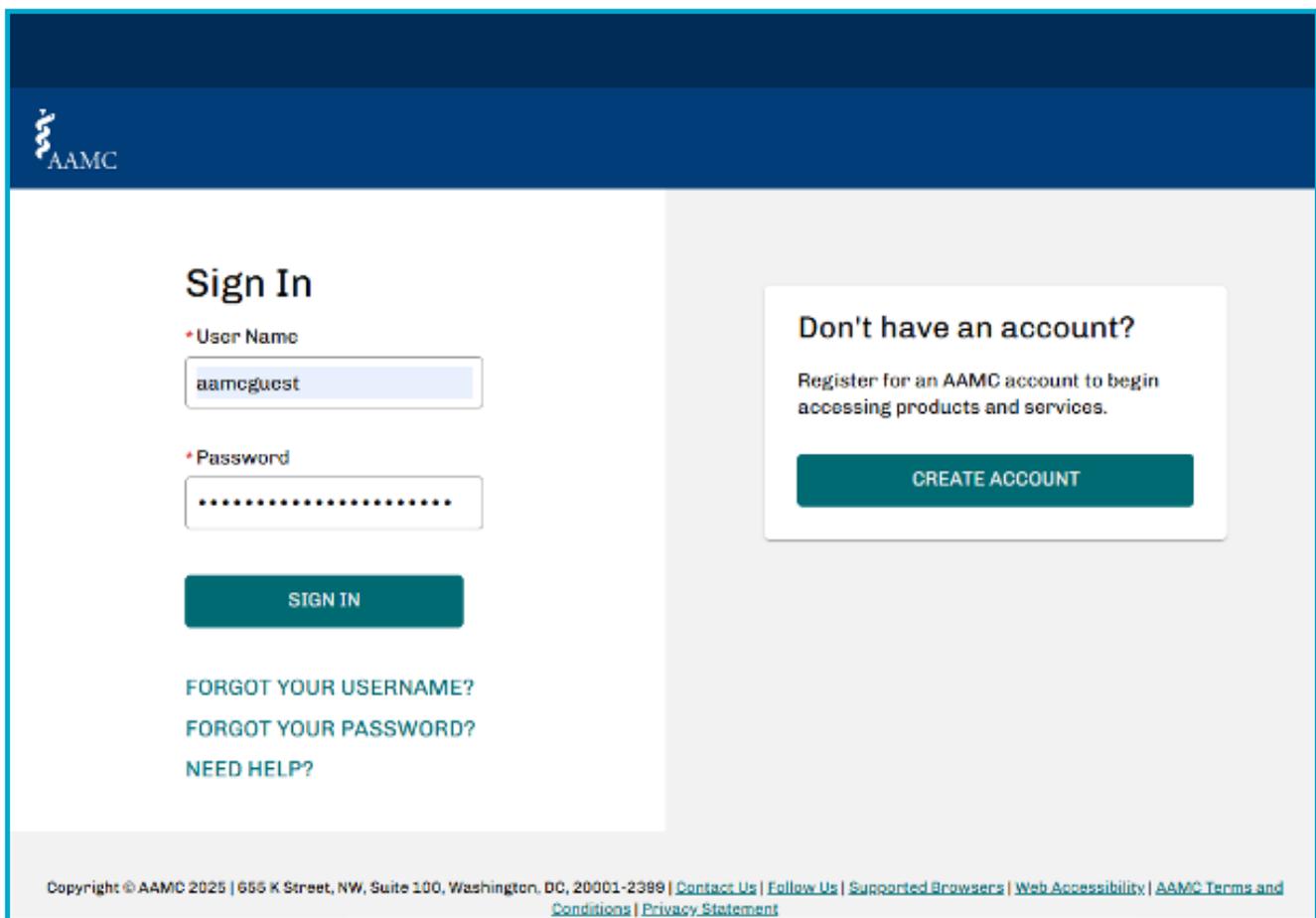


This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

Note: You must have an AAMC account. If you submitted as a guest, create an AAMC account using the same email address used to submit your letter so any guest submissions can be automatically linked.

