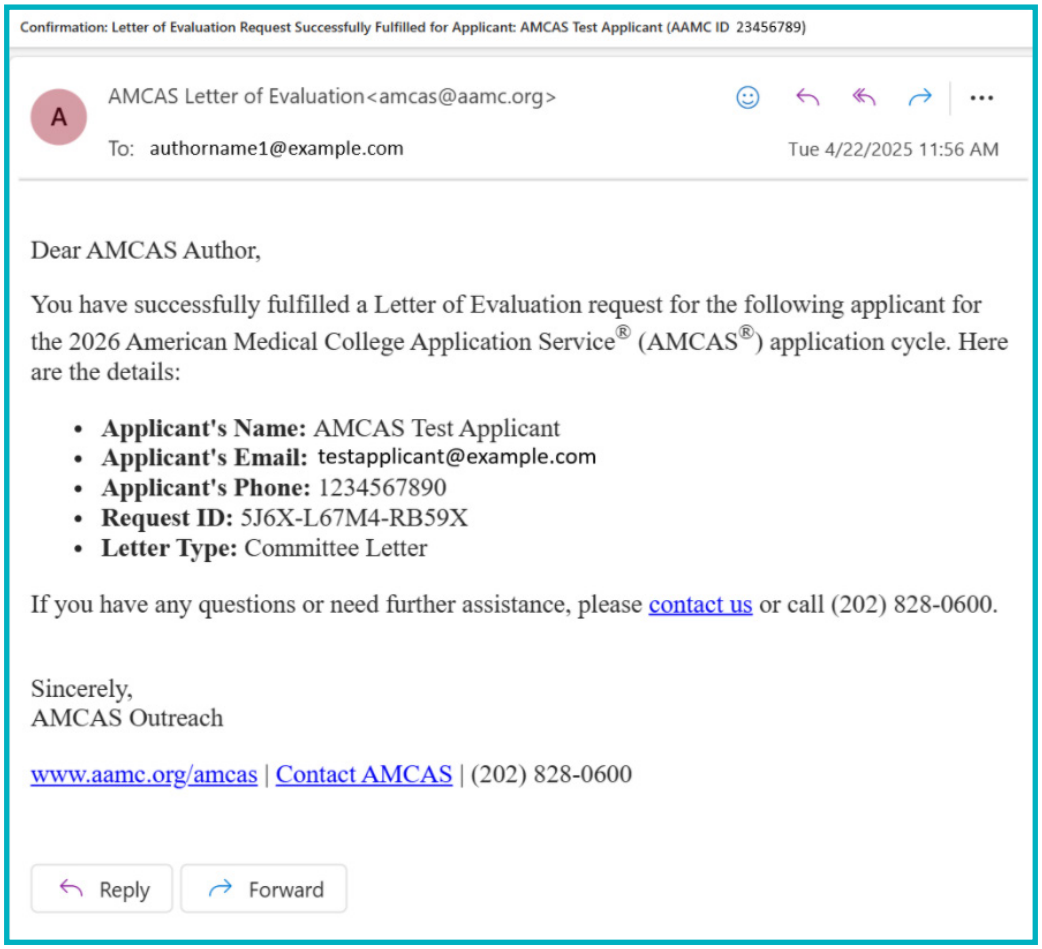
Submit Updated Document if Original Submitted as Guest

This job aid allows users to submit an updated document after using the guest submission feature to submit the original document.

Note: not all AAMC services allow submission of updated documents, and those that do may handle transmission of updated documents to medical schools or programs differently. Refer to the letter of recommendation policies for the appropriate AAMC service for more information:

- AMCAS Letter Service Guidelines
- SHPEP Application Materials Guidelines

1. Locate the email address you used to submit the original document. You should have received a confirmation email to this email address when you submitted the original document.



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

A AMCAS Letter of Evaluation<amcas@aamc.org>

To: authorname1@example.com Tue 4/22/2025 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

