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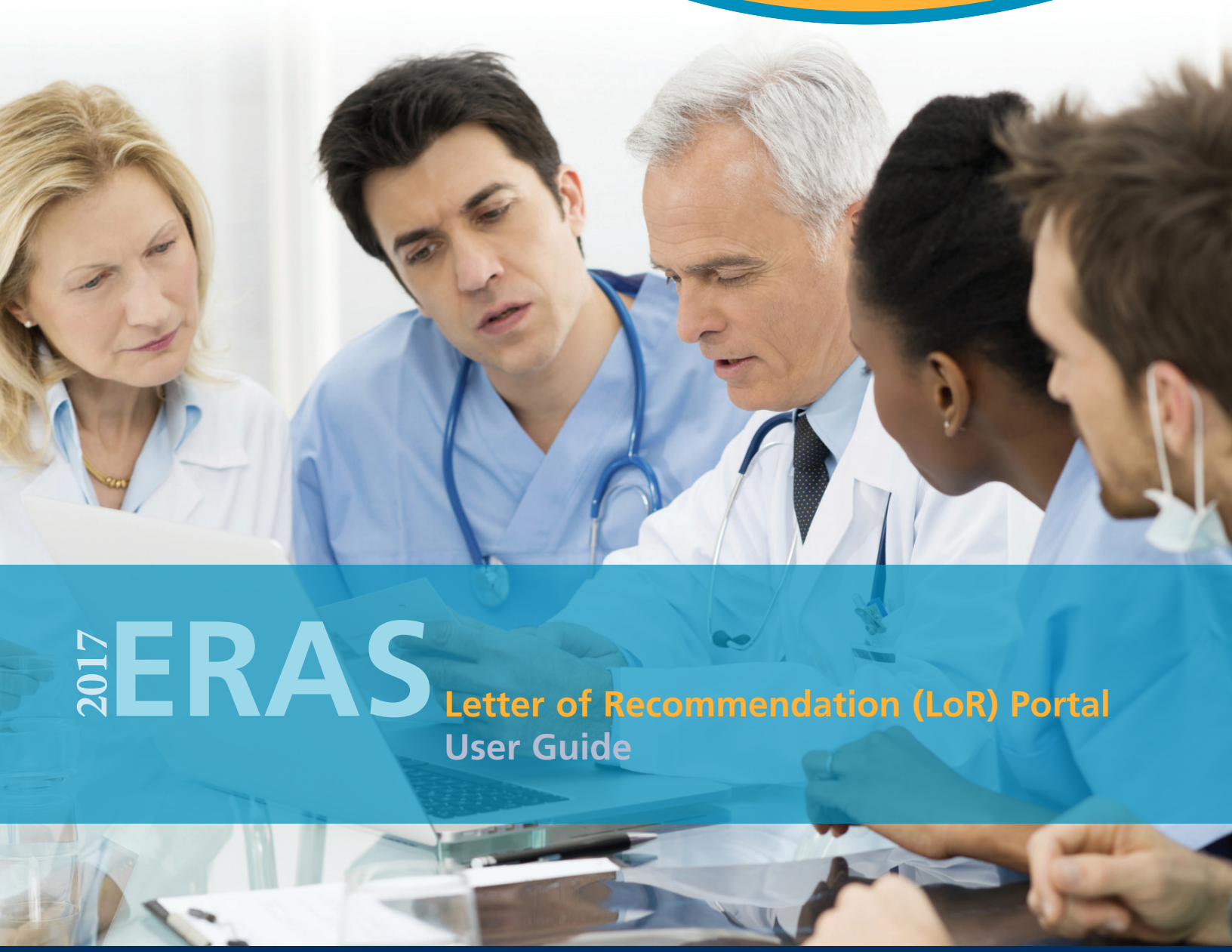

2017 ERAS Letter of Recommendation (LoR) Portal User Guide

ERAS® is a program of the
Association of American Medical Colleges

www.aamc.org/eras

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About the Letter of Recommendation Portal (LoRP)

The Letter of Recommendation Portal (LoRP) enables LoR Authors and/or their designees to upload letters of recommendation (LoRs) to ERAS for distribution to training programs, at the request of applicants.

