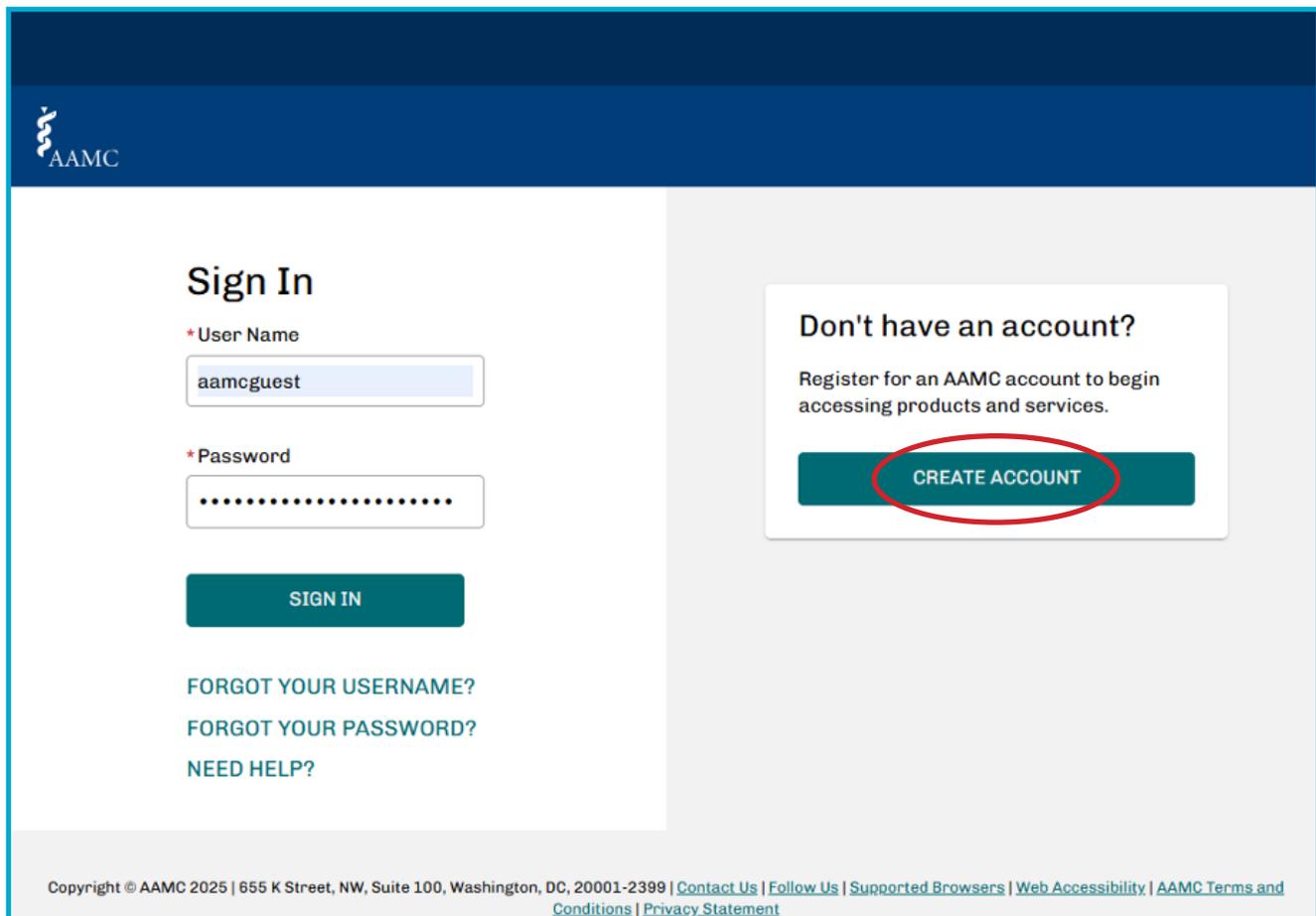


This job aid demonstrates how to submit a letter from the AAMC Letter Writer Portal dashboard.

- 1 Navigate to the [AAMC Letter Writer Portal](#). If you already have an AAMC Account, proceed to sign in. If you don't yet have an account, select *Create Account* and follow the prompts. Note, you must verify your AAMC Account email address before you will be allowed to continue.



Sign In

*User Name
aamcguest

*Password
.....

