



IntealthTM

Advancing the Global Health Workforce

MyIntealthTM Entity User Guide: Electronic Residency Application Service (ERAS)

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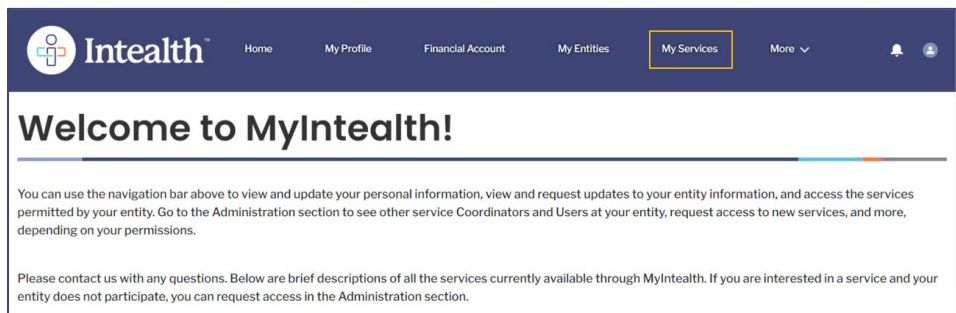
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1 Electronic Residency Application Service (ERAS)

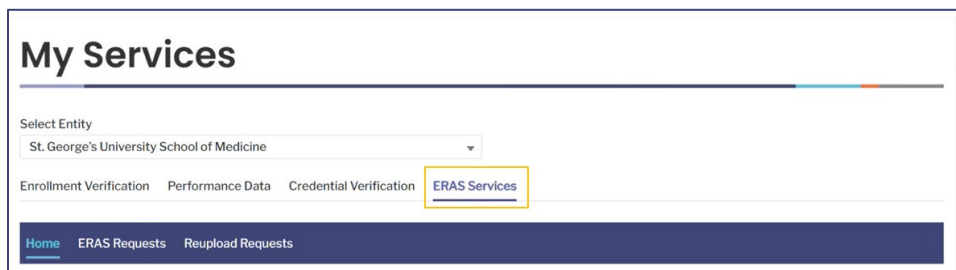
1.1 Credential Uploads and Reuploads for ERAS

1.1.1 Credential Uploads for ERAS

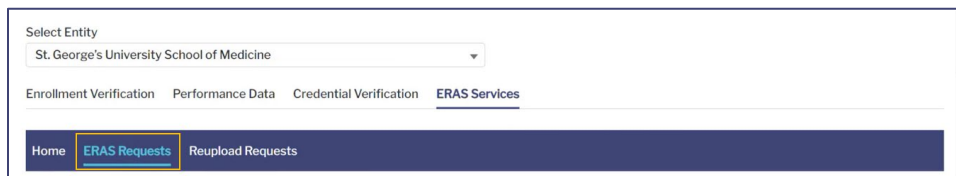
Step 1. From the **MyIntealth Entity Portal** homepage, in the top banner, click **My Services**.



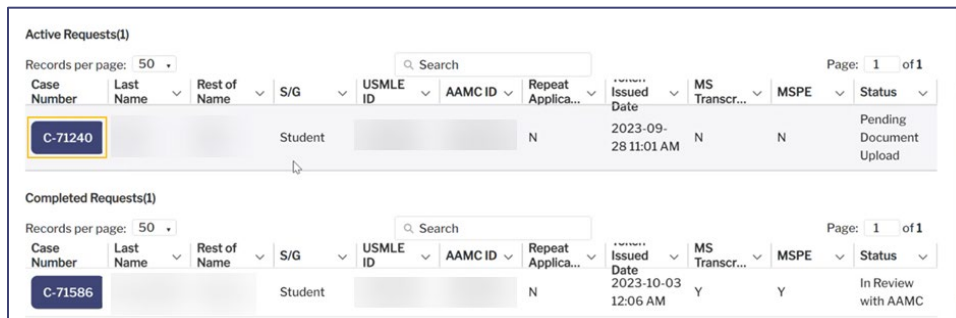
Step 2. Click the **ERAS Services** tab.



