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## Electronic Residency Application Service (ERAS)

### MyERAS 2014 Season

#### About ERAS

Electronic Residency Application Service (ERAS®) is a service that transmits the MyERAS application and supporting documentation from applicants and their Designated Dean's Office to program directors. ERAS consists of MyERAS, Dean's Office Workstation (DWS), Program Director's Workstation (PDWS), and *ERAS PostOffice*.



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## MyERAS 2014 Season

## General Information

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# MyERAS 2014 Enhancements

## 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.
- Added an *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.

# MyERAS 2014 Enhancements Cont'd

## Documents Tab

- In order to assign a letter to a program both of the following conditions must be met: The *LoR Author* must be finalized in MyERAS and the actual letter has to be uploaded to the *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.
- Automatic retransmission is no longer an option when authorizing the release of the USMLE transcript. Anytime an applicant is notified that new scores are 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 & 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 *Letter ID* column after the *LoR Author* column. The *Letter ID* will help the applicant distinguish between letters with the same 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 *PostOffice* by your Designated Dean's Office or by the *LoR Author* via the ERAS Letter of Recommendation Portal (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.

# MyERAS 2014 Enhancements Cont'd

## ADTS

### USMLE/ COMLEX Transcript Request Report

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

## Message Center

### Reply Messages

- International medical school graduate (IMG) and fellowship applicants can reply to messages received from ECFMG or EFDO using *Message Center*. Applicants cannot reply to programs using *Message Center*.

# Fees and Billing

## ***ERAS Fees***

### ***Residency Applicants:***

ERAS processing fees are based on the number of programs applied to per specialty. MyERAS automatically calculates your fees. ERAS fees are the same for all residency and osteopathic applicants although the fee structure is applied separately for those applying to ACGME-accredited **and** AOA-accredited programs.

***Note:*** *Military programs, regardless of specialty, are treated as a single specialty.*

#### **Residency:**

Up to 10: \$92

11-20: \$9 each

21-30: \$15 each

31+: \$26 each

### ***Fellowship Applicants:***

ERAS processing fees are based on the number of fellowship programs to which you applied. MyERAS automatically calculates your fees.

#### **Fellowship:**

Up to 10: \$105

11-20: \$10 each

21-30: \$15 each

31+: \$26 each

### ***Additional Fees***

USMLE Transcript - \$70 assessed once per season

COMLEX Transcript - \$70 assessed once per season

# Fees and Billing (cont'd.)

## **Payment**

**Credit Card (Visa or Master Card only)**

**Note:** *Applicants who pay their ERAS fees using a credit card will see those charges reflected as "AAMC Fees" on their credit card statement.*

## **Consequences of Non-Payment**

In good faith, ERAS transmits applications to the *ERAS PostOffice* for processing immediately.

If your account remains unpaid at the end of the season (May 31), ERAS will contact your Designated Dean's Office and other ERAS business partners (EFDO, ECFMG) and prohibit access to ERAS (including future seasons) until your debt is satisfied. Moreover, if you refuse to satisfy your debt, you will not be allowed to use other AAMC services.

## **Refund Policy**

ERAS does **not** offer refunds for any reason. Refunds will **not** be given for applications sent to nonparticipating programs.

Although we make every effort to ensure that our data is up-to-date, programs may not always communicate to ERAS their intention to accept applications; or a program's status may change. Therefore, it is your responsibility to confirm that you meet all eligibility requirements and program deadlines before applying by contacting programs directly.

ERAS' primary role is to deliver your application and supporting documents to designated programs. This is no different than placing a stamp on an envelope and requesting USPS deliver the packet to a destination. Once you apply to a program and submit payment through MyERAS, service has been rendered and your application has been delivered.



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## MyERAS 2014 Season

## Registration

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# MyERAS 2014

## Registration

You must register for the ERAS 2014 season before you can begin working on your application.

You will need an ERAS 2014 token to register on the MyERAS Web site. Contact your Designated Dean's Office to obtain an ERAS 2014 *Token*.

Tokens can be printed and distributed in person or by email. The token text provides you with information you should know before you register, step-by-step instructions on how to register, and your *Token ID*.

Token Text

-----  
PLEASE DO NOT REPLY TO THIS MESSAGE.

