providing guidance to all International Medical Students/Graduates (IMGs) and Fifth Pathway graduates about the ERAS application procedures and advising about the US graduate medical education process.
- Attach and transmit applicant documents including medical school transcripts, LoRs and Medical Student Performance Evaluations (MSPEs). Go to [www.ecfm.org/eras](http://www.ecfm.org/eras) for submission guidelines of digital photograph upload procedures.
- Provide confirmation of documents received, at ERAS Support Services section at ECFMG – OASIS. LoRs uploaded by your *Letter Author* through the LoRP will not be included.
- Download applicant requests for USMLE transcripts.
- Transmit USMLE transcripts to programs as instructed by the applicant.

- Update USMLE transcripts and re-send as requested by the applicant.
- Transmit/update all applicants' *ECFMG Status Reports* to programs.
- Collaborate with international medical school officials participating in the *ECFMG Medical School Web Portal* (EMSWP) with the collection of supporting documents of their students/graduates participating in ERAS.
- Maintain confidentiality of applicant information.

ECFMG has requested that all IMGs adhere to all guidelines published on its Web site at [www.ecfm.org/eras](http://www.ecfm.org/eras). Failure to read and comply with all ECFMG published guidelines may result in processing delays.

### **National Board of Medical Examiners (NBME) Responsibilities**

- Download applicants' requests for USMLE transcripts from the *ERAS PostOffice*.
- Transmit USMLE transcripts to the *ERAS Post Office*, for access by designated programs.
- Mail passing NBME Part scores to programs if applicable.
- Update and re-send scores as requested by examinees.
- Maintain confidentiality of applicant information.

### **National Board of Osteopathic Medical Examiners (NBOME) Responsibilities**

- Download applicants' requests for COMLEX transcripts from the *ERAS PostOffice*.
- Transmit COMLEX transcripts to programs as directed by examinees.
- Send paper transcripts for NBOME Part examination scores.
- Update and re-send scores as requested by examinees.
- Maintain confidentiality of applicant information.

### **Residency Programs Responsibilities**

- Establish requirements and deadlines for the receipt of applications.
- Update contact information in *ERAS Account Maintenance* (EAM).
- Maintain communications with the *ERAS PostOffice*.
- Communicate with applicants regarding preferred application requirements and process.
- Retrieve applications from the *ERAS PostOffice*.
- Review and follow instructions in *ERAS Notices*.
- Maintain confidentiality of applicant information.
- Back up PDWS data.

### **ERAS Staff Responsibilities**

- Provide MyERAS Web site, user guide, and instructions.
- Provide technical support to applicants, schools, and programs.

- Ensure reliable and secure file transfer of application materials.
- Release MSPEs on October 1 to residency programs.
- Communicate problems, solutions, issues, etc. to users.
- Maintain confidentiality of applicant residency information at the *ERAS PostOffice*.

## Policies

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All information regarding ERAS policies can be found on the ERAS Web site at <https://www.aamc.org/students/medstudents/eras/policies/>.

### Source Documentation in ERAS

ERAS strives to transmit source documentation via the ERAS system. This requires that Designated Dean's Offices receive supporting documents that are created by the original author/owner. Designated Dean's Office staff that transmits these documents to training programs via ERAS should receive, for example, original letters of recommendation (LoRs) directly from the author and provide medical school transcripts and MSPEs issued directly from the medical school. **Reproductions of Program Director's Workstation (PDWS) documentation from prior ERAS application seasons, do not qualify as acceptable source documentation.** Designated Dean's Offices have been instructed not to accept printed PDWS documents for transmission via the ERAS system.

ERAS prohibits the use of ERAS documents received through the PDWS for any other purpose. These documents may not be printed, faxed, e-mailed or otherwise transmitted to any individual or organization that is not associated with securing the applicant's training position at your institution. Documentation received via the PDWS may only be used for the review and evaluation of an applicant for a training position.

## What's New for ERAS 2014?

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### Date Changes

- October 1, 2013 MSPEs released for all applicants applying to AOA-accredited residency programs.

### Application Changes

#### *Token Registration*

- MyERAS medical education/ registration page will allow D.O. applicants to enter a graduation date after June 30 of the current year.

### Profile

- Only the last 4 digits are required when entering the *Social Security Number* in the MyERAS Profile. This is not a required field.
- Applicants participating in the NRMP match will have the ability to enter their *NRMP ID* after they obtain it from the NRMP.
- NBOME ID will be a required field for D.O. applicants.
- NMS Match Information section for D.O. applicants.
- D.O. applicants will be required to indicate whether or not they plan to participate in the NMS Match.
- D.O. applicants will be able to enter their *Sigma Sigma Phi* status.

### Application Tab

- Publication data will now display in APA format to programs and also when viewing/printing the MyERAS application and CV.

### Documents Tab

- In order to assign a letter to a program both of the following conditions must be met: 1) The *LoR Author* slot must be finalized in MyERAS; 2) The LoR must be available in the *ERAS PostOffice*.
- The *Letter Request Form* will have the medical school's address prepopulated, if the medical school chose to enter this information during the ERAS registration process (U.S. medical school graduate residency applicants only).
- The *Letter Request Form* will not be available when entering and finalizing a *California Letter/PTAL*. Applicants should contact their Designated Dean's Office for instructions on how to submit this document. (IMGs ONLY)
- Only 1 *California Letter/PTAL* can be finalized. After finalizing, the *California Letter/PTAL* checkbox will be grayed out. (IMGs ONLY)
- The automatic retransmission is no longer an option when authorizing the release of the USMLE transcript. Anytime an applicant has new scores available, they will have to manually retransmit the transcript to programs to which they have applied using the retransmit option on the *Documents | USMLE transcript* tab.
- Applicants are limited to one retransmission request in a 24 hour period. This applies to both USMLE and COMLEX transcripts. The retransmission button will be disabled for a period of 24 hours after a request is made. A date and time stamp of the last retransmission request is available in the *Retransmit* section of the USMLE transcript tab and the *COMLEX transcript* tab.

### *Programs Tab*

- *The Document Assignments and Training Selection* page will display a *LoR Letter ID* column after the *LoR Author* column. The *LoR Letter ID* will help the applicant distinguish between letters with the same *LoR Author* when applying to programs.
- *LoR Authors* must be finalized in the *Documents | Letters of Recommendation* tab AND the LoR must be uploaded to the *ERAS PostOffice* by your Designated Dean's Office or by the *LoR Author* via the LoRP in order to assign them to programs. The LoR checkbox will remain disabled until both of these requirements are met.
- D.O. applicants will no longer be able to assign the USMLE transcript when applying to D.O. programs.

