

This job aid explains how AAMC account users can submit letters through the applicant request link.

- 1 When you are ready to submit your letter, click on the submission link in the request email received from the applicant.

American Medical College Application Service® Example

Options for Submitting Letters of Evaluation to the AMCAS Program:

Option 1: AAMC Letter Writer Portal

The AMCAS program can receive letters submitted through the AAMC Letter Writer Portal. Once you are ready to upload your letter of evaluation through the AAMC Letter Writer Portal (accepted formats: .pdf, .doc, or .docx), use the following link: <https://platform.staging.aamc.org/letter-writer/#/request/W5ZG-FR8NG-J564V>

Please Note: By utilizing the AAMC Letter Writer Portal, all letter request details will be automatically populated on the screen when this link is accessed, making it quicker and easier for you to complete this request.

Summer Health Professions Education Program Example

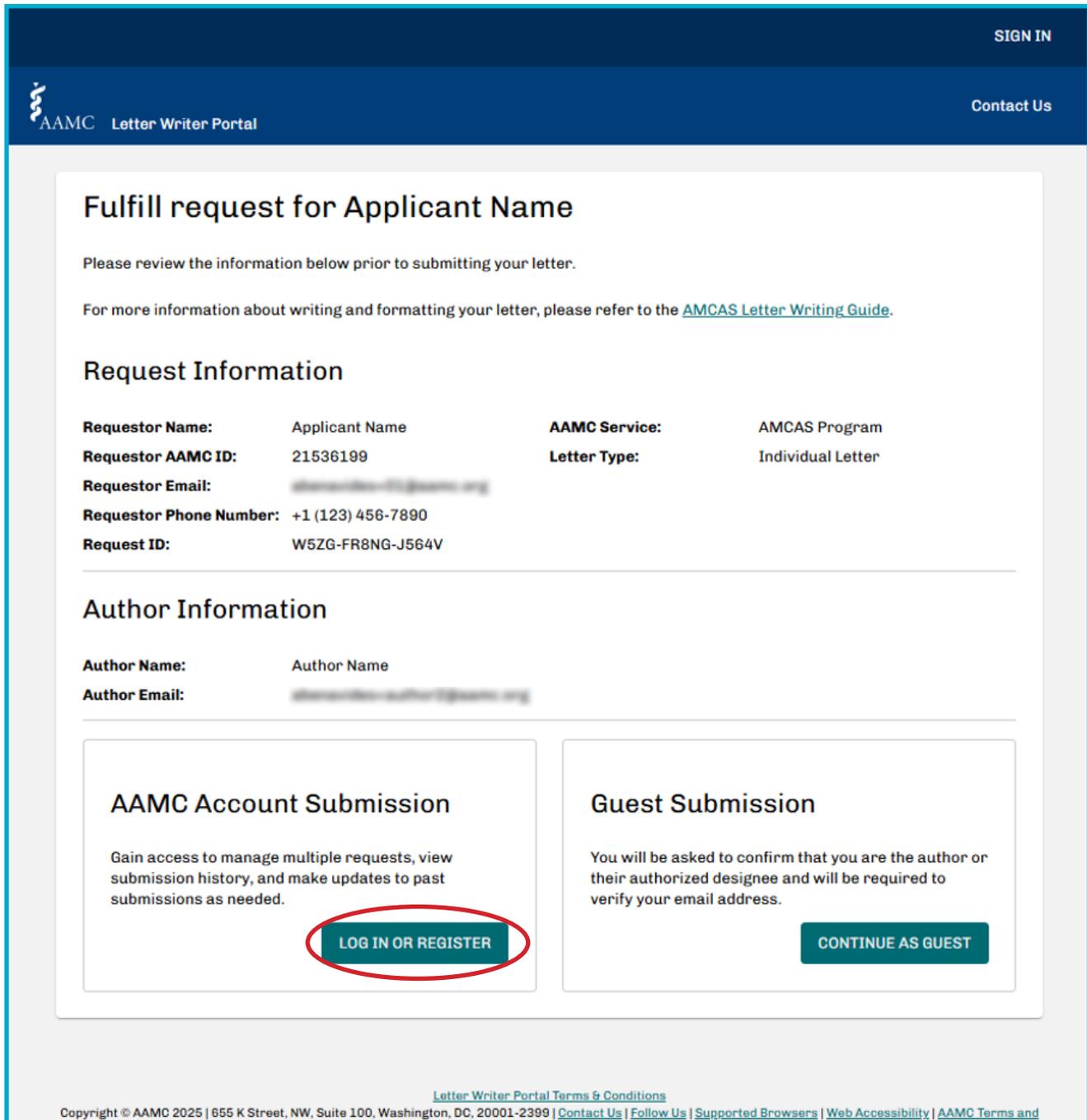
How to submit

Once you are ready to upload your document (.pdf, .doc, or .docx), click the following link to enter the AAMC Letter Writer Portal to fulfill this request:

<https://platform.staging.aamc.org/letter-writer/#/request/Z6LF-DCB7J-LMLXM>

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- 2 After confirming you have the correct request, select *Log In* or *Register* on the *AAMC Account Submission* card.



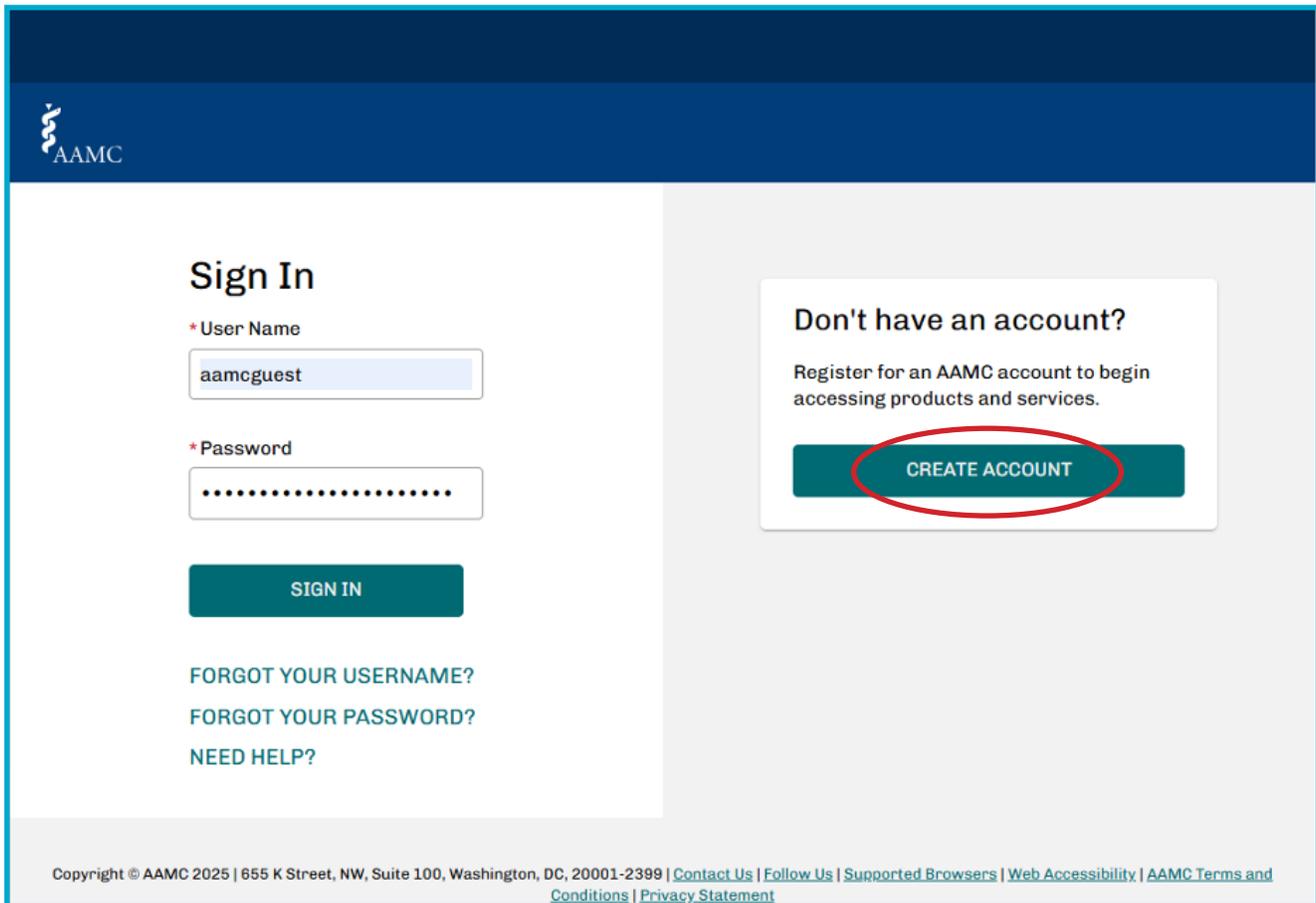
The screenshot displays the AAMC Letter Writer Portal interface. At the top right, there is a "SIGN IN" link. The header includes the AAMC logo and "Letter Writer Portal" on the left, and "Contact Us" on the right. The main content area is titled "Fulfill request for Applicant Name" and includes instructions to review information before submitting a letter, with a link to the "AMCAS Letter Writing Guide". Below this is a "Request Information" section with a table of details:

