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.

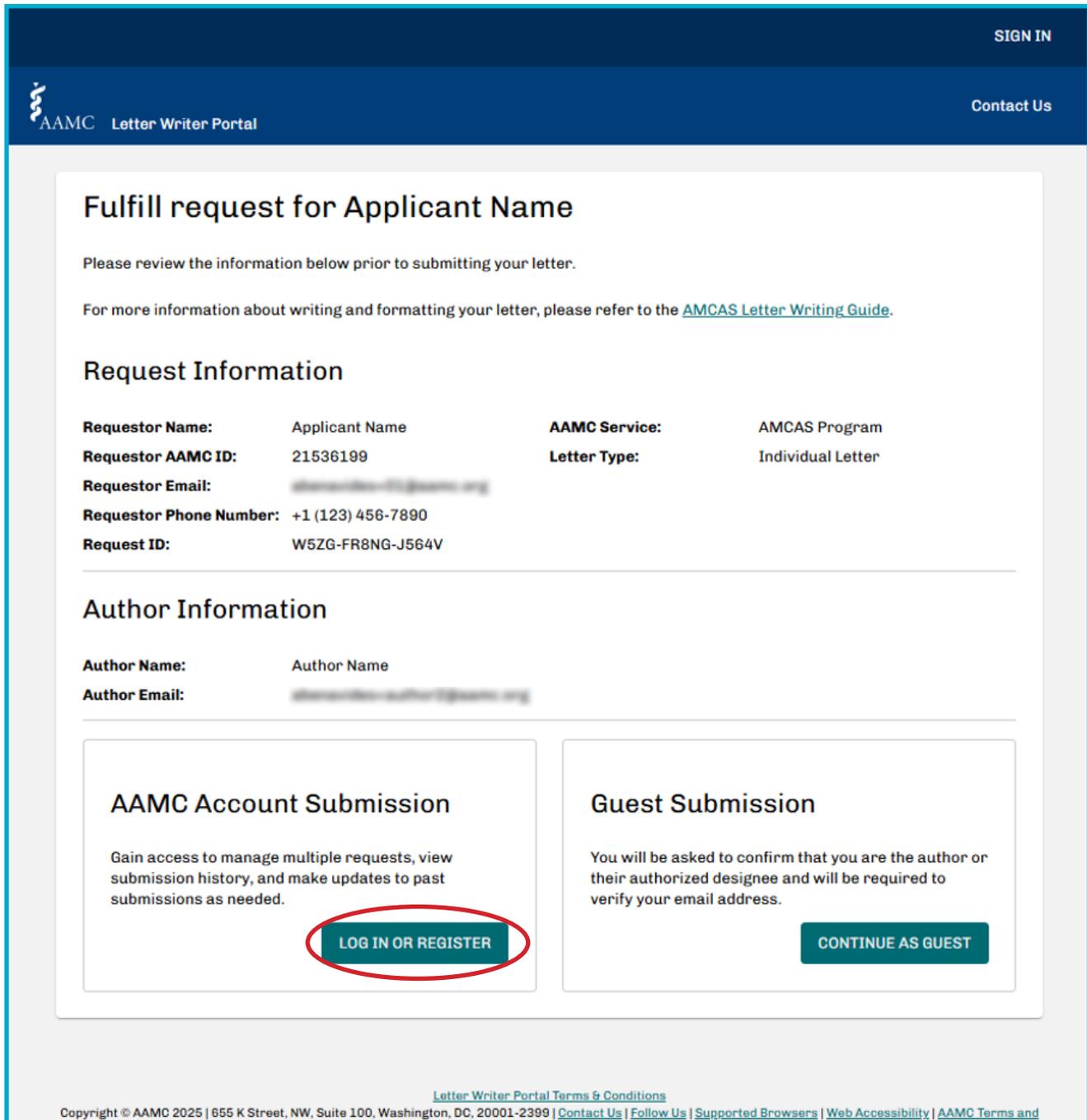*Summer Health Professions Education Program Example*

