Token Redemption & New User Registration

Main Residency Match and Specialties Matching Service

**This guide is for new users who do not have an account in the R3® system.**

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)
- School Officials (SOs)
- School Administrators (SAs)
Note: This Token Redemption & New User Registration guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

If you are an institutional or program user new to R3®, you must redeem a token (one-time use only) to complete the registration process and create a unique username and password.

You will receive an email from NRMP that includes a token code link for the email address to which it was sent. Upon completing your registration, you will receive a second email containing a link to verify your email address.

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

Getting Started and Step 1: ID Confirmation

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

The R3 system opens in another window on your desktop.

2. Review the ID Information. If the information is not correct, contact the NRMP Help Desk at 202-400-2233, toll free at 1-866-653-NRMP (6767), or by email at support@nrmp.org.

3. If the ID information is correct, click I Accept to accept the Terms of Use.
Step 2: Create Username and Password

Fields with an * are required.

1. Create a unique Username. Usernames must be at least 6 characters and are case-sensitive.

2. Create and confirm a unique Password. Your password must:
   a. Be alphanumeric.
   b. Contain a total of 8 characters, with 3 characters being an uppercase letter, lowercase letter, a number, or special character (#!$%).

3. Choose a Security Question (1) and enter the Response (1).

4. Choose a Security Question (2) and enter the Response (2).

5. Click Next.

Step 3: Profile Update

The Profile Update screen displays. Click each blue tab to enter your profile information.
1. Click the **Name & DOB** tab. Your **Name** and **Date of Birth** information displays. This cannot be edited. If a change is needed, contact the NRMP.

2. Click the **Degree & Job Title** tab. Select your **Degree** and enter your **Job Title**.
3. Click the **Address** tab. Enter your address details.

4. Click the **Contact Information** tab. Enter your contact details.

   ![Image of the contact information tab](image)

<table>
<thead>
<tr>
<th>Name &amp; DOB</th>
<th>Degree &amp; Job Title</th>
<th>Address</th>
<th>Contact Information</th>
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   When registration is complete, you will receive an email message with a link to verify your email address. Click the link in the email to mark your email as verified in your R3 profile. If you do not receive the email verification link, please make sure your email is entered correctly in your R3 profile or check your junk/spam folder.

5. Click **Update**.
Token redemption has been completed.

** You are Not Yet Registered **

Although your account has been created, you must electronically sign the Match Participation Agreement to complete your registration.

1. Login with the **Username** and **Password** you just created to continue in the R3 system.

**Match Participation Agreement & the Important Notice:**

The **Match Participation Agreement** is a binding contract.

Although the entire Agreement is binding upon parties, certain areas may require your specific attention. These are highlighted in the **Important Notice**.

2. Scroll to review the **Important Notice**.
3. Click **Next**.
Match Participation Agreement:

4. Scroll to review the Match Participation Agreement.

5. Enter your password.

6. Click I Accept.
   a. By electronically signing the Agreement, you are entering into a binding contract to conduct your Match affairs consistent with these policies.
   b. You cannot complete the Registration process until you accept the Terms and Conditions of the Match Participation Agreement.

You have successfully completed your user registration.

** Verify Email Address **

Although registration is complete, you should verify your email address. Verification improves NRMP’s ability to communicate with you.
**Verify Email Address**

1. View the message in your Inbox.

2. Click the **Click here to complete verification** link.

3. Navigate to the R3 system home page. Enter your **Username** and **Password** and click **Login**.

4. Navigate to the **Profile, Contact Information** tab.
   a. Next to your email address, a **VERIFIED** note displays.