



# Creating a Supplemental Rank Order List



Main Residency Match

Users: Main Residency Match Applicants

Primary Rank Order List | Supplemental ROLs

Rank Order List shown below: A-Supplemental ROL

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.
- The maximum rank order list length is 700 ranks.
- Please return to the "Primary Rank Order List" tab and click <Certify List> in order to Certify your ROL.

If desired, you may edit the suffix name of the Supplemental ROL name here. A-

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
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**Note: This *Creating a Supplemental Rank Order List (ROL)* 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 Creating a Supplemental ROL:**



Supplemental rank order lists are used ONLY for applicants ranking advanced programs ("A" positions that begin in the year after the Match) on the primary rank order list and who also wish to match to a compatible preliminary or transitional first-year program ("P" position) for the first year of training.

- For each PGY-2 (advanced "A") program placed on the primary rank order list, a number of PGY-1 (preliminary or transitional) programs that correspond to that advanced program may be placed on a supplemental rank order list.
- Although not a requirement, applicants generally consider geographic location in developing supplemental rank order lists for specific advanced programs. Therefore, multiple supplemental rank order lists can be created (up to 16) and linked to different advanced programs. The supplemental rank order lists will be marked as A, B, C, etc.
- A supplemental rank order list is used when the matching algorithm is processed only if the applicant matches to an advanced program on the primary rank order list. During the matching process, the matching algorithm first looks at an applicant's primary rank order list and attempts to make a match. If the applicant is matched to an advanced program, the matching algorithm will then seek to match the applicant to a preliminary position from the supplemental rank order list that is linked to that advanced program.
- **If the applicant does not match to a first-year program, the applicant is still committed to the advanced program match, and the applicant must seek a PGY-1 position during the Match Week Supplemental Offer and Acceptance Program or after Match Week concludes.**
- Applicants ranking programs as part of a couple and 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.

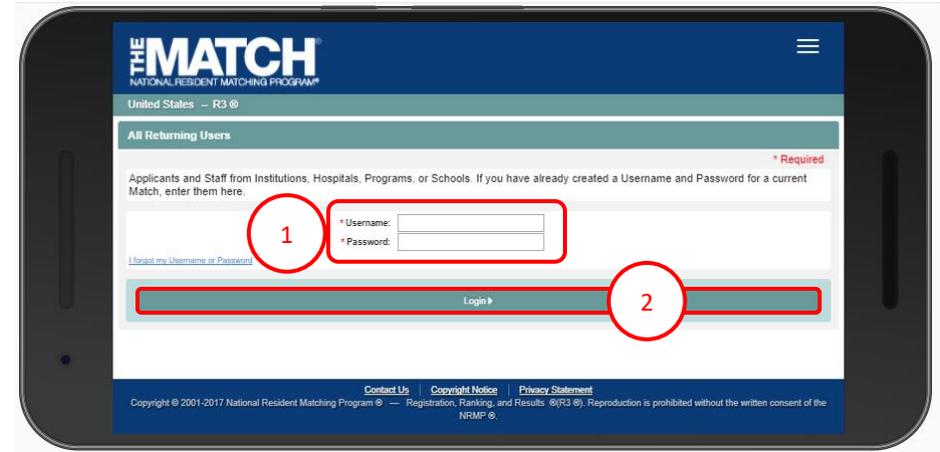
### **Joint Advanced/Preliminary Programs:**

In joint advanced/preliminary programs (Joint "A/P"), a preliminary program is "restricted" because it is linked to a specific advanced program. Only applicants who rank the advanced program can rank the joined preliminary program in a Joint A/P arrangement, and only applicants who match to the advanced program can match to the preliminary program.

If you choose to rank the preliminary program linked in a joint arrangement, the associated advanced program must have a unique supplemental rank order list of preliminary programs assigned. Other preliminary programs can be added to the list; however, that list can only be linked to the associated advanced program.