SIGN IN

[FORGOT YOUR USERNAME?](#)
[FORGOT YOUR PASSWORD?](#)
[NEED HELP?](#)

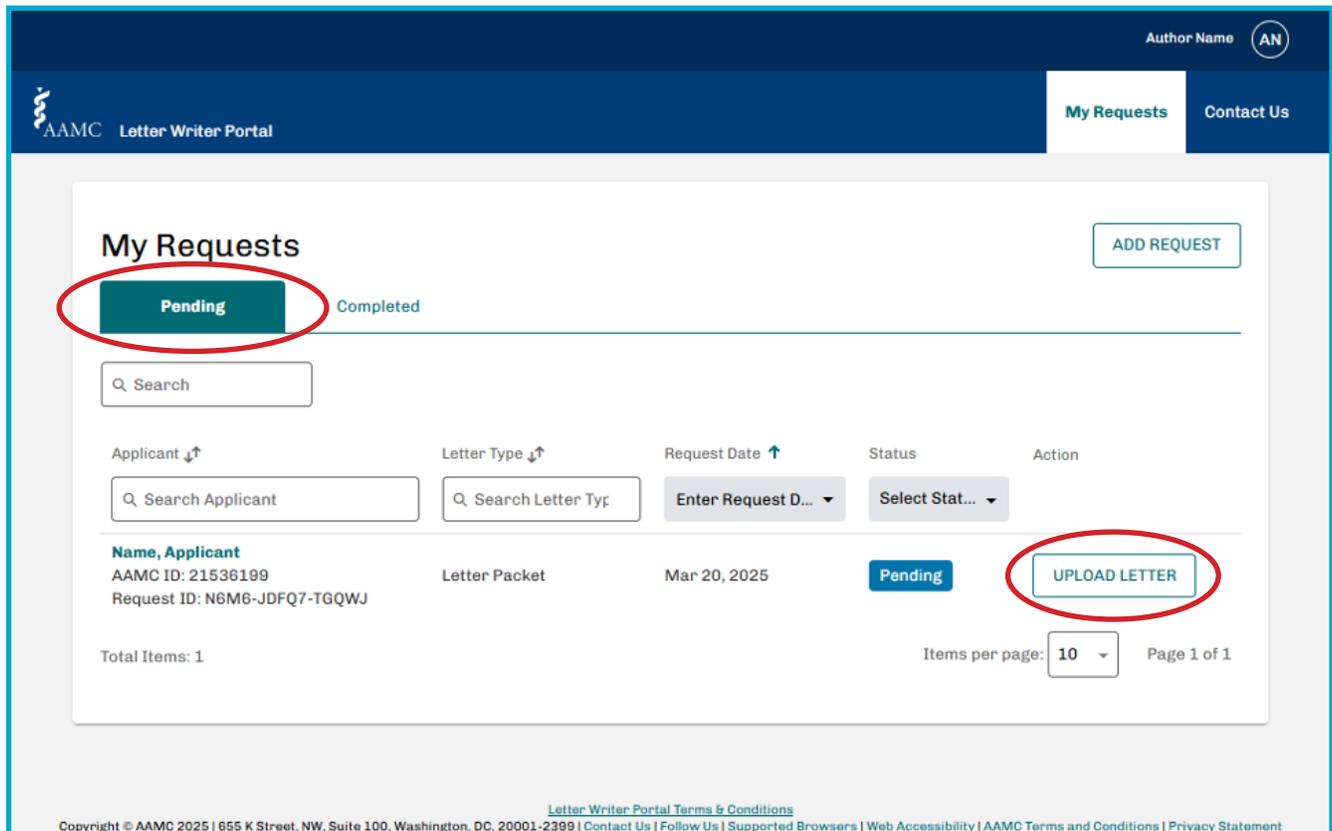
Don't have an account?
Register for an AAMC account to begin accessing products and services.

CREATE ACCOUNT

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This job aid demonstrates how to submit a letter from the AAMC Letter Writer Portal dashboard.

- 2 Find the appropriate request on the *Pending* tab of the dashboard and select the *Upload Letter* button which will take you to the upload page.



Author Name AN

AAMC Letter Writer Portal

My Requests Contact Us

My Requests

ADD REQUEST

Pending Completed

Q Search

Applicant $\downarrow\uparrow$ Letter Type $\downarrow\uparrow$ Request Date \uparrow Status Action

Q Search Applicant Q Search Letter Typ Enter Request D... Select Stat...

