

Who This Guide Is For

This guide is for **letter writers who originally submitted a letter as a guest** and now need to access that letter or submit an **updated version** by signing in with an AAMC account.

Before You Begin

Not all AAMC programs allow updated letters to be submitted. In addition, programs that allow updates may handle how updated letters are shared with schools or programs differently.

Before proceeding, review the letter submission policies for the relevant AAMC program:

- [AMCAS® Letter Service Guidelines](#)
- [ERAS® Letters of Recommendation](#)
- [SHPEP Application Materials Guidelines](#)

This job aid assumes:

- You successfully submitted the **original letter as a guest**, and
- You are now attempting to **view or update that submission** by accessing it through an AAMC account

1 Identify the Email Address Used for the Original Submission






Locate the **email address you used to submit the original letter as a guest**.

You should have received a confirmation email at this address when the original submission was completed. If you have multiple email addresses, this step helps ensure you use the correct one.


Claiming a Guest Submission (If Original Was Submitted as a Guest)



Confirmation: Letter of Evaluation Request Successfully Fulfilled for Applicant: AMCAS Test Applicant (AAMC ID 23456789)

 AMCAS Letter of Evaluation <amcas@aamc.org>    

To: **authorname1@example.com** Tue 4/22/2025 11:56 AM

 Retention: 24 Months Delete All Folders (2 years) Expires: Thu 4/22/2027 11:56 AM

Dear AMCAS Author,



You have successfully fulfilled a Letter of Evaluation request for the following applicant for the 2026 American Medical College Application Service[®] (AMCAS[®]) application cycle. Here are the details:

- **Applicant's Name:** AMCAS Test Applicant
- **Applicant's Email:** testapplicant@example.com
- **Applicant's Phone:** 1234567890
- **Request ID:** 5J6X-L67M4-RB59X
- **Letter Type:** Committee Letter

If you have any questions or need further assistance, please [contact us](#) or call (202) 828-0600.

Sincerely,
AMCAS Outreach

www.aamc.org/amcas | [Contact AMCAS](#) | (202) 828-0600

 Reply  Forward

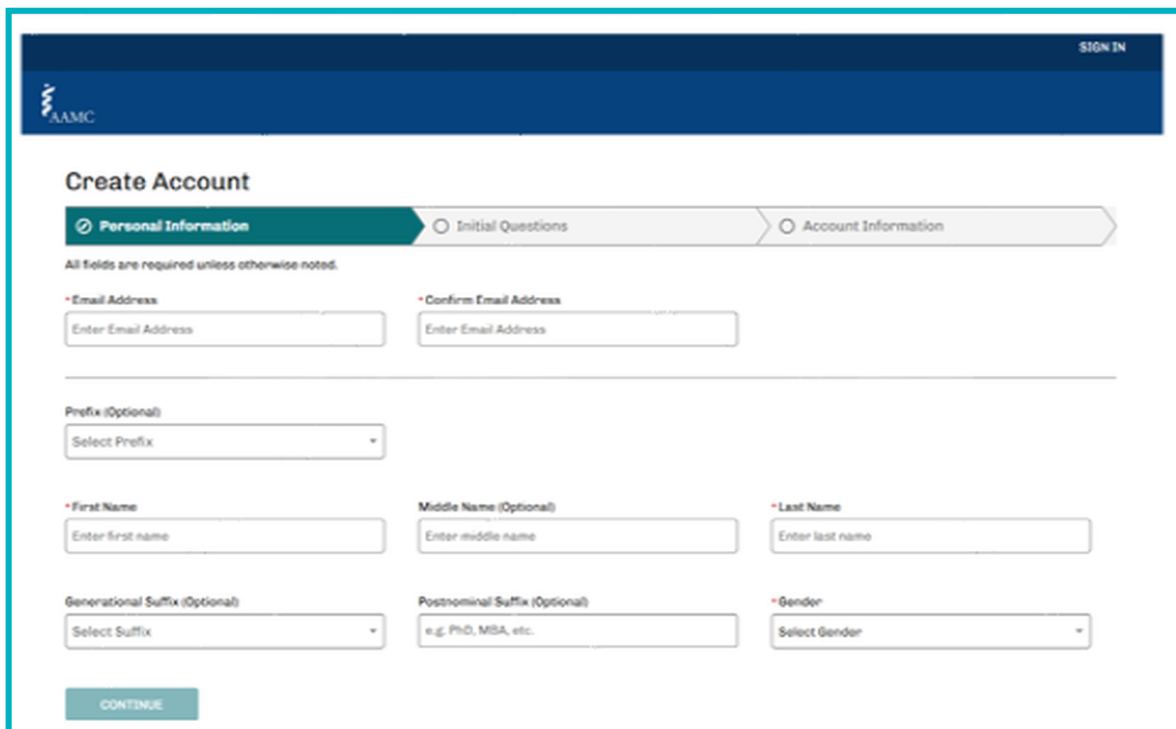
2 Sign In or Create an AAMC Account

To access and update a guest submission, you must use an AAMC account that has a **verified email address matching the email used for the original guest submission**.