In the MyERAS application, applicants generate a Letter Request Form (LRF) for each LoR they are requesting and they provide the relevant author with the form. Authors and/or their designees use the unique Letter ID on each LRF to upload LoRs for applicants. A designee may not be a member of the hospital in an advising role or medical school staff supporting in the application process.

Applicants must indicate whether they waive their right to view the LoR for each LoR entry created. Applicants who waive their right to view a LoR are not permitted to view or obtain the LoR under any circumstances. All letters of recommendation must be uploaded through the LoRP and all LoRP users must accept the Terms and Conditions.

When a LoR is uploaded, it cannot be deleted or altered. To modify a LoR, a new version must be uploaded. Programs will only be able to view the most recent version of the LoR but LoRP users will see each version they have uploaded. All LoRs will have a watermark that includes the name of the person uploading the LoR, the source of the upload and the date. Applicants will receive an email notification that alerts them when a LoR has been uploaded.

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LoR Requirements

In order to upload a LoR to the LoRP, it must meet the following requirements:

- File must be in a PDF format.
- File size must not exceed 500KB.
- Files cannot be password protected.
- Files cannot have electronic signatures.
- Page dimensions cannot exceed 8.5 x 11 inches.
- File names cannot contain spaces or special characters (i.e. hyphens, periods, etc.).
- LoR(s) should be signed by the *LoR Author*.
- It is recommended that all LoRs be carefully reviewed, written on professional letterhead and signed.

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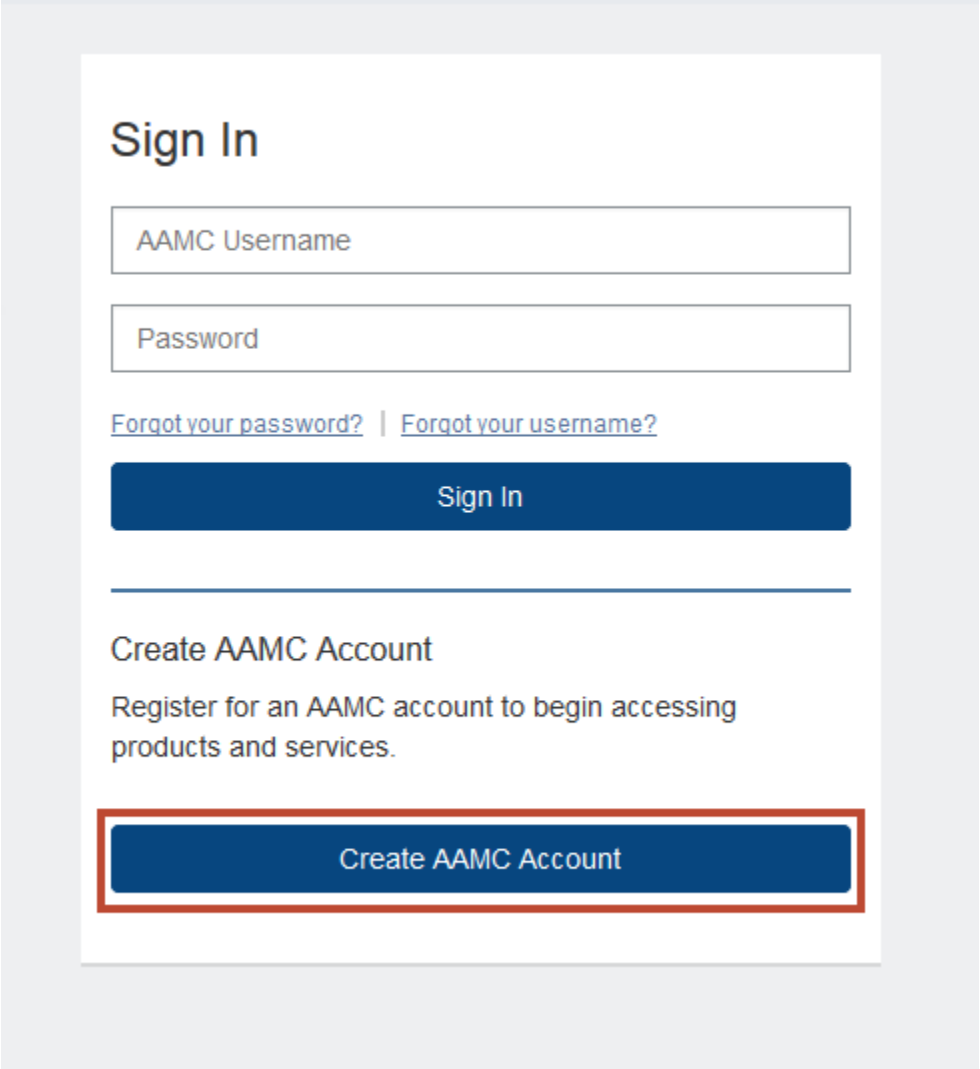
Creating an AAMC Account