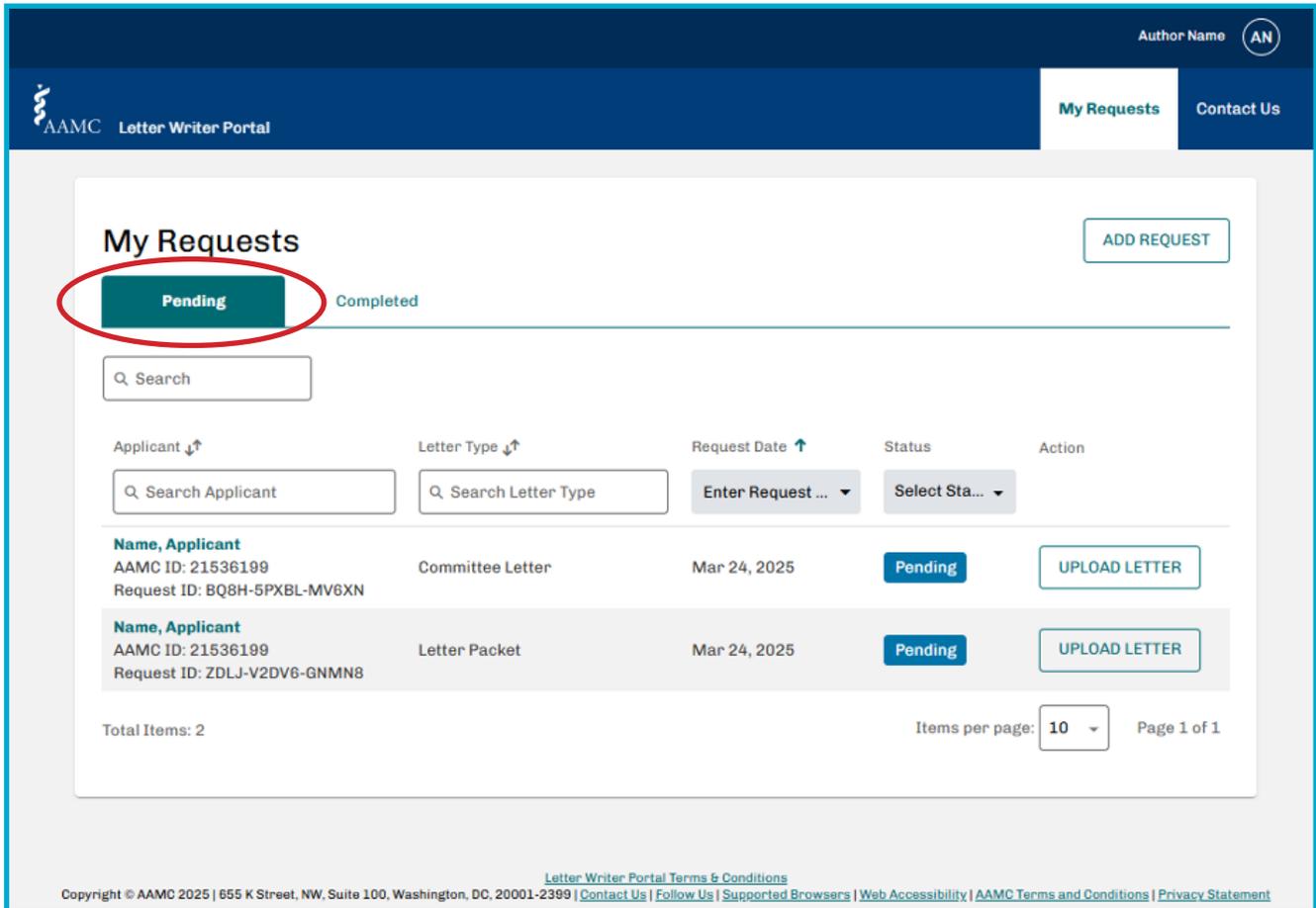
- 1 Log into the [AAMC Letter Writer Portal](#) by entering your AAMC username and password. Alternatively, you can create an AAMC account if you do not already have one.



The screenshot shows the AAMC Letter Writer Portal Sign In page. The page has a dark blue header with the AAMC logo. The main content area is white and contains a 'Sign In' section on the left and a 'Don't have an account?' section on the right. The 'Sign In' section includes a 'User Name' field with the text 'aamcguest', a 'Password' field with masked characters, and a 'SIGN IN' button. Below the 'SIGN IN' button are three links: 'FORGOT YOUR USERNAME?', 'FORGOT YOUR PASSWORD?', and 'NEED HELP?'. The 'Don't have an account?' section includes a 'CREATE ACCOUNT' button. At the bottom of the page, there is a footer with copyright information and links for 'Contact Us', 'Follow Us', 'Supported Browsers', 'Web Accessibility', 'AAMC Terms and Conditions', and 'Privacy Statement'.

This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 2 *Pending* tab – You will be taken to this tab when you first log in. You can use this tab to manage requests that have yet to be fulfilled.