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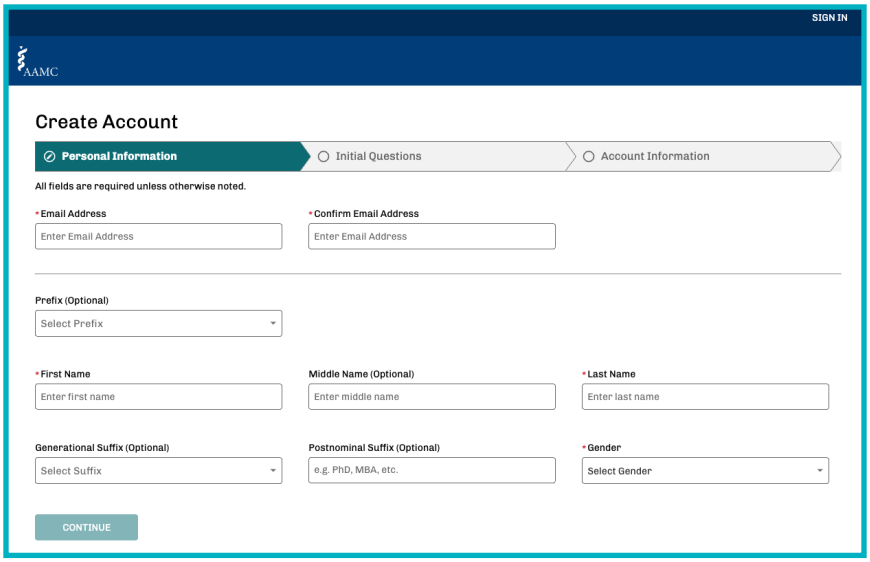
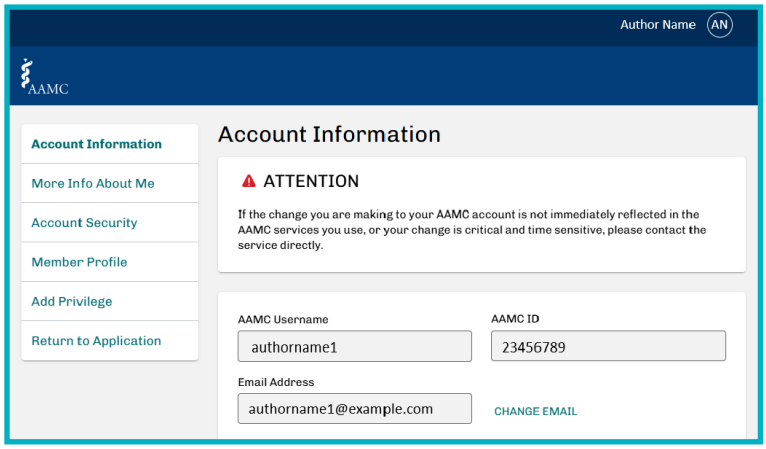
2 IF YOU DO NOT ALREADY HAVE AN AAMC ACCOUNT: Create an AAMC account using the same email address used to submit the original document. Note, you will have to verify your email address to fully complete account creation before gaining access to AAMC systems.



IF YOU ALREADY HAVE AN AAMC ACCOUNT: If the email address on your AAMC account has been verified and matches the email address used to submit the original document, you can proceed to the next step. If the email addresses do not match, you will need to update the email address on your AAMC account to match the email address used to submit the original document. You can later switch your AAMC account email address back if you would like after completing the steps in this job aid.



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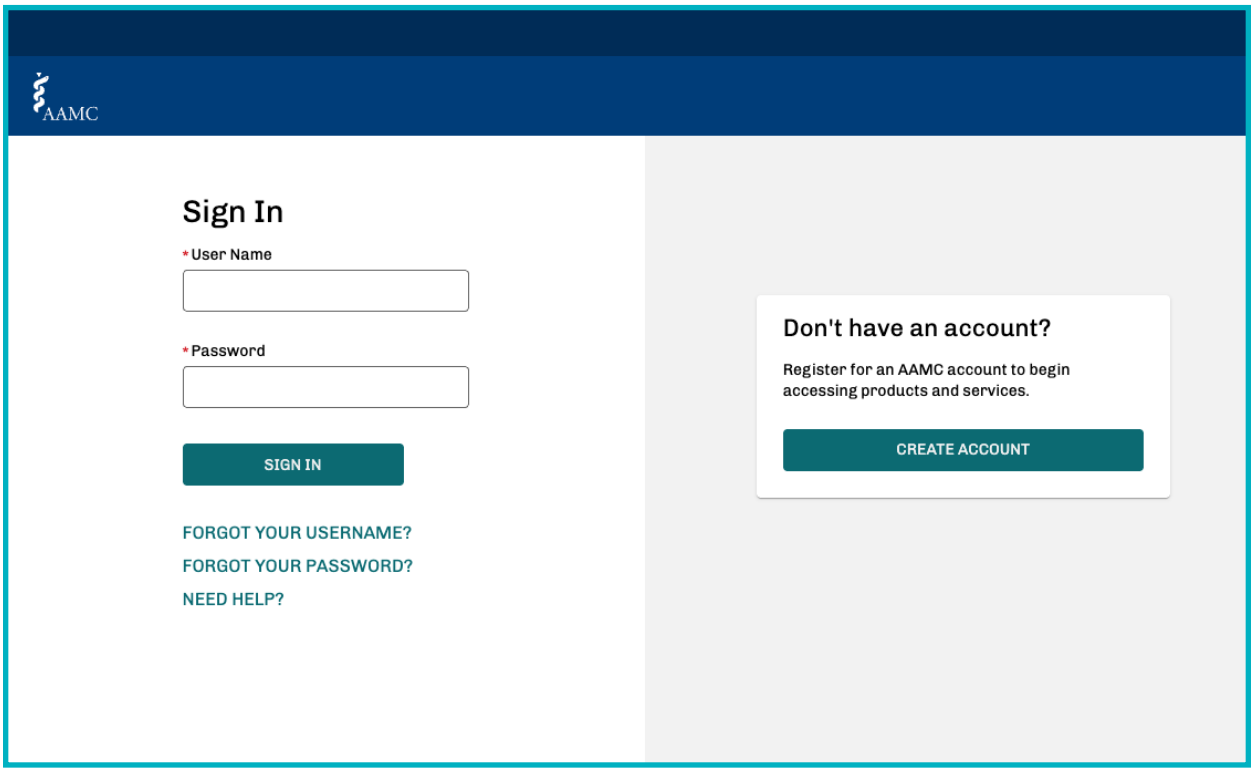
3 Login to the AAMC Letter Writer Portal (LWP) using your AAMC account credentials. You may be required to accept LWP terms and conditions if this is your first time using the LWP, or if the terms have been updated since your last visit.



