AAES Fellowship Match Portal

Applicant Quick User Guide

Access the Fellowship Match Portal at http://apply.aaesmatch.com. When the application period opens, you can register to create an account and begin your application.

Once you are registered and logged into the Fellowship Match Portal, the following features are part of the menu bar across the top:

1. **Account** – click to access your account information
2. **My Applications** – click to access your application at any time
3. **Programs** – click to return to the Fellowship Match program at any time
4. **Pages** – click to view the overall Fellowship Match timeline and the interview calendar

To begin the Fellowship application process, hit the green START button.

On the left side, you'll see a status bar to let you know how far along you are in the application process.

Under **Your tasks**, you'll see each step you need to complete as part of the application process. Navigate through each task in order. If a task is greyed out or unavailable it is because you have not completed a previous required task.

As you navigate through each task, you'll be given two options at the end: **SAVE AND CONTINUE EDITING** or **MARK AS COMPLETE**. Save and continue editing will allow you to save your work on a particular task and come back to finish at a later date. Mark as complete will complete the task.

As you complete each task, you'll see a green check mark next to them.

If the application period is still open and you have not hit the final SUBMIT button on your application, you can go back to any completed task to download a copy or make edits. Click on the task you want to go back to, then click on the three dots (•••) in the upper right corner to either download, reset or edit that task. If you need to edit, make sure to press the **Mark As Complete** button once more.

Letters of Recommendation

When you get to the Request Letters of Recommendation task, you will enter the names and email addresses of the 3 people you've identified to write your letters of recommendation. When you receive at letter of recommendation, you will be notified and can log back into the Portal to see the status. Once you've sent your 3 letter writer requests, you will be able to complete the final task: selecting which Fellowship programs you are interested in. Once all three letters of recommendation have been received, you can mark that task as complete.

Once you have marked all tasks as complete, you will hit the green **SUBMIT** button to finalize and submit your application. You must hit submit before the application deadline.

At any time, you can hit the **REVIEW** button to view your application and documents in a summary view.

Or, you can hit the three dots (•••) to download a copy of your application.

Hitting the ACTIVITY tab will show you a time stamped list of every activity related to your application that you have taken.
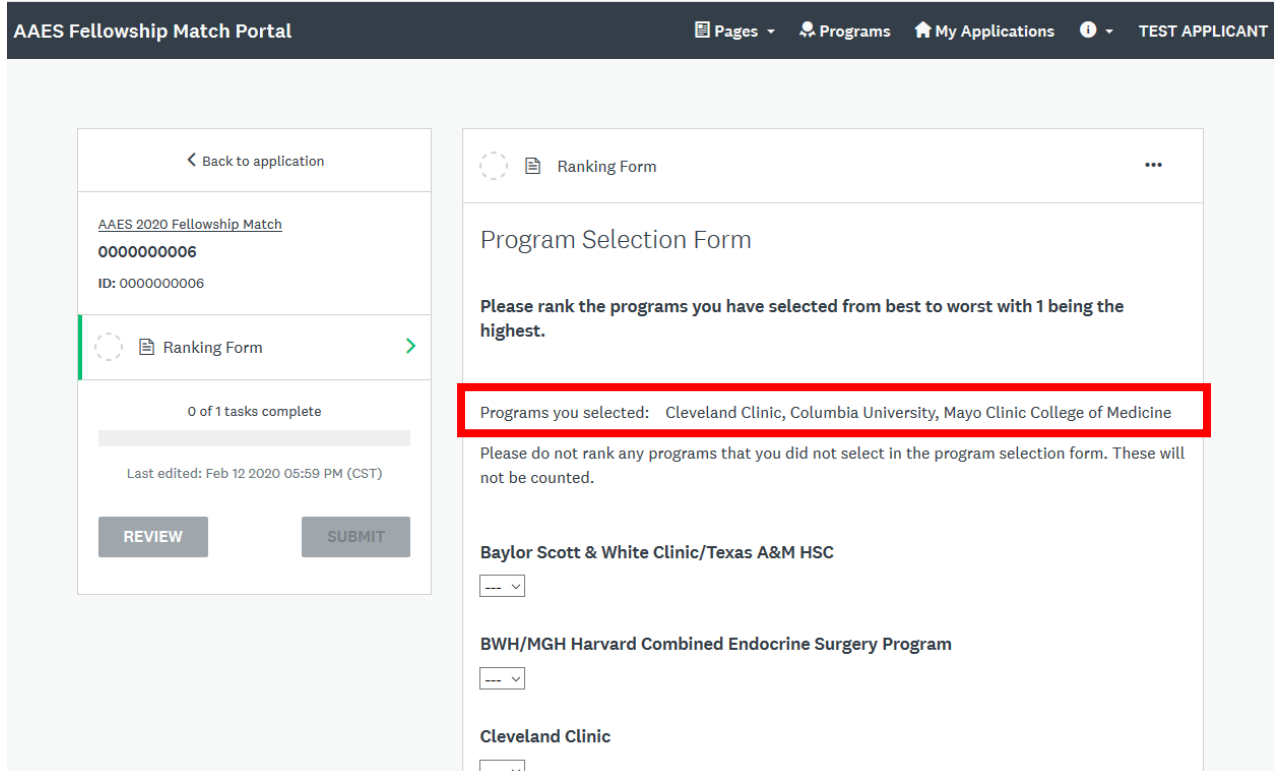
Program Ranking

When the ranking period opens, you'll receive an email notification to log back into the application portal and submit your rank list. After logging in, click the green START button.