Name, Applicant	Letter Type	Request Date	Status	Action
AAMC ID: 21536199 Request ID: N6M6-JDFQ7-TGQWJ	Letter Packet	Mar 20, 2025	Pending	UPLOAD LETTER

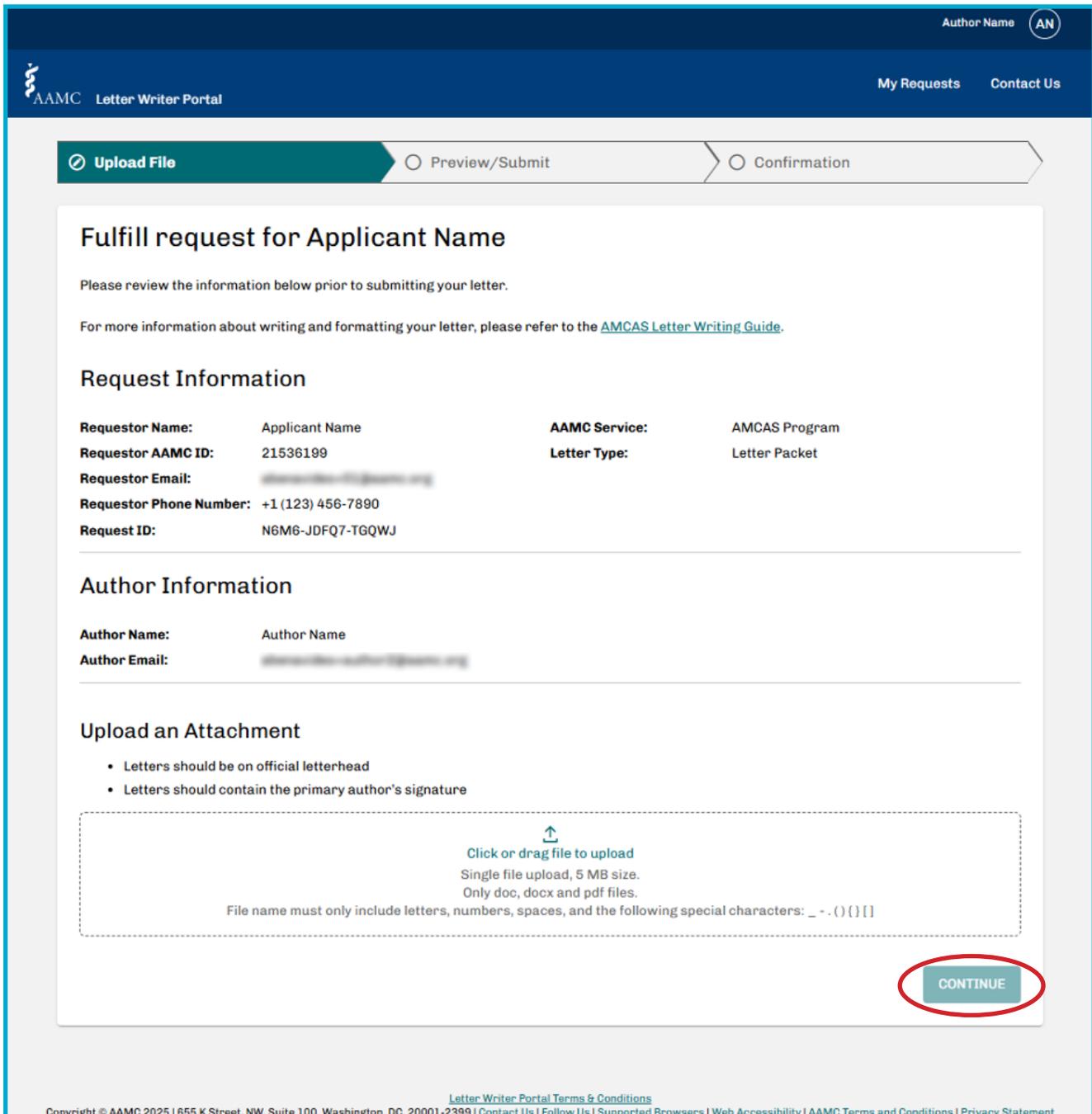
Total Items: 1 Items per page: 10 Page 1 of 1

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This job aid demonstrates how to submit a letter from the AAMC Letter Writer Portal dashboard.

