

Submit Updated Document if Original Submitted as Guest

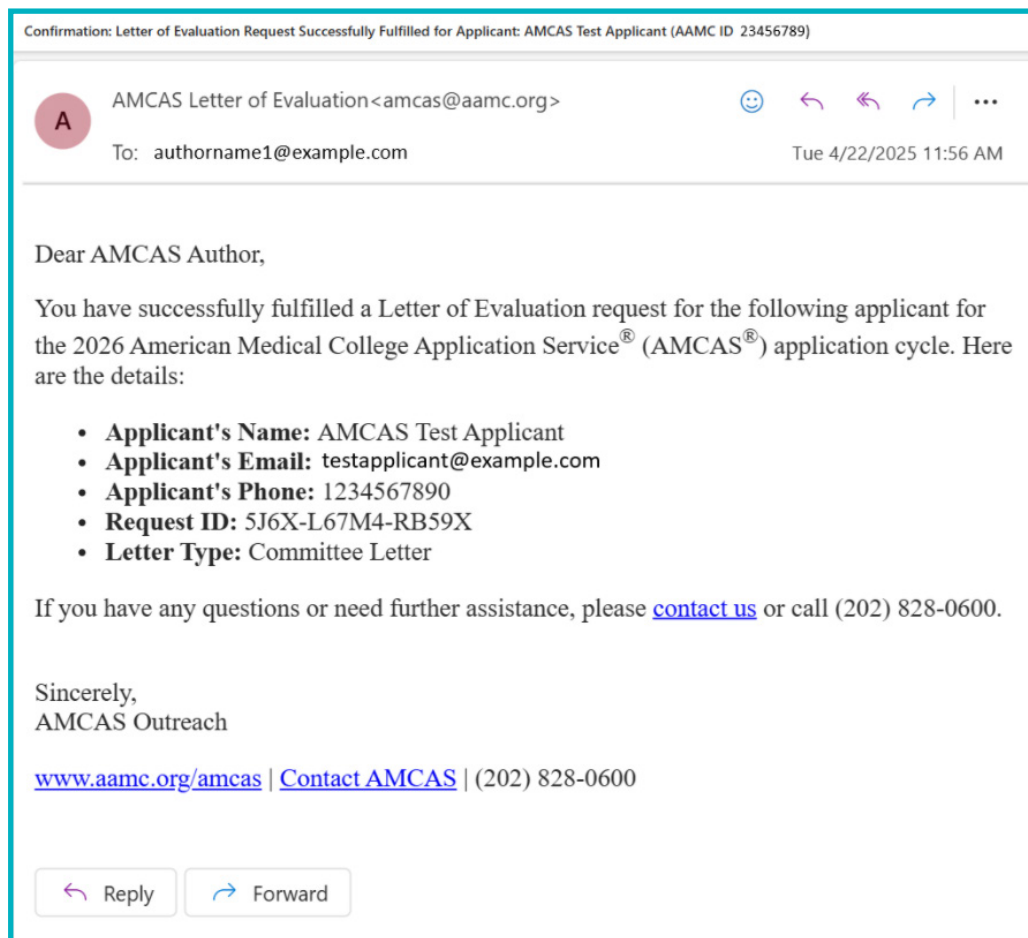


This job aid allows users to submit an updated document after using the guest submission feature to submit the original document.

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.



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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.

Create Account

Personal Information Initial Questions Account Information

All fields are required unless otherwise noted.

* Email Address Enter Email Address

* Confirm Email Address Enter Email Address

Prefix (Optional) Select Prefix

* First Name Enter first name

Middle Name (Optional) Enter middle name

* Last Name Enter last name

Generational Suffix (Optional) Select Suffix

Postnominal Suffix (Optional) e.g. PhD, MBA, etc.

* Gender Select Gender

CONTINUE

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.

Author Name AN

Account Information

ATTENTION

If the change you are making to your AAMC account is not immediately reflected in the AAMC services you use, or your change is critical and time sensitive, please contact the service directly.

AAMC Username authorname1

AAMC ID 23456789

Email Address authorname1@example.com

CHANGE EMAIL

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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.

