



AAMC

Electronic Residency
Application Service®

2019

ERAS

Letter of
Recommendation (LOR) Portal
USER GUIDE



Table of Contents

About the Letter of Recommendation Portal (LoRP).....	1
LoR Requirements	2
Creating an AAMC Account.....	3
Uploading a Letter of Recommendation (LoR)	8
Uploading a New Version of an Existing LoR.....	11
Sorting Information	12
Toggling Between Seasons.....	13
Letter of Recommendation Imports	14
LoRP FAQ.....	15
ERAS HelpDesk Contact Information	16

About the Letter of Recommendation Portal (LoRP)

The Letter of Recommendation Portal (LoRP) enables LoR Authors and/or their designees to upload letters of recommendation (LoRs) to ERAS for distribution to training programs, at the request of applicants.

In the MyERAS application, applicants generate a Letter Request Form (LRF) for each LoR they are requesting and they provide the relevant author with the form. Authors and/or their designees use the unique Letter ID on each LRF to upload LoRs for applicants. A designee may not be a member of the hospital in an advising role or medical school staff supporting throughout the application process.

Applicants must indicate whether they waive their right to view the LoR for each LoR entry created. Applicants who waive their right to view a LoR are not permitted to view or obtain the LoR under any circumstances. All letters of recommendation must be uploaded through the LoRP and all LoRP users must accept the Terms and Conditions.

When a LoR is uploaded, it cannot be deleted or altered. To modify a LoR, a new version must be uploaded. Programs will only be able to view the most recent version of the LoR but LoRP users will see each version they have uploaded. All LoRs will have a watermark that includes the name of the person uploading the LoR, the source of the upload and the date. Applicants will receive an email notification that alerts them when a LoR has been uploaded.

LoR Requirements

In order to upload a LoR to the LoRP, it must meet the following requirements:

- File must be in a PDF format.
- File size cannot exceed 1 MB.
- File cannot be encrypted or password protected.
- Page dimensions cannot exceed 8.5 x 11 inches.
- File name cannot contain the following special characters: | * ? \ : < >
- It is recommended that all LoR(s) be carefully reviewed, written and submitted on professional letterhead.
- LoR(s) should be signed by the LoR Author and include a date.

Creating an AAMC Account

To access the LoRP, you will need an AAMC account. If you already have an account, you may use your existing user name and password to access the Letter of Recommendation Portal (LoRP).

1. Please visit <https://services.aamc.org/eras/lorportal> and click *Create AAMC Account*.

The screenshot shows a web interface with the following elements:

- Sign In** section:
 - AAMC Username input field
 - Password input field
 - Links: [Forgot your password?](#) | [Forgot your username?](#)
 - Sign In button
- Create AAMC Account** section:
 - Text: Register for an AAMC account to begin accessing products and services.
 - Create AAMC Account button (highlighted with a red border)

2. Input your *Personal Information* and then click *Continue*.

The screenshot shows a 'Create Account' form with a three-step progress indicator at the top. Step 1, 'Personal Information', is the active step and is highlighted in dark blue. Below the progress indicator, a box with the number '1' is followed by the text 'Personal Information' and 'Please complete the fields below.' The form contains several input fields: 'Email', 'Confirm Email', 'First Name', 'Middle (optional)', 'Last Name', 'Generational Suffix (optional)' (a dropdown menu), and 'Sex' (a dropdown menu). At the bottom of the form, a blue 'Continue' button is highlighted with a red rectangular border, and a 'Cancel' link is located below it.

Create Account

1 2 3

1 Personal Information
Please complete the fields below.

Email

Confirm Email

First Name

Middle (optional)

Last Name

Generational Suffix (optional)

Sex

Continue

[Cancel](#)

3. Select the option that best describes you. Then, click *Next*. Based on your selection, you may be prompted to answer some additional questions.

Create Account

1 2 3

2 Initial Questions
Begin by providing some information below

Which best describes you?

- Pre-Med or Undergrad
- Medical School Student, Resident or Fellow
- Staff or Faculty at a Medical School or Teaching Hospital
- Other

Next

[Cancel](#)

4. Create your account by completing all the fields and clicking the checkbox to confirm that you have reviewed and agree to the AAMC's *Privacy Statement* and the *Terms and Conditions*. Then, click *Submit*.

Create Account

1 2 3

3 Account Information
Please complete the fields below.

Username

Password

The password should contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character. The following special characters are allowed: ~ ! @ # \$ % ^ & * () - _ = + [] { } \ | ; : ' " , . < > ?

Confirm Password

Security Question #1

Answer

Security Question #2

Answer

Security Question #3

Answer

I have reviewed and agree to the [privacy statement](#) and the [terms and conditions](#).

