

Who This Guide Is For

This guide is for **letter writers who need to access a letter request** in the **AAMC Letter Writer Portal**. It explains how to:

- Open a request using an email link
- Choose between guest and signed in submission
- Access requests from your dashboard

Before You Begin

Letter requests can be accessed in two primary ways:

- Through a **request link** provided by an applicant
- Through the **My Requests dashboard** after signing in

This guide focuses only on **accessing a request**. It does not cover how to complete or submit a letter.

1 Access a Request from an Email Link

When an applicant requests a letter, you will receive an email that includes a **request link**.

To begin:

1. Open the email from the applicant
2. Select the request link

American Medical College Application Service® (AMCAS®) 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.

Electronic Residency Application Service® (ERAS®) Example

How to Upload:

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.ftest.aamc.org/letter-writer/#/request/7LNF-BNXTB-WNG9J>

Please Note: Standardized letter requests for Dermatology, Plastic Surgery-Integrated, and Urology utilize a web-based form for data entry. No documents are uploaded with this process.

Summer Health Professions Education Program (SHPEP) 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>

2 Confirm Request Details and Choose How to Continue

After opening the request, you will be directed to the **AAMC Letter Writer Portal** and asked to confirm the request details. You will see options for how to proceed at the bottom.

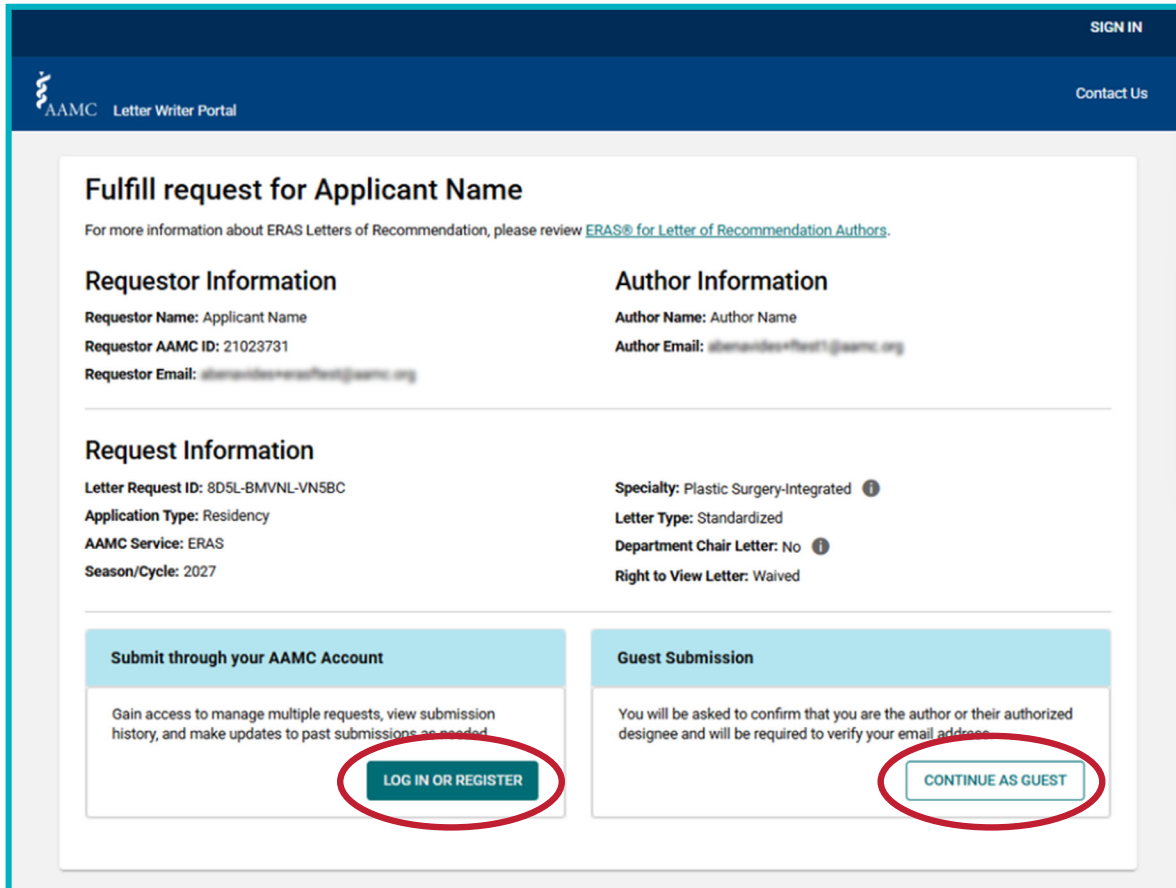
Note: Request details may vary depending on the AAMC program or service (for example, the AMCAS application service, ERAS application service, or SHPEP program). As long as the applicant's name and request context are correct, you can proceed.

