Supplemental Offer and Acceptance Program (SOAP): Setting SOAP Participation

Main Residency Match

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
Program directors must indicate in the Registration, Ranking, and Results® (R3®) system whether the program will participate in the Supplemental Offer and Acceptance Program® (SOAP®) if they learn on Monday of Match Week that the program has unfilled positions.

Guidelines:

- Program directors electing to participate in SOAP agree to accept applications ONLY through the AAMC’s Electronic Residency Application Service® (ERAS®) and to offer positions ONLY through SOAP until after SOAP concludes on Thursday of Match Week.
- Programs do not have to participate in SOAP, but non-participating programs CANNOT extend offers until after SOAP concludes.
- SOAP participation MUST be set in the R3 system by the Quota Change Deadline!
- The institutional official must approve the program’s SOAP participation status.

⚠️ Programs for which the SOAP participation indicator is not set will automatically be set to “No.”
Login:

1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3) system.

2. Click **Login**.

The **Matches and Roles Page** displays (program directors with programs in more than one Match).

3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.

4. Click on your **Role & Institution Name** for the Main Residency Match.

The **Match Home Page** displays for the Match you selected.

5. Your institution, role, username, and Match year display.

6. The programs for which you are registered will display, along with each program’s NRMP program code, status, director, reversions, and quota number.
The View Program Details page displays.

7. Click the SOAP Participation tab.

8. Select your participation status, Yes or No.
   a. Click Cancel to change your response.
   b. Click Save SOAP Participation to confirm your program’s response.