



Couples: Viewing & Certifying Rank Order Lists



Users:

- Main Residency Match Applicants

Primary Rank Order List
Supplemental ROLs
View Partner's ROL
ROL Compare

- You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
- The maximum rank order list length is 300 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Find & Add Program
Certify List
Import

Cancel
Save
Search my List
Print
Delete All

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X
	2	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	3	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	4	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	5	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	6	Roanoke Virginia Univ-VA - Radiology-Diagnostic	C-Virginia	ACTIVE	1748420A0	4201111111	X
	7	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X
	8	West Tennessee Univ - TN - Radiology-Diagnostic		ACTIVE	2066420C0	4205555555	X
	9	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	10	Northern VA Med School-VA - Radiology-Diagnostic	D-Virginia N	ACTIVE	2980420A0	4205121202	X

Note: The *Couples: Viewing and Certifying Rank Order Lists* guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

Guidelines for Participating in the Match as a Couple:

- Both partners must be participating in the same Match and each partner must pay the current couple fee. If the partners later decide not to participate as a couple, the fee is not refundable.
- The matching algorithm treats the rank order lists of a couple as paired ranks. If all ranks are exhausted and the couple does not obtain a match, the algorithm does NOT process their rank order lists separately.
- The matching algorithm takes into account only the primary rank order list for a couple's paired ranks. If either partner is ranking advanced programs and consequently has supplemental rank order lists with preliminary programs, those supplemental lists are considered *only after* that partner matches to a ranked pair on the primary rank order list. For that reason, supplemental rank order lists usually are created based on the geographic location of the programs.
- A program can be ranked multiple times on each partner's rank order list in order to create as many rank combinations as possible; however, pairs cannot be duplicated. If duplicate pairs are identified in the R3 system when the rank order lists are certified, the rank order lists of both partners must be edited to remove the duplicate pairs. The rank order lists must be re-certified before the Rank Order List Certification Deadline.
- Applicants who list the same advanced program more than once on the primary rank order list, must have the same supplemental list or no supplemental list attached to each instance of the advanced program.
- Couples have the option to rank a "No Match" code. The No Match code is entered by one partner and means that if the other partner can be matched at that rank, the partner ranking the No Match code will not match. The No Match code for residency programs is 999999999. Pairs of ranks using the No Match code should be placed at the bottom of the primary rank order list so that both partners have the best chance of matching to a program.
- The partners must have the same number of ranks on their primary rank order lists, and each partner can submit no more than 300 ranks.
- Each partner can create a rank order list that includes up to 20 unique program codes in the Main Residency Match without incurring extra rank fees. Even if a program code is listed multiple times, it counts as only one unique program. The No Match program code counts as one of the 20 unique programs.
- For each partner's rank order list with 100 or more ranks, there is an additional, graduated charge based on the length of the rank order list. See the NRMP website for current additional fees.
- Once rank order lists are ready to be certified, one partner must certify a list before the other partner. Do not certify lists at the same time. Certifying lists at the same time prevents the R3 system from verifying the number of ranks and duplicate pairs on each partner's list.
- Because rank order lists for couples are often long and complex, do not wait until the last minute to enter and certify your rank order lists.

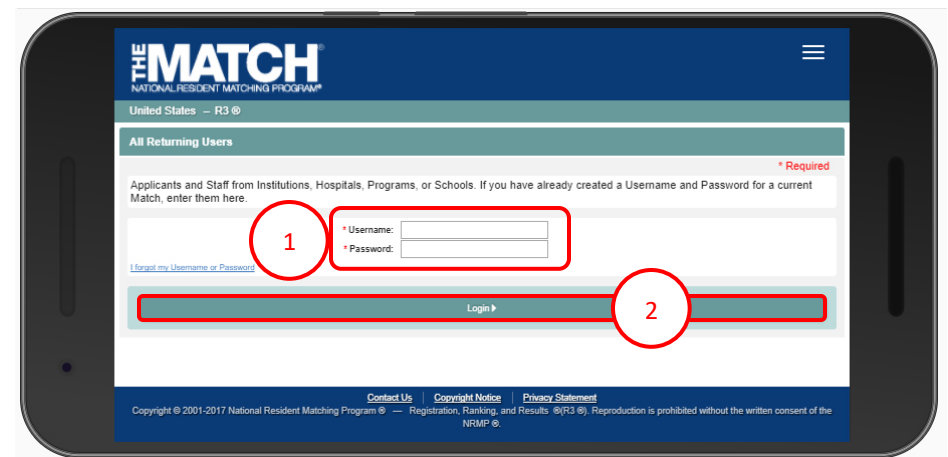
Related Guides for Couples and Rank Order Lists:

Prior to certifying your rank order list, you must couple and enter your rank order list in the Registration, Ranking, and Results (R3®) system. Refer to the following guides for additional information.

- **Applicant Coupling**
- **Entering and Certifying a Rank Order List (MRM)**
- **Creating a Supplemental Rank Order List**

Login:

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



Partner A – View Partner's Rank Order List:

The **Match Home Page** displays for your registered Match.

3. Note the Couple Status is **Accepted**.
4. Note the Applicant Status is **RANKING**.

The screenshot shows the Match Home Page for the 2018 Main Residency Match. The page header includes the Match logo and navigation links. The main content area displays applicant information: Applicant Type: Senior in a U.S. Allopathic Medical School, Username: dorothy12, NRMP ID: N0488102, AAMC ID: 98989899, USMLE ID: 5-555-555-5, and Couple Status: **Accepted** (circled with a red circle and labeled 3). The Match Year is 2018. The Applicant Status is **RANKING** (circled with a red circle and labeled 4). Other status indicators include Fee Status: PAID and Verification Status: VERIFIED. A table below shows the match timeline for 2018, with key dates: Oct 04 (Rank order list entry begins), Dec 01 (Rank Order List Deadline), and Mar 16 (Match Day). A link to the complete Main Residency Match Calendar is provided at the bottom.

5. Click the **Menu** in the top right corner.
6. Click **ROL**.

The screenshot shows the Match Home Page with the menu open in the top right corner (circled with a red circle and labeled 5). The menu options include Home, Options, and ROL (circled with a red circle and labeled 6). The ROL option is highlighted. Below the menu, the page displays the same applicant information and match timeline as the previous screenshot.

The **Applicant Rank Order List** page displays. Scroll to view your primary rank order list.

7. NOTE the **Supplemental ROLs** tab. This tab will display only when applicants rank advanced programs. Refer to the **Creating a Supplemental Rank Order List** guide for those steps.

8. Click the **View Partner's ROL** tab.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

United States — Registration, Ranking, and Results @R3 @ — 2018 Main Residency Match

Applicant Rank Order List

Applicant Type: Senior in a U.S. Allopathic Medical School
 Username: dorothy12
 NRMP ID: N0540114
 AAMC ID: 98989899
 USMLE ID: 5-555-555-5
 Couple Status: [Accepted](#)

Match Year: 2018
 Applicant Status: **RANKING**
 Fee Status: **PAID**
 Verification Status: **VERIFIED**

Primary Rank Order List | **Supplemental ROLs** | **View Partner's ROL** | ROL Compare

7 8

- You may add Programs to your list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
- The maximum rank order list length is 300 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Find & Add Program | Certify List | Import

Cancel | Save | Search my List | Print | Delete All

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X
	2	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	3	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	4	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	5	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	6	Roanoke Virginia Univ-VA - Radiology-Diagnostic	C-Virginia	ACTIVE	1748420A0	4201111111	X
	7	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X
	31	****No Match****		ACTIVE	999999999		X
	32	****No Match****		ACTIVE	999999999		X
	33	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X

Cancel | Save | Search my List | Print | Delete All

34 | NRMP Program Code | Add Program & Save

Partner A – View Partner’s Rank Order List, Continued:

9. The **Partner Primary ROL** displays. The partner’s name and NRMP ID display. Scroll to view your partner’s primary rank order list.

10. Click the **ROL Compare** tab.

Primary Rank Order List Supplemental ROLs View Partner's ROL **ROL Compare**

The ROL Compare tab displays the most recently saved Primary Rank Order List for each partner. This view is for comparison only. If you and your partner are both actively updating your Rank Order List, refresh this page often to reflect the latest updates. Lists cannot be edited or certified in the Compare ROL tab. Please select the My Rank Order List tab to edit or certify your Rank Order List.