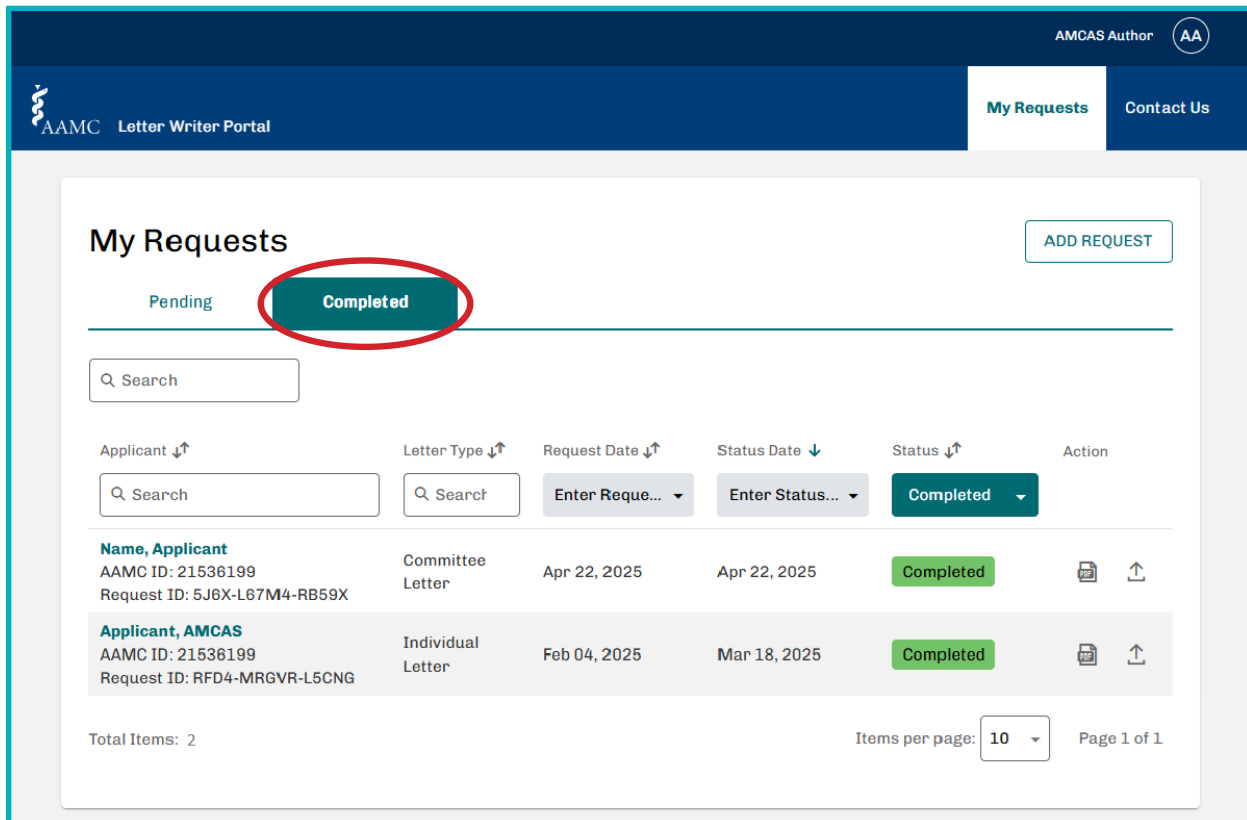
A screenshot of the AAMC Letter Writer Portal (LWP) Sign In page. The page has a dark blue header with the AAMC logo on the left. The main content area is white. On the left side, there is a "Sign In" section with two input fields: "* User Name" and "* Password". Below these fields is a dark teal button labeled "SIGN IN". Underneath the button are three links: "FORGOT YOUR USERNAME?", "FORGOT YOUR PASSWORD?", and "NEED HELP?". On the right side, there is a light gray background area containing a white box with the heading "Don't have an account?". Below the heading is the text "Register for an AAMC account to begin accessing products and services." and a dark teal button labeled "CREATE ACCOUNT".

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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.



AMCAS Author AA






AAMC Letter Writer Portal My Requests Contact Us

My Requests





ADD REQUEST

Pending **Completed**

Q Search

Applicant  Letter Type  Request Date  Status Date  Status  Action

Q Search Q Search Enter Reque... Enter Status... Completed

Name, Applicant AAMC ID: 21536199 Request ID: 5J6X-L67M4-RB59X	Committee Letter	Apr 22, 2025	Apr 22, 2025	Completed	 
Applicant, AMCAS AAMC ID: 21536199 Request ID: RFD4-MRGVR-L5CNG	Individual Letter	Feb 04, 2025	Mar 18, 2025	Completed	 

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