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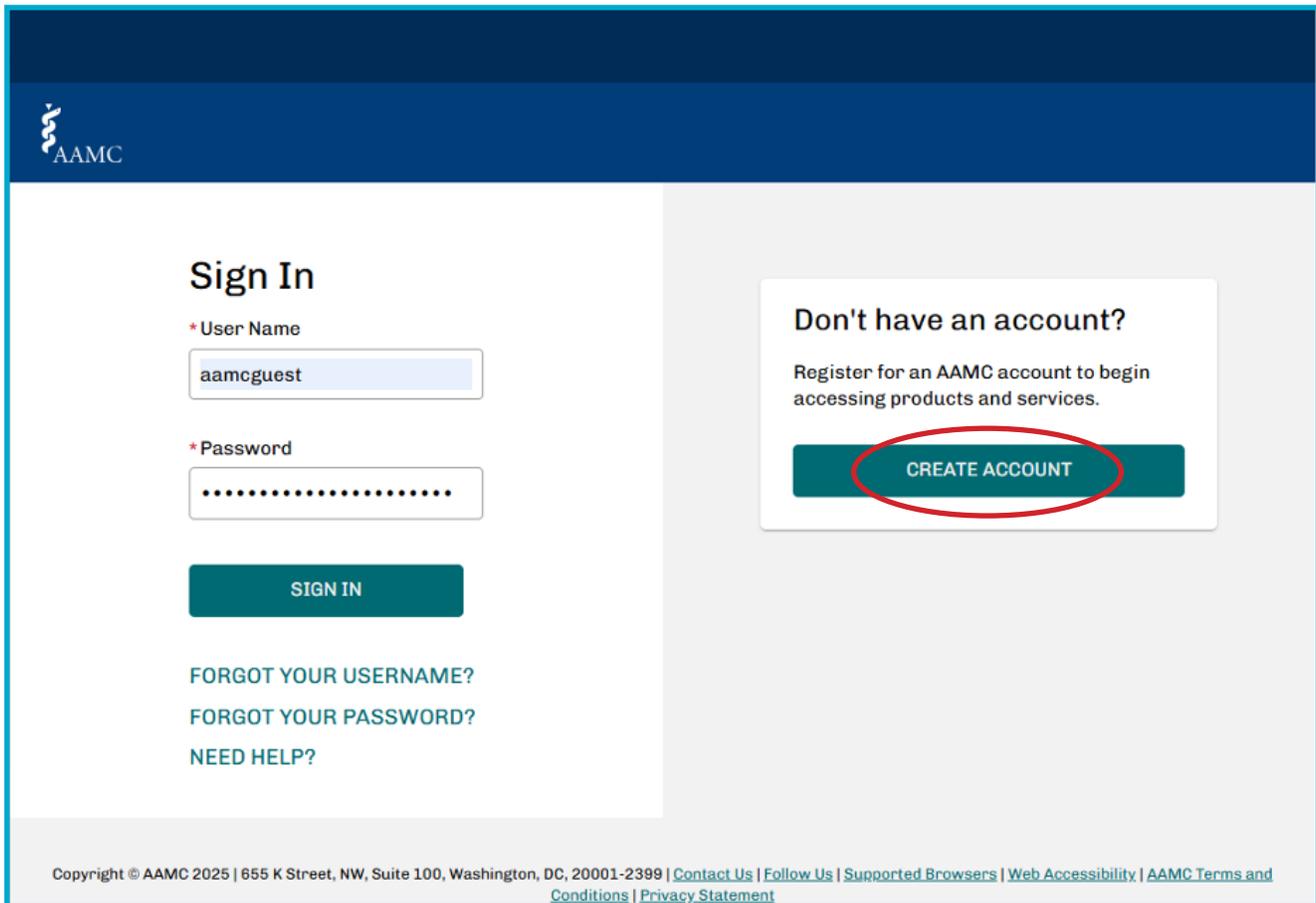
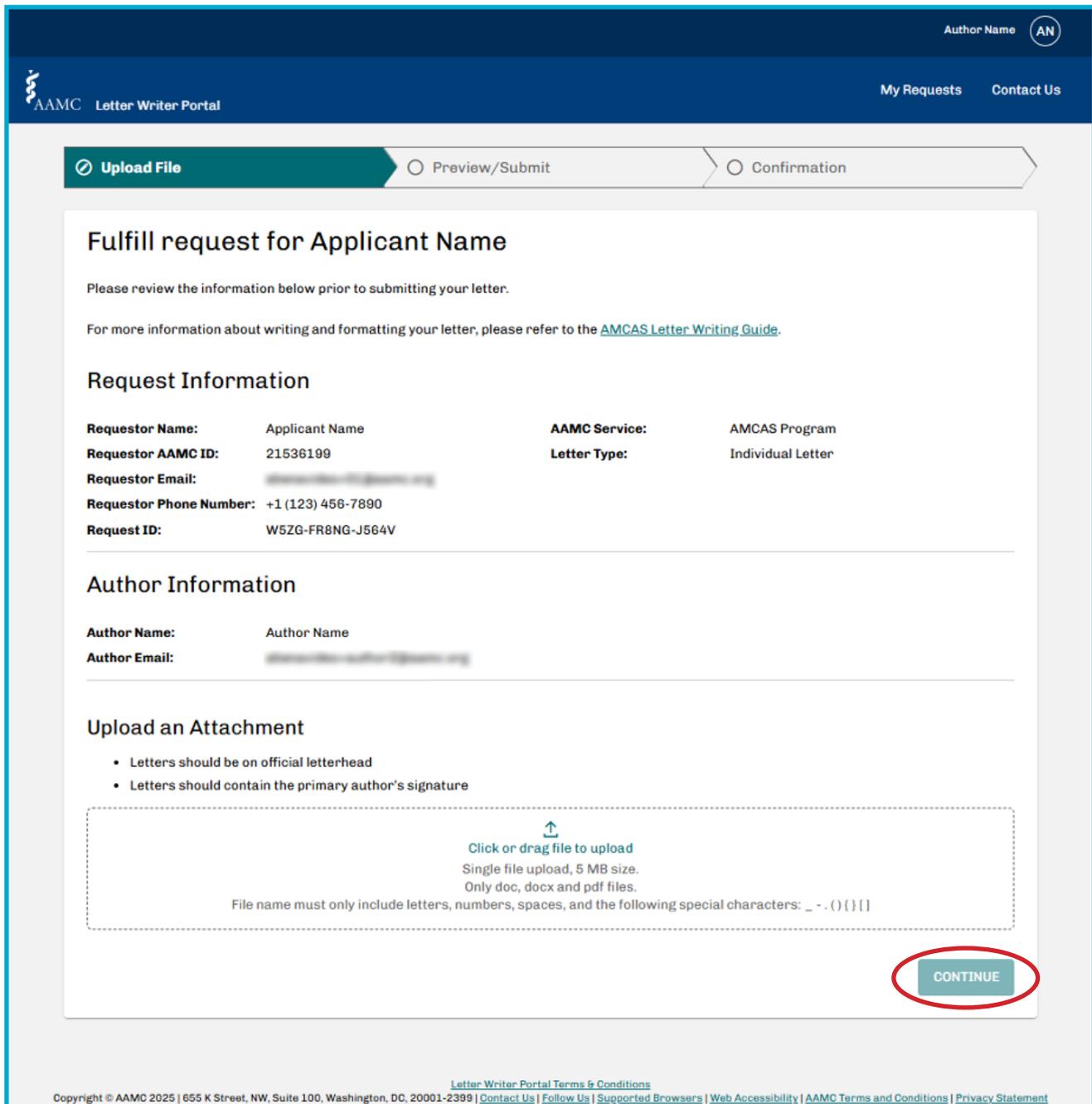This job aid explains how AAMC account users can submit letters through the applicant request link.

