ERAS® is a program of the Association of American Medical Colleges

www.aamc.org/eras
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-USA transcript, photograph, 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.

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>Designated Dean’s Office</th>
<th>Contact Number</th>
<th>Contact Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Seniors &amp; Graduates including D.O. applicants</td>
<td>Medical School of Graduation</td>
<td></td>
<td>Contact Medical School of Graduation</td>
<td></td>
</tr>
<tr>
<td>International Medical Graduates (IMGs)</td>
<td>Educational Commission for Foreign Medical Graduates (ECFMG)</td>
<td>215-966-3520</td>
<td><a href="mailto:eras-support@ecfmg.org">eras-support@ecfmg.org</a></td>
<td><a href="http://www.ecfmg.org/eras">www.ecfmg.org/eras</a></td>
</tr>
<tr>
<td>Canadian Medical Graduates</td>
<td>The Canadian Resident Matching Service (CaRMS)</td>
<td>1-877-CARMS-42 (1-877-227-6742)</td>
<td><a href="mailto:help@carms.ca">help@carms.ca</a></td>
<td><a href="http://www.carms.ca">http://www.carms.ca</a></td>
</tr>
</tbody>
</table>

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. You will access MyERAS using the User name and password you created as part of the registration process. Once registration is complete, applicants may use MyERAS to begin completing their application, identifying programs in which they are interested, and creating and assigning supporting documents.

- July 15, 2014 – D.O. applicants may apply to AOA-accredited residency programs.
- September 15, 2014 – applicants may apply to ACGME-accredited residency programs.

**Note:** Please contact your Designated Dean’s Office for information regarding token distribution. ERAS does not determine token distribution dates.
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 2015 before sending your application materials to them via ERAS.
  
  This information can be found on the *Participating Specialties and Programs* website at [http://services.aamc.org/eras/erasstats/par/](http://services.aamc.org/eras/erasstats/par/). This page is updated each season. Many programs send brochures or have websites with information for prospective applicants. Another source of information is the *Graduate Medical Education Directory 2014-2015* (“Green Book”). An online version, FREIDA Online®, is available on the AMA website – [www.ama-assn.org](http://www.ama-assn.org).

- **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 your Designated Dean’s Office.**
- **Remember the User name and password you created during registration for future access to MyERAS.**
- **Complete and submit your MyERAS application and personal statement(s) using MyERAS.**
- **Request and assign USMLE and/or COMLEX-USA transcripts, LoRs, and photographs.**
- **Create and finalize your LoR Author(s) within MyERAS.**
- **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 the ECFMG (IMGs only), as well as important notices from ERAS.**

**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.
Return to MyERAS to update your Profile, request updated USMLE and/or COMLEX-USA 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

ECFMG serves as the Designated Dean’s Office for all international medical students and graduates (IMGs) who use the Electronic Residency Application Service (ERAS) to apply for residency positions in U.S. programs of graduate medical education (GME). As the Designated Dean’s Office for IMGs, ECFMG is your primary contact for assistance and information throughout the ERAS application process.

ECFMG Responsibilities

- Serves as the Designated Dean’s Office for international medical students/graduates using ERAS.
- Issues ERAS Tokens and tracks receipt of supporting documents via ECFMG’s On-line Applicant Status and Information System (OASIS).
- Collects, uploads, and transmits supporting documents to the ERAS PostOffice.
- Transmits ECFMG Status Report to the ERAS PostOffice.
- Transmits USMLE transcript, if requested by applicant, to the ERAS PostOffice.

ECFMG has requested that all IMGs adhere to all guidelines published on its website at www.ecfmg.org/eras. Failure to read and comply with all ECFMG published guidelines may result in processing delays. Please visit the ECFMG website to review their guidelines and a complete list of their services.
National Board of Medical Examiners (NBME) Responsibilities
- 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
- Transmit COMLEX-USA transcripts to the ERAS Post Office, for access by designated programs.
- Send paper transcripts for NBOME Part examination scores, if applicable.
- 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 website, user guide, and instructions.
- Provide technical support to applicants, schools, programs, and LoR Authors.
- 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

All information regarding ERAS policies can be found on the ERAS website 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, emailed 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 2015?