This is an ERAS message which is being sent to you on behalf of [dshannon@aamc.org](mailto:dshannon@aamc.org). Please send all replies to the sender's e-mail address, [dshannon@aamc.org](mailto:dshannon@aamc.org). A copy of this message has also been sent to your MyERAS Message Center.  
-----

ERAS Electronic Token 2014

The alpha numeric characters printed below is your ERAS Electronic Token. This electronic token allows you to register at the MyERAS web site so that you can begin completing your application for ERAS 2014.

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 address 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 AAMC ID and password. You will need it to login to MyERAS and ADTS (Applicant Document Tracking System).
- If you forget your password, go to the MyERAS login page and click Forgot Password.
- Registering with MyERAS does not register you with any matching service.

How to register on the MyERAS web site:

1. Navigate to <https://services.aamc.org/eras/myeras/>
2. 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 Registration Confirmation page for your records

-----  
Name: Shannon, Donte  
Token ID: 610366298916F4  
-----

(For Your Records)

AAMC ID: \_\_\_\_\_

Password Hint: \_\_\_\_\_

# MyERAS 2014

## Registration (cont'd.)

The MyERAS login page is where you can register and log in to your MyERAS application.


Once you have an ERAS 2014 *Token ID*, go to the MyERAS login page (<https://services.aamc.org/eras/myeras/>) and click *Register Token*.

### **Left Navigation:**

Helpful Links to different resources and audience specific information are available in the left navigation of the MyERAS login page.

If you have any technical issues or need assistances, the ERAS HelpDesk contact information and hours of operation are available right below the *Helpful Links*.

Electronic Residency  
Application Service



Welcome to the Electronic Residency Application Service (ERAS)

### MyERAS Login

AAMC ID:

Password:

Login

[Forgot Password?](#)

### Register

In order to login to MyERAS, you must register for the current season. Make sure you have requested and received a token from your Designated Dean's Office for the current season and click Register Token.

Register Token

#### Helpful Links

- [Applicant Document Tracking System](#)
- [AAMC](#)
- [ERAS](#)
- [System Requirements](#)
- [USMG Residency Applicants](#)
- [IMG Residency Applicants](#)
- [Fellowship Applicants](#)

#### Need Help?

Contact the ERAS HelpDesk

- [myeras@aamc.org](mailto:myeras@aamc.org)
- (202) 862-6264

Monday - Friday 8am - 6pm ET

# MyERAS 2014

## Registration (cont'd.)

On the *Registration* page, enter your ERAS 2014 *Token ID* and fill in all required fields. Save and then confirm that the information you have entered is correct.


Asterisks denotes a required fields.

**Note:** NBOME ID is a required field for D.O. applicants.

USMLE ID is a required field for IMG applicants.

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 ascertain eligibility and participation requirements. Visit the NRMP Web site at [www.nrmp.org](http://www.nrmp.org) or call 1-866-617-5838 for further details.

Electronic Residency  
Application Service



Register - Step 1 of 3

Welcome to the ERAS 2014 Season!

ERAS Electronic Token:  \* [token help](#)

AAMC ID:  Leave AAMC ID blank if you are not sure of your AAMC ID or do not yet have one.

Medical School of Graduation Information:

Country:  \*

School:  Not Applicable

If your Medical School is not listed:  \*

Degree Year:  \*

Password:  \*

Confirm Password:  \*

NOTE: Passwords may be between 6 - 16 characters long and must consist of a combination of both alphabetical and numeric characters. Special characters (i.e., #, @, +, etc.) will not be accepted.

First Name:  \*

Middle Name:

Last Name:  \*

Suffix:

Previous Last Name:

Date of Birth:  January   \*

Country of Birth:  \*

City of Birth:  \*

State/Province of Birth:  Not Applicable \*

USMLE ID:

NBOME ID:

Last 4 digits of SSN:

E-mail:  \*

Confirm E-mail:  \*

☐ I understand and agree to the AAMC [Privacy Notice](#) and the AAMC Policies Regarding the Collection, Use and Dissemination of Resident, Intern, Fellow, and Residency, Internship, and Fellowship Application Data ([attached policy](#), PDF), and to the transfer of my personal data to those residency programs in the United States and Canada that I select through my application, and to other third parties as stated in the Privacy Policies.

Save Cancel

# MyERAS 2014

## Registration (cont'd.)

You will know you have completed the MyERAS registration when you see this page.

It is recommended that you print out this page for your records.