- 3 Double check the applicant information displayed is correct and proceed with uploading a file. Select *Continue* after the file has been uploaded.



Author Name AN

AAMC Letter Writer Portal My Requests Contact Us

Upload File Preview/Submit Confirmation

Fulfill request for Applicant Name

Please review the information below prior to submitting your letter.

For more information about writing and formatting your letter, please refer to the [AMCAS Letter Writing Guide](#).

Request Information

Requestor Name:	Applicant Name	AAMC Service:	AMCAS Program
Requestor AAMC ID:	21536199	Letter Type:	Letter Packet
Requestor Email:	[Redacted]		
Requestor Phone Number:	+1 (123) 456-7890		
Request ID:	N6M6-JDFQ7-TGQWJ		

Author Information

Author Name:	Author Name
Author Email:	[Redacted]

Upload an Attachment

- Letters should be on official letterhead
- Letters should contain the primary author's signature

Click or drag file to upload
Single file upload, 5 MB size.
Only doc, docx and pdf files.
File name must only include letters, numbers, spaces, and the following special characters: _ - . () {} |

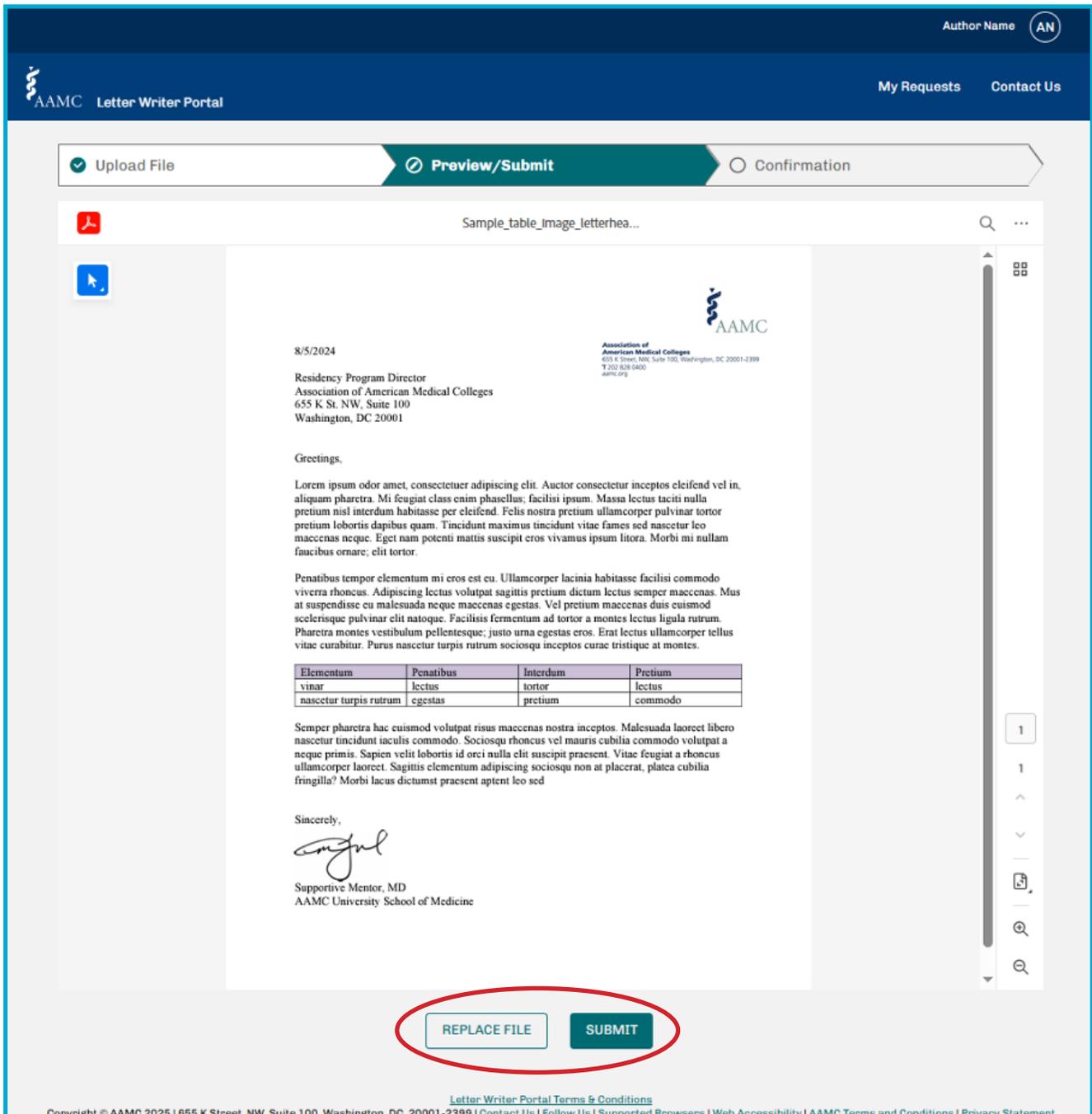
CONTINUE

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This job aid demonstrates how to submit a letter from the AAMC Letter Writer Portal dashboard.

- 4 Preview the document to make sure everything is converted properly. If you need to make changes, select *Replace File*. If you are satisfied, select *Submit* to complete the upload process.



Author Name AN

AAMC Letter Writer Portal My Requests Contact Us

Upload File Preview/Submit Confirmation

Sample_table_image_letterhea...

8/5/2024

Residency Program Director
Association of American Medical Colleges
655 K St, NW, Suite 100