My Requests ADD REQUEST

Pending Completed

Q Search

Applicant \updownarrow Letter Type \updownarrow Request Date \up Status Action

Q Search Applicant Q Search Letter Type Enter Request ... Select Sta... \downarrow

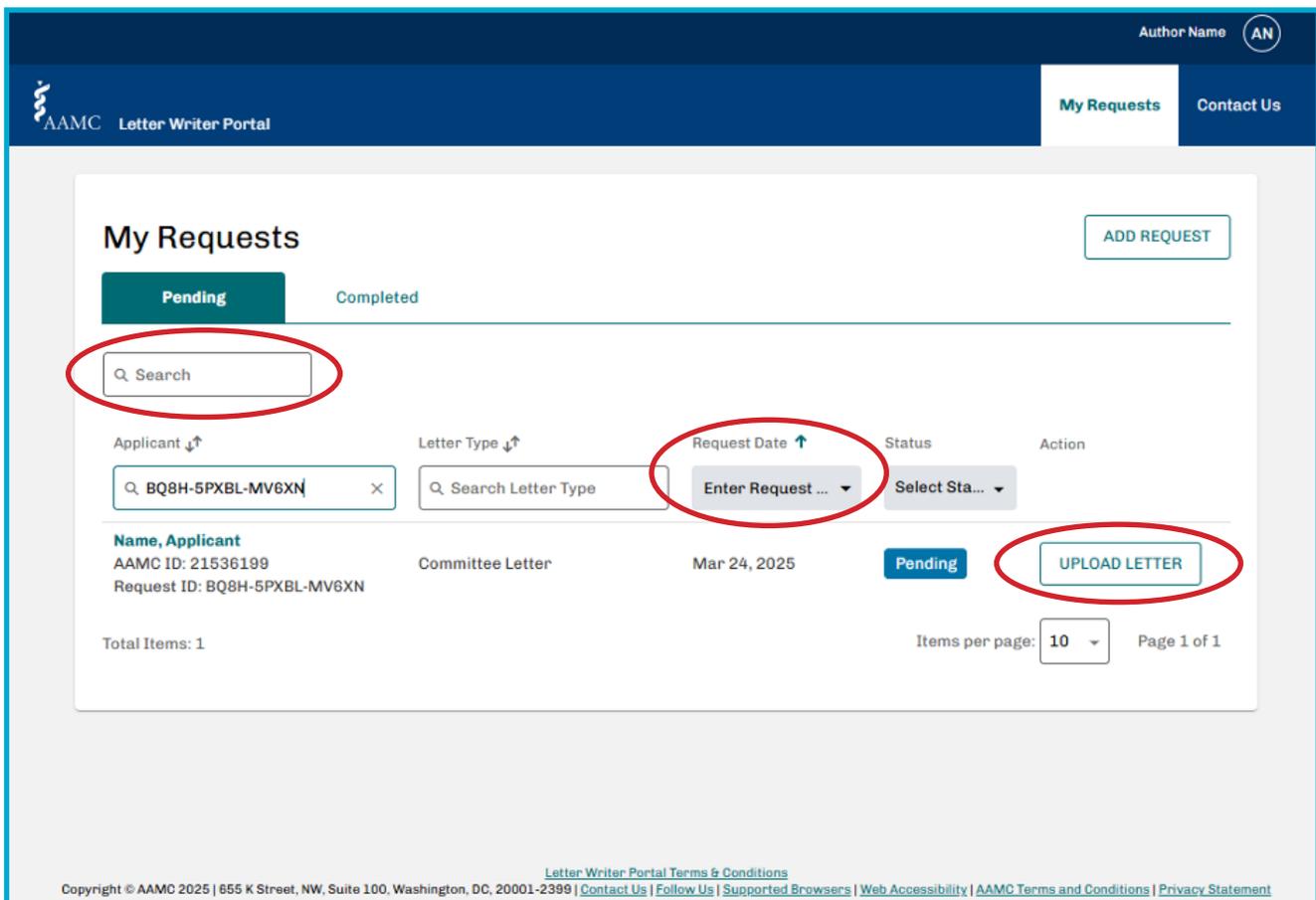
Name, Applicant	Letter Type	Request Date	Status	Action
AAMC ID: 21536199 Request ID: BQ8H-5PXBL-MV6XN	Committee Letter	Mar 24, 2025	Pending	UPLOAD LETTER
AAMC ID: 21536199 Request ID: ZDLJ-V2DV6-GNMN8	Letter Packet	Mar 24, 2025	Pending	UPLOAD LETTER

Total Items: 2 Items per page: 10 Page 1 of 1

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This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 2a The global search feature (below the *Pending* tab) can be used to further filter data elements contained within the request. Additionally, you can also use the column search boxes and drop-down filters. Columns can also be sorted by text or date. These features were designed to help you manage your work in the event you receive many letter requests. When you are ready to upload a letter, you can select the *Upload Letter* button on the far right of the corresponding request.



The screenshot displays the 'My Requests' dashboard in the AAMC Letter Writer Portal. The user is logged in as 'AN'. The dashboard includes a search bar, filters for Applicant, Letter Type, Request Date, Status, and Action, and a table of requests. A red circle highlights the search bar, another red circle highlights the 'Request Date' column header and its dropdown menu, and a third red circle highlights the 'UPLOAD LETTER' button in the 'Action' column of the request table.