Requestor Name:	Applicant Name	AAMC Service:	AMCAS Program
Requestor AAMC ID:	21536199	Letter Type:	Individual Letter
Requestor Email:	[Redacted]		
Requestor Phone Number:	+1 (123) 456-7890		
Request ID:	W5ZG-FR8NG-J564V		

Below the request information is an "Author Information" section with fields for "Author Name" and "Author Email". At the bottom, there are two submission options: "AAMC Account Submission" and "Guest Submission". The "AAMC Account Submission" card contains a "LOG IN OR REGISTER" button, which is circled in red in the image. The "Guest Submission" card contains a "CONTINUE AS GUEST" button. At the very bottom, there is a footer with copyright information and links to "Letter Writer Portal Terms & Conditions", "Contact Us", "Follow Us", "Supported Browsers", "Web Accessibility", and "AAMC Terms and Conditions".

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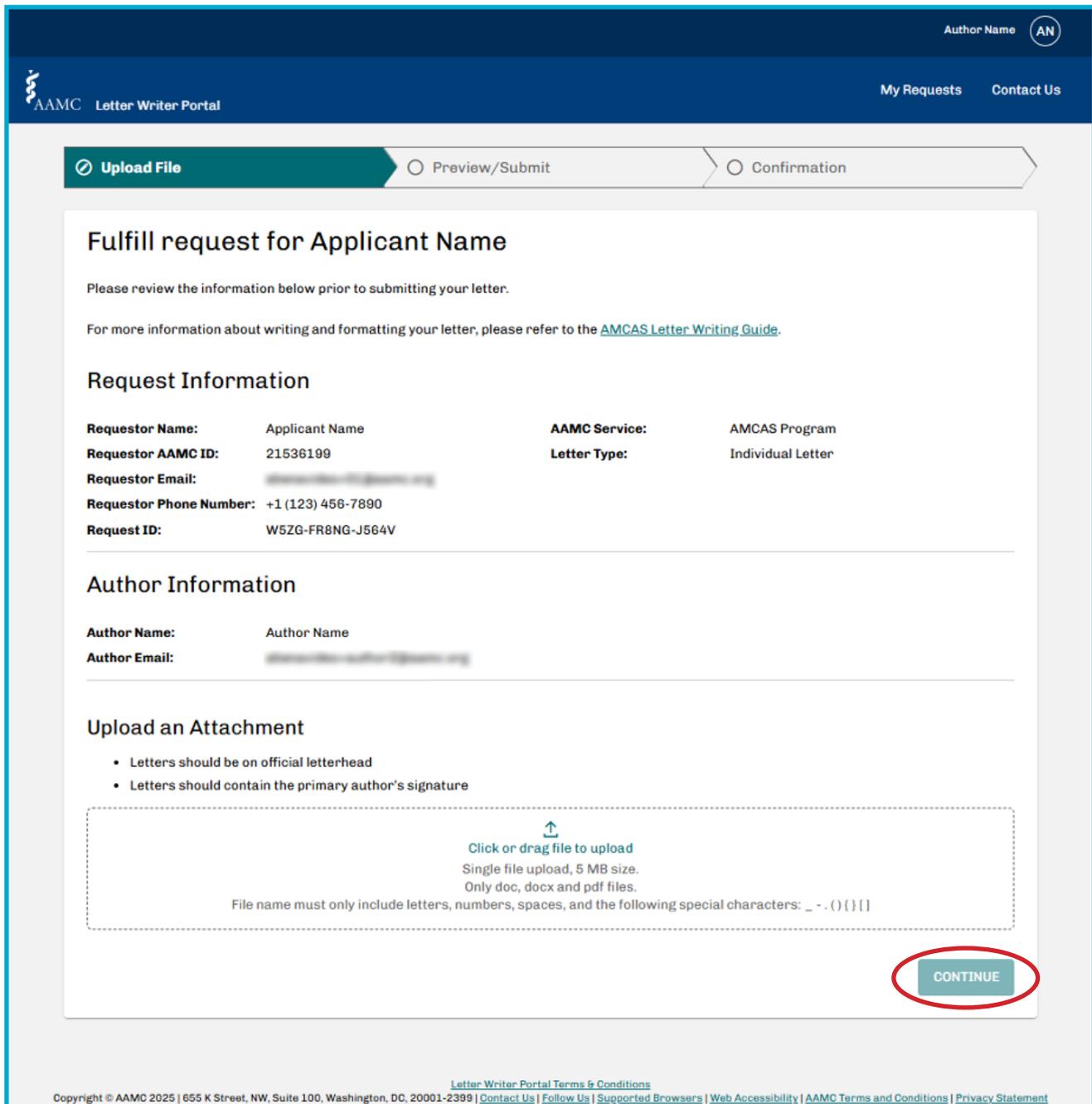
- 3 If you already have an AAMC Account, proceed to sign in. If you don't yet have an account, select *Create Account* and follow the prompts. Note, you must verify your AAMC Account email address before you will be allowed to continue.