Option A: Select **Continue as Guest** if you prefer not to sign in.

- No AAMC account is required
- You will verify your email address during the process
- This option is best for one-time submissions

Option B: Select **Sign In** or **Create Account** if you want to use an AAMC account.

- Allows you to manage requests in your dashboard
- Enables access to submission history and updates (if permitted)
- Requires email verification for new accounts



The screenshot shows the AAMC Letter Writer Portal interface. At the top right, there are links for "SIGN IN" and "Contact Us". The main heading is "Fulfill request for Applicant Name". Below this, there is a link for "ERAS® for Letter of Recommendation Authors". The page is divided into three main sections: "Requestor Information", "Author Information", and "Request Information".

Requestor Information:
Requestor Name: Applicant Name
Requestor AAMC ID: 21023731
Requestor Email: applicantname@fulfill@aamc.org

Author Information:
Author Name: Author Name
Author Email: authorname@fulfill@aamc.org

Request Information:
Letter Request ID: 8D5L-BMVNL-VN5BC
Application Type: Residency
AAMC Service: ERAS
Season/Cycle: 2027
Specialty: Plastic Surgery-Integrated ⓘ
Letter Type: Standardized
Department Chair Letter: No ⓘ
Right to View Letter: Waived

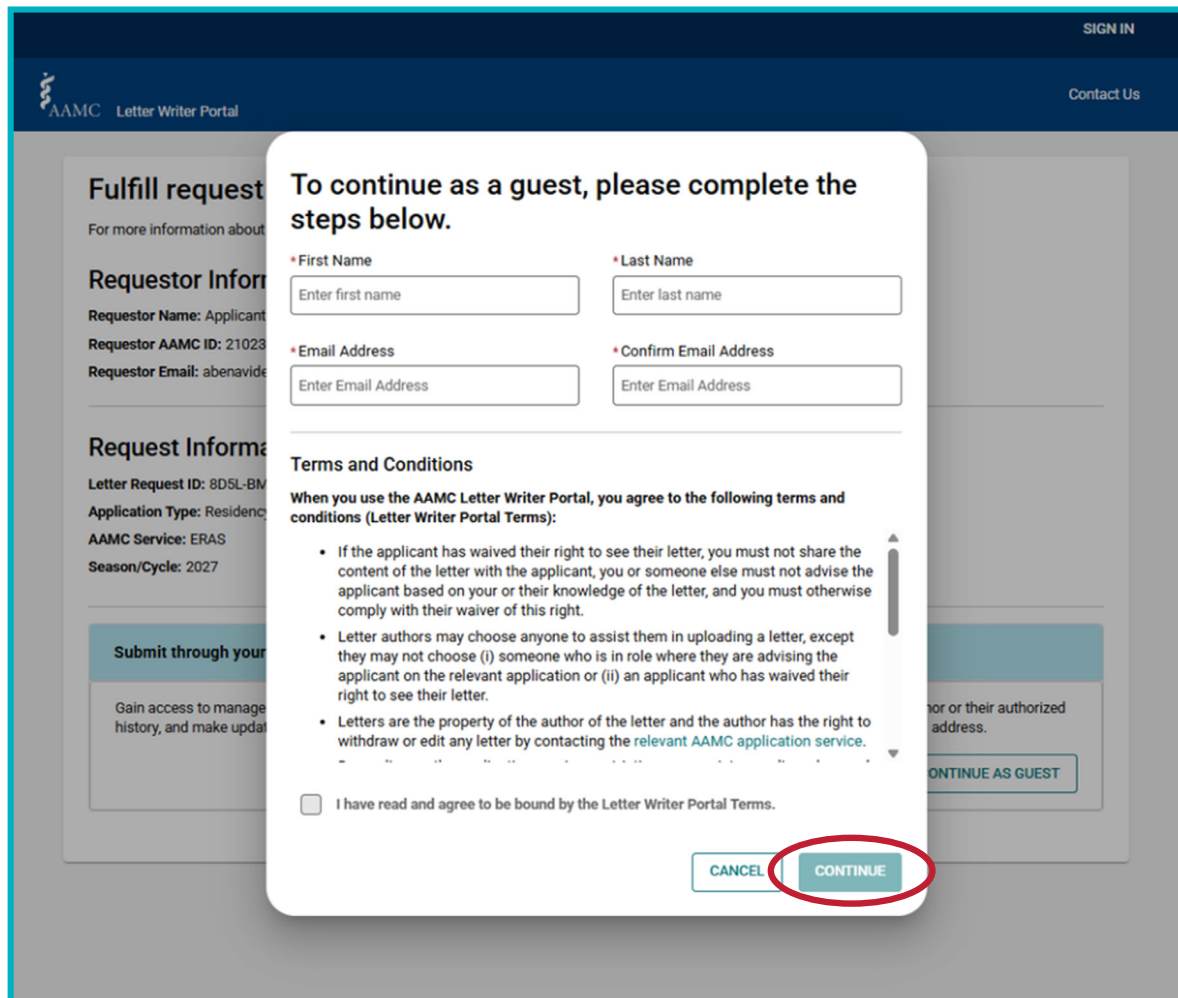
At the bottom, there are two submission options:

- Submit through your AAMC Account:** Gain access to manage multiple requests, view submission history, and make updates to past submissions as needed. A button labeled "LOG IN OR REGISTER" is circled in red.
- Guest Submission:** You will be asked to confirm that you are the author or their authorized designee and will be required to verify your email address. A button labeled "CONTINUE AS GUEST" is circled in red.

Option A: Continue as Guest – Enter Your Information

Click the **Continue as Guest** button. You will be asked to:

- Enter your name and email address
- Confirm your email address
- Agree to the [Letter Writer Portal Terms and Conditions](#).
- Select **Continue**



The screenshot shows the AAMC Letter Writer Portal interface. A modal window is open, titled "To continue as a guest, please complete the steps below." The modal contains the following fields and sections:

- First Name:** Input field with placeholder "Enter first name".
- Last Name:** Input field with placeholder "Enter last name".
- Email Address:** Input field with placeholder "Enter Email Address".
- Confirm Email Address:** Input field with placeholder "Enter Email Address".
- Terms and Conditions:**
 - Section title: "Terms and Conditions"
 - Text: "When you use the AAMC Letter Writer Portal, you agree to the following terms and conditions (Letter Writer Portal Terms):"
 - List of terms:
 - If the applicant has waived their right to see their letter, you must not share the content of the letter with the applicant, you or someone else must not advise the applicant based on your or their knowledge of the letter, and you must otherwise comply with their waiver of this right.
 - Letter authors may choose anyone to assist them in uploading a letter, except they may not choose (i) someone who is in role where they are advising the applicant on the relevant application or (ii) an applicant who has waived their right to see their letter.
 - Letters are the property of the author of the letter and the author has the right to withdraw or edit any letter by contacting the relevant AAMC application service.
 - Checkbox: I have read and agree to be bound by the Letter Writer Portal Terms.
- Buttons:** "CANCEL" and "CONTINUE" (highlighted with a red circle).

