



AAMC

Electronic Residency
Application Service®

2022

ERAS

Letter of
Recommendation Portal (LoRP)
USER GUIDE



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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 provide the form to the relevant author. 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 applicants 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 LoRs 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; 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 an 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 Letter of Recommendation Portal (LoRP), you will need an AAMC account. If you already have an account, you may use your existing username and password to access the LoRP.

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

Sign In

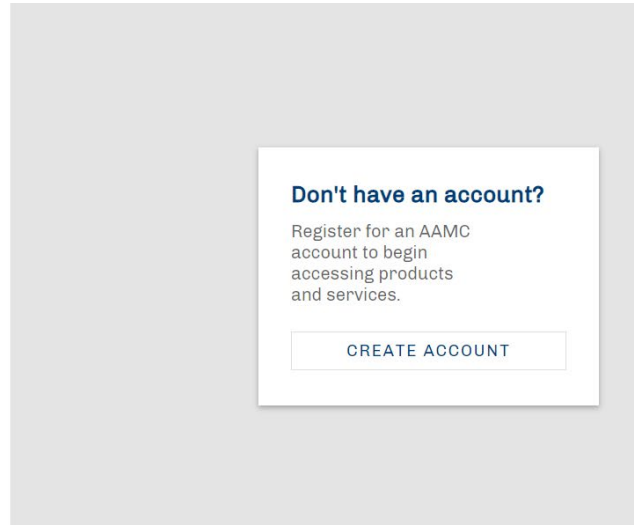
Username

Password

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)



2. Follow the 3-step process to create an AAMC Account.

Create Account

1 Personal Information 2 Initial Questions 3 Account Information

All fields are required unless otherwise noted.

Email Address Confirm Email Address

Enter Email Address Enter Email Address

Prefix (Optional)

Select Prefix

First Name Middle Name (Optional) Last Name

Enter first name Enter middle name Enter last name


Generational Suffix (Optional) Postnominal Suffix (Optional) Sex

Select Suffix e.g. PhD, MBA, etc. Select Sex

CONTINUE

NEED HELP?

3. You will receive a confirmation email to verify your account. Click the link provided in the email to complete your AAMC account registration.
4. Using the username and password you created, sign into 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 for 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: 2020
LoR Author	Applicant Name	Applicant Type	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR
Testing	Example Applicant	R	Specialty Example	21061128	8HSQ95CEA	2019-06-03 11:23:13.0			

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:

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

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

Add LoR

Step 2 of 4 - 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: 2020

Applicant Details

Name	Example Applicant
Preferred Name	
AAMC ID	21061128
Preferred Phone Number	1234567890
Preferred Email	Example@aamc.org
I waive my right to view this letter	No

LoR Author Details

ERAS Letter ID	8HSQ95CEA
Name	Testing
Specialty to which this letter will be assigned	