### Login:

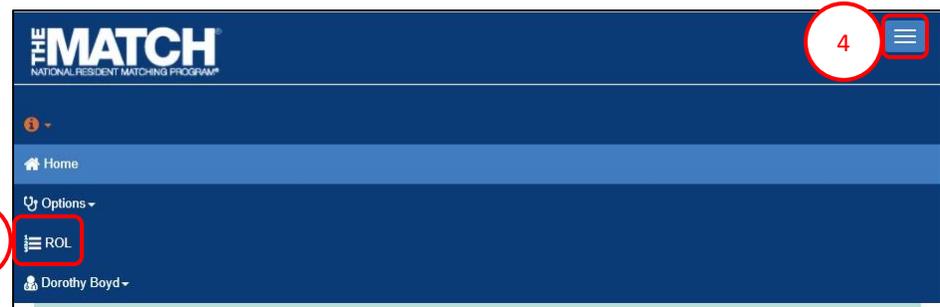
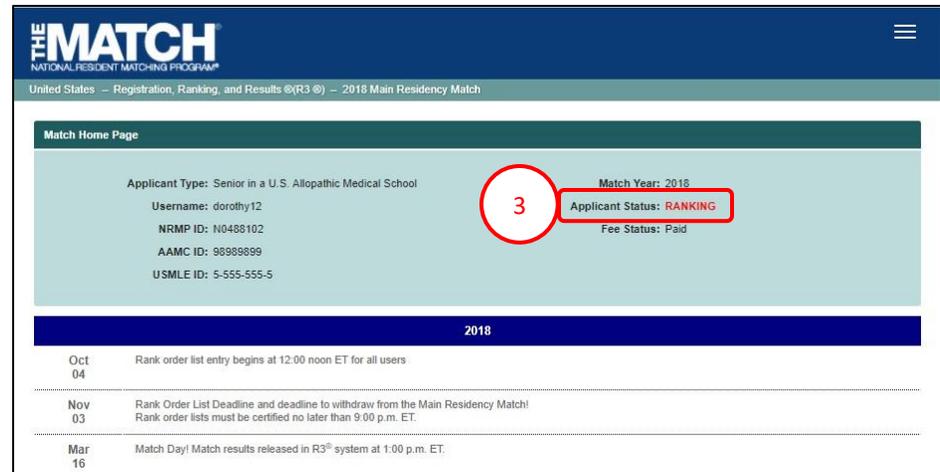
1. Enter the **Username** and **Password** you created for accessing the R3® system.
2. Click **Login**.



### Create a Supplemental ROL:

To create a supplemental rank order list, you must first place an advanced program on your primary rank order list. The same supplemental list can be attached to multiple advanced programs, or multiple supplemental lists can be created and then attached to each advanced program on the primary rank order list. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide to create your primary rank order list.

3. The **Match Home Page** displays for your registered Match. Note the Applicant Status is **RANKING** because a primary rank order list already has been created.
4. Click the **Menu** in the top right corner.
5. Click **ROL**.



## Create a Supplemental ROL, continued:

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

- When an advanced program is added to the primary ROL, a **Suppl ROL** column appears with a drop-down box enabling you to create a new supplemental list or to link an existing supplemental list to that advanced program. This column is blank for programs that are not advanced.
- Find an advanced program on your primary rank order list for which you wish to create and link a supplemental ROL. Note there are seven advanced programs listed on the example ROL.

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**Applicant Rank Order List**

Applicant Type: Senior in a U.S. Allopathic Medical School  
Match Year: 2018  
Username: dorothy12  
Applicant Status: **RANKING**  
NRMP ID: N0488102  
Fee Status: Paid  
AAMC ID: 98989899  
USMLE ID: 5-555-555-5