### *ADTS*

- A *USMLE/ COMLEX Transcript Requests Report* has been added to ADTS for applicants and medical schools. This report provides a status of transmission(s) and retransmission(s) requests made to NBME, ECFMG and/or NBOME in MyERAS.

### *Message Center*

- Fellowship applicants can reply to messages received from EFDO using the *Message Center*. Applicants cannot reply to programs using the *Message Center*.

## **ERAS 2014 Application Fees**

ERAS processing fees are based on the number of residency programs to which you applied, by specialty. MyERAS automatically calculates your fees and you may pay online. For more detailed information, please visit

[https://www.aamc.org/students/medstudents/eras/residency/69732/fees\\_and\\_billing.html](https://www.aamc.org/students/medstudents/eras/residency/69732/fees_and_billing.html).

## **System Requirements for MyERAS**

- Computer with Internet Connection
- Firefox 17.0
- Internet Explorer 8 and 9
- Valid E-mail Address

<p><b>Note</b> ERAS does not support Safari. Firefox is supported and may be used by Mac (Apple) users.</p>
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# 2014 Timeline (As of 6/1/2013)

**Note** For up-to-date and complete timeline details, please visit:  
<https://www.aamc.org/students/medstudents/eras/residency/343926/timeline.html>.  
 A printable PDF timeline is also available for your convenience:  
[https://www.aamc.org/download/251998/data/residency\\_timeline\\_print.pdf](https://www.aamc.org/download/251998/data/residency_timeline_print.pdf).

Date	Activity
Mid-Late June 2013	<ul style="list-style-type: none"> <li>MyERAS User Guide is available online.</li> <li>ERAS Support Services at ECFMG (IMGs only) and Medical Schools begin generating and distributing tokens to applicants.</li> </ul>
July 1, 2013	<ul style="list-style-type: none"> <li>MyERAS opens to applicants to register and begin working on their applicants.</li> <li>D.O. applicants begin selecting and applying to American Osteopathic Association (AOA)-accredited residency programs <b>only</b>.</li> <li>Applicants may select ACGME-accredited residency programs, but <b>cannot</b> apply to these programs before September 15.</li> </ul>
July 15, 2013	<ul style="list-style-type: none"> <li>AOA-accredited residency programs begin contacting the <i>ERAS PostOffice</i> to download applications.</li> </ul>
September 15, 2013	<ul style="list-style-type: none"> <li>Applicants begin applying to ACGME-accredited residency programs.</li> <li>ACGME-accredited residency programs begin contacting the ERAS PostOffice to download applications.</li> </ul>
October 1, 2013	<ul style="list-style-type: none"> <li>MSPEs are released to residency programs.</li> </ul>
December 2013	<ul style="list-style-type: none"> <li>Military match results are available.</li> </ul>
February 2014	<ul style="list-style-type: none"> <li>Urology match results are available.</li> </ul>
March 2014	<ul style="list-style-type: none"> <li>National Resident Matching Program (NRMP) Main Residency Match results are available.</li> <li>SOAP starts Match Week, for more information please contact the NRMP, 202-400-2233 or <a href="mailto:support@nrmp.org">support@nrmp.org</a>.</li> </ul>
May 31, 2014	<ul style="list-style-type: none"> <li>End of ERAS 2014 season.</li> <li><i>ERAS PostOffice</i> closes to prepare for ERAS 2015.</li> </ul>

# Registration

## Get Your MyERAS Token

Contact your Designated Dean's Office to obtain your token. Only your own Designated Dean's Office may generate a token you can use.

**Note** Each Designated Dean's Office establishes their own processing procedures for ERAS applicants. These procedures include the schedule for distributing materials, downloading applicant files, scanning transcripts, attaching documents, processing LoRs, and sending files to the *ERAS PostOffice*. Contact your Designated Dean's Office to check their schedule and procedures.

## MyERAS

It is important to register early. Your Designated Dean's Office cannot scan your documents until you have registered. After receiving your token from your Designated Dean's Office, go to the MyERAS login page at <https://services.aamc.org/eras/myeras> and click *Register Token* to access the registration page. Carefully type in your *Token ID* number and fill out all required fields. **You may only register once**; therefore, enter all information and review it for accuracy **before** submitting.

**Note** Registering with ERAS does **not** register you with the NRMP. ERAS is a separate entity from the NRMP. You may use ERAS without using the NRMP; however, if you intend to participate in the NRMP Match, you **must** contact the NRMP directly to determine eligibility and participation requirements. Visit the NRMP Web site at [www.nrmp.org](http://www.nrmp.org) or call 1-866-653-6767 for further details.

## AAMC ID

While registering in MyERAS, you will be asked to enter your *AAMC ID*. If you do not know your *AAMC ID*, leave this field blank. At the end of the registration process, when you click *Register*, the system will process your information and create or assign your *AAMC ID*.

Make note of your assigned *AAMC ID*, as it will be needed to access MyERAS and the Applicant Document Tracking System (ADTS). Print the final registration page for your records.

## Password

During registration, you will be prompted to create and confirm a password. When creating a password, keep the following in mind:

- Passwords must have a minimum of six characters and a maximum of sixteen characters.
- Passwords must consist of a combination of both alphabetical and numeric characters.
- Passwords are case sensitive. Therefore, the passwords **CARRIE** and **carrie** are different.

If you forget or lose your password, go to the MyERAS login page and click *Forgot Password* and follow the prompts. A temporary password will then be sent to the e-mail you entered when you registered.

ERAS staff does not provide passwords.

### **E-mail address**

During registration, you will be prompted to enter an active e-mail address. Many programs use e-mail to contact applicants for important reminders, notification of missing documents, and invitations to interview. You also need an e-mail address should you need to retrieve your forgotten MyERAS password. Some messages from programs which have multiple recipients may be treated as junk or spam mail. Be sure to check your junk mail or bulk mail folder regularly.

## **Overview of MyERAS**

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### **Trailing links**

Trailing links to some of the most frequently used tools are available in the upper right hand corner of MyERAS. These links are easily accessible to you from anywhere within the MyERAS site.

#### *Update Profile*

Your *Profile* contains information that may be updated at any time during the application season, even after the MyERAS application has been certified and submitted. It is essential that you keep this tab updated with your most current information throughout the season.

#### *Change Password*

Use this section to change your password after registering.