Step 3. Under the **ERAS Services** tab, click **ERAS Requests**.



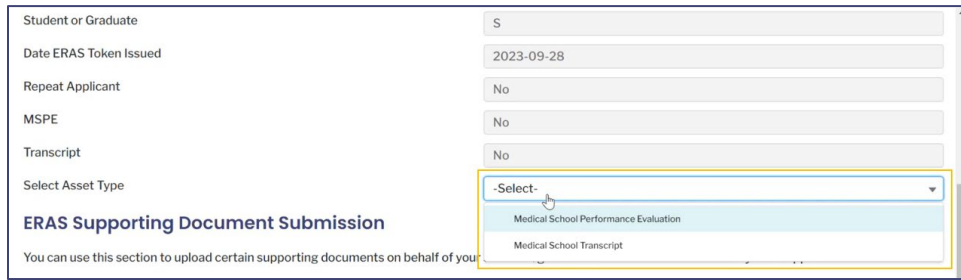
Step 4. Click the **Case Number** under the **Active Requests** section.



- When an applicant completes the process for purchasing and registering their ERAS Token, they appear in the **Active Requests** section.

b. The **Status** of that request is **Pending Document Upload**.

Step 5. Review the information in the **Case Details**. Select an **Asset Type** from the drop-down menu.



Student or Graduate S
Date ERAS Token Issued 2023-09-28
Repeat Applicant No
MSPE No
Transcript No
Select Asset Type
-Select-
Medical School Performance Evaluation
Medical School Transcript

ERAS Supporting Document Submission

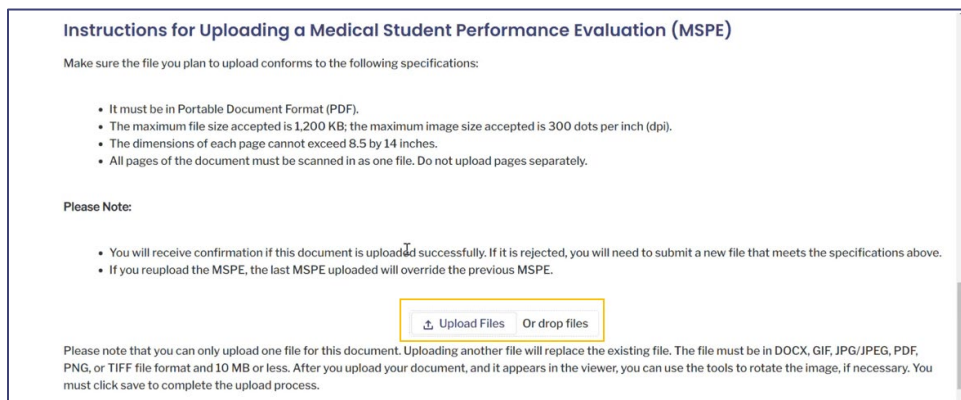
You can use this section to upload certain supporting documents on behalf of you

a. There are two main asset types: **Medical School Performance Evaluation (MSPE)** and the **Medical School Transcript**.

b. Both documents must be uploaded by using the following steps.

c. Select **Medical School Performance Evaluation**, and scroll down to the **Instructions for Uploading a Medical Student Performance Evaluation (MSPE)** section. Use the following instructions to upload the MSPE.

d. Click **Upload Files**, and select the appropriate file.



Instructions for Uploading a Medical Student Performance Evaluation (MSPE)

Make sure the file you plan to upload conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1,200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

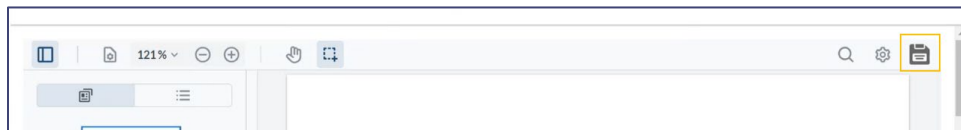
Please Note:

- You will receive confirmation if this document is uploaded successfully. If it is rejected, you will need to submit a new file that meets the specifications above.
- If you reupload the MSPE, the last MSPE uploaded will override the previous MSPE.