To access the LoRP, you will need an AAMC account. If you already have an account, you may use your existing user name and password to access the Letter of Recommendation Portal (LoRP).

1. Please visit https://services.aamc.org/eras/lorportal and click *Create AAMC Account.*



2. Input your *Personal Information* and then click *Continue*.

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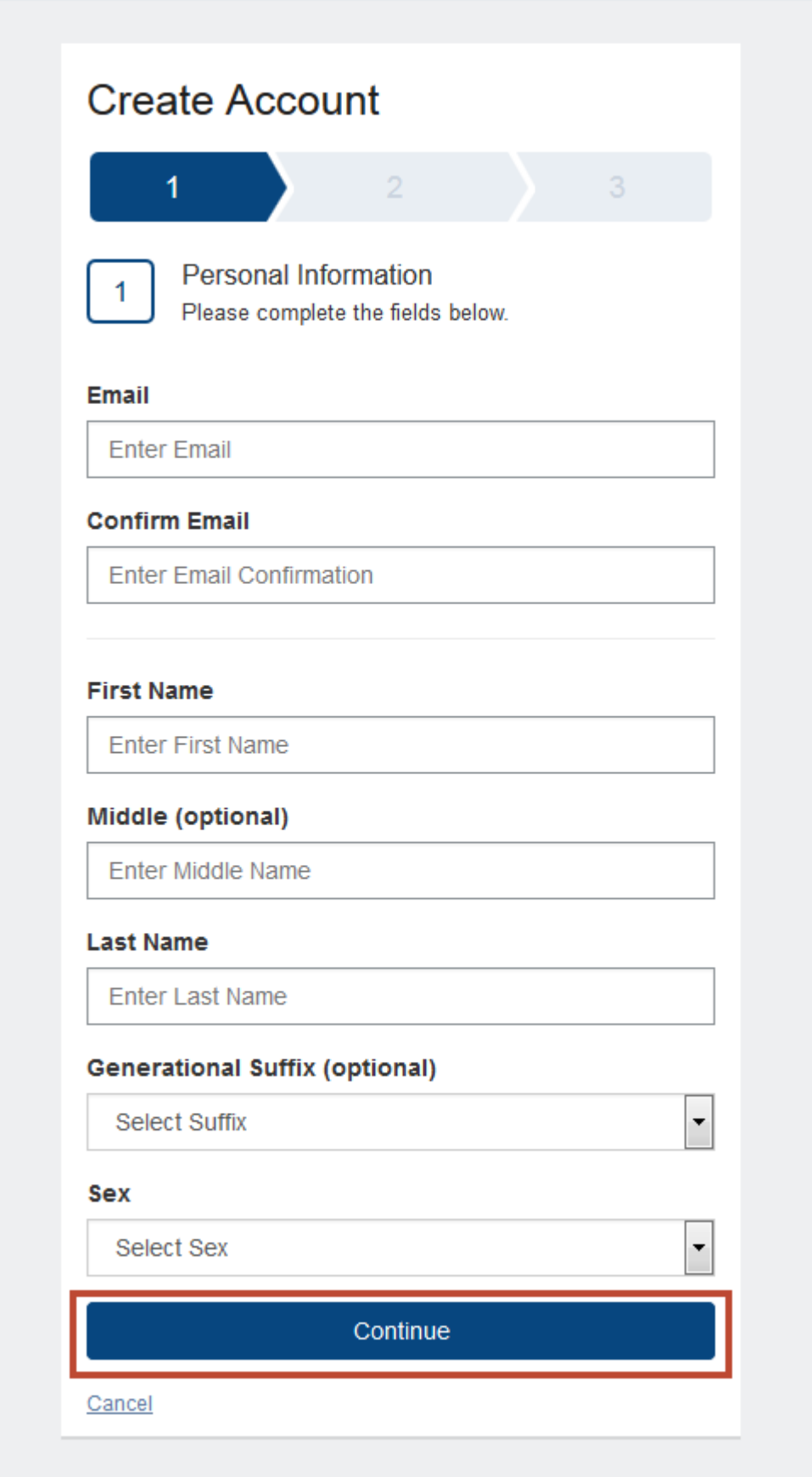