#### *Message Center*

Any messages sent by a participating program via the Program Director's Workstation (PDWS) software, ECFMG, as well as any messages sent by ERAS staff, will be listed in the *Message Center*. These messages are also sent to the applicant's e-mail account on file.

#### *International Medical Graduates*

You are able to reply to messages received from ECFMG using MyERAS Message Center. However, you cannot reply to programs using the MyERAS Message Center.

#### *ADTS*

ADTS is the Applicant Document Tracking System. It allows you to track the status of your MyERAS application and supporting documents.

#### *Logout*

Use to securely exit the MyERAS application.

## Dashboard

This area provides you with an overview of the progress you have made in your application, as well as MyERAS alerts, resource links, and ERAS contact information.

### MyERAS application Overview

#### *Application*

provides a hyperlink for each element of the MyERAS site, as well as their completion status.

#### *Documents*

provides quick stats of document activity completed within the *MyERAS Documents* tab.

#### *Programs*

shows a count of the programs you have selected, as well as the programs you have applied to.

### Right Navigation

#### *MyERAS Alerts*

displays any alerts regarding the functionality of the MyERAS site.

#### *Learn More About ERAS*

provides easy access to resources that are available on the MyERAS Web site.

#### *Do you need help?*

should you ever need assistance with MyERAS, the ERAS HelpDesk contact information is available.

## Application

This is where the majority of your information is entered and includes your education, work, and other experiences, any awards or honors you have received, publications, etc. You do not have to complete the entire application at one time. Each tab of the application has a *Save* button which enables you to save your information until you are ready to begin working again. You may change information in your application at any time **before** you certify and submit it. **You may only certify and submit your application once.** Once your application is completed, certified, and submitted to ERAS, you **may not** make any changes.

### The Application tab consists of the following sub-tabs:

#### *Home*

contains *Quick Stats*; PDF of the MyERAS application and CV; the ability to view the application in the MyERAS application or CV format; it is also where you will certify and submit the application.

#### *General*

allows entries for present mailing address, birth information, gender, and any military service experience or obligations.

#### *Education*

allows entries for undergraduate and graduate school(s) attended.\* +

### *Medical Education*

allows entries for medical school(s) attended.\*

### *Training*

allows entries for each residency, fellowship and/or D.O. internship training completed or currently attending.\* +

### *Experience*

allows entries for work, volunteer, and/or research experience(s) attempted, completed, or currently attending.\* +

### *Publications*

Allows entries for publications.\*+

### *Licensure Information*

This tab contains questions concerning malpractice cases, termination of medical license, felonies or criminal offenses, board certification, and *DEA Registration*.

### *Medical Licenses*

This tab is used to list any state medical licenses obtained.\* +

### *Self-Identification*

This tab allows you to indicate how you self-identify (optional).

\* Once all required fields have been completed and the information is saved, the page will refresh to allow additional entries.

+ The *None* option is available if you do not have any information to enter for this specific tab.

**Note** You are not required to indicate how you self-identify. If you choose not to indicate this information, you must at least select “*Prefer not to say*” and click *Save*. You will not be penalized for selecting this response. If you are a citizen of a European country, please **do not** provide a response and select “*Prefer not to say*” and click *Save*.

### *Language Fluency*

this tab allows you to indicate each language that you speak and rate your proficiency in that language.

### *Miscellaneous*

consists of two questions asking if the applicant has any limiting aspects and if medical education/training was extended or interrupted for any reason. This page also allows entries for hobbies and interests, medical school awards, other awards/accomplishments, and membership in honorary/professional societies.

**Note for IMGs Only** You will be able to indicate if you will provide a MSPE and/or a medical school transcript to the ECFMG on the miscellaneous tab.

## Documents

This is where you may create personal statement(s); identify the people who will write your letters of recommendation (LoRs); and release your COMLEX and/or USMLE transcripts.

### **The Documents tab consists of the following sub-tabs:**

#### *Home*

Contains *Quick Stats* about the work you have completed on the Documents tab.

#### *USMLE Transcript*

This is the tab where you will authorize the release of your USMLE transcript and transmit your requests to the NBME. Your transcript will only be transmitted to programs to which your USMLE transcript has been assigned.

#### *COMLEX Transcript (D.O. Applicants)*

Under this tab, you will authorize the release of your COMLEX transcript and transmit your requests to the NBOME. Your transcript will only be transmitted to programs to which your COMLEX transcript has been assigned.

#### *Personal Statements*

Your personal statements may be created, viewed, edited, and printed in this tab.

#### *Letters of Recommendation (LoRs)*

Here you can create a list of *LoR Authors* who will write LoRs on your behalf. Once you have entered your *LoR Author(s)* information and finalized them, you will need to print and distribute the *Letter Request Form* to each individual *LoR Author*.

## Programs

This is where you will assign documents to your application and apply to programs.

### **The Programs tab consists of the following sub-tabs:**

#### *Home*

contains *Quick Stats* on the number of programs selected and programs applied to.

#### *Search Programs*

applicants can search for programs by *Accreditation ID* (ACGME or AOA) or *State* and *Specialty*. After successfully searching for participating programs, applicants may select a program, select training type(s), and assign supporting documents. The programs that are “grayed out” are not participating in ERAS this season. You cannot apply to these programs using ERAS.

#### *Programs Selected*

lists programs you are interested in and to which you are currently assigning documents. These programs have not yet received your application. You may add or delete programs from the *Programs Selected* tab at your discretion. You may select programs before you certify and submit your application.

#### *Apply to Programs*

lists selected programs and allows applicants to apply to these programs or just preview an invoice for programs you wish to apply.

**The right navigation of the Programs tab consists of the following informative links:**

*Programs applied to*

lists programs to which an applicant has applied. Applicants can click on each program to view/edit document assignments.

*Invoice History*

a summarized history of all ERAS fees broken down by specialty and the USMLE/COMLEX transcript fees.

*Assignments Report*

displays training selections and documents that are currently assigned to both *Selected* and *Applied* to programs.

**Note** Before certifying and submitting your application, be sure to review all sections for missing or incorrect information, misspelled words, or gaps. Use the *Dashboard* as another “final” check to review your application.

## Your Profile

We recommend that you complete as much of your *Profile* as you are able to right away.