Timeline

*Early Season Open*
The ERAS 2015 season will open in April for US medical schools and USMG applicants only. USMG applicants will have limited access in MyERAS.

*Apply to program and program download dates*
Last season we consolidated the date applicants apply to programs and the date programs download applications for the M.D. residency cycle. This season we will consolidate these dates for the D.O. residency cycle as well. See changes in the table below:

<table>
<thead>
<tr>
<th></th>
<th>Previous Seasons</th>
<th>ERAS 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D.O. Residency Application Cycle</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.O. applicants begin selecting and applying to AOA-accredited residency programs only</td>
<td>July 1st</td>
<td>Both of these events will occur on July 15th</td>
</tr>
<tr>
<td>AOA-accredited residency programs begin contacting the ERAS PostOffice to download applications</td>
<td>July 15th</td>
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</table>

**Application Changes**

*Registration*
In an ongoing effort to keep user data secure, AAMC IDs will no longer serve as user names. Starting with the ERAS 2015 season, applicants will be asked to create a user name when they register their tokens. This user name, in conjunction with a password they will also create, will be necessary for them to access the system. If an applicant already has a user name and password from their experience with another AAMC service, they should enter that same user name and password during MyERAS registration.

*Profile*
Applicants will now be able to select a Visa type (J-1 and/or H-1B) when answering Yes to the *Visa Sponsorship* question in the Citizenship section of the *Profile*.

*Message Center*
Applicants will have the ability to reply to messages in the *MyERAS Message Center* that they receive from programs using the web-based PDWS. This only applies to programs that have opted to use the new web-based system for this recruitment season.
**Note:** Applicants will NOT have the ability to reply to messages received from programs that opted out of using the web-based system for this season.

**Applicant Document Tracking System (ADTS)**
Last season we debuted the USMLE/COMLEX-USA Transcript Requests Report in ADTS, which provides a status of USMLE and COMLEX-USA requests made in MyERAS. This season we are enhancing this report by also displaying which step scores are included within the uploaded transcript for each individual request. The actual score itself will not be listed and the scores that are included will only be listed for requests that have been successfully fulfilled.

We have removed the Sign in to ADTS option from the ERAS for applicants website. Applicants will only be able to access ADTS from within their MyERAS application.

**Interview Scheduling Tool**
We are in the process of developing an interview scheduling tool for ERAS 2015 season. Our hopes are that this tool will allow applicant to receive interview invitations and schedule interviews in MyERAS, from programs using the web-based version of the PDWS. This would only apply to programs that have opted to use the new web-based system for this recruitment season. We will keep you posted on our progress. More details coming soon.

**Note:** Applicants will NOT have the ability to receive interview invitations and schedule interviews with programs that opted out of using the web-based system for this season.

**Dashboard**
A Payment Status section has been added to the Dashboard, that lets applicants know if they have an outstanding balance with ERAS or if their account is paid in full.

**Documents Tab**
On the Letters of Recommendation tab, we have added a checkbox that allows applicants to indicate if a LoR Author is a Department Chair in a current/previous clerkship, residency or fellowship program where they trained. Applicants will be able to identify a Department Chair throughout the MyERAS application and ADTS because it will say Dept Chair after the LoR Author’s information/specialty. The DWS and PDWS software will also see this indicator for Department Chair LoR(s).

**Programs Tab**
ERAS asked programs three (3) questions about their training sites during the ERAS registration process. Programs were not required to provide responses to these questions. For programs that chose to respond to these questions and authorized release of this information, we will display this information in MyERAS. Applicants can use this information to determine if a program is a good fit for them before applying to programs. For these programs, applicants will see an Additional Program Information link in the Search Program tab in MyERAS.
System Requirements for MyERAS

- Computer with an Internet Connection
- Firefox 28+
- Internet Explorer 9+
- Valid Email

**Note:** ERAS does not support Safari. Firefox is supported and may be used by Mac (Apple) users.
## 2015 Timeline

**Note:** For up-to-date and complete timeline details, please visit: [https://www.aamc.org/students/medstudents/eras/residency/343926/timeline.html](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).