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.

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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:			
Requestor Phone Number:	+1 (123) 456-7890		
Request ID:	W5ZG-FR8NG-J564V		

Author Information

Author Name:	Author Name
Author Email:	

Upload an Attachment

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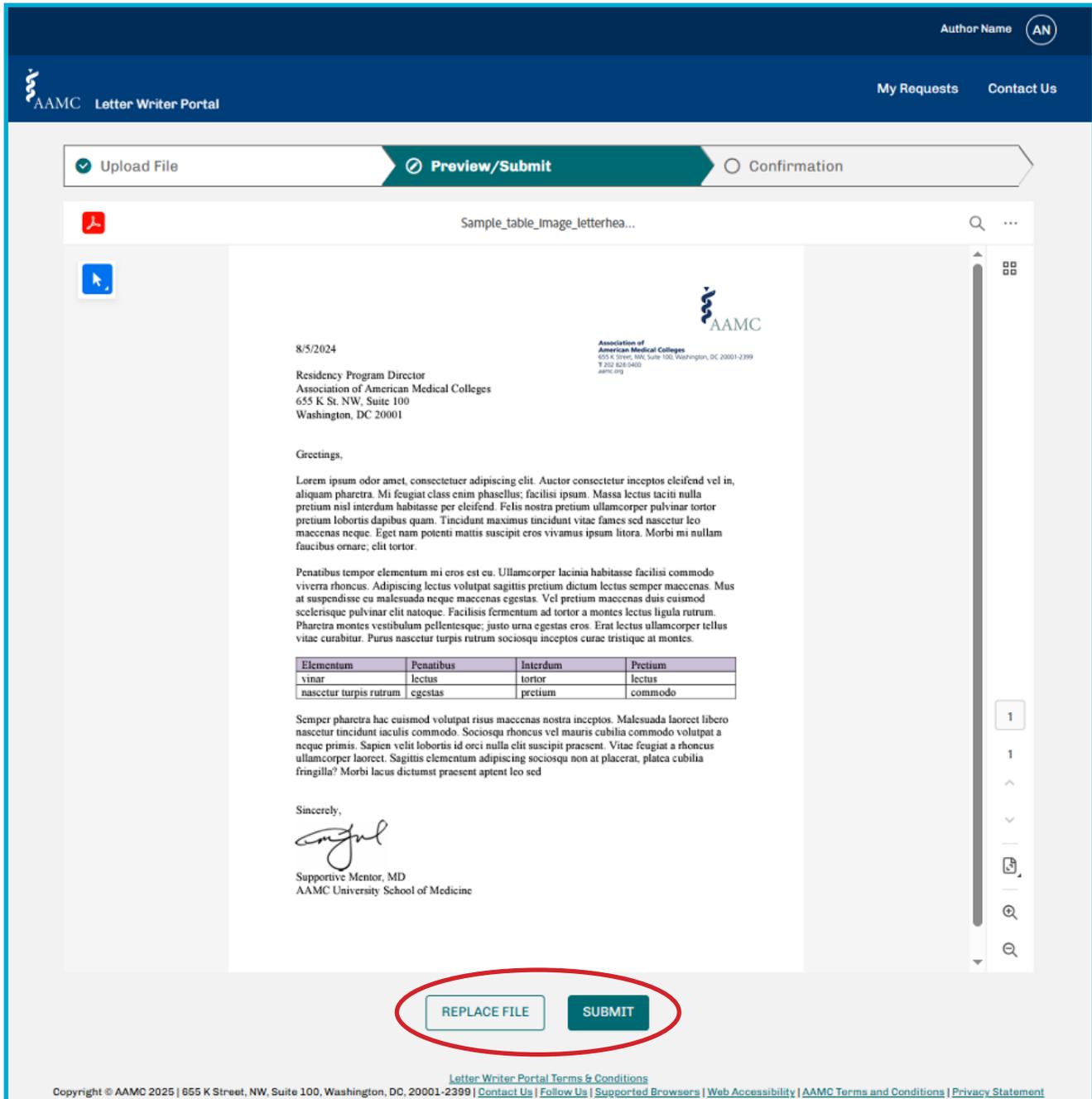- Letters should contain the primary author's signature