**Information collected in the Profile includes:**

- *First, Middle, and Last Name*
- *Previous Last Name*
- *Preferred Name*
- *Suffix*
- *Contact E-mail*
- *Present Mailing Address*
- *Preferred Phone Number*
- *Alternate Phone Number*
- *Fax/Pager/Mobile Number*
- *Last 4 digits of SSN (this is not a required field)*
- *Current Visa Status/Expected Visa Type*
- *USMLE ID*
- *NBOME ID*
- *AOA Member Number*
- *NMS Match Participation Status*
- *AUA Number for Urology Programs*
- *NRMP Match Participation Status*
- *NRMP ID*
- *Couples Match Information*
- *Advanced Cardiac Life Support Certification*
- *Pediatric Advanced Life Support Certification*
- *Sigma Sigma Phi Status*
- *Alpha Omega Alpha Status*

In addition, you will need to enter your *USMLE ID* to request your USMLE transcript or *NBOME ID* to request your COMLEX transcript.

### Keep Your Profile Up-to-Date

Information in your *Profile* is very important to the programs to which you have applied. It is essential that you keep this information up-to-date, even after you certify and submit your MyERAS application. You may update your profile at any time by clicking *Update Profile* at the top right of the screen.

If you have previously applied to programs, saved changes are processed immediately.

## Starting Your MyERAS application

At any time, you may print a *MyERAS Worksheet* to complete off-line. You may access this blank worksheet from the *Dashboard* tab in MyERAS under *Learn More About ERAS* or from our Web site at <https://www.aamc.org/download/139512/data/worksheet.pdf>. The worksheet contains every question asked in the online MyERAS application and it is intended for off-line use in order to minimize connection time to the Internet to complete your application. You will still need to complete the MyERAS application online.

To begin working on your MyERAS application, click on the *Application* tab. You only get one application. All programs to which you apply will receive the same application. You may personalize your application to a specific program or to different specialties using your personal statement(s).

You do not need to complete your application in one sitting; you may take your time and work on each tab at your convenience. Information you enter on each tab is stored when you click *Save*. You may change information in your application at any time **before** you certify and submit. If you are unsure about whether you completed a page, use the checklist function located on the *Dashboard* tab.

**Note for D.O. Applicants** Consider whether you will apply to ACGME and/or AOA-accredited programs. If you apply to ACGME-accredited programs, you must request your USMLE transcript. If you only apply to AOA-accredited programs, you only need to request your COMLEX transcript.

In the MyERAS application, you will be asked to submit optional information regarding how you self-identify. This is **NOT** required; therefore, if you choose not to answer these questions, please select “*Prefer not to say*” and click *Save*. You will not be penalized for selecting this response.

**Note** If you are a citizen of a European country, please do not provide a response. Select “*Prefer not to say*” and click *Save*.

# Supporting Documents

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## The MyERAS application includes the following documents:

- *Personal Statement*
- *Medical Student Performance Evaluation (MSPE)*
- *Letter(s) of Recommendation (LoR)*
- *Medical School Transcript*
- *USMLE Transcript (optional)*
- *COMLEX Transcript (optional)*
- *ECFMG Status Report (International Medical Graduates only)*
- *Postgraduate Training Authorization Letter (PTAL) or "California Letter" (International Medical Graduates only)*
- *Fifth Pathway Certificate (International Medical Graduates only)*
- *Wallet-sized color photograph (optional)*

ERAS will transmit these documents to the programs to which you apply, according to your document assignment. Any documents not listed are considered non-ERAS documents. You should contact the program to which you are applying and ask how they would like to receive non-ERAS documents, if required.

## Personal Statements

You may create one or more personal statements; however, only one personal statement may be assigned and sent to an individual program. Each personal statement is limited to 28,000 characters (approximately 8 pages). If a program requires additional information that is not included in your transcript or MyERAS application, you may include this information in your personal statement and assign it to that specific program.

### To Create a Personal Statement:

1. Go to the *Documents* tab and select the *Personal Statement* tab.
2. Enter a title in the *Personal Statement Title* field.
3. Enter or copy/paste your personal statement into the *Personal Statement Content* field (see the *More about formatting* link for copy/paste information).
4. Click *Save*.
5. Carefully review your personal statement and click *OK*, if satisfied with your personal statement.

A list of all saved personal statements will display at the top of the page. You will have the ability to edit them prior to assigning it to a program you have applied to. Once it has been sent to a program, the *Edit* link in the *Action* column will no longer be available. You may print your personal statement

and view a list of programs you have assigned your personal statement to, using the links in the *Action* column.

We recommend you create your personal statement(s) in *Notepad* and then copy and paste the text into the box provided for the body of the personal statement. Do not use bold, italic, or special characters, as these may show up as unreadable characters in the programs software (PDWS). Also, be descriptive in the title of your personal statement. Since programs will not be able to see the title of your personal statement, use the title to help identify the document when you are assigning it to programs later in the process. Upon completing the personal statement, you should print copies for your records.

Any suspected acts of plagiarism will be investigated by ERAS. Any substantiated findings of plagiarism may result in the reporting of such findings to the programs to which you apply now and in subsequent ERAS seasons.

**Note** There are a number of Web sites that provide examples of personal statements. Do not take any information from these sites and use them in your personal statements without giving credit to the author. This is considered plagiarism.

### Letters of Recommendation (LoRs)

The *Letters of Recommendation* tab allows you to create a list of people who will write letters on your behalf. You also have the ability to print *Letter Request Forms* and view a list of programs to which you have assigned your LoRs. Contact your Designated Dean's Office for any special processing instructions for LoRs that are submitted via mail.

You will need to finalize your *LoR Authors* in order to generate *Letter Request Forms*. *LoR Authors* can submit LoRs using the ERAS LoR Portal to upload LoRs themselves, or they can mail LoRs to your Designated Dean's Office and have them upload it. You will need to provide a *Letter Request Form* to each *LoR Author* you finalize.

**Note for IMGs** Do not submit LoRs by mail. Documents submitted to the ECFMG by mail will not be processed to the ERAS application.

You may enter and finalize an unlimited number of *LoR Authors*; however, no more than four (4) letters may be assigned to any individual program.

#### The Letter Request Form is a PDF that includes the following:

##### *LoR Author Details (as you entered them)*

- LoR Author Name
- LoR Author Title/Department

##### *Applicant Details*

- Name
- Contact Information

- *AAMC ID*
- ERAS Letter ID
- Specialty to which this letter will be assigned

*Waiver Indicator for rights to see the letter*

*LoR Portal Instructions*

*Mailing Instructions*

**Note** Your Designated Dean's Office will have the option to conduct a quality assurance (QA) review of letters of recommendation (LoRs) being transmitted from the Letter of Recommendation Portal (LoRP).