[Cancel](#)

5. You will receive a confirmation email to verify your account. Click the link provided in the email to complete your AAMC account registration.
6. Using the user name and password you created, sign in to the Letter of Recommendation Portal (LoRP).



Note: If you are a designee uploading LoRs on behalf of multiple letter authors, you do not need to create multiple accounts. The LoRP enables you to organize the LoRs you upload by the author.

Uploading a Letter of Recommendation (LoR)

To upload a LoR:

1. Identify the *ERAS Letter ID* on the *Letter Request Form (LRF)* you received from the applicant. Then, click + *Add New LoR*.

Letters of Recommendation (LoR) Manager + Add New LoR

Season: 2019

LoR Author	Applicant Name	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR
Author 1	Applicant A	Specialty B	20000000	6IE00NLLH	2018-05-08 11:48:4...			
Author 1	Applicant B	Specialty C	20000001	6IU01P7F4	2018-01-10 10:16:2...			

2. Enter the *ERAS Letter ID* exactly as it appears on the *Letter Request Form (LRF)* and click *Continue*.

Add LoR

Enter ERAS Letter ID

- Enter the ERAS Letter ID exactly as it appears on the Letter Request Form given to you by the applicant
- Click *Continue*

ERAS Letter ID:

Cancel Continue

- After verifying the ERAS Application Season, Applicant and LoR Author Details, mark the checkbox at the bottom of the screen and click *Upload*.

Click *Cancel*, if the ERAS Application Season, Applicant and/or LoR Author Details are incorrect. Please notify the applicant so he/she can make corrections and provide you with a new *Letter Request Form (LRF)* to upload your letter.

Add LoR

Verify ERAS Application Season, Applicant & LoR Details

Please verify that the information below is correct by marking the verification box below.

NOTE: If any information is inaccurate, click *Cancel* and contact the applicant directly so they can make the corrections in MyERAS. Do not upload your letter until the applicant makes the corrections in MyERAS and provides you with a new *LoR Request Form and Letter ID*.

If you are ready to upload your letter, click *Upload*.

ERAS Application Season: 2019

Applicant Details

Name	Applicant A
Preferred Name	
AAMC ID	20000000
Preferred Phone Number	123456789
Preferred Email	ApplicantA@aamc.org
I waive my right to view this letter	No

LoR Author Details

ERAS Letter ID	6IE00NLLH
Name	Author 1
Specialty to which this letter will be assigned	Specialty B

I have verified the information above and it is correct

Cancel
Upload

- Upload the LoR by selecting *Browse* to locate it. Then, click *Continue*.