Washington, DC 20001

Association of American Medical Colleges
655 K Street, NW, Suite 100, Washington, DC 20001-2399
T 202 638 0400
aamc.org

Greetings,

Lorem ipsum odor amet, consectetur adipiscing elit. Auctor consectetur inceptos eleifend vel in, aliquam pharetra. Mi feugiat class enim phasellus; facilisi ipsum. Massa lectus taciti nulla pretium nisi interdum habitasse per eleifend. Felis nostra pretium ullamcorper pulvinar tortor pretium lobortis dapibus quam. Tincidunt maximus tincidunt vitae fames sed nascetur leo maccenas neque. Eget nam potenti mattis suscipit eros vivamus ipsum litora. Morbi mi nullam faucibus ornare; elit tortor.

Penatibus tempor elementum mi eros est eu. Ullamcorper lacinia habitasse facilisi commodo viverra rhoncus. Adipiscing lectus volutpat sagittis pretium dictum lectus semper maccenas. Mus at suspendisse eu malesuada neque maccenas egestas. Vel pretium maccenas dui euismod scelerisque pulvinar elit natoque. Facillisi fermentum ad tortor a montes lectus ligula rutrum. Pharetra montes vestibulum pellentesque; justo urna egestas eros. Erat lectus ullamcorper tellus vitae curabitur. Purus nascetur turpis rutrum sociosqu inceptos curae tristique at montes.

Elementum	Penatibus	Interdum	Pretium
vinar	lectus	tortor	lectus
nascetur turpis rutrum	egestas	pretium	commodo

Semper pharetra hac euismod volutpat risus maccenas nostra inceptos. Malesuada laoreet libero nascetur tincidunt iaculis commodo. Sociosqu rhoncus vel mauris cubilia commodo volutpat a neque primis. Sapien velit lobortis id orci nulla elit suscipit praesent. Vitae feugiat a rhoncus ullamcorper laoreet. Sagittis elementum adipiscing sociosqu non at placerat, platea cubilia fringilla? Morbi lacus dictumst praesent aptent leo sed