The purpose of this QA option is to allow your DDO to review LoRs from the LoRP to determine if the following are needed:

- Correct identification data (including, but not limited to applicant's name, gender, *AAMC ID*)
- To replace a letter that was uploaded erroneously (i.e., letter uploaded for incorrect applicant).

**Note** *Letter Request Forms* should not be duplicated and distributed to multiple *LoR Authors*. They are personalized to address each finalized *LoR Author*. They also contain a unique *Letter ID* that can only be used once.

#### **To Finalize Your LoR Author(s):**

1. Click on the *Documents* tab.
2. Click on the *Letters of Recommendation* tab.
3. Enter *LoR Author* information: *LoR Author Name*, *LoR Author Title/Department*, and *Specialty(s) to which this letter will be assigned* (optional field).
4. Select *Yes* or *No* for *I waive my right to view my Letter of Recommendation*.

**Note** Programs will be able to view the *LoR Author Name*, *Title/Department*, and the *I waive my right to view my Letter of Recommendation* response you select. However, the specialty you enter is visible **ONLY** to you, your Designated Dean's Office, and your *LoR Authors*. The purpose of the specialty field is to help you identify your LoR(s) when assigning them to programs.

5. Finalize your *LoR Author(s)*.
6. Print and distribute *Letter Request Forms* to each *LoR Author* you have finalized.

Repeat this process for each *LoR Author* that will be writing a letter for you.

You will have the opportunity to edit and delete before finalizing your *LoR Author(s)*. Once you finalize a *LoR Author*, you cannot delete it. If it contains errors, you will need to enter and finalize a new *LoR Author*. You will need to print and distribute the *Letter Request Form* to the *LoR Author* for the new entry. You may also want to contact your Designated Dean's Office and inform them of the error so

they attach your document correctly (if the *LoR Author* chooses to mail-in their letter instead of using LoRP).

*LoR Authors* must be finalized and the LoR uploaded to the *ERAS PostOffice* by your Designated Dean's Office in order to assign them to programs. The LoR checkbox will be disabled until both of these requirements are met. You can click on the ADTS trailing link located at the top of the MyERAS application to track the status of your documents. For questions regarding the status of your documents, please contact your Designated Dean's Office.

It is your responsibility to follow up with *LoR Authors* and confirm that LoRs reach your Designated Dean's Office or are uploaded by the *LoR Author* via the LoRP in time to meet program deadlines.

#### *California Letter (IMGs Only)*

If you plan to apply to a California program, you may need to submit a California Letter. Instead of entering the *LoR Author's* information in step 3 above (see *Finalize your LoR Author(s)*), you will need to check the box which reads *This is a California Applicant Status Letter*. Once the box is checked, the remaining fields will auto-populate. Complete the rest of the steps to finalize as you would any other LoR.

**Note** You can only enter and finalize one California Letter in the *Documents | Letters of Recommendation* tab. Once the *California Letter* is finalized, the checkbox will be disabled.

#### *LoR from Program Director*

You are able to indicate to programs if a LoR Author is a Program Director from a residency or fellowship where you trained. In *To Finalize Your LoR Author(s)* above, you will need to mark the checkbox which reads *"This LoR Author is a Program Director in a previous residency or fellowship where I trained"* when entering your LoR Author information. Complete the rest of the steps to finalize as you would for any other LoR.

## Photograph

The photograph is attached and transmitted by your Designated Dean's Office. Programs use the photograph to identify you when you come to interview and as a memory aid when creating a rank list.

#### **Photographs must:**

- Be in color, not black and white;
- Show a full front view of the person's head and shoulders, with full face centered in the middle of the photograph;
- Have a plain white or light colored background as dark colored backgrounds do not display very well in the program's software; and
- Measure between 2.5 by 3.5 inches and no more than 3 by 4 inches.

**Note** All of the above requirements also apply to digital photographs. In addition, ensure all digital photographs are saved in the .jpg format.

## Medical School Transcript and MSPE

### *US Graduates*

Your Designated Dean's Office will attach both the medical school transcript and the MSPE to your electronic file; they are automatically sent to all the programs to which you apply.

**Note** Do not expect your Designated Dean's Office to attach or transmit your files at the last minute. Processing may take a week or longer. If there is a problem with transmissions, you may miss a program deadline. Give your Designated Dean's Office and yourself enough time to meet program deadlines. Ensure documents are sent to your Designated Dean's Office as early as possible.

### *IMGs*

You will have to make arrangements with your medical school of graduation to have your medical school transcript and/or MSPE sent to the ECFMG for processing. Please visit [www.ecfm.org/eras](http://www.ecfm.org/eras) for details. You will be able to indicate if you will be submitting these documents on the *Miscellaneous* tab of your MyERAS application.

## USMLE Transcript

The NBME/ECFMG charges a fee of \$70 for transmitting USMLE transcripts to programs. This is a one-time fee regardless of the number of transcripts requested. This fee will be charged to your invoice the first time you assign your USMLE transcript and apply to a program. It can take 3-5 business days for the transcript to be uploaded once you have submitted payment.

The *Documents | USMLE Transcript* tab is where you will authorize the release of your USMLE transcript and transmit your requests to the NBME/ECFMG. Your transcript will only be transmitted to programs to which your USMLE transcript has been assigned.

### Releasing Your Transcript

- You must enter your USMLE ID in the *Profile* in order to authorize the release of the USMLE transcript.
- You must authorize the Release of the USMLE transcript in order to assign it to programs.

### **In order for the NBME/ECFMG to upload your USMLE transcript, you must:**

- Authorize the release of your transcript.
- Assign it to at least one program.
- Apply to at least one program.

**Note** When applying, your transcript fee will be charged and included on your invoice. Applicants cannot apply to ACGME programs until September 15.

Once you have completed all of the above, the NBME/ECFMG will receive a request for the transcript and a list of programs to which you assigned your transcript. Every time you assign your USMLE transcript to programs and apply, the NBME/ECFMG will process your request and upload the most recent transcript they have on file for you at that time. It can take 3-5 business days for the transcript to be uploaded to the *ERAS PostOffice*.

### Retransmitting Your USMLE Transcript

Anytime new scores become available, you will have to manually retransmit your USMLE transcript. You can do this by going to *Documents | USMLE Transcript* tab in MyERAS and selecting the *Retransmit* option. A request is then generated and sent to the NBME/ECFMG to upload the most recent transcript. Once this request is received by the NBME/ECFMG, it can take 3-5 business days for the transcript to be uploaded to the *ERAS PostOffice*.