I have verified the information above and it is correct

Back *Upload*

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

Add LoR

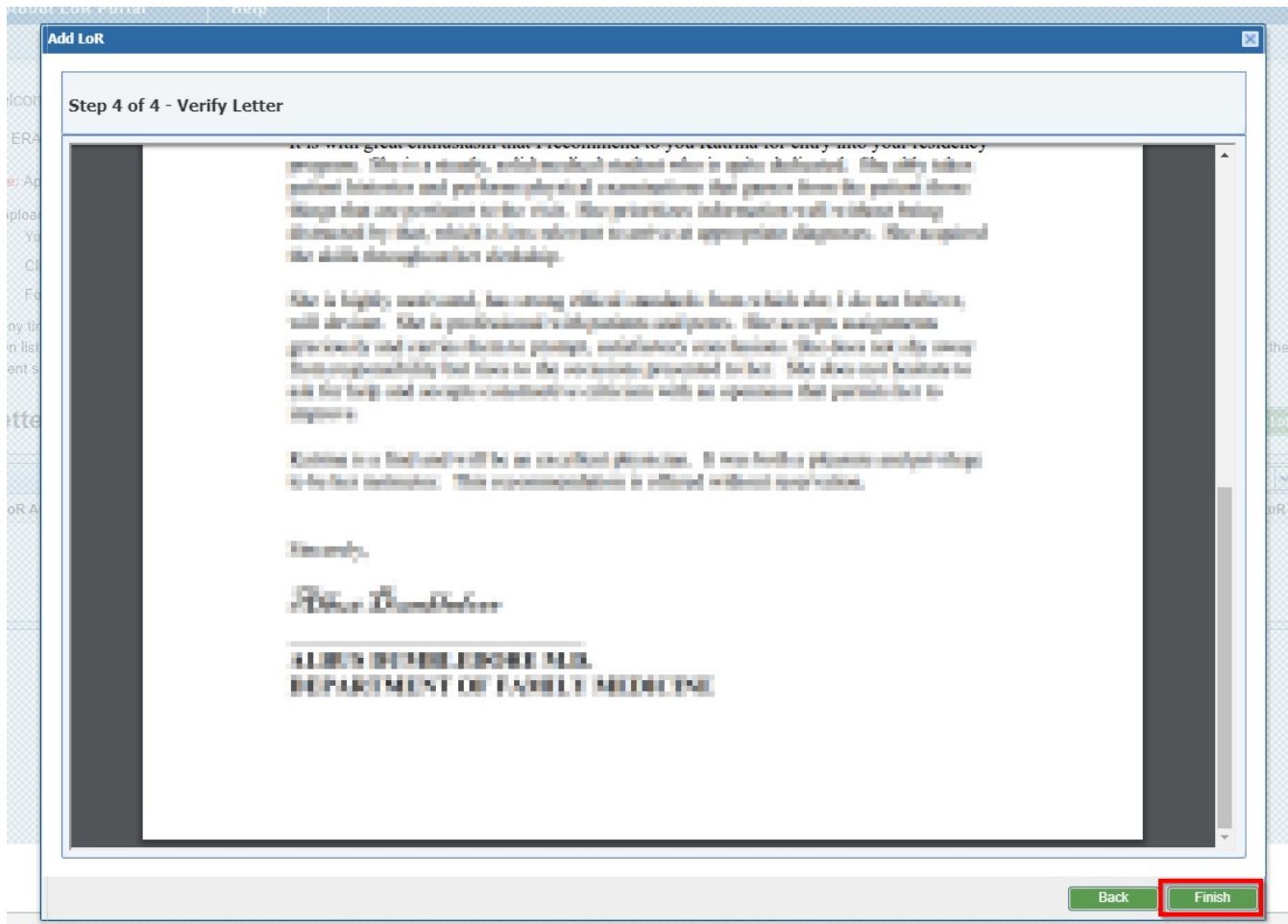
Step 3 of 4 - Upload Letter

- 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*

Back *Continue*

- 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 an 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 an 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: 2020									
LoR Author	Applicant Name	Applicant Type	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Imported LoR
Testing	Example Applicant	R	Specialty Example	21061128	8HSQ95CEA	2019-06-03 11:23:13.0			

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



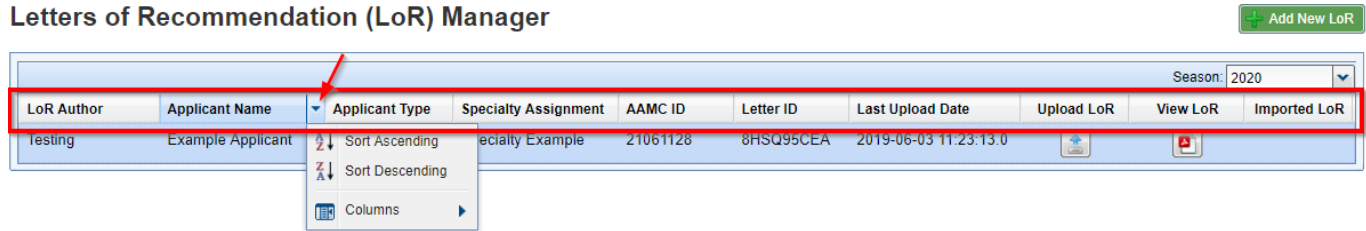
Note: Programs will only be able to see the most recently uploaded version; however, you will be able to see all versions you have uploaded.

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 can sort the information displayed.