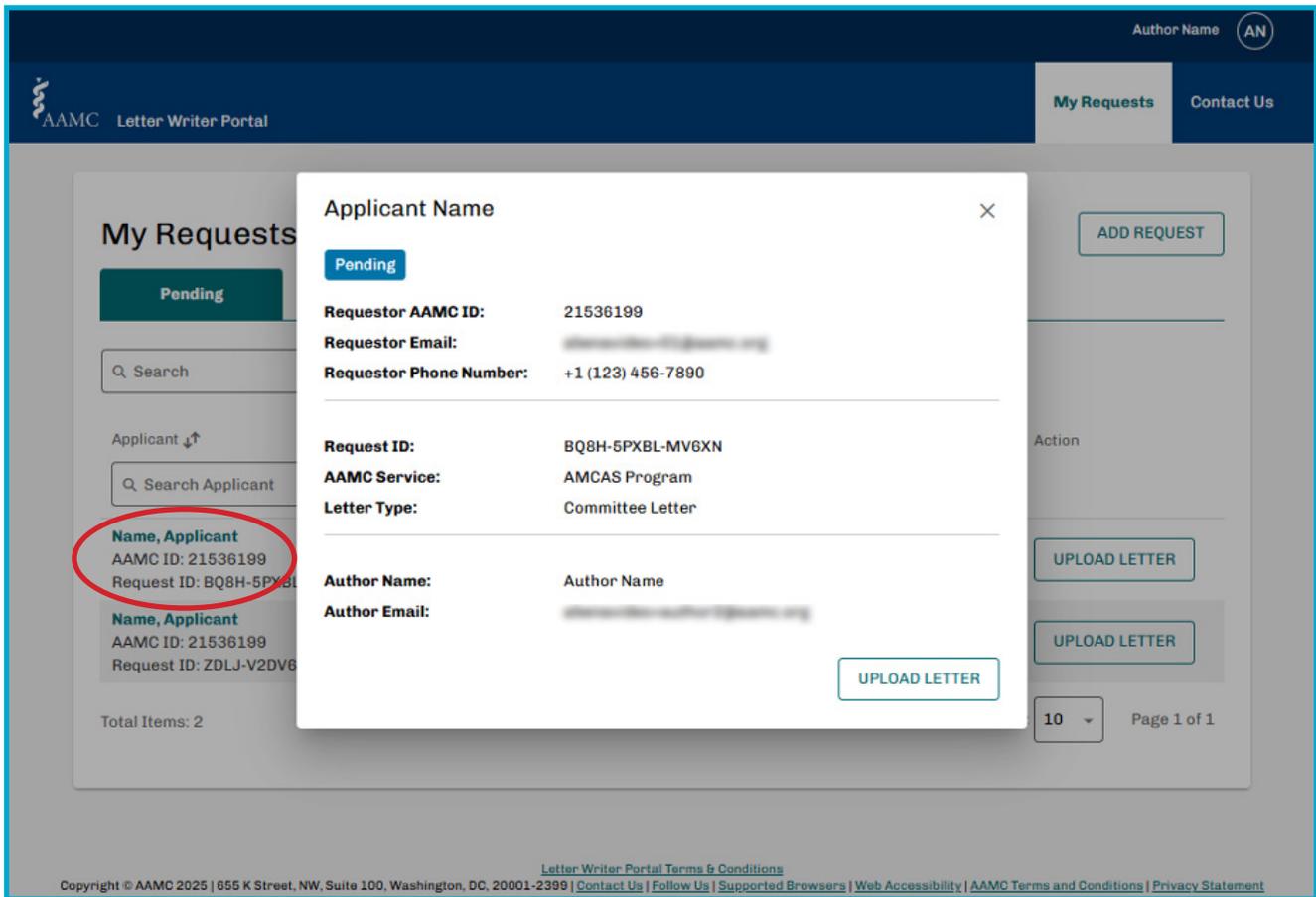
Applicant	Letter Type	Request Date	Status	Action
BQ8H-5PXBL-MV6XN	Committee Letter	Mar 24, 2025	Pending	UPLOAD LETTER