Clicking *Continue* will automatically log you into your MyERAS application so that you may begin working on your application.

Electronic Residency  
Application Service

**ERAS** **AAMC**

**Register - Step 3 of 3 > AAMC ID Assignment**

**You have successfully registered with MyERAS!**

**Please note your AAMC ID, you will need it to login to MyERAS as well as the ADTS. Click "Continue" to begin working on your MyERAS request.**

It is recommended that you print out this page for your records.

**AAMC ID: 13430709**

**Name:** Mary Jones

[Continue](#)



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## **MyERAS 2014 Season**

## **MyERAS Application Overview**

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# MyERAS: Links

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.

Electronic Residency Application Service  
**ERAS**

**AAMC**

Update ProfileChange PasswordMessage CenterADTSLogout

DashboardApplicationDocumentsPrograms

Lee Daniels  
AAMC ID: 13433313

## MyERAS Application Overview

### Application

Application submitted on  
03/25/2013 02:11 PM

No further changes can be made to the application once it has been submitted.

### Profile

Your profile has been saved.

The information in your profile should be kept up-to-date throughout the application season. You can update your profile at any time by clicking on the Update Profile link on the top right or by clicking [here](#).

### Documents

#### USMLE Transcripts

Authorized Release	No
Transcript Fee Paid	Not Yet
Assigned to at least 1 program	Not Yet

#### COMLEX Transcripts

Authorized Release	Yes
Transcript Fee Paid	Not Yet
Assigned to at least 1 program	Yes

#### Personal Statements

Personal statements have not been added

#### Letters of Recommendation

Entered
Dr. Jane Doe , Director
Finalized
Alvin Green , Dean of Internal Medicine
Donte Shannon , CHIEF

### Programs

Programs Selected	1
Programs Applied	0

### Alert

#### Payment Reminder

ERAS Fees can be paid by **Visa** or **MasterCard**. This can be a credit, debit, or prepaid card with the Visa or MasterCard logo.

Before applying/submitting payment, be sure to preview and review your invoice. You need to insure you have sufficient funds to make the payment in full. If your card is declined due to insufficient funds, you will not be able to proceed with the transaction and programs will not receive your application.

### Learn More About ERAS

- [Get a copy of the MyERAS Worksheet](#)
- [MyERAS Tutorials and Powerpoints](#)
- [Applicant FAQs](#)
- [MyERAS User Guide for Residency](#)
- [ERAS Timeline for Residency](#)

### Do you need help?

Contact the ERAS HelpDesk

- [mveras@aamc.org](mailto:mveras@aamc.org)
- (202) 862-6264

Monday - Friday 8am - 6pm ET

# MyERAS: Links

## ***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, the ECFMG and the EFDO via the Dean's Office Workstation (DWS), 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.

## ***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.

## MyERAS: Dashboard

The *Dashboard* is broken up into two sections.

### MyERAS Application


#### Overview:

This area provides you with an overview of the progress you have made in your application

#### Right-Navigation:

Displays MyERAS alerts, provides easy access to ERAS resources, and the ERAS HelpDesk contact information.

Electronic Residency Application Service  
**ERAS**

  
**AAMC**

Update ProfileChange PasswordMessage CenterADTSLogout

DashboardApplicationDocumentsPrograms

Lee Daniels  
AAMC ID: 13433313

### MyERAS Application Overview

#### Application

Application submitted on  
03/25/2013 02:11 PM

No further changes can be made to the application once it has been submitted.

#### Profile

Your profile has been saved.

The information in your profile should be kept up-to-date throughout the application season. You can update your profile at any time by clicking on the Update Profile link on the top right or by clicking [here](#).

#### Documents

##### USMLE Transcripts

Authorized Release	No
Transcript Fee Paid	Not Yet
Assigned to at least 1 program	Not Yet

##### COMLEX Transcripts

Authorized Release	Yes
Transcript Fee Paid	Not Yet
Assigned to at least 1 program	Yes

##### Personal Statements

Personal statements have not been added

##### Letters of Recommendation

Entered
Dr. Jane Doe , Director
Finalized
Alvin Green , Dean of Internal Medicine
Donte Shannon , CHIEF

#### Programs

Programs Selected	1
Programs Applied	0

#### Alert

### Payment Reminder

ERAS Fees can be paid by **Visa** or **MasterCard**. This can be a credit, debit, or prepaid card with the Visa or MasterCard logo.