**Primary Rank Order List**

- 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 700 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Drag & Drop	Prim ROL	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	6	Memphis Med Ctr-TN - Radiology-Diagnostic	(None)	ACTIVE	1702420A0	4204721189	X
	2	West Tennessee Univ-TN - Radiology-Diagnostic	(None)	ACTIVE	2066420A0	4205555555	X
	3	West Tennessee Univ-TN - Radiology-Diagnostic		ACTIVE	2066420C0	4201232365	X
	4	Roanoke Virginia Univ-VA - Radiology-Diagnostic	(None)	ACTIVE	1748420A0	4201111111	X
	5	Charlottesville University-VA - Radiology-Diagnostic		ACTIVE	1737420C1	4208574874	X
	6	Northern VA Med School-VA - Radiology-Diagnostic	(None)	ACTIVE	2980420A0	4205121202	X
	7	Henrico Univ Hlth Sys-VA - Radiology-Diagnostic	(None)	ACTIVE	1743420A0	4205121203	X
	8	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	9	Secondary Test Institution-DC - Radiology-Diagnostic	(None)	ACTIVE	1894420A0	4201678923	X
	10	Capitol University Hospital-DC - Radiology-Diagnostic	(None)	ACTIVE	1802420A0	4201021046	X

11 NRMP Program Code Add Program & Save

## Create a Supplemental ROL, continued:

8. Click the drop-down arrow in the **Suppl ROL** column and then select **<Add New...>**.

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Memphis Med Ctr-T... - Radiology-Diagn...	(None) (None) (Add New...)	ACTIVE	1702420A0	4204721189	X
	2	West Tennessee U... - Radiology-Diagnos...		ACTIVE	2066420A0	4205555555	X

9. The **Supplemental ROLs** tab opens. This tab displays when you first choose to create a supplemental ROL.

10. Each unique supplemental list will be assigned a letter. For example, the first list will be **"A-Supplemental ROL"**. You may edit the suffix name of the supplemental ROL.

**Applicant Rank Order List**

Applicant Type: Senior in a U.S. Allopathic Medical School      Match Year: 2018

Username: dorothy12      Applicant Status: **RANKING**

NRMP ID: N0488102      Fee Status: Paid

AAMC ID: 98989899

USMLE ID: 5-555-555-5

Primary Rank Order List      **Supplemental ROLs**

Rank Order List shown below: A-Supplemental ROL

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.
- The maximum rank order list length is 700 ranks.
- Please return to the "Primary Rank Order List" tab and click <Certify List> in order to Certify your ROL.

If desired, you may edit the suffix name of the Supplemental ROL name here.

A- Supplemental ROL

Update ▶

Find & Add Program

Cancel      Save      Delete All      Print

11. In the example, the supplemental list is named **"A-Tennessee."** Click **Update** to save the name change.

Primary Rank Order List      **Supplemental ROLs**

Rank Order List shown below: A-Supplemental ROL

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.
- The maximum rank order list length is 700 ranks.
- Please return to the "Primary Rank Order List" tab and click <Certify List> in order to Certify your ROL.

If desired, you may edit the suffix name of the Supplemental ROL name here.

A- Tennessee

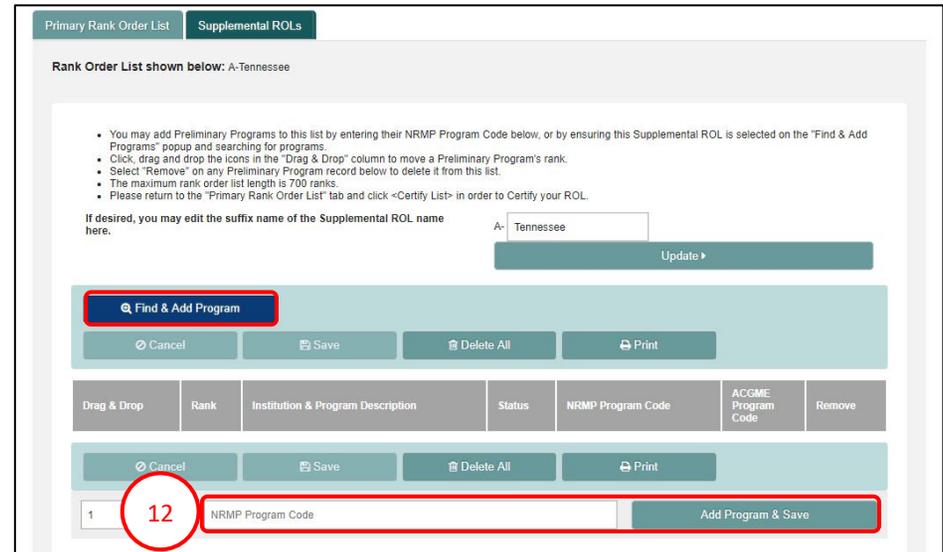
Update ▶

## Create a Supplemental ROL, continued:

12. Enter appropriate program codes for your supplemental rank order list using either direct code entry or **Find & Add Program**.