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid April 2014</td>
<td>• U.S. Medical Schools begin generating and distributing tokens to USMG applicants.</td>
</tr>
<tr>
<td></td>
<td>• MyERAS opens to USMG applicants to register and start working on their applicants.</td>
</tr>
<tr>
<td>July 1, 2014</td>
<td>• ERAS Support Services at ECFMG begins generating and distributing tokens to IMG applicants.</td>
</tr>
<tr>
<td></td>
<td>• MyERAS opens to IMG applicants to register and begin working on their applicants.</td>
</tr>
<tr>
<td></td>
<td>• D.O. applicants begin selecting American Osteopathic Association (AOA)-accredited residency programs, but <strong>cannot</strong> apply to these programs before July 15.</td>
</tr>
<tr>
<td></td>
<td>• Applicants may select ACGME-accredited residency programs, but <strong>cannot</strong> apply to these programs before September 15.</td>
</tr>
<tr>
<td>July 15, 2014</td>
<td>• D.O. applicants begin applying to AOA-accredited residency programs only.</td>
</tr>
<tr>
<td></td>
<td>• AOA-accredited residency programs begin contacting the <strong>ERAS PostOffice</strong> to download applications.</td>
</tr>
<tr>
<td>September 15, 2014</td>
<td>• Applicants begin applying to ACGME-accredited residency programs.</td>
</tr>
<tr>
<td></td>
<td>• ACGME-accredited residency programs begin contacting the <strong>ERAS PostOffice</strong> to download applications.</td>
</tr>
<tr>
<td>October 1, 2014</td>
<td>• MSPEs are released to residency programs.</td>
</tr>
<tr>
<td>December 2014</td>
<td>• Military match results are available.</td>
</tr>
<tr>
<td>February 2015</td>
<td>• Urology match results are available.</td>
</tr>
<tr>
<td>March 2015</td>
<td>• National Resident Matching Program (NRMP) Main Residency Match® results are available.</td>
</tr>
<tr>
<td></td>
<td>• 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>.</td>
</tr>
</tbody>
</table>
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.

The MyERAS token is an alpha numeric code. This token allows you to register at the MyERAS website so that you can begin completing your application for ERAS 2015.

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.

What you should know before you register for MyERAS:

- You must obtain a token from your Designated Dean’s Office. If you use a token from another school or organization, your documents cannot be transmitted accurately within ERAS.
- Make sure that you are using a token for the current MyERAS season. The system will not allow you to use a token from a previous season to register.
- A token can only be used once to register. Be sure to enter all information accurately.
- You will be asked to enter your AAMC ID, but if you do not know your AAMC ID leave this field blank. At the end of the registration process, once you click Confirm Registration the system will generate an AAMC ID for you.
- Enter a valid email during registration. Programs will use it to contact you for information or to schedule interviews. It is also needed to retrieve a forgotten password.
- Once you have completed registration, make note of your user name and password. You will need it to login to MyERAS.
- If you forget your password, go to the MyERAS login page and click Forgot your password?
- If you forget your user name, go to the MyERAS login page and click Forgot your user name?
- Registering with MyERAS does not register you with any matching service.

Already have an AAMC account?
You may already have an AAMC account if you used another AAMC service in the past. AAMC services include but are not limited to AMCAS, MCAT, VSAS, Pivio, Careers in Medicine, etc. If you already have an AAMC account, when you register with MyERAS you should enter the same user name and password that you previously created for your AAMC account. If you are unsure of whether or not you have an AAMC account or have forgotten your AAMC account login information, use the Forgot your user name and Forgot your password options on the MyERAS login page.
If you never created an AAMC account, you would create a new User name and Password when you register with MyERAS. Make note of this information and keep in your records so you have it available the next time you register for an AAMC service.