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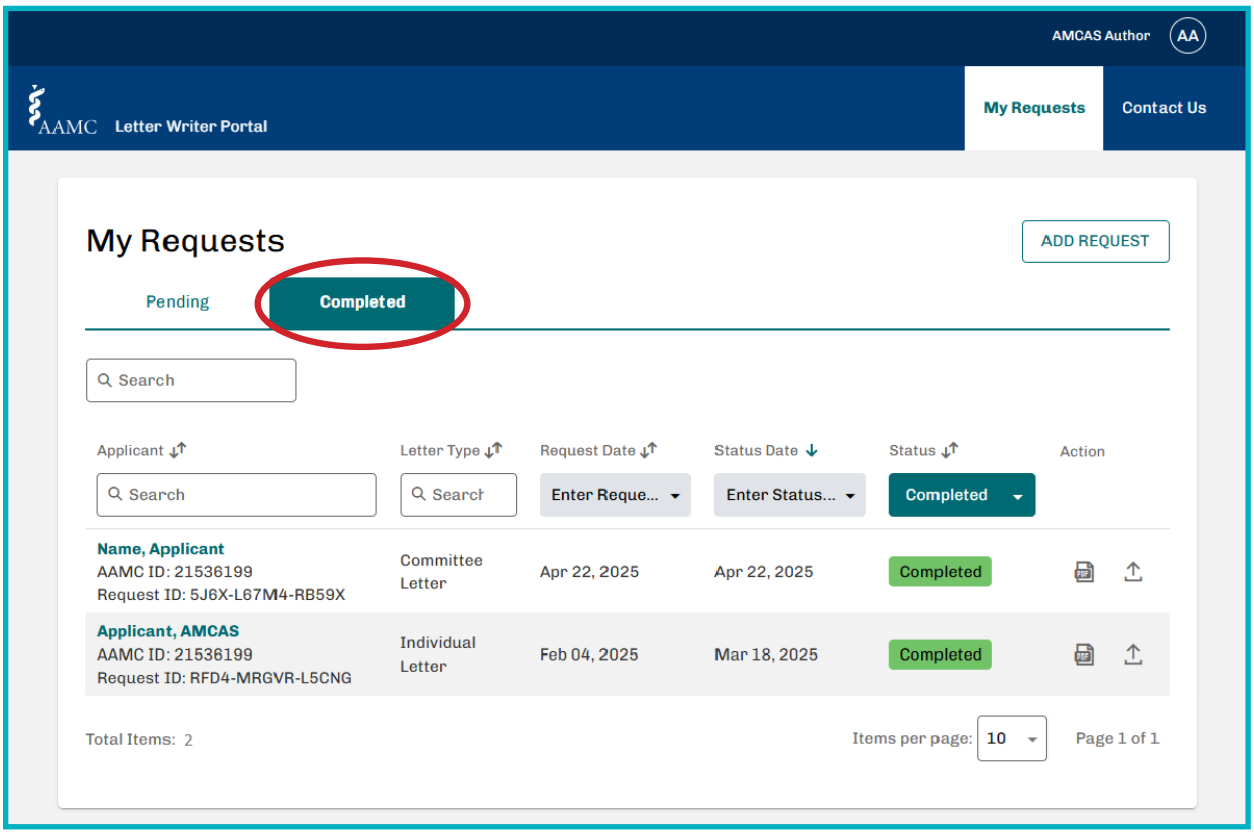
4 Navigate to the *Completed* tab. All previously fulfilled requests associated with your account and email address will be listed here. If you have fulfilled many requests, we recommend using the search or filter features to locate the request for which you would like to submit an updated document. Click on the upload (↑) icon and follow the steps to submit an updated document.