**Note** You may only click *Retransmit* once in a 24 hour period. The *Retransmit* button will be disabled for 24 hours after you make your request.

Once the USMLE transcript is assigned and you have applied to a program, it cannot be unassigned. You cannot pick and choose what scores programs are able to view. All programs will see the same transcript. All exam attempts are listed on the transcript.

USMLE Step 1, Step 2 CK, Step 2 CS, and Step 3 scores are reported as part of a complete USMLE transcript. For more detailed information on what will appear on your USMLE transcript, please contact the NBME/ECFMG directly. ERAS staff does not have the ability to view applicant USMLE transcripts.

**Note** NBME handles USMLE requests for USMGs. The ECFMG handles USMLE requests for IMGs.

### COMLEX Transcript

A fee of \$70 is collected for transmitting COMLEX transcripts for applicants to programs. This is a one-time fee regardless of the number of transcripts requested. The transcript fee will be included in your ERAS invoice when you assign the COMLEX transcript and apply to programs for the first time. This fee cannot be paid prior to applying to programs.

The *Documents | COMLEX Transcript* tab is where you will authorize the release of your COMLEX transcript and transmit your requests to the NBOME. Your transcript will only be transmitted to programs to which your COMLEX transcript has been assigned.

### Releasing Your Transcript

- You must enter your NBOME ID in the *Profile* in order to authorize the release of the COMLEX transcript.
- You must authorize the release of the COMLEX transcript in order to assign it to programs.

**In order for the NBOME to upload your COMLEX transcript, you must:**

- Authorize the release of your transcript.
- Assign it to at least one program.
- Pay the transcript fee.

Once you have completed all of the above, the NBOME will receive a request for the transcript and a list of programs to which you assigned your transcript. The NBOME will process your request and upload the most recent transcript they have on file for you at that time. It can take 3-5 business days for the transcript to be uploaded to the *ERAS PostOffice*.

**Retransmitting Your COMLEX Transcript**

Anytime new scores become available or you apply to new programs, you will have to manually retransmit your COMLEX transcript. You can do this by going to *Documents | COMLEX Transcript* tab in MyERAS and selecting the *Retransmit* option. A request is then generated and sent to the NBOME to upload the most recent transcript. Once this request is received by the NBOME, it can take 3-5 business days for the transcript to be uploaded to the *ERAS PostOffice*.

**Note** You may only click *Retransmit* once in a 24 hour period. The *Retransmit* button will be disabled for 24 hours after you make your request.

Once the COMLEX transcript is assigned and you have applied to a program, it cannot be unassigned. You cannot pick and choose what scores programs are able to view. All programs will see the same transcript. All exam attempts are listed on the transcript.

**Viewing Your Application**

The MyERAS application is the printed version of the information you enter in MyERAS. It allows you to see how your information will be formatted and displayed to programs. Printed MyERAS applications will be displayed in APA format to programs. You should review the MyERAS application to ensure there are no omissions or inaccuracies **before** you certify and submit your application to ERAS.

**Curriculum Vitae View**

The *Curriculum Vitae* (CV) is the same information you entered in the application section of MyERAS. The PDWS will display it as a CV. The CV is nothing more than the MyERAS application formatted in a different manner for the benefit of those programs that prefer to view a CV format. The CV is provided as a report so you can see how your information will be formatted. It is available in the *Application* tab.

# Certifying and Submitting Your Application

It is important to carefully review your application before certifying and submitting to ensure everything is complete and correct. You may only certify and submit your application once.

Use the *Dashboard MyERAS application Overview* to locate obvious omissions (e.g., application pages that were not completed).

The application does not include a spell or grammar check feature.

You cannot apply to programs until your application is certified and submitted.

Once you have submitted your MyERAS application, you will not be able to make any changes or updates. There are no exceptions.

## Certifying and Submitting Your Application:

1. Go to the *Application | Home* tab.
2. Click *Submit Your Application*.
3. Read *Part 1: Changes to the MyERAS application Form*, then click *Next*.
4. Read *Part 2: AAMC Policies*, then click *Next*.
5. Review the information you entered on *Part 2: Review Your MyERAS application*, then click *Next*.
6. Read *Part 1: Certification Statement*, then mark the check box to acknowledge what you have read.
7. In *Part 2: MyERAS application Release*, answer *Yes* or *No* to *Do you give your Dean's Office permission to view your application once it has been submitted?*
8. Enter your MyERAS password in box provided in *Part 3: Enter your Password for Verification*.
9. Click *Submit MyERAS application*.

**Note** A final message will appear, *Once you have certified and submitted your Application it will be locked and no changes will be permitted. Your Application, once certified and submitted, is provided to all programs to which you apply during this ERAS season. Please take the additional time to proofread your application for any errors or omissions.*

10. Click *OK*.

# Applying to Programs

## Searching

### Searching for Programs you wish to apply to:

1. Go to the *Programs | Search Programs* tab.
2. Enter the *Accreditation ID* or a *State* and *Specialty* combination using the drop-down list.
3. Click *Go* for the search criteria you entered.
  - Any programs that meet your search criteria will display. Programs that are grayed out are not participating with ERAS for the current season. You will have to contact these programs directly to find out how they would like to receive their applications.
4. Select the program that you are interested in applying to by clicking on the program name.
  - This will take you to the *Document Assignments and Training Selection* page.
5. Make your training selection(s) and assign documents you wish to send to this program.
6. Click *Save*.

You will then be returned to your search results. The program you just selected and assigned documents to will be listed on the *Programs Selected*.

**Note** On rare occasions, a program will sign up initially to participate in ERAS and later withdraw from participating. Sometimes, the program does not communicate the withdrawal to ERAS staff; therefore, it is imperative that you contact all programs to ensure that they are participating in ERAS **before** submitting your application materials to them.

## Programs Selected

*Programs Selected* lists programs that you have searched and selected, and to which you are currently assigning documents. These programs have not yet received your application. You may add or remove programs from the *Programs Selected* tab at your discretion. You may also select programs **before** you certify and submit your MyERAS application.

**Note** You may delete any program that is in your *Programs Selected* list, but you cannot delete a program to which you have already applied.

Programs have the ability to update their participation status in ERAS to inform applicants when they are no longer accepting new applications. This will be reflected in MyERAS and you will not be able to select or apply to these programs. If you applied to a program before they changed their status to “*no longer accepting applications*,” you will still be able to make document assignment changes.