Click on the **Ranking Form** under **Your tasks**.
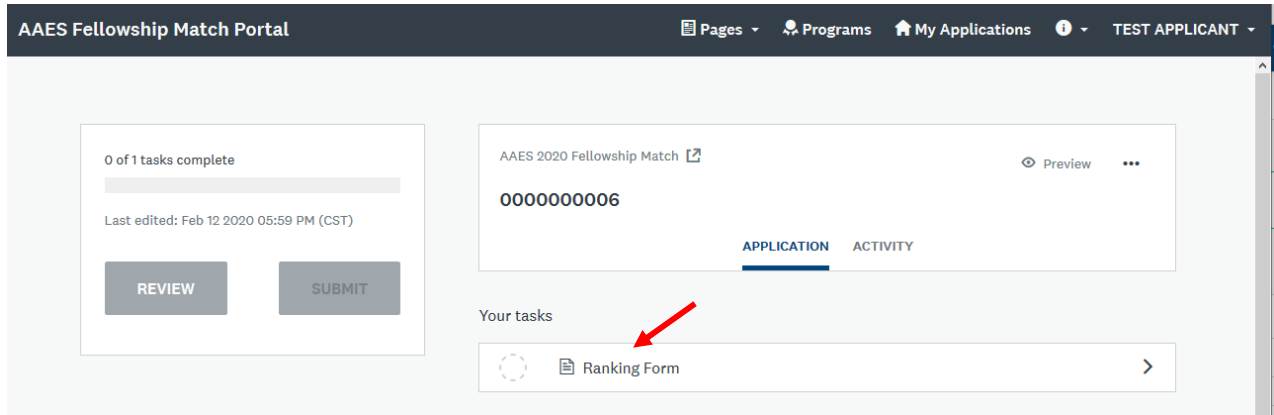
The Program Selection Form will display, allowing you to rank programs. Please note that ALL programs will display in this list by default. **Only select a rank for the programs you selected in your application**, which will be displayed on the form.

You can hit **SAVE & CONTINUE EDITING** to save your rank list without submitting it. Return to this form to make changes as often as needed before the rank list deadline.

SAVE & CONTINUE EDITING	MARK AS COMPLETE

When you're ready to submit your program rank list, hit the green **MARK AS COMPLETE** button, then hit the green SUBMIT button.

You'll then see a pop-up window confirming you want to submit. Hit the **REVIEW** button to see your rankings one last time. When you're ready, hit the **SUBMIT** button once more. You must hit this SUBMIT button in order to submit your final rank list.

Submit your final rank list
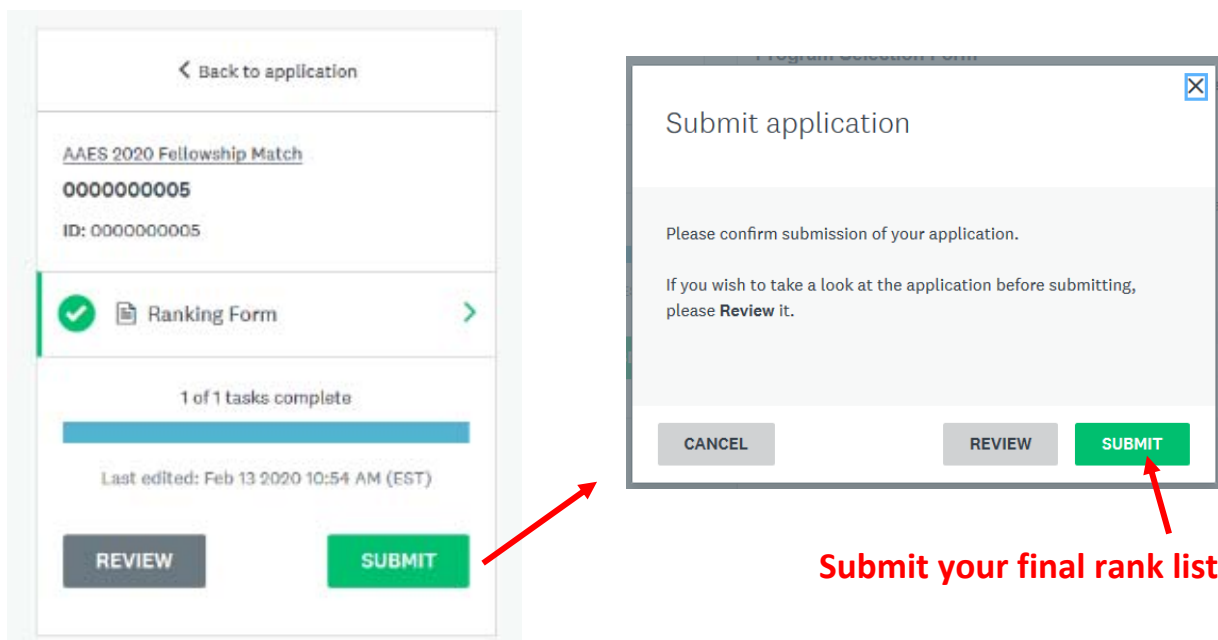
CONGRATULATIONS! You have completed the ranking stage. There is nothing else for you to do in the Applicant portal unless there is a secondary match. In that case, you would be notified about the secondary matching and would login to submit your new ranking of the available Programs, in a similar fashion to how you did this initial ranking.

Questions? Contact AAES at match@endocrinesurgery.org