[Upload Files](#) Or drop files

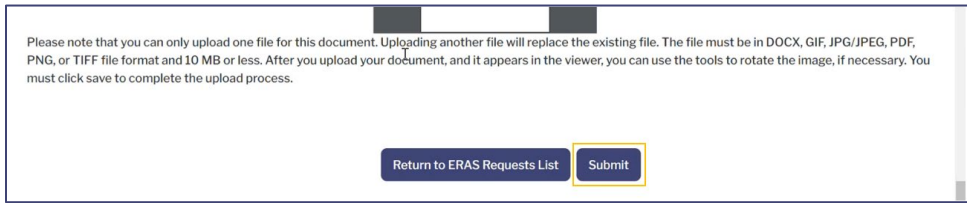
Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

e. A preview of the file appears. Click **Save** (disk icon).

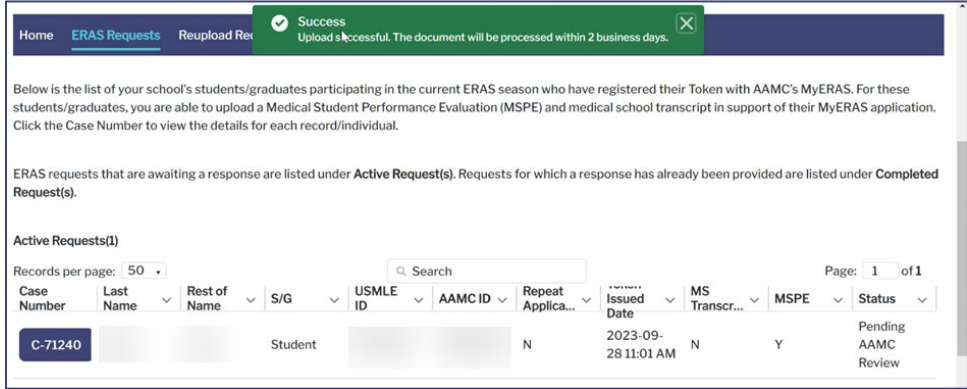


f. A **Success** notification appears stating that the file has been uploaded. A preview of the document also shows under the **Upload Files** button.

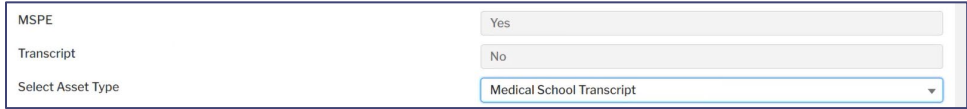
Step 6. Click **Submit**.



Step 7. A **Success** notification appears stating that the document has been uploaded, and the **Status** of the **Active Request** is now listed as **Pending AAMC Review**.



Step 8. Repeat the previous instructions starting at [Step 5](#) to upload the **Medical School Transcript**.

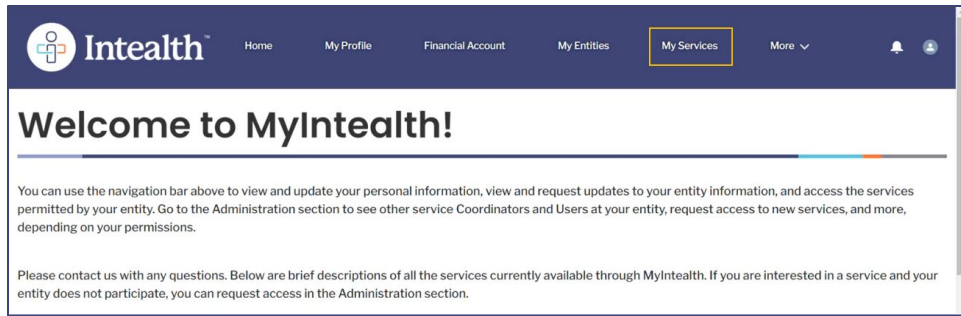


Note: The **MSPE** row is listed as **Yes**, which means that document has already been uploaded. The **Transcript** section is listed as **No**, which means that the transcript still needs to be uploaded.