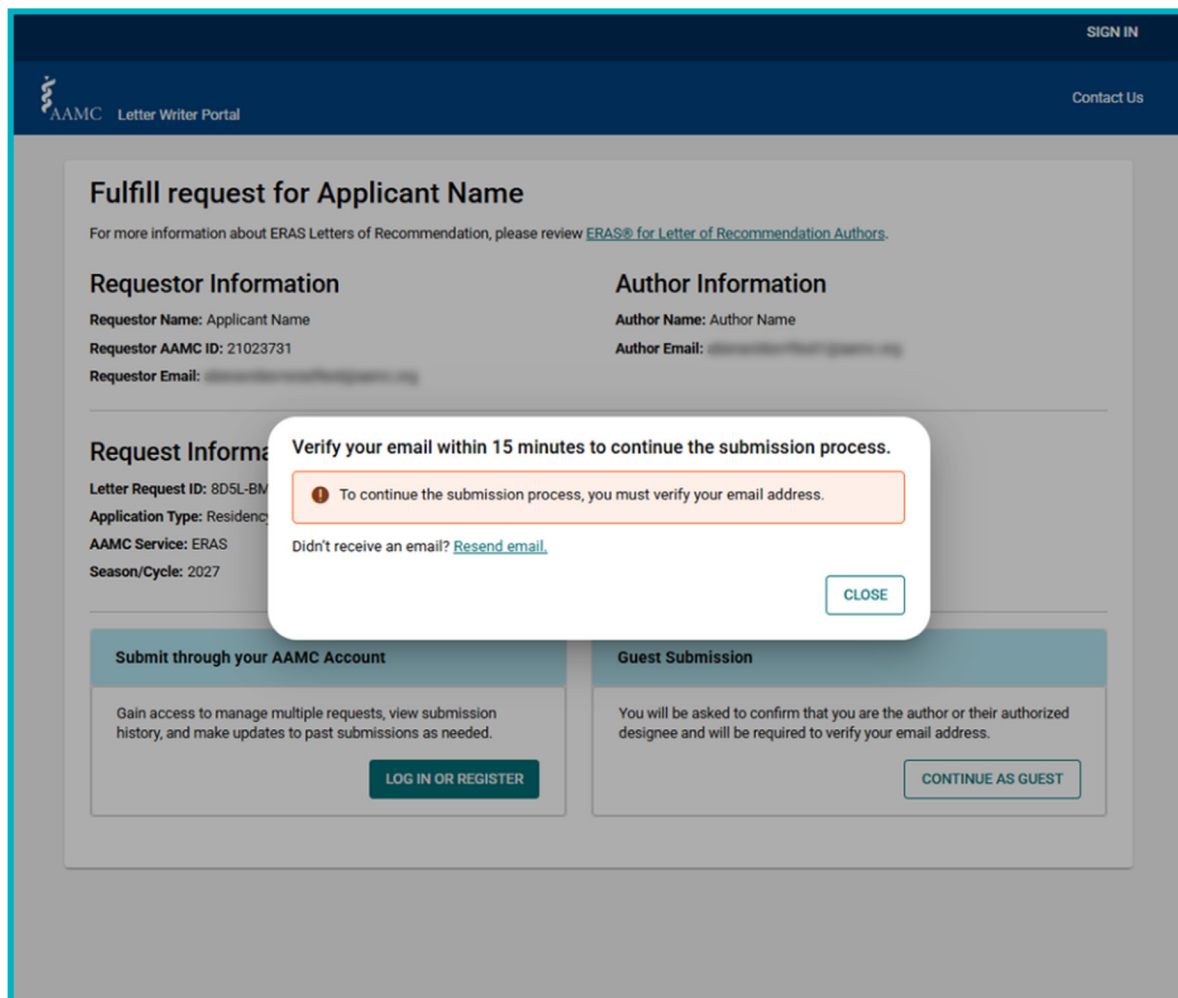
The background shows the "Fulfill request" section with details for a requestor and a "Submit through your" button.