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

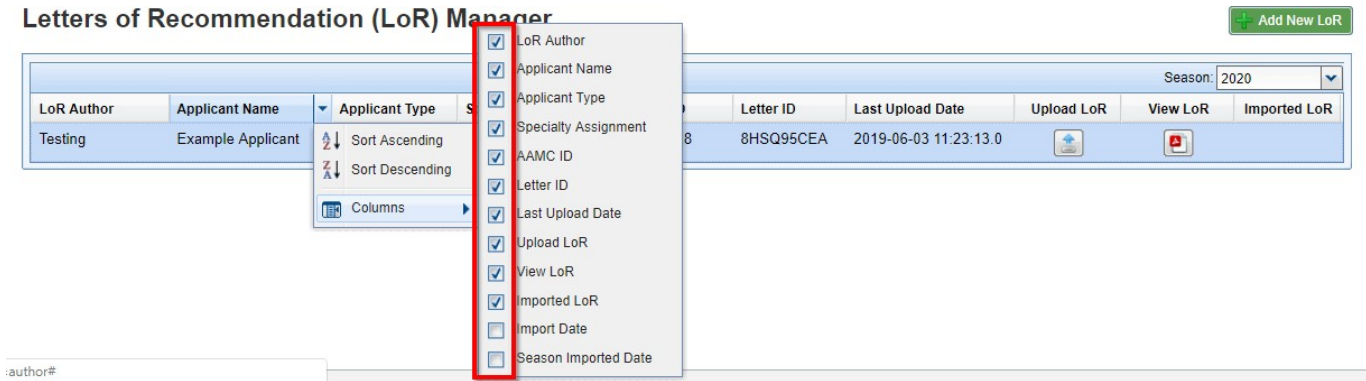
Letters of Recommendation (LoR) Manager



The screenshot shows the 'Letters of Recommendation (LoR) Manager' interface. At the top right, there is a green 'Add New LoR' button. Below it is a table with the following columns: LoR Author, Applicant Name, Applicant Type, Specialty Assignment, AAMC ID, Letter ID, Last Upload Date, Upload LoR, View LoR, and Imported LoR. A red box highlights the column headers. A dropdown menu is open for the 'Applicant Type' column, showing options for 'Sort Ascending', 'Sort Descending', and 'Columns'. The table contains one row of data: 'Testing' under 'LoR Author', 'Example Applicant' under 'Applicant Name', 'Specialty Example' under 'Specialty Assignment', '21061128' under 'AAMC ID', '8HSQ95CEA' under 'Letter ID', and '2019-06-03 11:23:13.0' under 'Last Upload Date'. There are also icons for 'Upload LoR' and 'View LoR' in the 'Upload LoR' and 'View LoR' columns respectively.

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



The screenshot shows the 'Letters of Recommendation (LoR) Manager' interface with the 'Columns' dropdown menu open. The menu lists the following columns with checkboxes: LoR Author, Applicant Name, Applicant Type, Specialty Assignment, AAMC ID, Letter ID, Last Upload Date, Upload LoR, View LoR, Imported LoR, Import Date, and Season Imported Date. The 'Import Date' and 'Season Imported Date' checkboxes are unchecked, while all others are checked. The background shows the same table as the previous screenshot, but the 'Applicant Type' dropdown is now closed.





Note: The *Letter Author* 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	Applicant Type	Specialty Assignment	AAMC ID	Letter ID	Last Upload Date	Upload LoR	View LoR	Season
Testing	Example Applicant	R	Specialty Example	21061128	8HSQ95CEA	2019-06-03 11:23:13.0			2020 2016 2017 2018 2019 2020 2021

Letter of Recommendation Imports

Letters of Recommendation from prior seasons can be imported by applicants into their current MyERAS application season to be assigned to programs. Applicants will only be able to import LoRs from their most recent residency or fellowship recruitment season. 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 and their designees, when LoRs 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](#)

							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...			

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.
- If you have Adobe Acrobat Pro (premium version of Adobe) you may resize the PDF by:
 - Going to File, selecting Print, select Print to Adobe PDF
 - Select Properties
 - Change the default settings to Smallest File Size
 - Press OK and then print to save a new compressed file in a designated folder.
- If you continue to experience any difficulty in resizing your LoR to meet the portal's requirements, please email ERAS a copy of your LoR at eraslorportal@aamc.org with the subject "Reformat" for additional assistance.


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 Client Technical Support Contact Information

 [Send us a Message](#)

 (202) 862-6298

Monday - Friday

8 a.m. - 6 p.m. ET

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