2.1 If You Do Not Already Have an AAMC Account

Create an AAMC account using the **same email address** used for the original guest submission:

- Go to [Create an AAMC Account](#)
- Complete the registration steps
- Verify your email address before continuing



Create Account

Personal Information Initial Questions 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)** ***Gender**

Select Suffix e.g. PhD, MSA, etc. Select Gender

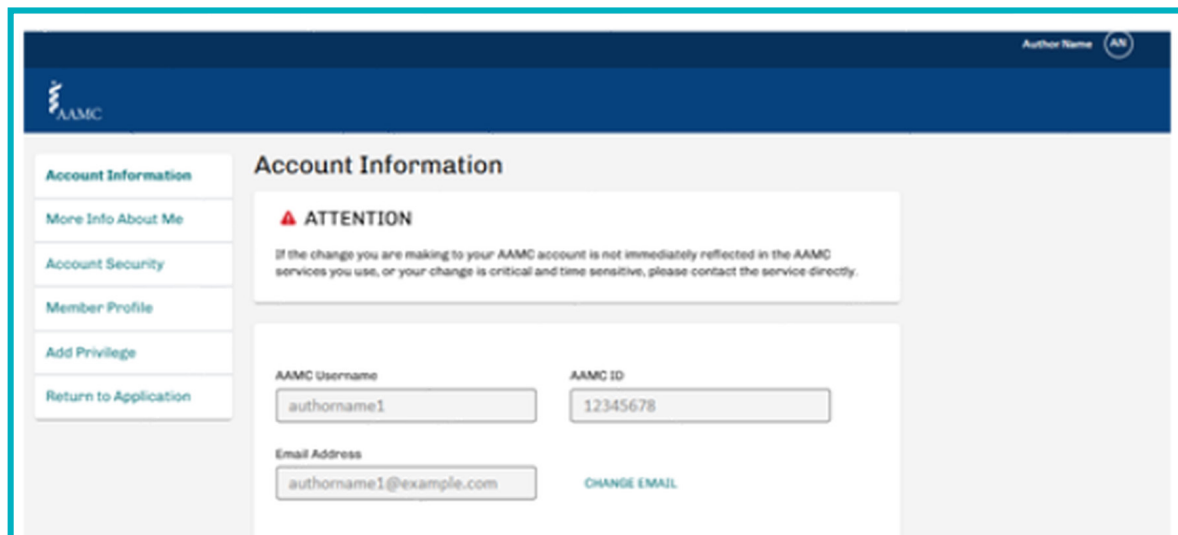
CONTINUE

2.2 If You Already Have an AAMC Account

If your AAMC account email address:

- **Matches** the email used for the original guest submission, you can continue
- **Does not match**, update your AAMC account email address to match the email used for the guest submission

You may change your AAMC account's email address back after completing the steps in this guide, if needed.



3 Sign In to the AAMC Letter Writer Portal

Once your AAMC account email address matches the email used for the original guest submission, **sign in** to the [AAMC Letter Writer Portal](#).

You may be asked to accept the [AAMC Letter Writer Portal Terms and Conditions](#) if this is your first time signing in or if the terms have changed.

Claiming a Guest Submission (If Original Was Submitted as a Guest)

A screenshot of the AAMC website's sign-in page. The page has a dark blue header with the AAMC logo. The main content area is white. On the left, there is a "Sign In" section with two input fields: "User Name" and "Password", both containing masked characters. Below these fields is a teal "SIGN IN" button, which is circled in red. Underneath the button are three links: "FORGOT YOUR USERNAME?", "FORGOT YOUR PASSWORD?", and "NEED HELP?". On the right, there is a grey box with the heading "Don't have an account?". Below the heading is a short paragraph: "Register for an AAMC account to begin accessing products and services." At the bottom of this box is a teal "CREATE ACCOUNT" button.