Option A: Continue as Guest – Verify Your Email

After submitting this information, check the inbox for the email address you provided.

Select the verification link in the email to continue. If you do not receive the email within a few minutes, check your spam or junk folder. You may also resend the verification email if the option is available.

Once you have completed this step, you are ready to fulfill your letter request.



The screenshot shows the AAMC Letter Writer Portal interface. At the top, there are links for "SIGN IN" and "Contact Us". The main heading is "Fulfill request for Applicant Name". Below this, there is a link to "ERAS® for Letter of Recommendation Authors". The page is divided into two columns: "Requestor Information" and "Author Information".

Requestor Information:
Requestor Name: Applicant Name
Requestor AAMC ID: 21023731
Requestor Email: [redacted]

Author Information:
Author Name: Author Name
Author Email: [redacted]

Request Information:
Letter Request ID: 8D5L-BM
Application Type: Residency
AAMC Service: ERAS
Season/Cycle: 2027

A modal dialog box is displayed in the center, titled "Verify your email within 15 minutes to continue the submission process." It contains the following text: "To continue the submission process, you must verify your email address." Below this is a link: "Didn't receive an email? [Resend email.](#)" and a "CLOSE" button.

At the bottom, there are two submission options:

- Submit through your AAMC Account:** Gain access to manage multiple requests, view submission history, and make updates to past submissions as needed. Includes a "LOG IN OR REGISTER" button.
- Guest Submission:** You will be asked to confirm that you are the author or their authorized designee and will be required to verify your email address. Includes a "CONTINUE AS GUEST" button.