NOTE: The process for entering ranks on a supplemental rank order list is the same as entering them on your primary rank order list, except that only preliminary programs may be added to supplemental ROLs. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide, if needed.

13.  Note: if using the **Find & Add Programs** search option, ensure the correct ROL displays in the **Select Rank Order List to add programs to** field.



Primary Rank Order List Supplemental ROLs

Rank Order List shown below: A-Tennessee

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.
- The maximum rank order list length is 700 ranks.
- Please return to the "Primary Rank Order List" tab and click "Certify List" in order to Certify your ROL.

If desired, you may edit the suffix name of the Supplemental ROL name here. A: Tennessee  Update

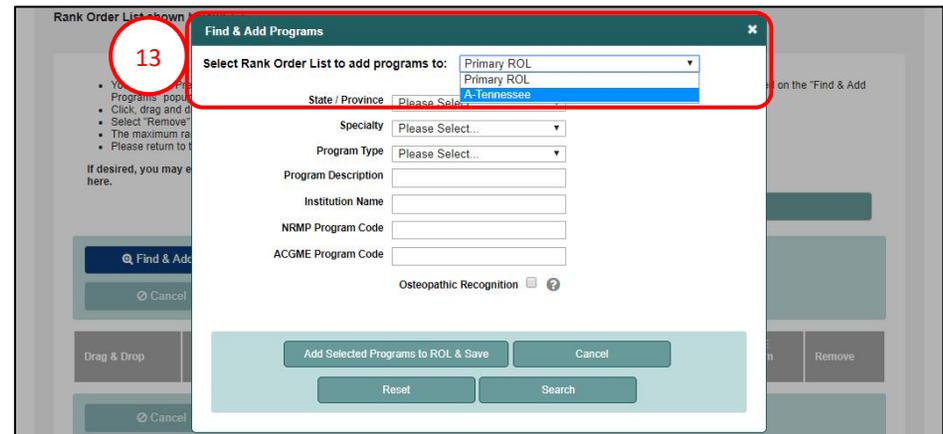
Find & Add Program

Cancel Save Delete All Print

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
	12					

Cancel Save Delete All Print

1  Add Program & Save



Rank Order List shown below: A-Tennessee

Find & Add Programs

Select Rank Order List to add programs to: Primary ROL  
Primary ROL  
A-Tennessee

State / Province Please Select...

Specialty Please Select...

Program Type Please Select...

Program Description

Institution Name

NRMP Program Code

ACGME Program Code

Osteopathic Recognition  ?

Add Selected Programs to ROL & Save Cancel

Reset Search

**Create a Supplemental ROL, continued:**

14. Add the programs to the supplemental list. After each addition, the green note displays at the top of the screen indicating your rank order list has been saved.

15. Scroll to view the supplement A list. Continue to add and edit this supplemental list, as needed. To review the steps for editing a rank order list, refer to the **Entering and Certifying a Rank Order List (MRM)** guide.

16. From the **Primary Rank Order List** tab, the **Suppl ROL** column displays the newly created supplemental list, "A-Tennessee".

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✓ ROL saved successfully.

Rank Order List shown below: A-Tennessee

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.
- The maximum rank order list length is 700 ranks.
- Please return to the "Primary Rank Order List" tab and click <Certify List> in order to Certify your ROL.