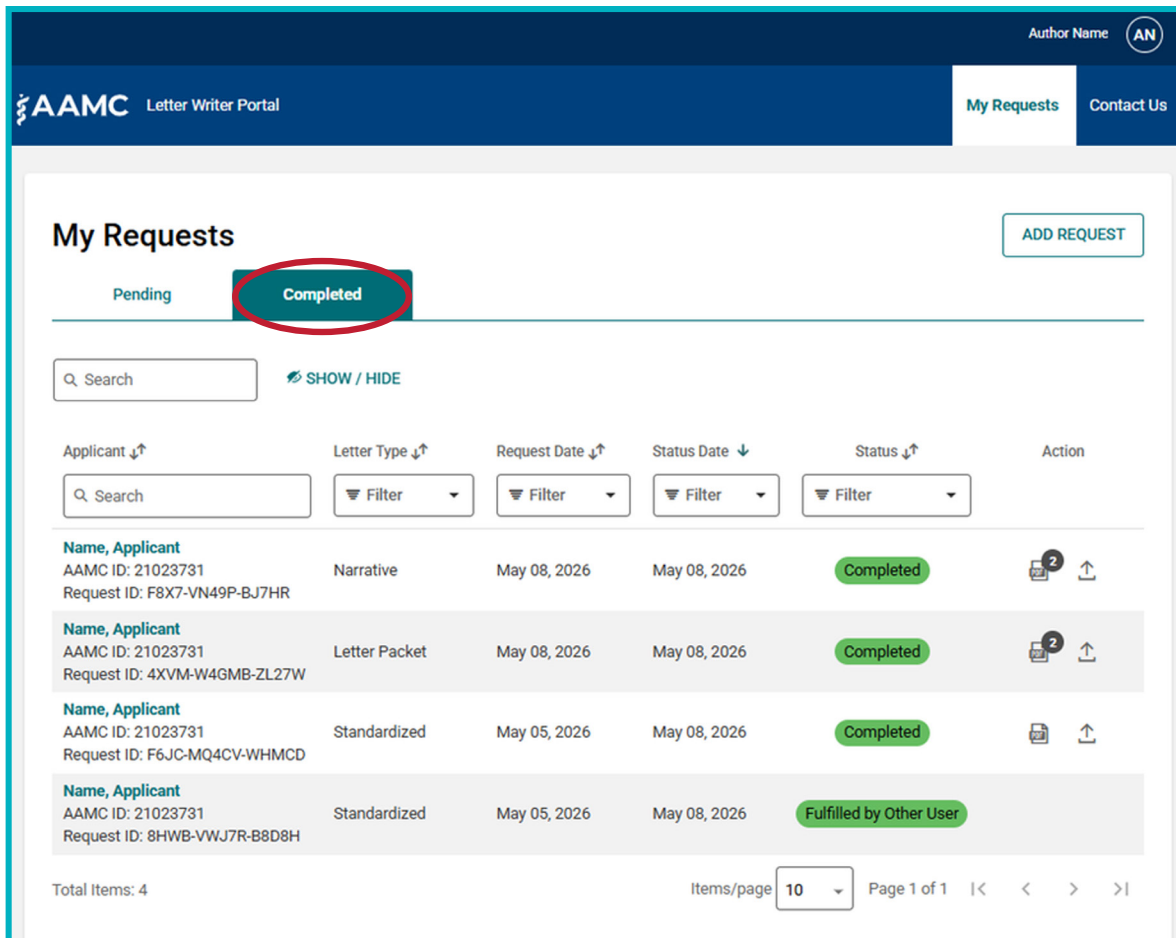
4 Locate the Completed Request

After signing in, you will see your **My Requests** dashboard.

Select the **Completed** tab to view previously fulfilled requests associated with your account.

If you have many completed requests, use the search or filter options to locate the request you would like to view or update.

Claiming a Guest Submission (If Original Was Submitted as a Guest)



Author Name AN

AAMC Letter Writer Portal My Requests Contact Us

My Requests

Pending **Completed**

ADD REQUEST

Q Search SHOW / HIDE

Applicant	Letter Type	Request Date	Status Date	Status	Action
Name, Applicant AAMC ID: 21023731 Request ID: F8X7-VN49P-BJ7HR	Narrative	May 08, 2026	May 08, 2026	Completed	
Name, Applicant AAMC ID: 21023731 Request ID: 4XVM-W4GMB-ZL27W	Letter Packet	May 08, 2026	May 08, 2026	Completed	
Name, Applicant AAMC ID: 21023731 Request ID: F6JC-MQ4CV-WHMCD	Standardized	May 05, 2026	May 08, 2026	Completed	
Name, Applicant AAMC ID: 21023731 Request ID: 8HWB-VWJ7R-B8D8H	Standardized	May 05, 2026	May 08, 2026	Fulfilled by Other User	

Total Items: 4 Items/page 10 Page 1 of 1

5 Submit an Updated Letter (if applicable)

For the appropriate completed request, locate the **Update Submission** (upload) action and follow the on-screen steps to submit an updated letter.

The upload, preview, and submit process is the same as submitting an original letter.

Frequently Asked Questions

Why don't I see an option to update my submission?

Not all AAMC programs allow updated submissions. If **Update Submission** is not available, updates are not permitted for that request.

Why is matching the email address important?

Matching the email address allows the system to associate your original guest submission with your AAMC account. Verifying email addresses prevents unauthorized access of letters.