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

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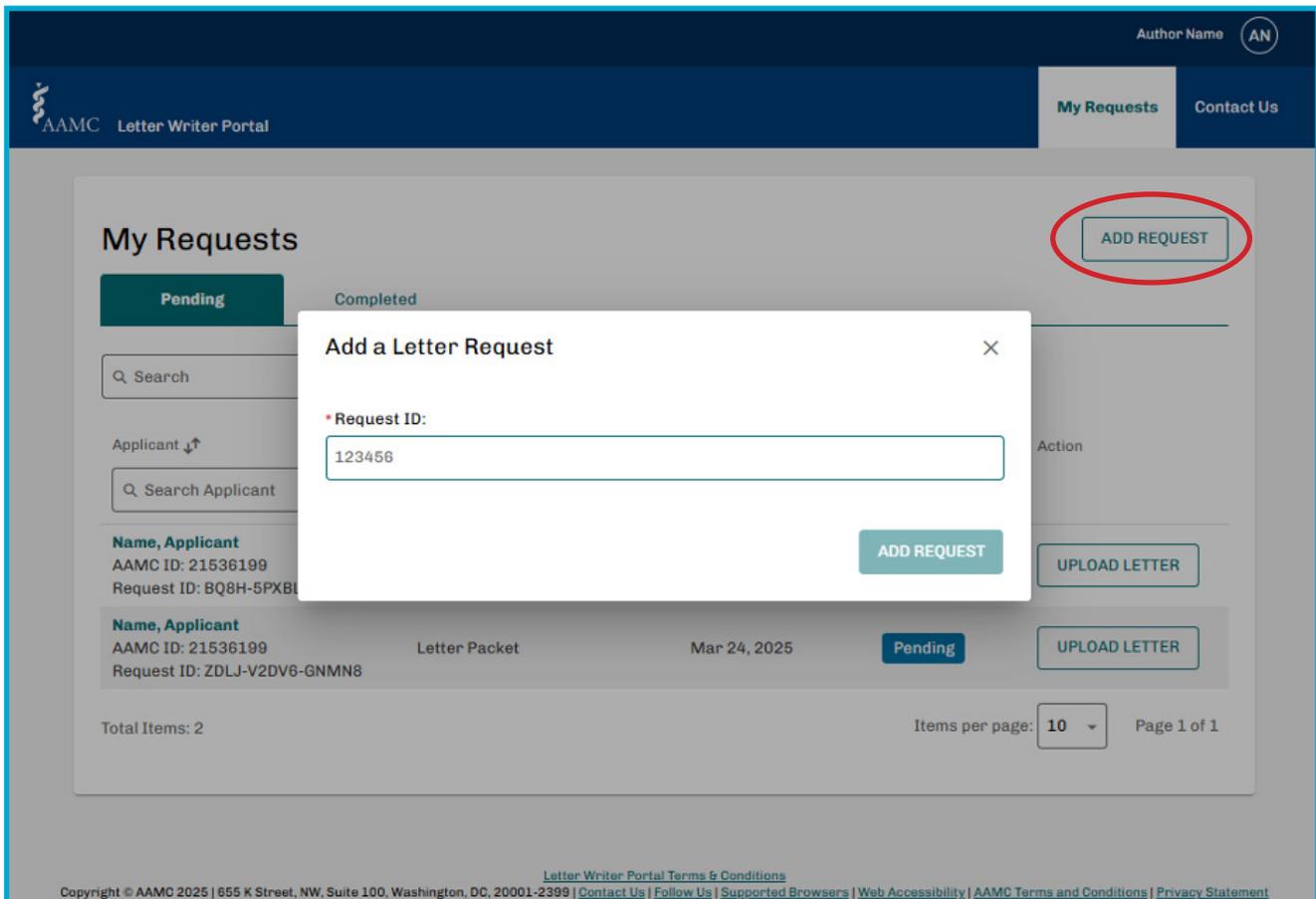
This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 2b Clicking on the applicant's hyperlinked name will bring up the *Request Details* card with additional details about the request. Letters can also be uploaded directly from this card by selecting the *Upload Letter* button.