**How to register on the MyERAS website:**

1. Navigate to [https://services.aamc.org/eras/myeras/](https://services.aamc.org/eras/myeras/).
2. Once on the MyERAS 2015 login/registration page, click *Register Token*.
3. Carefully enter your *Token ID* and complete all required fields.
4. Read the *Privacy Notice* then click *Save*.
5. Confirm the information you have entered then click *Confirm Registration*.
6. Print the *Registration Confirmation* page for your records.

**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 website at [www.nrmp.org](http://www.nrmp.org) or call 1-866-653-6767 for further details.
Overview of MyERAS

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*
The Message Center displays messages sent by programs and the ECFMG (for IMGs only), as well as ERAS through the ERAS PostOffice.

*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*

*Payment Status*
displays your payment status and provides easy access to your invoice history and the payment page if you have an outstanding balance.

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

*Profile*
provides the status of your profile and a hyperlink to the profile page.

*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 ERAS website.

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 reside in the European Union, 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-USA 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 retransmit your requests to the NBME or ECFMG (for IMGs only). Your transcript will only be transmitted to programs to which your USMLE transcript has been assigned.
**COMLEX-USA Transcript (D.O. Applicants)**
Under this tab, you will authorize the release of your COMLEX-USA transcript and retransmit your requests to the NBOME. Your transcript will only be transmitted to programs to which your COMLEX-USA 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 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. In order to apply to programs, you must certify and submit your MyERAS application first under the Application tab.

**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-USA 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
- MyERAS Contact Email
- AAMC account Email
- Present Mailing Address
- Preferred Phone Number
- Alternate Phone Number
- Fax/Pager/Mobile Number
- Last 4 digits of SSN (this is not a required field)
- Citizenship Status
- Current Visa Status/Expected Visa Type/Visa Sponsorship
- USMLE ID
- ECFMG ID
- NBOME ID
- AOA Member Number (D.O. applicants)
- NMS Match Participation Status
- AOA Match Number (NMS number)
- 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-USA 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.
AAMC account Email vs. MyERAS Contact Email

AAMC account Email
The AAMC account email is the email you entered when you created your AAMC account. This email is not viewable by your Designated Dean’s Office or any programs you apply to. This is the email that you would enter when using the ‘Forgot your password’ and/or ‘Forgot your user name’ links. Also, when you receive messages in the MyERAS Message Center from programs using the web-based Program Director’s Workstation (PDWS), a notification is sent to this email letting you know that you have received a new message in the MyERAS Message Center.

Note (for IMG Applicants):
When you receive messages in the MyERAS Message Center from the ECFMG, a notification is sent to this email letting you know that you have received a new message in the MyERAS Message Center.

To update your AAMC account email, click the Update AAMC Email link on the Profile and follow the prompts. After updating your AAMC account email, you will need to refresh your screen to see the new email.

MyERAS Contact Email
The MyERAS contact email is the email that will be displayed in your MyERAS application. This email is viewable by your Designated Dean’s Office and any programs you apply to. Also, when you receive messages in the MyERAS Message Center from programs using the desktop version of the Program Director’s Workstation (PDWS), a copy of the message is sent to this email.

To update your MyERAS contact email, on the Profile, enter the email in the MyERAS Contact Email field. Enter it again in the Confirm MyERAS Contact Email field. Then click Save at the bottom of the page and the confirmation page that follows.

We recommend that you use the same email for both the AAMC account email and the MyERAS contact email; however, this is not required. If you choose to use two different emails in these fields, you should make note of the differences so that you know where to look for MyERAS Message Center emails and notifications, and if you need to retrieve your login information.
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 website 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, see the Application section 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-USA 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 reside in the European Union, do not provide a response. Select “Prefer not to say” and click Save.
Supporting Documents

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-USA 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 websites 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 (for USMGs only).