The screenshot shows the AAMC login interface. On the left, there is a 'Sign In' section with a 'User Name' field containing 'aamcguest' and a 'Password' field with masked characters. Below these fields is a 'SIGN IN' button and links for 'FORGOT YOUR USERNAME?', 'FORGOT YOUR PASSWORD?', and 'NEED HELP?'. On the right, there is a 'Don't have an account?' section with a message: 'Register for an AAMC account to begin accessing products and services.' Below this message is a 'CREATE ACCOUNT' button, which is circled in red. The footer contains copyright information and links for 'Contact Us', 'Follow Us', 'Supported Browsers', 'Web Accessibility', 'AAMC Terms and Conditions', and 'Privacy Statement'.

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- 4 Upon successful log in (or account creation and log in), you will be redirected back to the *Upload File* screen. Double check the applicant information displayed is still correct and proceed with uploading a file. Click *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:	Individual Letter
Requestor Email:	[Redacted]		
Requestor Phone Number:	+1 (123) 456-7890		
Request ID:	W5ZG-FR8NG-J564V		

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

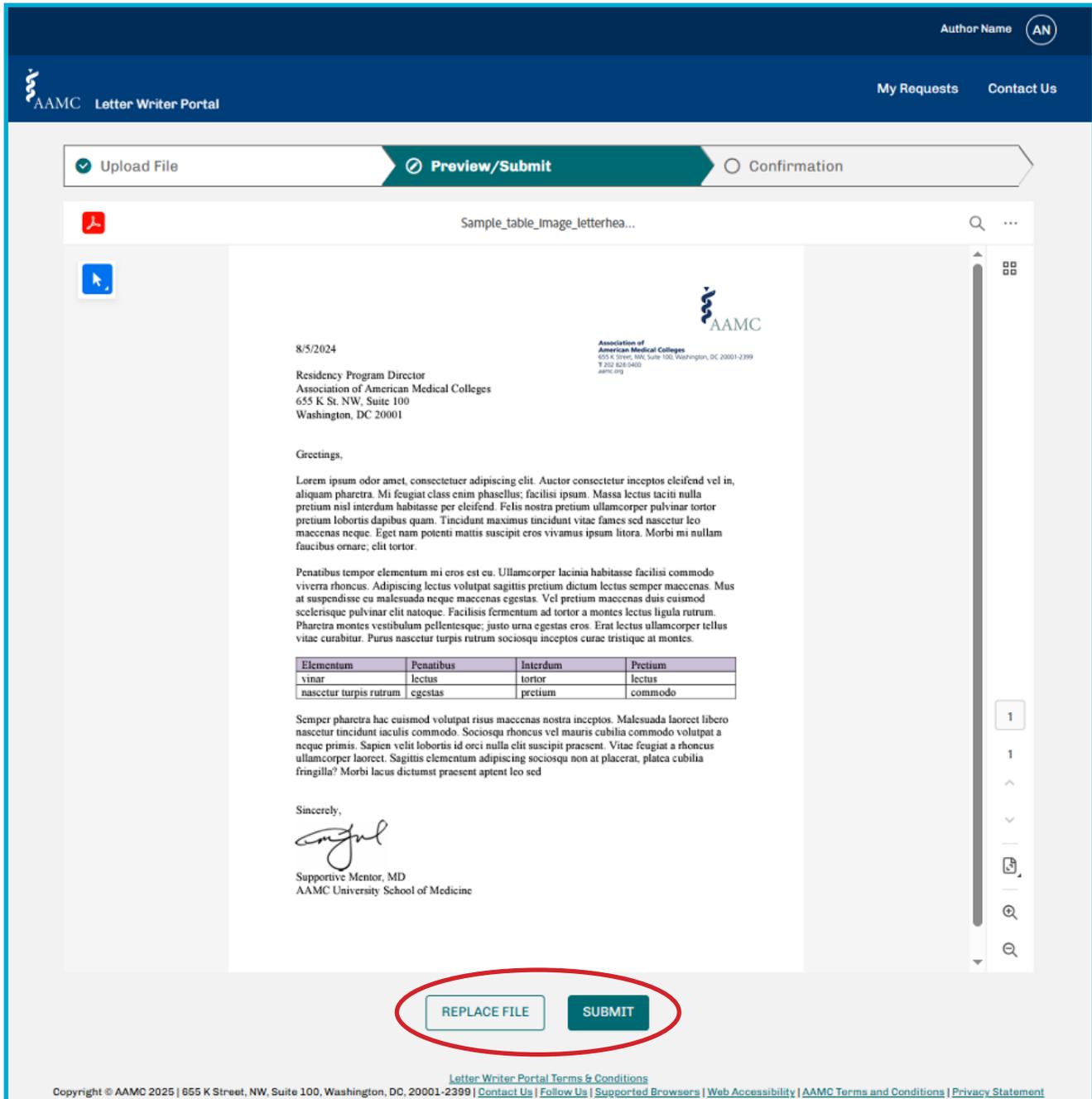
Click or drag file to upload
Single file upload, 5 MB size.
Only doc, docx and pdf files.
File name must only include letters, numbers, spaces, and the following special characters: _ - . () { } []