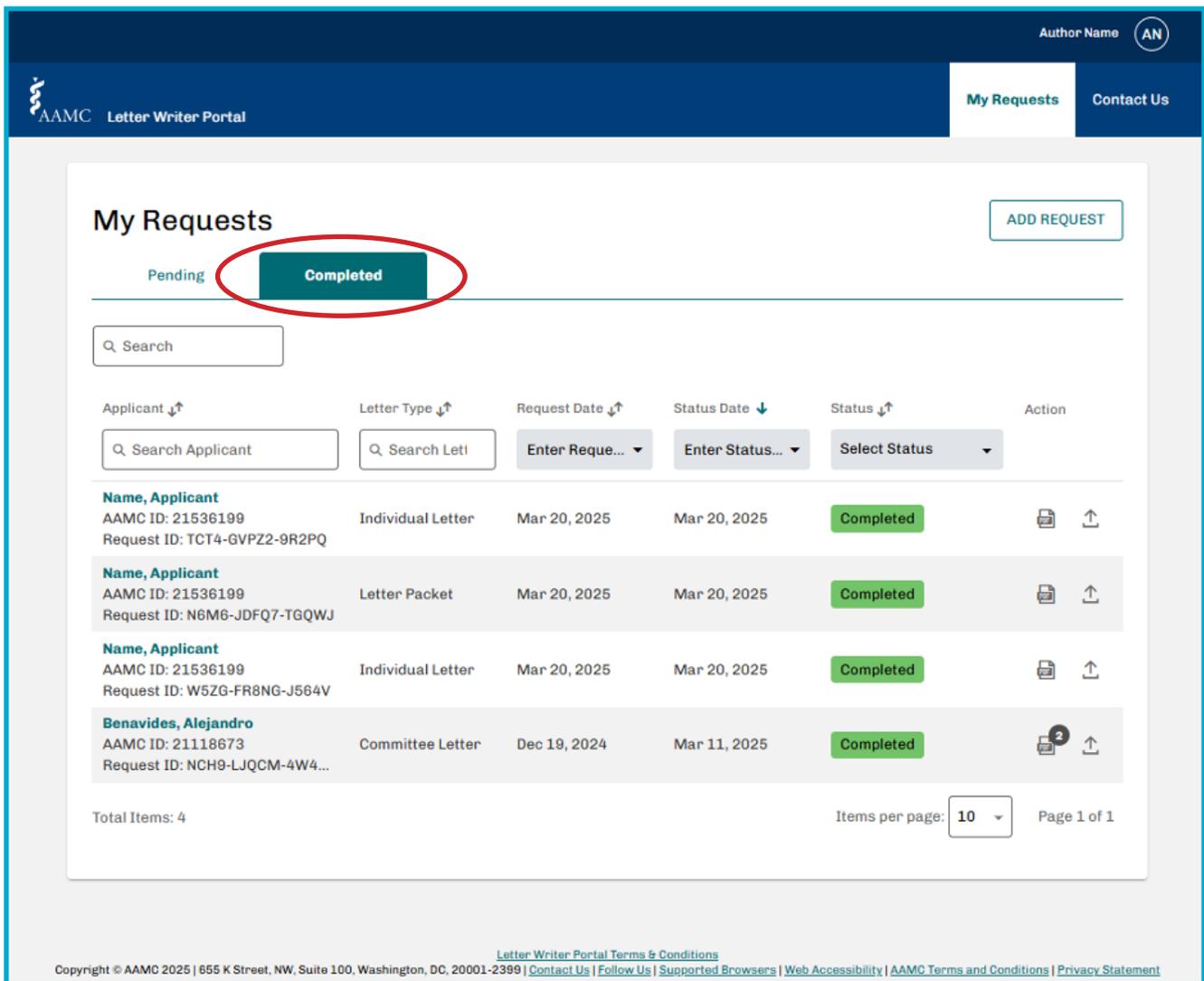
This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 2c **Add Request** button – this feature can be used to add a letter request that was not automatically matched to your AAMC account. The *Request ID* can be found on the request email or document provided by the applicant. You are able to add and save requests to your dashboard without the obligation to fulfill them right away.



This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 3 **Completed tab** – Use this tab to view request history, including submitted documents and make updates according to guidelines set forth by the AAMC application. The search, sort, and filter functions on this table work the same as described on the *Pending* tab.