Add LoR

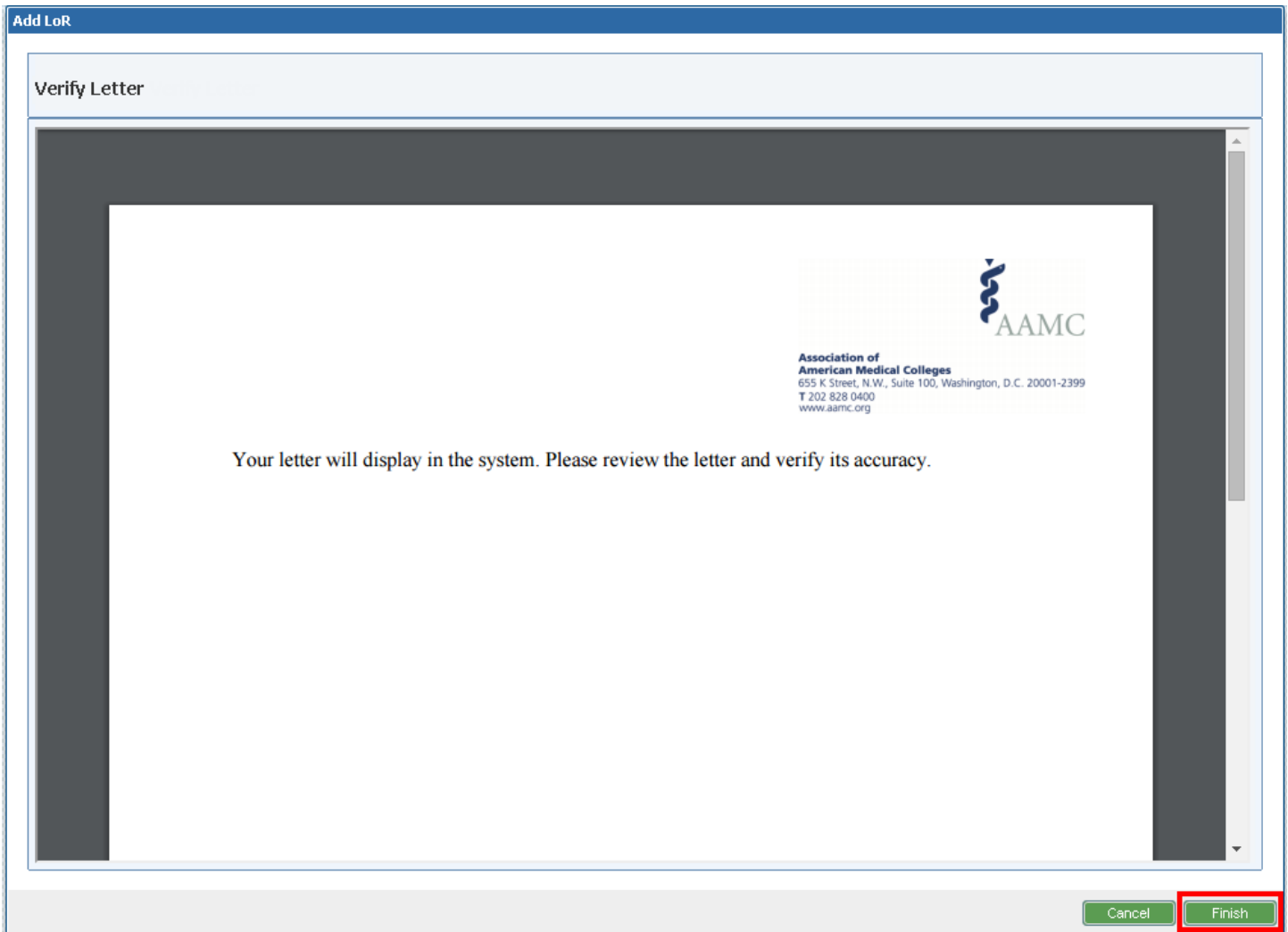
Upload Letter

- All files must be in a PDF format.
- File size cannot exceed 1 MB .
- File cannot be password protected.
- File page cannot exceed a maximum size of 8.5 x 11 inches.
- Filename cannot contain the following special characters: | * ? \ : < >
- It is recommended that all letters be written and submitted on professional letterhead.
- LoR(s) should be signed by the LoR Author and include a date.

Letter to Upload: Browse

Cancel
Continue

5. After verifying the LoR, click *Finish*. A confirmation message will appear. After reading the message, click *OK* to proceed with uploading the LoR.



Then, the *LoR Manager* screen will display and you will be able to see that the LoR was successfully uploaded.








Note: Once a LoR is uploaded, it cannot be modified. To alter the letter, you must upload a new version.

Uploading a New Version of an Existing LoR

To create a new version of a LoR:

1. Identify the applicant that you will be uploading a new LoR for on the *LoR Manager* screen and click the upload icon located in the *Upload LoR* column.

Letters of Recommendation (LoR) Manager									Add New LoR
								Season: 2019	
LoR Author	Applicant Name	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR	
Author 1	Applicant A	Specialty B	20000000	6IE00NLLH	2018-05-08 11:48:4...				
Author 1	Applicant B	Specialty C	20000001	6IU01P7F4	2018-01-10 10:16:2...				

2. Follow the same steps used to upload the initial letter including:
 - Verify the ERAS Application Season, Applicant and LoR Author details
 - Upload the LoR and
 - Verify the LoR

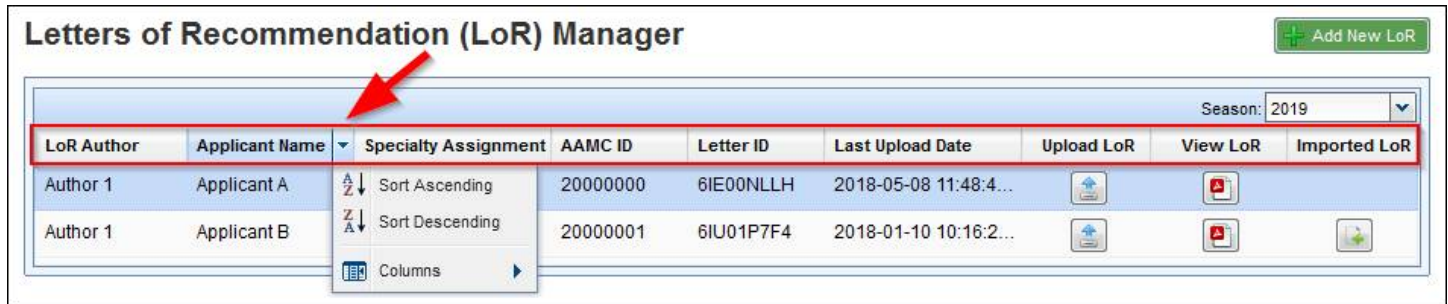


Note: Programs will only be able to see the most recent version you have uploaded; however, you will be able to see all versions you have uploaded.