Again, be sure to contact each program **before** you apply to make sure you understand and meet their requirements. When you select a program, you will be asked to assign documents to that program. It is

a good idea to make your document assignments as soon as possible, so you do not forget. You may, however, assign documents later. When you click *Save*, the program is added to your selected programs.

**Note** ERAS does not give refunds for any reason. Applicants are advised to contact programs before applying to minimize the risk of applying to a program that is no longer accepting applications or not participating in ERAS.

ERAS is not an authority on accreditation and is not responsible for any changes to residency program status after the software has been finalized. Be sure to contact residency programs for information on their accreditation status, requirements, and deadlines.

Prior to applying to programs, you may edit the type of training track you have selected for a program. However, once you have applied to the program, you will not be able to deselect the type of training track selected. You will have to contact the program directly and request they modify your track selection.

For programs to which you have already applied, changes to your document assignments and type of training selections will be transmitted immediately.

### Assigning Supporting Documents to Programs

All programs to which you apply will receive your MyERAS application, and when made available, your MSPE and medical school transcript. Your personal statement(s), LoRs, COMLEX transcript, USMLE transcript, and photograph are assigned to programs according to your instructions. You cannot assign a LoR until you have finalized the *LoR Author* and the LoR is made available in the *ERAS PostOffice*.

Some applicants will create one personal statement to assign to all of their programs. Some applicants applying in more than one specialty will create a specific personal statement for each specialty. Some applicants will create a personal statement for each program. It is entirely up to you. It is important to assign the documents to the correct program; you do not want to send the wrong personal statement to the wrong program. You may also assign different combinations of LoR(s) to programs.

### Guidelines for Assigning Documents

- You may create an unlimited number of LoRs, but only four may be assigned to any one program at a time.
- In order to assign LoRs to programs, you must finalize your LoR Author(s) in MyERAS and the LoR has to be made available in the *ERAS PostOffice* by your Designated Deans Office.
- You may create an unlimited number of personal statements, but only one may be assigned to any one program at a time.
- Once you have sent a personal statement to a program, you may no longer make changes to that specific document. If you want to make a change, you must un-assign the original document, create a new personal statement, and assign the new document.

- Once a LoR is made available in the *ERAS PostOffice* and you have assigned it to a program you have applied to, you will not be able to un-assign that specific LoR from those programs.
- Changes to document assignments for programs to which you have previously applied are transmitted to the *ERAS PostOffice* as soon as you click *Select*.
- Once you have assigned your USMLE and/or COMLEX transcript to a program, saved the assignment, and applied to a program, it cannot be un-assigned.
- Once you have assigned your photograph to a program, saved the assignment, and applied to a program, it cannot be un-assigned.

**Note** You may un-assign a personal statement and assign a new one; however, un-assigning a personal statement does not erase it from a program's records. A program may already have downloaded and printed a hard copy of your file. Do not assume they will not be able to reference your original document in the future.

### Transmit your Application

To transmit your application to programs, you must make a payment in MyERAS. **Before** you complete the payment process:

- Make sure you have contacted the programs to confirm their participation in ERAS.
- Review your list to ensure you have met all program eligibility requirements and deadlines, including citizenship and visa requirements.
- Review the ERAS fee schedule to understand how your ERAS fees are calculated.

**Note** No refunds will be given for applications sent to programs not participating in ERAS or whose deadlines have passed.

### Apply to Programs

*Apply to Programs* displays a list of the programs you selected. You can also come here to view a preview of your invoice.

#### How to apply to Programs

1. Go to the *Programs* | *Apply to Programs* tab.
2. Mark the box next to the program(s) you wish to apply to.
3. Click *Apply to Programs*.
4. Review the preview of your invoice. Then click *Apply*.
5. Select a payment method (Visa or MasterCard only).
6. Enter all required fields for the Credit Card Information & the Credit Card Billing Address. Then click *Continue*.

7. Review and confirm that the billing information you entered is correct. Then click *Continue*.
8. A *Final Invoice* will display. This means that the transaction is complete. Click *Print* to print a copy of *Final Invoice* for this transaction.

**Note** ERAS uses a secure server to transmit your credit card information and does not retain your credit card information for future use.

## Programs Applied To

The *Programs applied to* link lists programs to which you have sent your application. Programs listed under *Programs applied to* cannot be removed or deleted because those programs have already received your application. You may, however, update your document assignments for these programs. Also, if you determine you are no longer interested in the program, you should inform the program that you no longer wish to be considered for a position if you were granted an interview.

## Assignments Report

The *Assignments Report* link produces a detailed listing of documents that have been assigned to programs you have currently selected and to which you have applied. It is available under the *Programs* tab. Use this report to ensure that the documents assigned to the program meet their application requirements.

## Withdrawing from Programs

If you determine that you are no longer interested in a program, inform the program that you no longer wish to be considered for a position. This is especially true if you are granted an interview. Alerting the program allows them an opportunity to provide the slot to another worthy candidate.

This may be accomplished by calling or e-mailing the program. You may also use MyERAS.

### To withdraw from a program using MyERAS:

1. Go to the *Programs* tab.
2. Click on the *Programs applied to* link.
3. Select the program you wish to withdraw from by clicking on the program name.
4. Mark the box that reads: *I wish to no longer be considered for a position with this program*.
5. Then click *Select*.

This program will still display in your *Programs applied to* list but it will be marked: *You have withdrawn yourself from this program*.

Withdrawing your application from a program in MyERAS does not remove it from the program's PDWS software. It will just mark your application as *Withdrawn*. In addition to withdrawing your application in MyERAS, you should contact the program directly and make them aware of your decision, in the event they overlook the *Withdrawn* indicator in the PDWS software.