My Requests ADD REQUEST

Pending **Completed**

Q Search

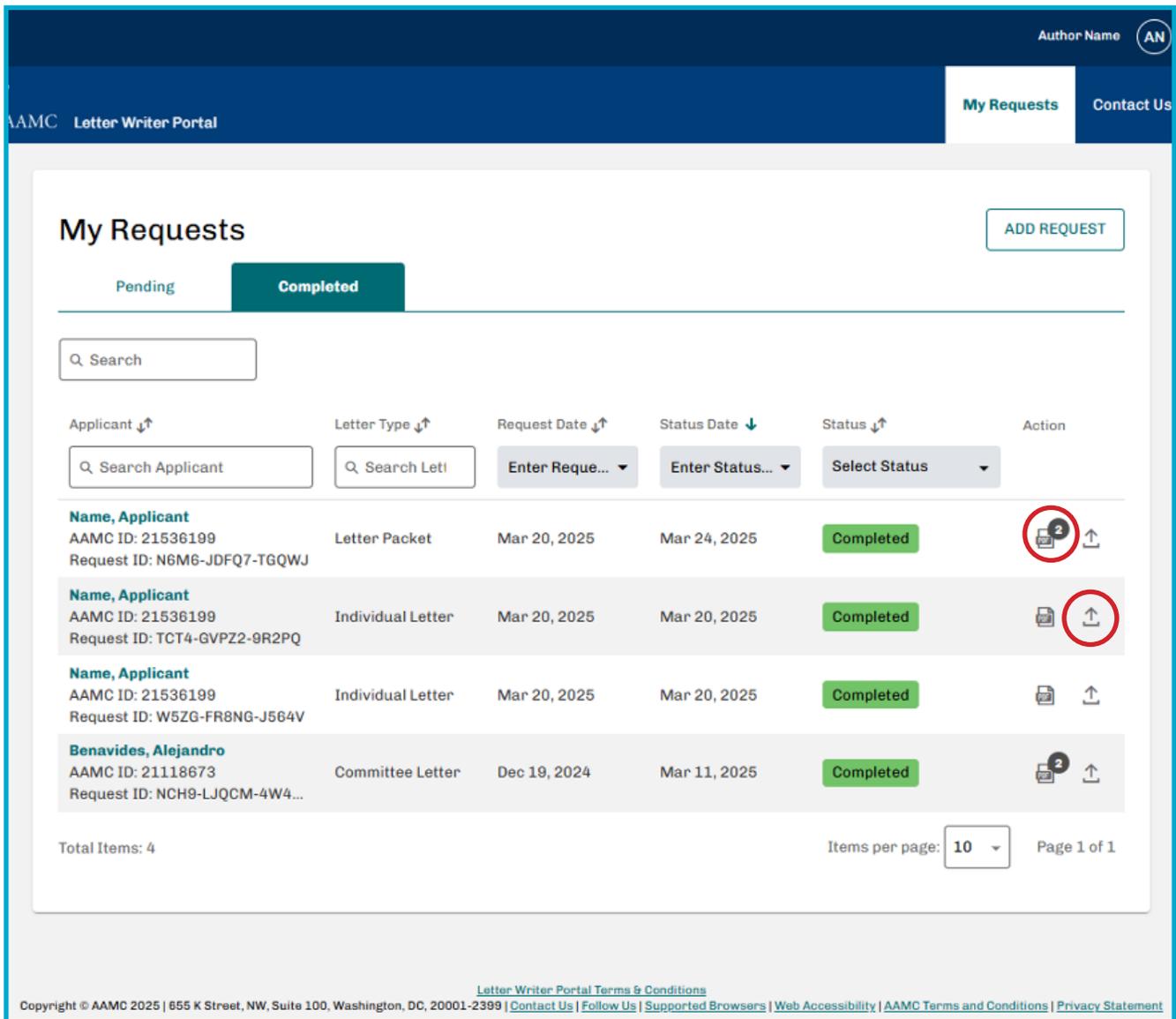
Applicant	Letter Type	Request Date	Status Date	Status	Action
<input type="text" value="Q Search Applicant"/>	<input type="text" value="Q Search Lett"/>	<input type="text" value="Enter Reque..."/>	<input type="text" value="Enter Status..."/>	<input type="text" value="Select Status"/>	
Name, Applicant AAMC ID: 21536199 Request ID: TCT4-GVPZ2-9R2PQ	Individual Letter	Mar 20, 2025	Mar 20, 2025	Completed	
Name, Applicant AAMC ID: 21536199 Request ID: N6M6-JDFQ7-TGQWJ	Letter Packet	Mar 20, 2025	Mar 20, 2025	Completed	
Name, Applicant AAMC ID: 21536199 Request ID: W5ZG-FR8NG-J564V	Individual Letter	Mar 20, 2025	Mar 20, 2025	Completed	
Benavides, Alejandro AAMC ID: 21118673 Request ID: NCH9-LJQCM-4W4...	Committee Letter	Dec 19, 2024	Mar 11, 2025	Completed	²

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

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This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 3a The search, sort, and filter functions on this table work the same as described on the *Pending* tab. You will notice different actions are now available on the right side of the table. Click the “📄” PDF icon to view past document submissions. You can only view documents for which you are the uploader. Click the “⬆️” *Upload* icon, if available, to submit an updated document for a request. The policy on whether additional uploads can be submitted is specific to the AAMC application.



My Requests ADD REQUEST

Pending **Completed**

Q Search

Applicant ⬇️⬆️ Letter Type ⬇️⬆️ Request Date ⬇️⬆️ Status Date ⬇️ Status ⬇️⬆️ Action