Sorting Information

By clicking on the arrows that appear when you hover over the column headers in the *Letter of Recommendation (LoR) Manager* screen, you are able to sort the information displayed.

Each column has a drop-down list that will allow you to sort in either ascending or descending order.



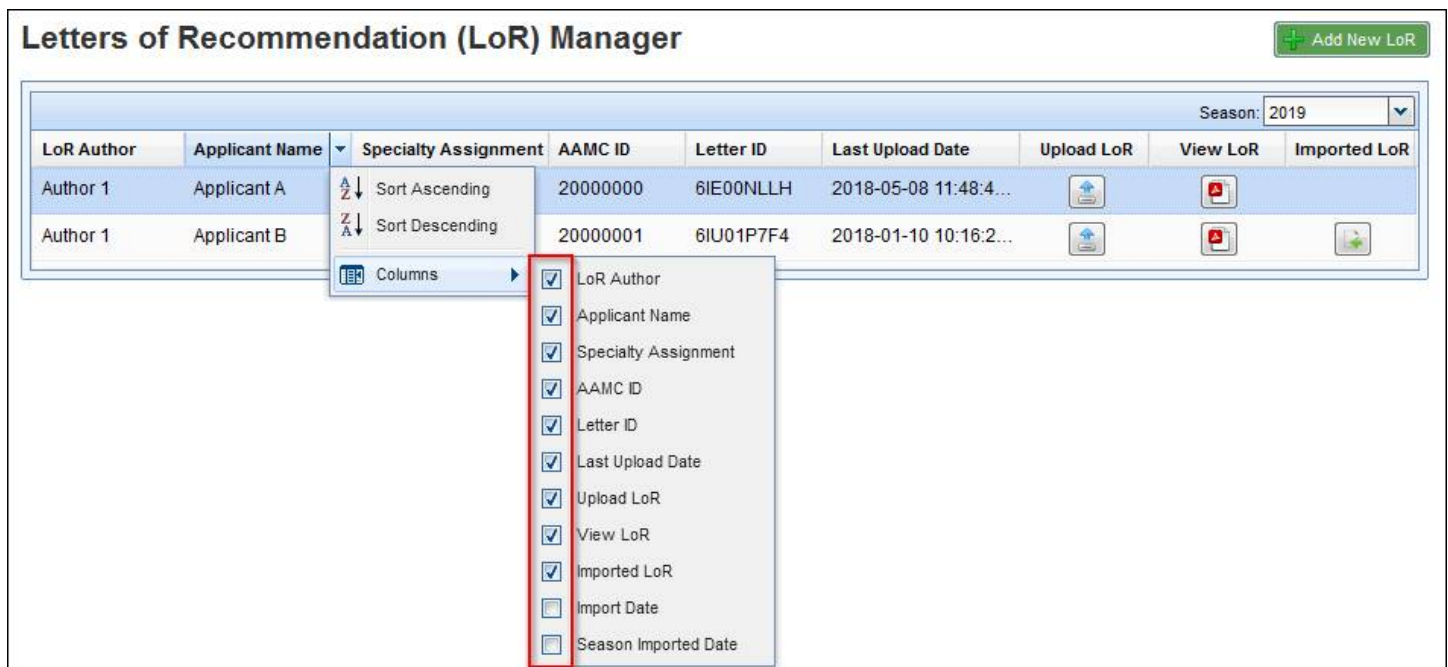
Letters of Recommendation (LoR) Manager + Add New LoR

Season: 2019

LoR Author	Applicant Name	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR
Author 1	Applicant A	A ↓ Sort Ascending	20000000	6IE00NLLH	2018-05-08 11:48:4...			
Author 1	Applicant B	Z ↓ Sort Descending	20000001	6IU01P7F4	2018-01-10 10:16:2...			

Columns

Selecting the *Columns* option in the drop-down list allows you to add and remove columns by clicking on the checkboxes.



Letters of Recommendation (LoR) Manager + Add New LoR

Season: 2019

LoR Author	Applicant Name	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR
Author 1	Applicant A	A ↓ Sort Ascending	20000000	6IE00NLLH	2018-05-08 11:48:4...			
Author 1	Applicant B	Z ↓ Sort Descending	20000001	6IU01P7F4	2018-01-10 10:16:2...			