If desired, you may edit the suffix name of the Supplemental ROL name here. A- Tennessee Update

Find & Add Program Cancel Save Delete All Print

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Memphis Med Ctr-TN - Medicine-Preliminary	ACTIVE	1702140P0	1404731414	X
	2	West Tennessee Univ-TN - Medicine-Preliminary	ACTIVE	2066140P0	1404721408	X

Primary Rank Order List Supplemental ROLs

- 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 700 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Find & Add Program Certify List Import Cancel Save Delete All Print Search my List

Drag & Drop	Prim ROL	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
		Memphis Med Ctr-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	1702420A0	4204721189	X
	2	West Tennessee Univ-TN - Radiology-Diagnostic	(None)	ACTIVE	2066420A0	4205555555	X
	3	West Tennessee Univ-TN - Radiology-Diagnostic		ACTIVE	2066420C0	4201232365	X
	4	Roanoke Virginia Univ-VA - Radiology-Diagnostic	(None)	ACTIVE	1748420A0	4201111111	X

**Create a Supplemental ROL, continued:**

17. Before creating additional supplement rank order lists, attach the first supplemental list to the advanced program(s) on your primary list that you wish to link.

Primary Rank Order List | Supplemental ROLs

- 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 700 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Find & Add Program | Certify List | Import

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

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
	17	West Tennessee Univ-TN - Radiology-Diagnostic	(None)	ACTIVE	2066420A0	4205555555	X
		West Tennessee Univ-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	2066420C0	4201232365	X

18. A green note displays indicating a change has been made to the list.  
 a. The yellow note provides a reminder to save the changes.

18 The Rank Order List has been updated and sorted. To save your changes, click the "Save" button at the bottom of this page.

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Primary Rank Order List | Supplemental ROLs

- 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 700 ranks.
- Select "Remove" on any Program record below to delete it from the list.

18a You have unsaved changes! Click "Save" to maintain the current rank order.

Find & Add Program | Certify List | Import

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

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	West Tennessee Univ-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	2066420A0	4205555555	X

**Create a Supplemental ROL, continued:**

19. Continue to create additional supplemental lists as needed. The example displays supplemental list “B-Virginia”.

If desired, you may edit the suffix name of the Supplemental ROL name here. B- Virginia 19

Update

Find & Add Program

Cancel Save Delete All Print

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	<a href="#">Charlottesville University-VA - Medicine-Preliminary</a>	ACTIVE	1737140P0	1405121430	X
☰	2	<a href="#">Roanoke Virginia Univ-VA - Medicine-Preliminary</a>	ACTIVE	1748140P0	1405131431	X
☰	3	<a href="#">Henrico Univ Hlth Sys-VA - Med-Prelim/Radiology</a>	ACTIVE	1743140P3	1405626536	X
☰	4	<a href="#">Henrico Univ Hlth Sys-VA - Medicine-Preliminary</a>	ACTIVE	1743140P0	1405121433	X

20. The example displays supplemental list “C-Washington, DC”.

If desired, you may edit the suffix name of the Supplemental ROL name here. C- Washington, DC 20

Update

Find & Add Program

Cancel Save Delete All Print

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	<a href="#">National Medical Center-Test-DC - Medicine/Radiology Preliminary</a>	ACTIVE	1000140P1	1401223181	X
☰	2	<a href="#">Secondary Test Institution-DC - Med-Prelim/Radiology</a>	ACTIVE	1894140P3	1405656365	X
☰	3	<a href="#">Northern VA Med School-VA - Medicine-Preliminary</a>	ACTIVE	2980140P0	1405121432	X
☰	4	<a href="#">Secondary Test Institution-DC - Medicine-Preliminary</a>	ACTIVE	1894140P0	1401223455	X

## Create a Supplemental ROL, continued:

21. The primary rank order list example shows all but one of the supplemental rank order lists have been assigned to the appropriate advanced programs.

NOTE: In the example, the #10 rank will link to a supplemental ROL that includes a Joint A/P program. See page 12 in this guide to review those steps.

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	West Tennessee Univ-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	2066420A0	4205555555	X
	3	West Tennessee Univ-TN - Radiology-Diagnostic		ACTIVE	2066420C0	4201232365	X
	4	Roanoke Virginia Univ-VA - Radiology-Diagnostic	B-Virginia	21	1748420A0	4201111111	X
	5	Charlottesville University-VA - Radiology-Diagnostic			1737420C1	4208574874	X
	6	Northern VA Med School-VA - Radiology-Diagnostic	B-Virginia	ACTIVE	2980420A0	4205121202	X
	7	Henrico Univ Hlth Sys-VA - Radiology-Diagnostic	B-Virginia	ACTIVE	1743420A0	4205121203	X
	8	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	X
	9	Secondary Test Institution-DC - Radiology-Diagnostic	C-Washingto	ACTIVE	1894420A0	4201678923	X
	10	Capitol University Hospital-DC - Radiology-Diagnostic	(None)	ACTIVE	1802420A0	4201021046	X