# What Happens When You Transmit Your Application

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- All programs to which you applied are sent your MyERAS application and *Profile* information, as well as the personal statement that you created and assigned to them.
- If you selected a USMLE transcript and assigned it to at least one program to which you have applied, the NBME or ECFMG will receive a request for the transcript, and a list of programs to which you assigned your transcript.
- If you selected a COMLEX transcript and assigned it to at least one program to which you have applied, the NBOME will receive a request for a transcript, and a list of programs to which you assigned your transcript.
- Your Designated Dean's Office is sent a list of programs that you applied to and the documents you assigned to those programs.
- If your Designated Dean's Office has already uploaded your medical school transcript or MSPE, those documents will be queued for the programs, along with your MyERAS application and personal statement.
- Any LoRs received and transmitted to the *ERAS PostOffice* that you assigned to the program will be queued for the programs, along with your other documents.
- According to their schedule, your Designated Dean's Office will upload the attached files to the *ERAS PostOffice*. ERAS documents are transmitted from the Dean's Office Workstation (DWS) to the *ERAS PostOffice* and are placed in the programs' mailboxes.
- LoRs uploaded by *LoR Authors* are transmitted from the ERAS LoR Portal to the *ERAS PostOffice* and are placed in the programs' mailboxes.
- Most uploaded files become available immediately. **MSPEs, however, are not viewable by programs until October 1.**
- Programs must log into the *ERAS PostOffice* to download files. Applications transmitted after a program's deadline may not be downloaded by the program. It is your responsibility to ensure that application materials are transmitted to programs before their deadline(s). Refunds will **not** be given if residency programs do not download files that are available in the *ERAS PostOffice*.
- Using the Program Director's Workstation (PDWS), application documents are downloaded by participating programs. Program directors may print, review, and evaluate applications using criteria they establish.

Direct questions regarding the uploading of your application and supporting documents to your Designated Dean's Office. Direct questions concerning why your documents have not yet been downloaded to the program to which you applied to ERAS.

**Note** Programs do not receive a list of other programs you applied to, nor the number of applications that you have submitted.

## Communication with Programs

Program directors may contact you at any time regarding your application via e-mail, telephone, or regular mail. Programs use your e-mail address to send invitations to interview and to ask for additional information. Be sure to check your e-mail regularly while your applications are active. The e-mail address entered in your *Profile* needs to be up-to-date and active. If you will not have access to your e-mail (e.g., you may be away), be sure someone keeps you updated.

## Applicant Document Tracking System (ADTS)

The ADTS enables you to monitor the status of your application and supporting documents that have been submitted to the *ERAS PostOffice*. Your Designated Dean's Office also has access to the ADTS, but programs cannot access ADTS.

When logged into MyERAS and accessing the ADTS link, it will automatically log you into the ADTS. You will need your *AAMC ID* and MyERAS password to access the ADTS via the ERAS Web site.

### ADTS consists of two sections:

- The *Documents by Program* section provides the status of documents you assigned to each program to which you have applied.
- The *My Documents* section tracks the status of LoRs and other supporting documents regardless of program assignments.

A *USMLE/ COMLEX Transcript Requests Report* provides a status of transmission and retransmission requests made to NBME/ECFMG and/or NBOME in MyERAS.

**Note** Tooltips are available in each section of ADTS that have more detailed information.

## MyERAS Message Center

The *Message Center* displays messages sent by programs via the ERAS PDWS software. A copy of messages from programs are sent to the email address that you provided in your *Profile*.

ERAS may also use this vehicle from time to time to provide important information to you; for example, outstanding billing issues or system updates.

*International Medical Graduates:*

You can also receive messages sent from ECFMG via the ERAS DWS software. For messages sent from ECFMG, a notification that a message has been received in the MyERAS *Message Center* is sent to the email address that you provided in your Profile.

*International Medical Graduates:*

You are able to reply to messages received from ECFMG using MyERAS Message Center. However, you cannot reply to programs using the MyERAS *Message Center*.

You should check your e-mail account regularly for all e-mails. Some messages from programs which have multiple recipients may be treated as junk or spam mail. Be sure to check your junk mail or bulk mail folder regularly.

**Note** The *Message Center* can only show you messages sent through the *ERAS PostOffice* via the PDWS and DWS software. Messages sent outside of the ERAS system (e.g. e-mails from a personal or institutional e-mail account) will not be captured in the *Message Center*.

## Register for Your Applicable Match

Registration with ERAS does not register you for any established Match. If you intend to participate in a Match, you must contact that organization for registration, eligibility, and participation information (AOA, Military, NRMP, San Francisco or Urology).

## Supplemental Offer and Acceptance Program (SOAP)

NRMP Match Week occurs during the third week in March each year. The *Supplemental Offer and Acceptance Program* (SOAP) period commences on Monday. During SOAP, applicants who did not match to a position in the NRMP Main Residency Match attempt to fill remaining unfilled positions.

More detailed information will be made available closer to time. Please regularly visit our Web site and check your MyERAS *Message Center*.

## Helpful Tips for Using MyERAS

1. ERAS does not receive or handle any applicant documents. All supporting documents are received, scanned, and uploaded by your Designated Dean's Office. LoRs can be uploaded by *LoR Authors* via the ERAS LoR Portal as well.

2. All applicants have a Designated Dean's Office. Please refer to the *Welcome to ERAS* section of this user guide for more information.
3. To get started, you will need to register for MyERAS 2014. This means you will need to contact your Designated Dean's Office to receive a token, as well as supporting documents instructions.
4. You will **not** be able to log into MyERAS 2014 with your login information from a previous season.
5. If you do not already have or have forgotten your *AAMC ID*, the system will automatically generate an *AAMC ID* when you complete your MyERAS registration.
6. You will not have access to your ERAS documents from any previous ERAS season. We purge our database at the end of every season to make room for the upcoming season's applicant data. We encourage you to print or save your data before the season ends.
7. ERAS does not set program application deadlines or requirements. Individual programs set deadlines and requirements. You should contact programs directly for this information.
8. You must certify and submit your MyERAS application **before** you can apply to programs.
9. Once you have certified and submitted your application, you will **not** be able to make any changes to your application. You can, however, update the information listed in your *Profile* at any time throughout the season.
10. For LoRs, you must enter and finalize LoR Author(s). When you finalize a LoR Author, the system will generate a personalized *Letter Request Form*, that you will need to provide to the LoR Author. You can do this by e-mail, regular mail, fax, or in person.
11. Once you have released your USMLE and/or COMLEX transcript, assigned it to program(s), and paid the transcript fee, it will take 3-5 business days to upload it to the *ERAS PostOffice* from the date your request was received.
12. When new transcript scores are uploaded, the most recent upload date will display in ADTS.
13. If a program is grayed out when selecting programs, it means that they are not participating, no longer accepting applications, or closed. You should contact all programs directly regarding their participation status with ERAS before applying.
14. Remember to check the *Message Center* and the ADTS frequently to monitor the progress and status of your application.
15. Some programs have state requirements to which they must adhere that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.

## Contact ERAS

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 [@ERASinfo](https://twitter.com/ERASinfo) 

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Phone: 202-862-6264

Monday-Friday

8 a.m. - 6 p.m. ET