

## RMS Letter of Offer: How-To For Residents

### Accessing Your Letter of Offer

All letters of offer are issued and signed electronically through the Resident Management System (RMS) during the registration period. Letters of offer are term-based, and are only issued at the start of a UBC residency training program. Please note that the Safari browser is not fully supported by RMS; please use another browser such as Google Chrome or Firefox when accessing the system.


1. Log into RMS using this link <http://rms.med.ubc.ca> and your CWL.
2. Click on your name in the Tracking Inbox.

Resident ID	First Name	Middle Name	Last Name	Resident Type	Resident Status
2016-100364	Jane		Doe	CaRMS	New

3. Look to the left in the navigation; click on 'Program', then click on your current program's name.

Program	Program Site	Stream	Program Year	Start Date	Promotion Date
Family Medicine	Kootenay Boundary	CMG	PGY-1	07/01/2016	07/01/2016

4. Look to the left in the navigation again; click on 'Contract'. When the Contract page loads, click on the paperclip icon under 'Contract File' to download your Letter of Offer

Contract File	Contract Text
 [Redacted] PGY-6Contract.rtf	04/15/2016 [Redacted] 3X3 MRES number: [Redacted] The University to offer you a position in the Postgraduate Medical Education F pursuant to the following terms and conditions: You will be a P Medicine commencing 07/01/2016. Your expected completion