⬆
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

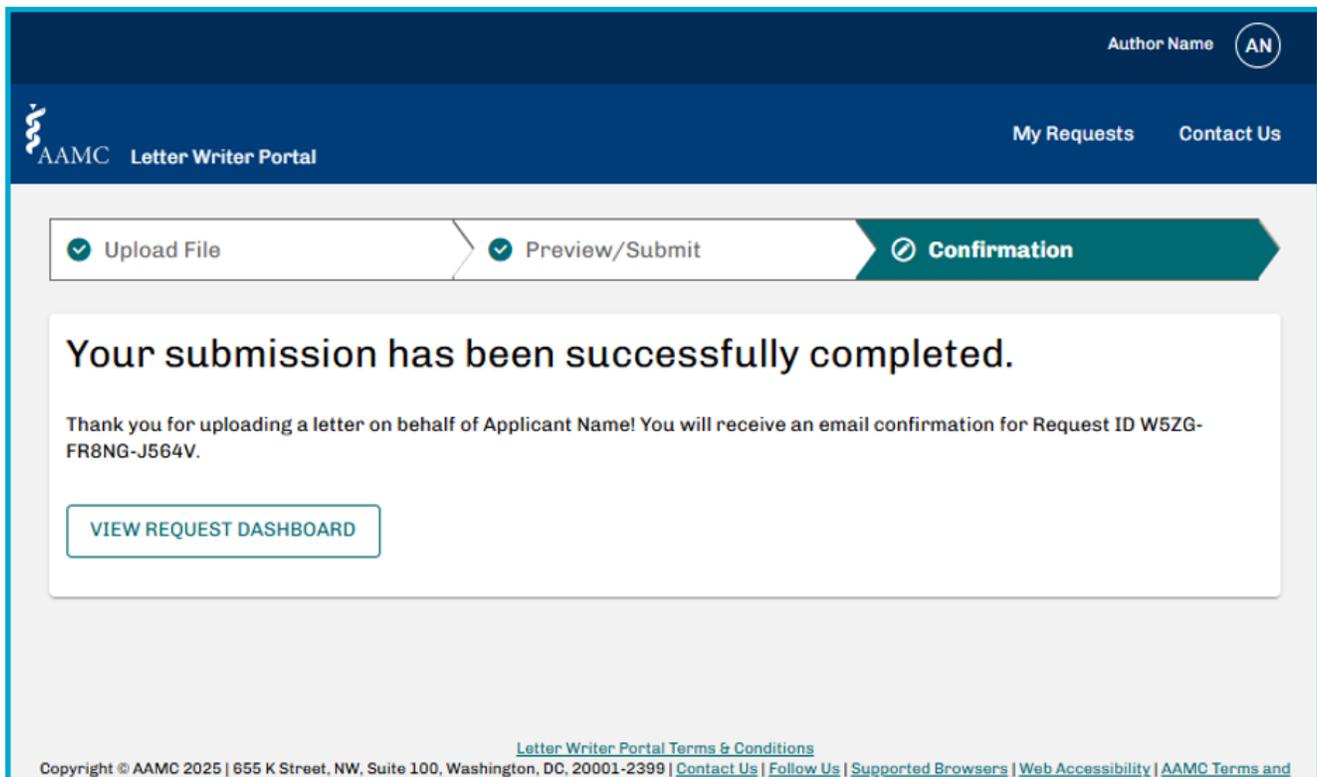This job aid explains how AAMC account users can submit letters through the applicant request link.

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.

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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.