Before applying/submitted payment, be sure to preview and review your invoice. You need to insure you have sufficient funds to make the payment in full. If your card is declined due to insufficient funds, you will not be able to proceed with the transaction and programs will not receive your application.

#### Learn More About ERAS

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- [MyERAS Tutorials and Powerpoints](#)
- [Applicant FAQs](#)
- [MyERAS User Guide for Residency](#)
- [ERAS Timeline for Residency](#)

#### Do you need help?

Contact the ERAS HelpDesk

- [myeras@aamc.org](mailto:myeras@aamc.org)
- (202) 862-6264

Monday - Friday 8am - 6pm ET



## MyERAS: Application Tab

This is where the majority of your application 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. **You may only certify and submit your application once.** Once your application is completed and certified and submitted to ERAS, your application will be locked and you **may not** make any changes.

Electronic Residency Application Service  
**ERAS** | **AAMC**

Update Profile Change Password Message Center ADTS Logout

Ramallah Bigfoot  
AAMC ID: 68113752

Dashboard Application Documents Programs

Home General Education Medical Education Training Experience Publications Licensure Information Medical Licenses Self-Identification Language Fluency Misc.

Get a copy of the Worksheet in PDF

View MyERAS Application (HTML) | Print to PDF

View your CV (HTML) | Print to PDF

Submit your Application

QUICK STATS	
General Information	Saved
Education	Saved
Medical Education	Saved
Training	Saved
Experience	Saved
Publications	Saved
Licensure Information	Saved
State Medical Licenses	Saved
Self-Identification	Saved
Language Fluency	Saved
Misc.	Saved

To understand how AAMC will use your personal data, please see the AAMC [Privacy Notice](#) and the [AAMC Policies Regarding the Collection, Use and Dissemination of Resident, Intern, Fellow, and Residency, Internship, and Fellowship Application Data](#) ([attached policy, PDF](#)). You will need to consent to these policies before submitting your application.

# Application Sub-tabs

## ***Home***

Contains *Quick Stats*; PDF of the *MyERAS Application Worksheet*; 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 osteopathic 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. Publication data will display in APA format for programs and when printed.

# Application Sub-tabs

## ***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)

**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 medical school transcript to the ECFMG on the Miscellaneous tab.*

## MyERAS: Documents Tab

This is where you may create personal statement(s); identify the people who will write your letter of recommendations (LoRs); print *Letter Request Forms*; and release/retransmit your COMLEX and/or USMLE transcripts.

**Note:** Automatic retransmission is no longer an option when authorizing the release of the USMLE transcript. Anytime an applicant is notified that new scores are 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 & time stamp of the last retransmission request is available in the Retransmit section of the USMLE transcript tab and the COMLEX transcript tab.

The screenshot shows the MyERAS web application interface. At the top, there is a header with the ERAS and AAMC logos, and navigation links: Update Profile, Change Password, Message Center, ADTS, and Logout. Below the header is a main navigation bar with tabs: Dashboard, Application, Documents (highlighted with a red border), and Programs. To the right of the Documents tab, the user's name 'Ramallah Bigfoot' and AAMC ID '68113752' are displayed. Below the main navigation bar is a sub-navigation bar with tabs: Home, USMLE Transcript, COMLEX Transcript, Personal Statements, and Letters of Recommendation. The main content area is titled 'QUICK STATS' and displays the following information:

QUICK STATS	
Finalized LoR Author(s):	7
Personal Statements:	1
USMLE Transcript Released:	Not yet
COMLEX Transcript Released:	Yes

Below the quick stats, there is a red 'Note:' section with the following text: 'Inadvertent delays caused by operational or technical issues at your medical school, the National Boards or the ERAS PostOffice may delay the processing of your documents. While these potential delays are unlikely, it is best to plan ahead to ensure application materials reach programs by established deadlines.'

# Documents 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 (Osteopathic 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 distribute the *Letter Request Form* to each individual *LoR Author*.

**Note:** *ERAS asks that LoR Authors use only one of the following methods to submit their letters:*

- *Upload letters directly using the LoRP.*
- *Send letters to the Designated Dean's Offices for uploading (U.S. medical school graduates only).*

**Note:** *In order to assign a letter to a program both of the following conditions must be met: The LoR Author must be entered and finalized in MyERAS, and the actual letter has to be uploaded to the PostOffice.*

## MyERAS: Programs Tab

This is where you will select programs of interest, assign documents to programs, pay fees and apply to programs.