The matching algorithm takes into account only the Primary Rank Order List for a couple's paired ranks. Each partner's Primary Rank Order List must be the same length in order to be certified.

Print ROL Comparison

Dorothy Boyd - N0540114			Marshall Eriksen - N0549358	
Rank	Institution & Program Description	NRMP Program	Rank	Institution & Program Description
1	Memphis Med Ctr-TN - Radiology-Diagnostic	1702420A0	1	Memphis Med Ctr-TN - Pediatrics
2	National Medical Center-Test-DC - Radiology-Diagnostic	1000420C0	2	Secondary Test Institution-DC - Pediatrics
3	Capitol University Hospital-DC - Radiology-Diagnostic	1802420A0	3	Secondary Test Institution-DC - Pediatrics
4	National Medical Center-Test-DC - Radiology-Diagnostic	1000420C0	4	National Medical Center-Test-DC - Pediatrics
5	Capitol University Hospital-DC - Radiology-Diagnostic	1802420A0	5	National Medical Center-Test-DC - Pediatrics
6	Roanoke Virginia Univ-VA - Radiology-Diagnostic	1748420A0	6	Roanoke Virginia Univ-VA - Pediatrics
7	Memphis Med Ctr-TN - Radiology-Diagnostic	1702420A0	7	West Tennessee Univ - TN - Pediatrics
8	West Tennessee Univ - TN - Radiology-Diagnostic	2066420C0	8	Memphis Med Ctr-TN - Pediatrics
9	Capitol University Hospital-DC - Radiology-Diagnostic	1802420A0	9	Capitol University Hospital-DC - Pediatrics
10	Northern VA Med School-VA - Radiology-Diagnostic	2980420A0	10	Secondary Test Institution-DC - Pediatrics
11	National Medical Center-Test-DC - Radiology-Diagnostic	1000420C0	11	Capitol University Hospital-DC - Pediatrics
12	West Tennessee Univ - TN - Radiology-Diagnostic	2066420A0	12	West Tennessee Univ - TN - Pediatrics
13	Roanoke Virginia Univ-VA - Radiology-Diagnostic	1748420A0	13	Roanoke Virginia Univ-VA - Pediatrics

Primary Rank Order List Supplemental ROLs View Partner's ROL **ROL Compare**

Print Partner's List

Couple Partner: Marshall Eriksen - N0549358
Partner Primary ROL

Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code
1	Memphis Med Ctr-TN - Pediatrics		ACTIVE	1702320C0	3204721227
2	Secondary Test Institution-DC - Pediatrics		ACTIVE	1894320M0	3205698566
3	Secondary Test Institution-DC - Pediatrics		ACTIVE	1894320M0	3205698566
4	National Medical Center-Test-DC - Pediatrics		ACTIVE	1000320C0	3201111111
5	National Medical Center-Test-DC - Pediatrics		ACTIVE	1000320C0	3201111111
6	Roanoke Virginia Univ-VA - Pediatrics		ACTIVE	1748320C0	3205100427
7	West Tennessee Univ - TN - Pediatrics		ACTIVE	2066320C0	3204721381

11. The most recently saved Primary Rank Order List for each partner displays. This view is for comparison only. If you and your partner are both actively updating your Rank Order List, refresh this page often to reflect the latest updates.

Lists cannot be edited or certified in the **ROL Compare** tab. Please select the **Primary Rank Order List** tab to edit or certify your Rank Order List.

Once your primary rank order list and any supplemental ROLs (as necessary) have been entered and you have compared your primary ROL to your partner's list and are satisfied both lists have been entered correctly, you must certify the list.