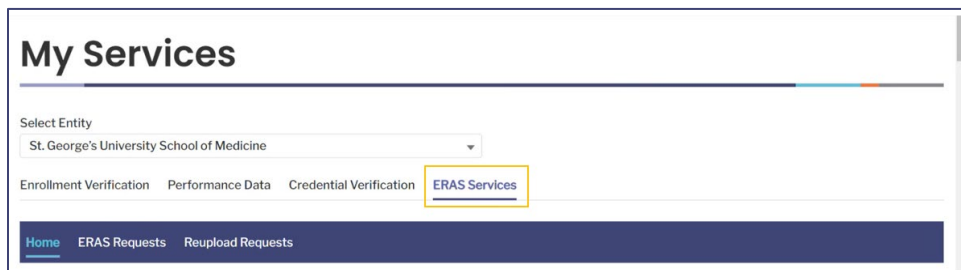
Step 9. The request now appears under the **Completed Requests** section on the **ERAS Requests** page.

1.1.2 Credential Reupload Requests for ERAS

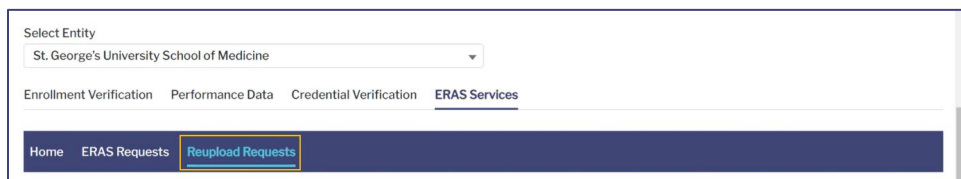
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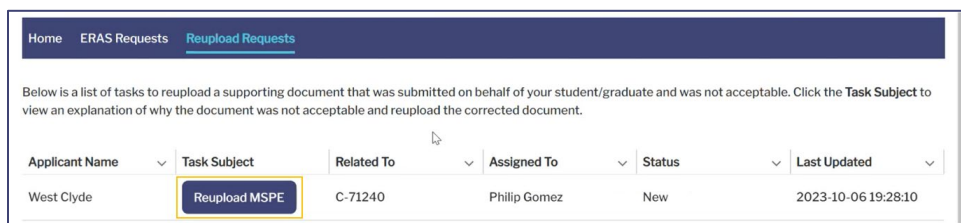
Step 2. Click the **ERAS Services** tab.



Step 3. Under the **ERAS Services** tab, click **Reupload Requests**.



Step 4. Click **Reupload** under the **Task Subject** for a specific **Reupload Request**.



Step 5. Review the **Task Details** section. Scroll to the upload section, and use the following instructions to reupload the file:

Task Details

Applicant Name:

Subject: Reupload MSPE

Related To: C-71240

Assigned To:

Status: New

External Comments: The MSPE is cut off at the bottom of page 4.

Step 6. Click **Upload Files**, and select a file.

Upload Medical School Performance Evaluation

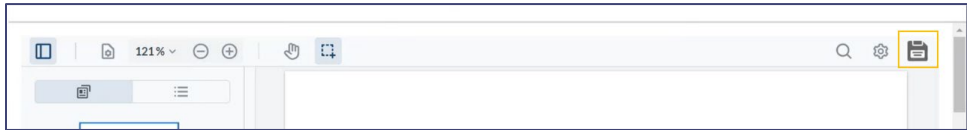
[Upload Files](#) Or drop files

Please make sure the document you reupload corrects the problem identified in the task and also conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1,200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

[Return to Task List](#)

a. A preview of the file appears. Click the **Save** (disk icon) button.



b. A success notification appears indicating that the file has been uploaded. A preview of the document also now appears under the **Upload Files** button.

Step 7. Click **Reupload**.

Please make sure the document you reupload corrects the problem identified in the task and also conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1,200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

[Return to Task List](#) [Reupload](#)

Step 8. The task is removed from the **Reupload Requests** list, and the file has been sent to Intealth.