**Note:** The Document Assignments and Training Selection page will display a Letter ID column after LoR Author column. The Letter ID will help the applicant distinguish between letters with the same author when applying to programs.

The screenshot shows the MyERAS web application interface. At the top, there is a header with the Electronic Residency Application Service (ERAS) and AAMC logos on the left, and user navigation links (Update Profile, Change Password, Message Center, ADTS, Logout) on the right. Below the header is a navigation bar with tabs: Dashboard, Application, Documents, and Programs (which is highlighted with a red border). To the right of the Programs tab, the user's name (Ramallah Bigfoot) and AAMC ID (68113752) are displayed. Below the navigation bar, there is a sub-navigation bar with links: Home, Search Programs, Programs selected, and Apply to Programs. The main content area features a 'QUICK STATS' box showing 'Number of Programs Selected: 0' and 'Number of Programs Applied to: 12'. To the right of this box is a 'Frequently Accessed Links' section with links to 'Programs applied to' and 'Invoice History'. Below the quick stats, there is a section titled 'Applying to Programs' with a numbered list: 1. Search and Select Programs, 2. Assign Documents and Select types of training, and 3. Apply to Programs. At the bottom, there is a 'How do I...?' section with three bullet points: '- How do I change a document assignment?', '- How do I modify a training selection?', and '- How do I delete a program?'. The entire interface is enclosed in a red border.

Electronic Residency Application Service  
ERAS | AAMC

Update Profile Change Password Message Center ADTS Logout

Dashboard Application Documents **Programs**

Ramallah Bigfoot  
AAMC ID: 68113752

Home Search Programs Apply to  
Programs selected Programs

**QUICK STATS**

Number of Programs Selected: 0  
Number of Programs Applied to: 12

Frequently Accessed Links

- [Programs applied to](#)
- [Invoice History](#)

**Applying to Programs**

1. Search and Select Programs
2. Assign Documents and Select types of training
3. Apply to Programs

**How do I...?**

- How do I change a document assignment?
- How do I modify a training selection?
- How do I delete a program?

# Programs Sub-tabs

***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.

***Note:*** *D.O. applicants will be able to search for both ACGME and AOA programs.*

*If a program is grayed out when searching programs, it means they are either not participating, no longer accepting applications, or closed. You should contact all programs directly regarding their participation status with 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.

# Programs Sub-tabs (cont'd.)

**Note:** You must certify and submit your MyERAS application **before** you can apply to programs.

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

*The final invoice for any payment transaction is only generated once, it is recommended that you print a copy for your records.*

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

## ***Programs applied to***

Lists programs that have been applied to. Applicants can click on each program to view/edit document assignments.

## ***Invoice History***

Is 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.*





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## **MyERAS 2014 Season**

## **Helpful Tips and ERAS Support**

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# Helpful Tips for Applicants

- 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 LoRP as well.
- All applicants have a Designated Dean's Office. Please refer to the *Welcome to ERAS* section of this user guide for more information.
- 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.
- You will **not** be able to log into MyERAS 2014 with your login information from a previous season.
- 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.
- 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.
- ERAS does not set program application deadlines or requirements. Individual programs set deadlines and requirements. You should contact programs directly for this information.
- You must certify and submit your MyERAS application **before** you can apply to programs.
- 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.

# Helpful Tips for Applicants Cont'd

- 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.
- Designated Dean's Offices may have elected to perform a quality assurance review of all LoRs that are uploaded via the LoRP before they are made available in the *ERAS PostOffice* and released 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.
- LoR selections will be locked upon applying to a program or when assigning an LoR to a program an applicant previously applied to. Once an LoR selection is locked an applicant will not be able to unassign it. An applicant may only change your selection prior to applying to a program
- 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.
- When new transcript scores are uploaded, the most recent upload date will display in ADTS.
- 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.
- Remember to check the *Message Center* and the ADTS frequently to monitor the progress and status of your application.
- 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.

# ERAS Contact Information

## Applicants

Email: [myeras@aamc.org](mailto:myeras@aamc.org)

Phone: 202-862-6264

Help Desk Hours of Operation

Monday-Friday

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





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