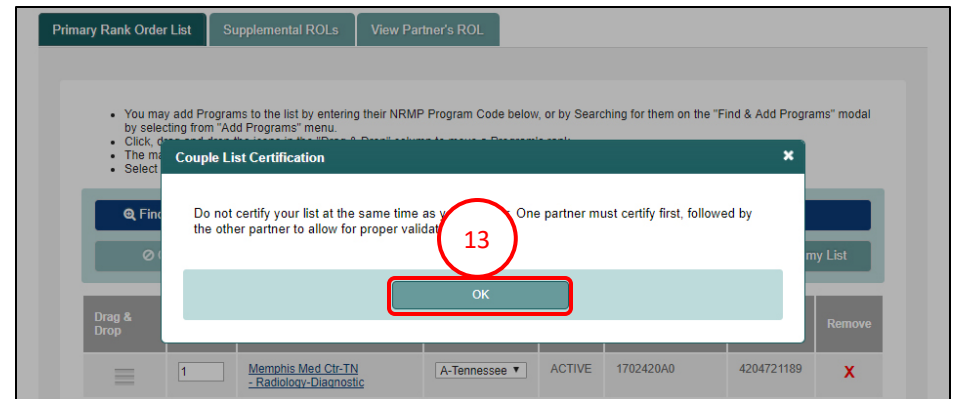
7- 11

Couples: View/Certify ROLs - MRM

Partner A – Certify List, Continued:

13. The **Couple List Certification** pop-up displays. Click **OK**.

NOTE: this pop-up reminds you and your partner not to certify your rank order lists at the same time. The first partner to certify a list will see this reminder.

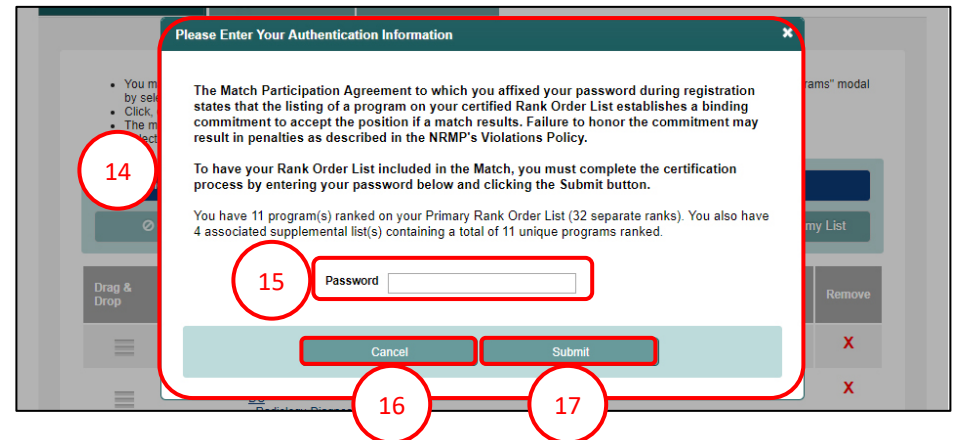


14. The **Please Enter Your Authentication Information** pop-up displays.

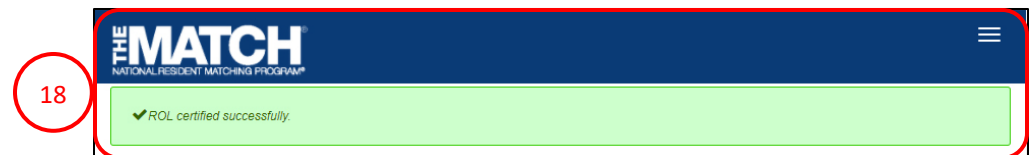
15. Enter the **R3 password** you created upon registration.