CONTINUE

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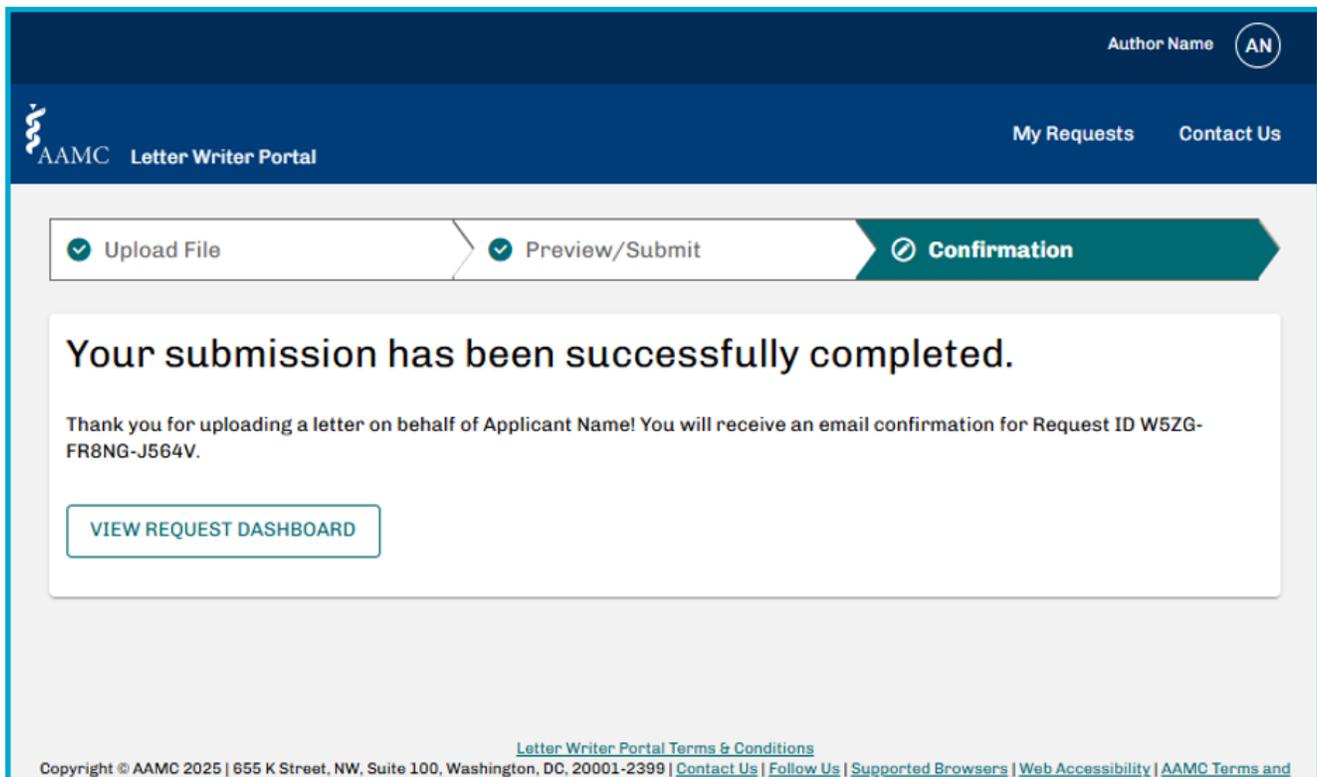
- 5 Preview the document to make sure everything is converted properly. If you need to make changes, click *Replace File*. If you are satisfied, click *Submit* to complete the upload process.



The screenshot displays the AAMC Letter Writer Portal interface. At the top right, the user is logged in as 'Author Name AN'. The navigation bar includes 'My Requests' and 'Contact Us'. A progress bar at the top shows three steps: 'Upload File' (completed), 'Preview/Submit' (active), and 'Confirmation' (pending). The main content area shows a document preview titled 'Sample_table_image_letterhea...'. The document includes a date of 8/5/2024, recipient information for the Residency Program Director at the Association of American Medical Colleges, a salutation 'Greetings,', two paragraphs of placeholder text, a table with four columns (Elementum, Penatibus, Interdum, Pretium) and three rows of data, another paragraph of placeholder text, and a signature block for 'Supportive Mentor, MD' at 'AAMC University School of Medicine'. At the bottom of the preview area, two buttons are visible: 'REPLACE FILE' and 'SUBMIT', both of which are circled in red. The footer contains copyright information and links to 'Letter Writer Portal Terms & Conditions', 'Contact Us', 'Follow Us', 'Supported Browsers', 'Web Accessibility', 'AAMC Terms and Conditions', and 'Privacy Statement'.

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



The screenshot displays the AAMC Letter Writer Portal interface. At the top right, the user is logged in as 'Author Name' with the initials 'AN'. The page title is 'AAMC Letter Writer Portal', and there are links for 'My Requests' and 'Contact Us'. A progress bar at the top shows three steps: 'Upload File' (completed), 'Preview/Submit' (completed), and 'Confirmation' (current step, highlighted in green). The main content area features a large heading: 'Your submission has been successfully completed.' Below this, a message reads: 'Thank you for uploading a letter on behalf of Applicant Name! You will receive an email confirmation for Request ID W5ZG-FR8NG-J564V.' A button labeled 'VIEW REQUEST DASHBOARD' is positioned below the message. At the bottom of the page, there is a footer with the text: 'Letter Writer Portal Terms & Conditions' and 'Copyright © AAMC 2025 | 655 K Street, NW, Suite 100, Washington, DC, 20001-2399 | Contact Us | Follow Us | Supported Browsers | Web Accessibility | AAMC Terms and Conditions'.