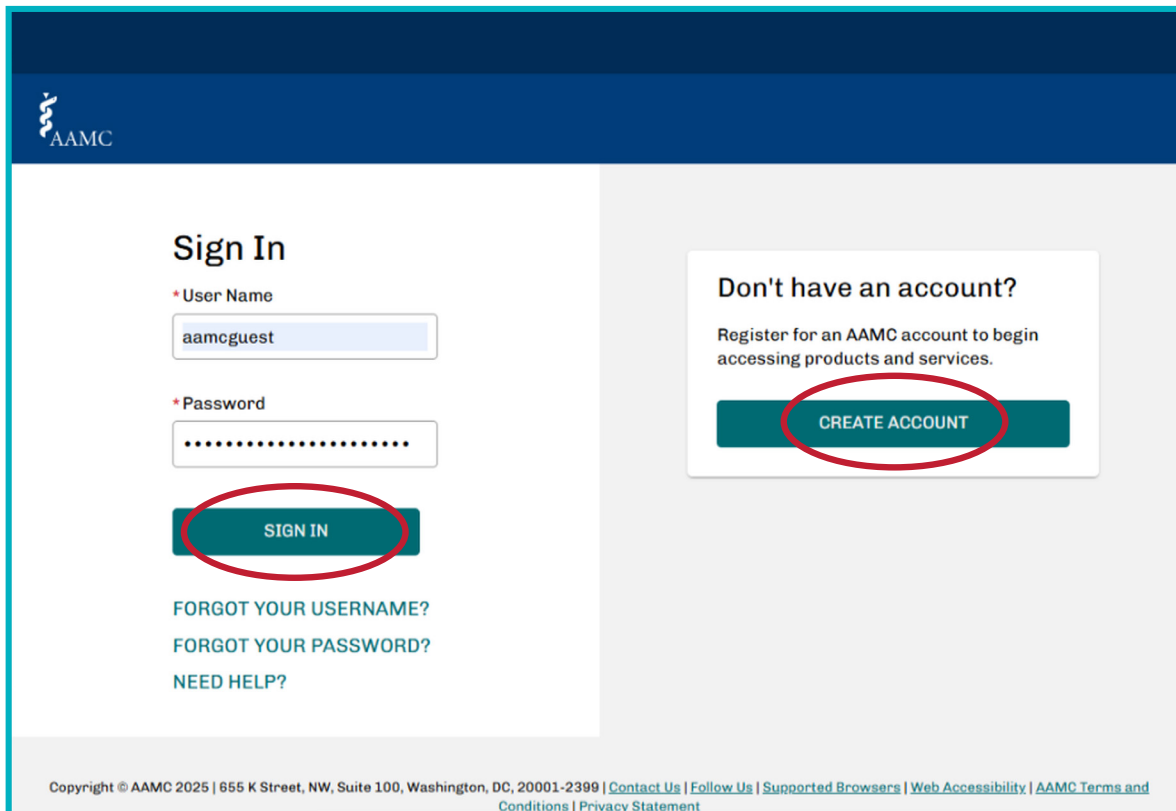
Option B: Log In or Create Account

Click the **Log In or Register** button.

If you already have an AAMC account, sign in using your username and password.

If you do not have an account, select **Create Account** and follow the on-screen steps. You must verify your email address before you can continue with the submission.

After you successfully sign in, you are ready to fulfill your letter request.



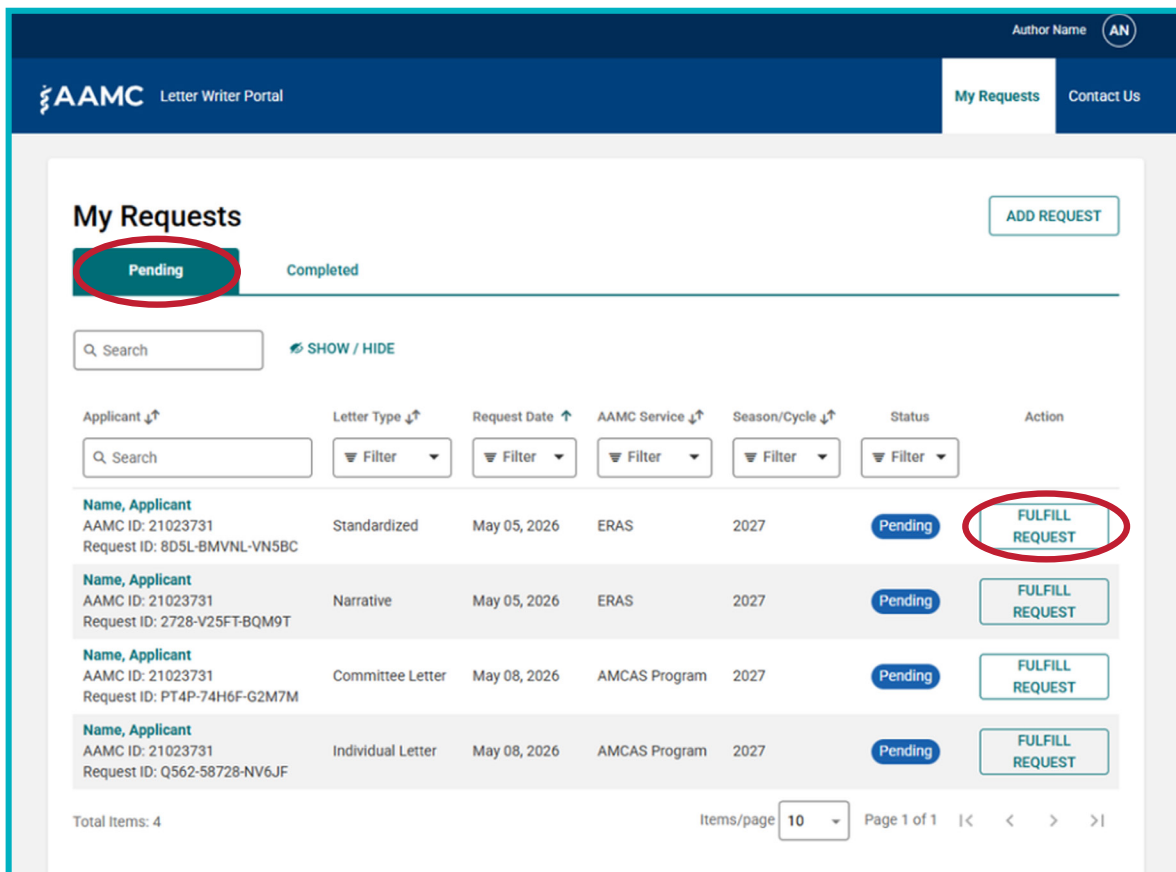
The screenshot shows the AAMC login and registration interface. On the left, under the heading "Sign In", there are two input fields: "* User Name" containing "aamcguest" and "* Password" with masked characters. Below these is a teal "SIGN IN" button, which is circled in red. Underneath the button are three links: "FORGOT YOUR USERNAME?", "FORGOT YOUR PASSWORD?", and "NEED HELP?". On the right, a box titled "Don't have an account?" contains the text "Register for an AAMC account to begin accessing products and services." and a teal "CREATE ACCOUNT" button, also circled in red. The footer contains copyright information and several links: "Contact Us", "Follow Us", "Supported Browsers", "Web Accessibility", "AAMC Terms and Conditions", and "Privacy Statement".