16. Click **Cancel** if you do not want to certify the rank order list at this time.

17. Click **Submit** to certify the rank order list.

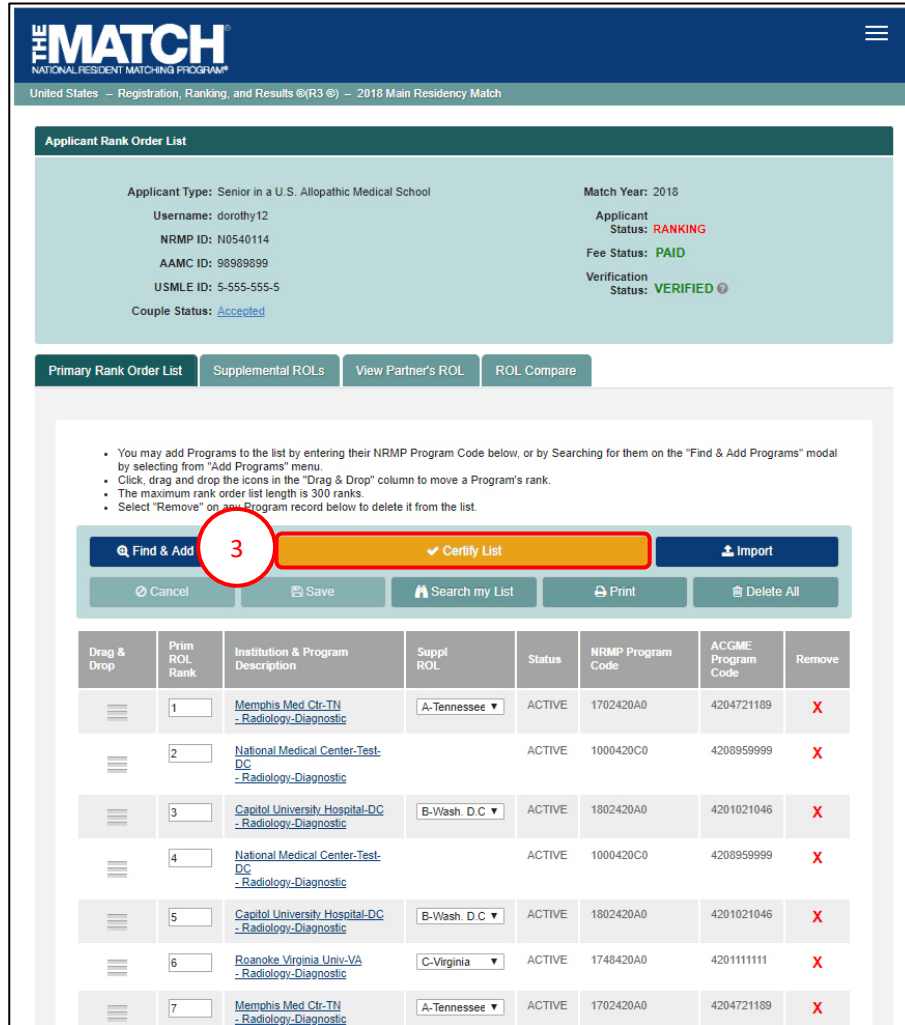


18. A green note displays at the top of the screen indicating your rank order list has been certified successfully.



Partner B – Certify List – Error Occurs:

1. From the **Match Home Page**, click the **Menu** in the top right corner.



THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

United States – Registration, Ranking, and Results ©(R3 ©) – 2018 Main Residency Match

Applicant Rank Order List

Applicant Type: Senior in a U.S. Allopathic Medical School
Username: dorothe12
NRMP ID: N0540114
AAMC ID: 98989899
USMLE ID: 5-555-555-5
Couple Status: [Accepted](#)

Match Year: 2018
Applicant Status: **RANKING**
Fee Status: **PAID**
Verification Status: **VERIFIED** ⓘ

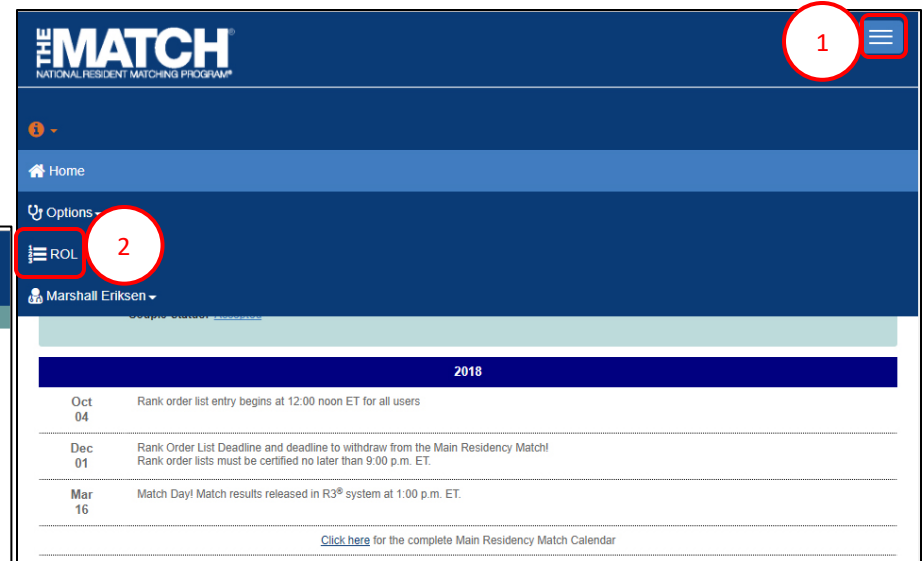
Primary Rank Order List | Supplemental ROLs | View Partner's ROL | ROL Compare