Q Search Applicant Q Search Letl Enter Reque... Enter Status... Select Status

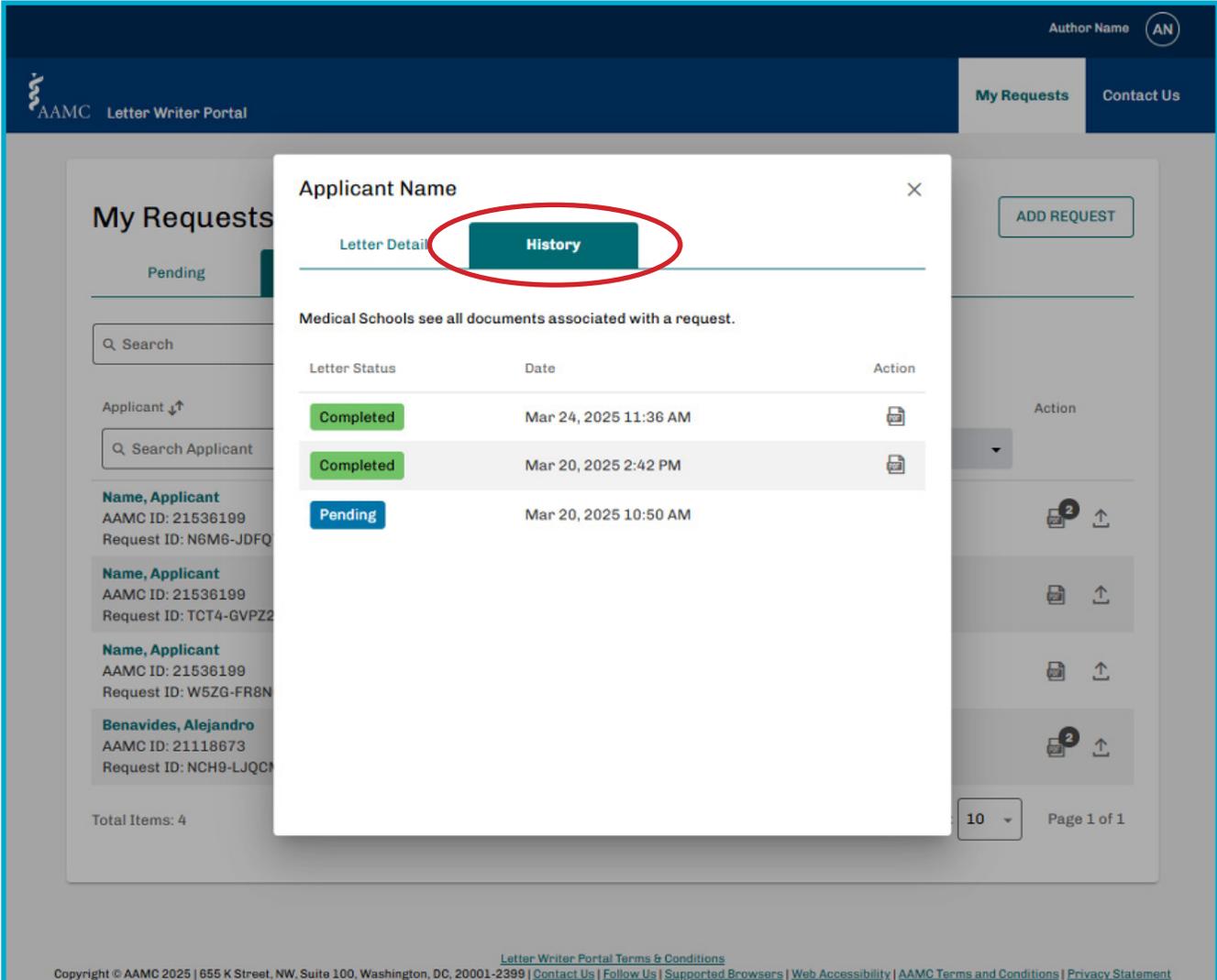
Name, Applicant	Letter Type	Request Date	Status Date	Status	Action
Name, Applicant AAMC ID: 21536199 Request ID: N6M6-JDFQ7-TGQWJ	Letter Packet	Mar 20, 2025	Mar 24, 2025	Completed	 
Name, Applicant AAMC ID: 21536199 Request ID: TCT4-GVPZ2-9R2PQ	Individual Letter	Mar 20, 2025	Mar 20, 2025	Completed	 
Name, Applicant AAMC ID: 21536199 Request ID: W5ZG-FR8NG-J564V	Individual Letter	Mar 20, 2025	Mar 20, 2025	Completed	 
Benavides, Alejandro AAMC ID: 21118673 Request ID: NCH9-LJQCM-4W4...	Committee Letter	Dec 19, 2024	Mar 11, 2025	Completed	 

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

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This job aid illustrates features and functionality found in the AAMC Letter Writer Portal dashboard.

- 3b As stated in Step 2, the *Request Details* card can be accessed by clicking on the hyperlinked applicant's name. There is a *History* tab available that displays all status changes and updates. You can view past document submissions by clicking on the PDF icon for each corresponding action. You can only view submitted documents in the AAMC Letter Writer Portal if you are the uploader.



The screenshot displays the AAMC Letter Writer Portal dashboard. The main content area is titled "My Requests" and shows a list of requests. A modal window titled "Applicant Name" is open, displaying a "History" tab. The "History" tab shows a table of actions with columns for "Letter Status", "Date", and "Action". The table contains three rows: two "Completed" and one "Pending".

Letter Status	Date	Action
Completed	Mar 24, 2025 11:36 AM	
Completed	Mar 20, 2025 2:42 PM	
Pending	Mar 20, 2025 10:50 AM	

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