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 (for U.S. medical school graduates only)**

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**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 Designated Dean’s Office 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 LoR 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.

**LoR from a Department Chair**
You are able to indicate to programs if a LoR Author is a Department Chair where you completed a clerkship, residency or fellowship training. In To Finalize Your LoR Author(s) above, you will need to mark the checkbox which reads *This LoR Author is a Department Chair where I completed my clerkship, residency or fellowship training* 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 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.ecfmg.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 AOA- accredited programs until July 15 and ACGME-accredited 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 to 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-USA Transcript**

A fee of $70 is collected for transmitting COMLEX-USA transcripts for D.O. 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-USA transcript and apply to programs for the first time. This fee cannot be paid prior to applying to programs.

The Documents | COMLEX-USA Transcript tab is where you will authorize the release of your COMLEX-USA transcript and transmit your requests to the NBOME. Your transcript will only be transmitted to programs to which your COMLEX-USA 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-USA transcript.
- You must authorize the release of the COMLEX-USA transcript in order to assign it to programs.

**In order for the NBOME to upload your COMLEX-USA 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-USA Transcript**

Anytime new scores become available or you apply to new programs, you will have to manually retransmit your COMLEX-USA transcript. You can do this by going to Documents | COMLEX-USA 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-USA 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 3: 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 Designated 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 tab.

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-USA 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.
- 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 the text within that specific document/personal statement. If you want to make a change, you must create a new personal statement, un-assign the original document, 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-USA 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 emailing 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 indicated that you no longer would like to be considered for a position with 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 by Applicant. In addition to withdrawing your application in MyERAS, you should contact the program directly and make them aware of your decision, in the event that they overlook the Withdrawn by Applicant indicator in the PDWS software.
What Happens to Your Application

- 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 authorized release of your 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 authorized release of your COMLEX-USA 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 Program Director’s Workstation to retrieve application material. 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 retrieve files that are available in the ERAS PostOffice.
- Using the Program Director’s Workstation (PDWS), application documents are retrieved by participating programs. Program directors may print, review, and evaluate applications using criteria they establish.

Note: Programs do not know which programs you applied to, nor the number of applications submitted.
Communication with Programs

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

To access ADTS, login to MyERAS and click the ADTS link in the upper right corner of the page.

**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-USA 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 and the ECFMG (IMGs only), as well as ERAS through the ERAS PostOffice.

*Messages from Programs*
When you receive messages in the MyERAS Message Center from programs who elected to use the new ERAS web-based system, a notification is sent to the AAMC account email you provided in your Profile alerting you of the new message. You will only be able to view and reply to these messages from the MyERAS Message Center.

When you receive messages in the MyERAS Message Center from programs who elected to continue using the ERAS legacy system (desktop version), a copy of the message is sent to the MyERAS Contact email you provided in your Profile. You will only be able to reply to these messages by replying to the copy sent to your personal email.

*Messages from the ECFMG (IMGs Only)*
When you receive messages in the MyERAS Message Center from the ECFMG, a notification is sent to the AAMC account email you provided in your Profile alerting you of the new message. You will only be able to view and reply to these messages from the MyERAS Message Center.

**Note:** The Message Center can only show you messages sent through the ERAS PostOffice. Messages sent outside of the ERAS system (e.g. emails from the program’s institution/personal email account) will not be captured in the Message Center.

You should check your email account regularly for all emails. You should also check your Junk Mail Settings to ensure all messages and message notifications are delivered to your primary inbox or email folder where you expect them.
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 website 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 2015. 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 2015 with your login information from a previous MyERAS 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, which you will need to provide to the LoR Author. You can do this by email, regular mail, fax, or in person.

11. Once you have released your USMLE and/or COMLEX-USA 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. In order to send new transcript scores to programs applied to, you must manually request retransmission in MyERAS under the Documents tab. 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

@ERASinfo
Email: myeras@aamc.org
Phone: 202-862-6264
Monday-Friday
8 a.m. - 6 p.m. ET