• You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu.
• Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
• The maximum rank order list length is 300 ranks.
• Select "Remove" on any Program record below to delete it from the list.

Find & Add **3** **✓ Certify List** **Import**

Cancel **Save** **Search my List** **Print** **Delete All**

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X
	2	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	3	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	4	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	5	Capitol University Hospital-DC - Radiology-Diagnostic	B-Wash. D.C.	ACTIVE	1802420A0	4201021046	X
	6	Roanoke Virginia Univ-VA - Radiology-Diagnostic	C-Virginia	ACTIVE	1748420A0	4201111111	X
	7	Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X



THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

Home

Options

ROL

Marshall Eriksen

2018

Oct 04	Rank order list entry begins at 12:00 noon ET for all users
Dec 01	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.
Mar 16	Match Day! Match results released in R3® system at 1:00 p.m. ET.

[Click here](#) for the complete Main Residency Match Calendar

The **Applicant Rank Order List** page displays. Scroll to view your primary rank order list.

3. Click the **Certify List** button.

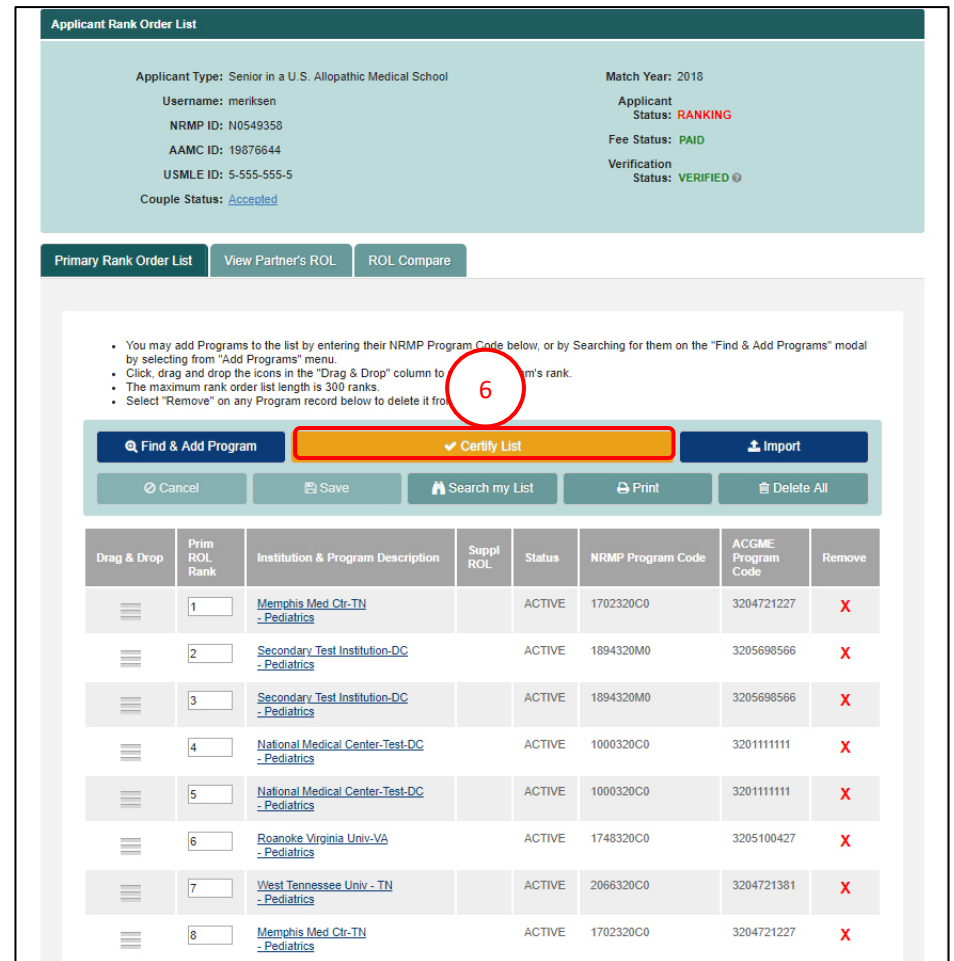
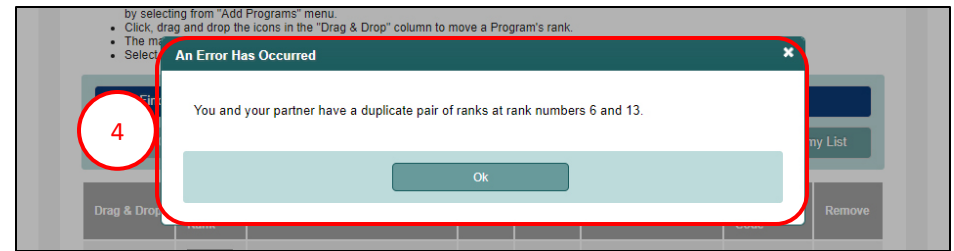
Partner B – Certify List – Error Occurs, Continued:

- The **An Error Has Occurred** pop-up displays indicating the error.
- Update your rank order list accordingly. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide for those steps.

NOTE: Partner A must also update the rank order list to ensure both partners have the same number of ranks and no duplicate pairs.

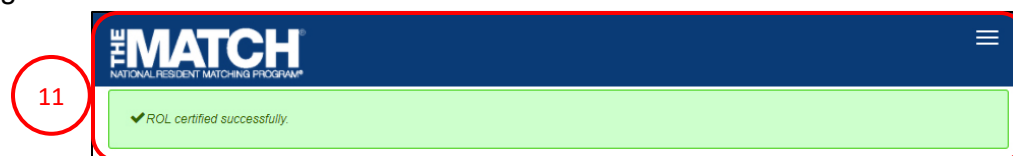
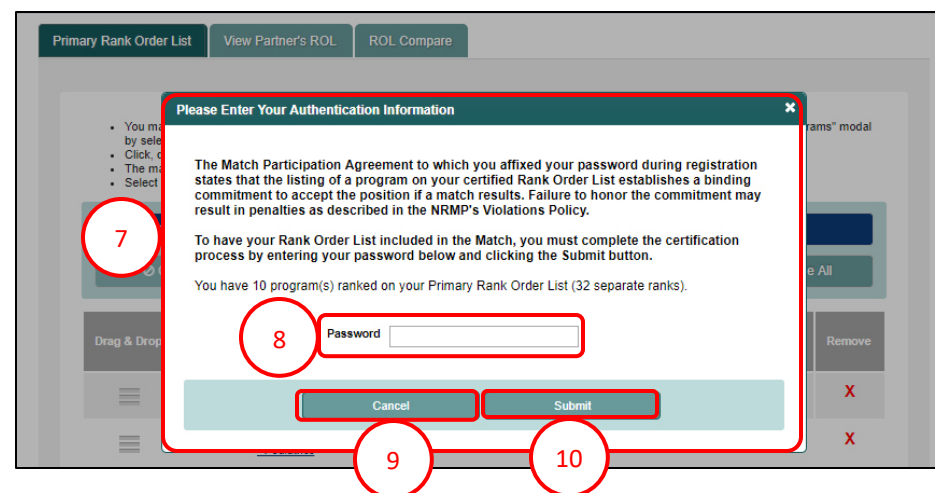
Partner B – Certify List

- When the rank order lists have been corrected, click the **Certify List** button.



Partner B – Certify List, Continued:

7. The **Please Enter Your Authentication Information** pop-up displays.
8. Enter the **R3 password** you created upon registration.
9. Click **Cancel** if you do not want to certify the rank order list at this time.
10. Click **Submit** to certify the rank order list.
11. A green note displays at the top of the screen indicating your rank order list has been certified successfully.



12. Once both lists are certified, the **Applicant Status** will change to **CERTIFIED** on the **Match Home Page**.