Columns

- LoR Author
- Applicant Name
- Specialty Assignment
- AAMC ID
- Letter ID
- Last Upload Date
- Upload LoR
- View LoR
- Imported LoR
- Import Date
- Season Imported Date







Note: The *Letter Writer* column will display the author's name the way it was entered by the applicant in their MyERAS application.

Toggling Between Seasons

Use the Season drop-down list to select ERAS Seasons on the *Letters of Recommendation (LoR) Manager* screen. You may then view LoRs that were previously uploaded to the LoRP, and upload new letters.

Letters of Recommendation (LoR) Manager + Add New LoR

LoR Author	Applicant Name	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Season:
Author 1	Applicant A	Specialty B	20000000	6IE00NLLH	2018-05-08 11:48:4...			2019
Author 1	Applicant B	Specialty C	20000001	6IU01P7F4	2018-01-10 10:16:2...			2016

The Season dropdown menu is open, showing options for 2016, 2017, 2018, 2019 (selected), and 2020.

Letter of Recommendation Imports

Letter of Recommendations from prior seasons can be imported by applicants into their current MyERAS application season to be sent to programs. Applicants will only be able to import their most recent residency or fellowship LoRs. The LoR entry information and viewing rights will be consistent with the original and cannot be changed; however, the letter author does maintain the right to upload a new version of the LoR. Lastly, the ERAS system generates a message to notify authors, or those who upload documents on their behalf (designees), when letters of recommendations are imported. If you would like to upload a new version, select the Upload LoR option next to an entry with the Imported LoR icon.

Welcome, Author 1

The ERAS Letter of Recommendation Portal, allows users to upload letters of recommendation (LoR) to ERAS.

Note: Applicants cannot assign LoRs to programs until it has been uploaded to ERAS.

To upload a LoR:

- You will need the Letter ID from Letter Request Form provided to you by the applicant
- Click + **Add New LoR**
- Follow the steps in the wizard

At any time you may view letters you have uploaded to the system or upload new versions of existing letters by using the icons in the Upload LoR and View LoR columns below. Use the Season drop down list at the top of the Letter of Recommendation (LoR) Manager to toggle between seasons. This allows you to view any LoR(s) unuploaded for the previously closed season and upload LoR(s) for the current season(s).

Letters of Recommendation (LoR) Manager

[Add New LoR](#)

LoR Author	Applicant Name	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR
Author 1	Applicant A	Specialty B	20000000	6IE00NLLH	2018-05-08 11:48:4...			
Author 1	Applicant B	Specialty C	20000001	6IU01P7F4	2018-01-10 10:16:2...			

LoRP FAQ

What is a Letter Request Form?


- The Letter Request Form (LRF) is a document that includes instructions on how to access the ERAS LoRP, applicant information, the Letter ID and if the applicant has waived their right to see the LoR. You should receive a form for each letter you are asked to write.

Will the LoRP convert my file to a PDF format or should it already be in a PDF format before I upload it?

- In order to upload a LoR, it must already be in a PDF format. The LoRP does not have the capability to convert your file into a PDF format. PDFs with encryption, password protection, or digital signatures cannot be uploaded. Any LoRs that do not meet these guidelines must be revised and resubmitted.

For more information on the PDF file format, please see www.adobe.com.

How can I view an existing LoR for an applicant listed in my LoR Manager?

- Click the Adobe icon  located under the *View LoR* column of the *LoR Manager*.

I mistakenly uploaded the wrong letter for an applicant. What should I do?

- Once a LoR has been uploaded for an applicant, it cannot be modified or removed. To make a correction, you must upload a revised version of the LoR using the instructions under *Uploading a New Version of an Existing LoR* section of the user guide. Programs will only be able to view the most recent version of the LoR but LoR Authors will be able to view all versions.

What if my file exceeds the 1 MB size limit?


- If you are struggling to meet the 1 MB file size limit, please try using a black and white document, minimizing or removing graphics, and/or adjusting your *Adobe* (PDF creator) settings.

I received an email notifying me that an applicant is re-using a LoR I've uploaded previously. Is there anything I need to do?

- Authors and uploaders are notified by email if an applicant opts to import letters from a prior season. You may review the letter in the LoR Manager (entry will have an imported icon under the *Imported LoR* column). If you choose to upload a new version of the LoR, you may do so by using the *Upload LoR* option.

ERAS HelpDesk Contact Information

 [Send us a Message](#)

 (202) 862-6298
Monday - Friday
8 a.m. - 6 p.m. ET

<https://www.aamc.org/eras/lorp>



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