## Edit a Supplemental ROL:

22. Click the **Supplemental ROLs** tab.

23. Select the list to edit from the **Rank Order List shown below**: drop-down.

24. Edit the list as necessary. To review the steps for editing a rank order list, refer to the **Entering and Certifying a Rank Order List (MRM)** guide.

Primary Rank Order List **Supplemental ROLs** 22

Rank Order List shown below: A-Supplemental ROL

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.

Primary Rank Order List **Supplemental ROLs**

Rank Order List shown below: A-Tennessee

23

- You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" popup and searching for programs.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank.
- Select "Remove" on any Preliminary Program record below to delete it from this list.
- The maximum rank order list length is 700 ranks.
- Please return to the "Primary Rank Order List" tab and click <Certify List> in order to Certify your ROL.

If desired, you may edit the suffix name of the Supplemental ROL name here. A- Tennessee

Update ▶

Find & Add Program

Cancel Save Delete All Print

## Joint A/P and Supplemental ROLs:

For a Joint A/P pair, the first program added to the supplemental list must be the linked preliminary program. After adding the linked preliminary program to the list, you can add other preliminary programs and re-order the list to reflect your preferred order.

1. Create a new supplemental list with the first rank listing the Joint AP program.
  - a. In the example, the title is “D-Wash, DC, Joint A/P”.
  
2. The primary rank order list example shows all of the supplemental rank order lists have been assigned to the appropriate advanced programs.

If desired, you may edit the suffix name of the Supplemental ROL name here. D- Wash, DC, Joint AP 1a

Find & Add Program

Cancel Save Delete All Print

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	Capitol University Hospital-DC - Medicine-Preliminary	ACTIVE	1802140P0	1401021093	✗
☰	2	National Medical Center-Test-DC - Medicine/Radiology Preliminary	ACTIVE	1000140P1	1401223181	✗
☰	3	Secondary Test Institution-DC - Med-Prelim/Radiology	ACTIVE	1894140P3	1405656365	✗
☰	4	Secondary Test Institution-DC - Medicine-Preliminary	ACTIVE	1894140P0	1401223455	✗
☰	5	Northern VA Med School-VA - Medicine-Preliminary	ACTIVE	2980140P0	1405121432	✗

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	✗
☰	2	West Tennessee Univ-TN - Radiology-Diagnostic	A-Tennessee	ACTIVE	2066420A0	4205555555	✗
☰	3	West Tennessee Univ-TN - Radiology-Diagnostic		ACTIVE	2066420C0	4201232365	✗
☰	4	Roanoke Virginia Univ-VA - Radiology-Diagnostic	B-Virginia	ACTIVE	1748420A0	4201111111	✗
☰	5	Charlottesville University-VA - Radiology-Diagnostic		ACTIVE	1737420C1	4208574874	✗
☰	6	Northern VA Med School-VA - Radiology-Diagnostic	B-Virginia	ACTIVE	2980420A0	4205121202	✗
☰	7	Henrico Univ Hlth Sys-VA - Radiology-Diagnostic	B-Virginia	ACTIVE	1743420A0	4205121203	✗
☰	8	National Medical Center-Test-DC - Radiology-Diagnostic		ACTIVE	1000420C0	4208959999	✗
☰	9	Secondary Test Institution-DC - Radiology-Diagnostic	C-Washingto	ACTIVE	1894420A0	4201678923	✗
☰	10	Capitol University Hospital-DC - Radiology-Diagnostic	D-Wash, DC	ACTIVE	1802420A0	4201021046	✗

2

### Joint A/P and Supplemental ROLs, continued:

3. If you try to link the Joint A/P supplemental list to another advanced program, the **An Error Has Occurred** pop-up displays. Click **Ok** to close the pop-up. Correct the linked supplemental list.