3 Access a Request from Your Dashboard

If you have an AAMC account, you can also access requests directly from your dashboard without using an email link. To access requests:

1. Go to the [AAMC Letter Writer Portal](#)
2. Sign in using your AAMC username and password or create a new account in the same fashion described in **Option B: Sign In or Create Account** above.

After signing in, you will land on the **Pending** tab of your My Requests dashboard. Select **Fulfill Request** to open a pending request. If a request does not automatically appear, you may add it to your dashboard using the **Add Request** process detailed in the [Using the Dashboard](#) job aid.



The screenshot shows the AAMC Letter Writer Portal interface. At the top right, the user's name is 'Author Name AN'. The main header includes the AAMC logo and 'Letter Writer Portal', with navigation links for 'My Requests' and 'Contact Us'. The 'My Requests' section has a title and an 'ADD REQUEST' button. Below this, there are tabs for 'Pending' (highlighted with a red circle) and 'Completed'. A search bar and a 'SHOW / HIDE' toggle are present. A table displays the following data:

Applicant	Letter Type	Request Date	AAMC Service	Season/Cycle	Status	Action
Name, Applicant AAMC ID: 21023731 Request ID: 8D5L-BMVNL-VN5BC	Standardized	May 05, 2026	ERAS	2027	Pending	FULFILL REQUEST (highlighted)
Name, Applicant AAMC ID: 21023731 Request ID: 2728-V25FT-BQM9T	Narrative	May 05, 2026	ERAS	2027	Pending	FULFILL REQUEST
Name, Applicant AAMC ID: 21023731 Request ID: PT4P-74H6F-G2M7M	Committee Letter	May 08, 2026	AMCAS Program	2027	Pending	FULFILL REQUEST
Name, Applicant AAMC ID: 21023731 Request ID: Q562-58728-NV6JF	Individual Letter	May 08, 2026	AMCAS Program	2027	Pending	FULFILL REQUEST

At the bottom, it shows 'Total Items: 4', 'Items/page 10', and 'Page 1 of 1' with navigation arrows.

Pro Tip: If you want requests to appear automatically in your dashboard, ask applicants to send the request to the **same email address associated with your AAMC account**. When the email entered by the applicant matches your AAMC account email exactly, the request will be automatically linked to your account and appear in your **Pending** dashboard when you sign in.

Frequently Asked Questions

Do I have to create an AAMC account to access a request?

No. You can access and submit a letter as a guest using the request link.

Which option should I choose: guest or signed in?

Choose guest submission for one-time use. Choose signed in submission if you want to manage requests, view history, or update submissions when allowed.

Why don't I see a request in my dashboard?

Requests appear in your dashboard only if they are associated with your AAMC account email address.