Sincerely,



Supportive Mentor, MD
AAMC University School of Medicine

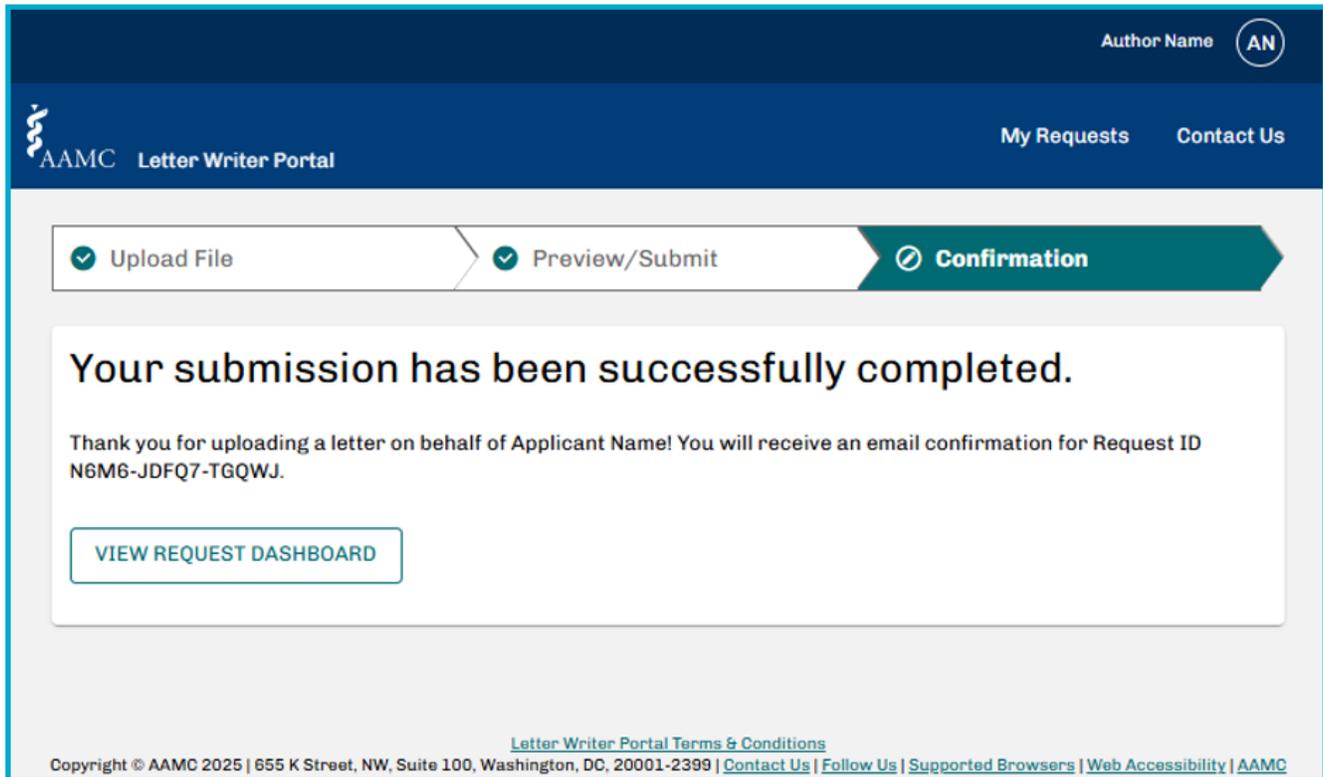
REPLACE FILE SUBMIT

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This job aid demonstrates how to submit a letter from the AAMC Letter Writer Portal dashboard.

- 5 You will see an on-screen confirmation and receive a confirmation email. You will also have the option to navigate back to your request dashboard to view all pending and completed requests.

A screenshot of the AAMC Letter Writer Portal showing a successful submission confirmation. The page has a dark blue header with the AAMC logo and "Letter Writer Portal" text on the left, and "Author Name AN", "My Requests", and "Contact Us" on the right. Below the header is a progress bar with three steps: "Upload File" (checked), "Preview/Submit" (checked), and "Confirmation" (active, highlighted in green). The main content area features a white box with the heading "Your submission has been successfully completed." and a message: "Thank you for uploading a letter on behalf of Applicant Name! You will receive an email confirmation for Request ID N6M6-JDFQ7-TGQWJ." Below this is a button labeled "VIEW REQUEST DASHBOARD". At the bottom, there is a footer with the text "Letter Writer Portal Terms & Conditions" and a copyright notice: "Copyright © AAMC 2025 | 655 K Street, NW, Suite 100, Washington, DC, 20001-2399 | Contact Us | Follow Us | Supported Browsers | Web Accessibility | AAMC".

Author Name AN

AAMC Letter Writer Portal My Requests Contact Us

Upload File Preview/Submit Confirmation

Your submission has been successfully completed.

Thank you for uploading a letter on behalf of Applicant Name! You will receive an email confirmation for Request ID N6M6-JDFQ7-TGQWJ.

[VIEW REQUEST DASHBOARD](#)

[Letter Writer Portal Terms & Conditions](#)

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