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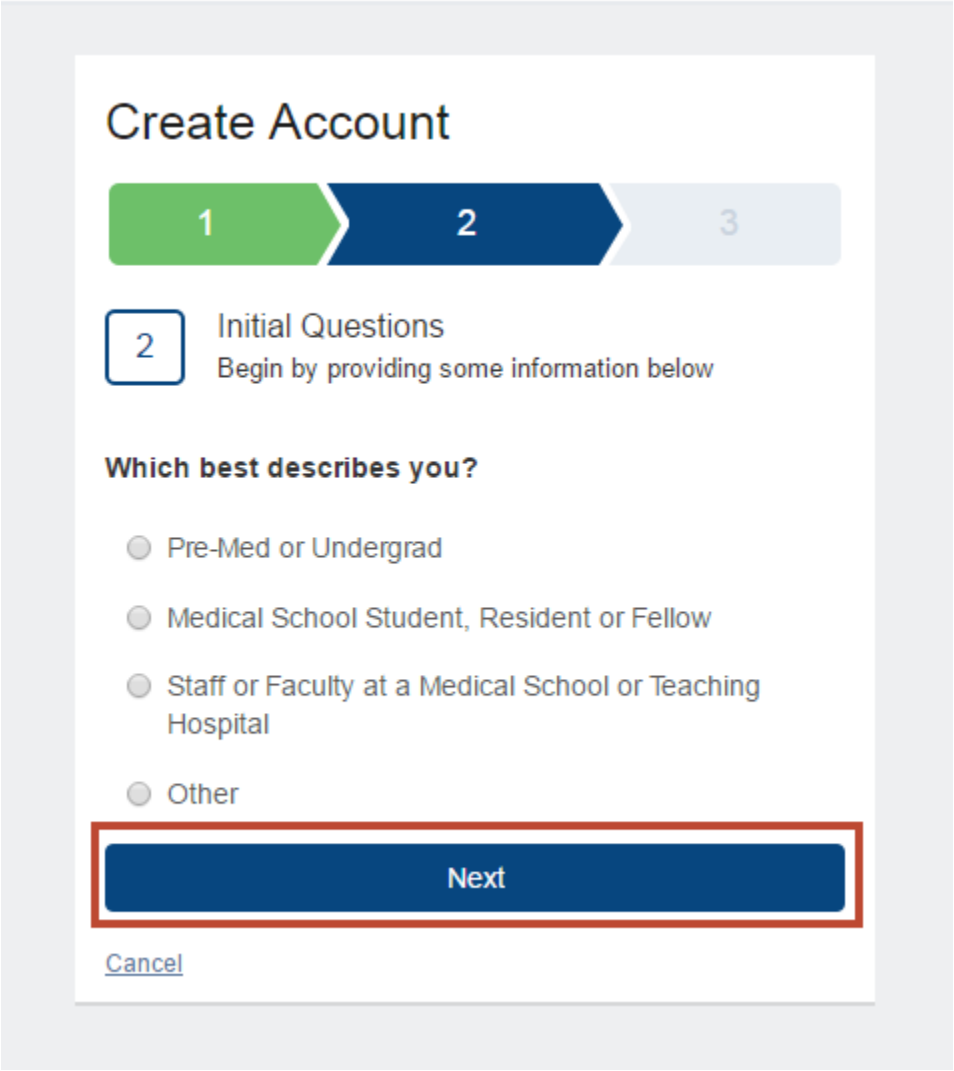
3. Select the option that best describes you. Then, click *Next*. Based on you selection, you may be prompted to answer some additional questions.



4. Create your account by completing all of the fields and clicking the checkbox to confirm that you have reviewed and agree to the AAMC's *Privacy Statement* and the *Terms and Conditions*. Then, click *Submit*.

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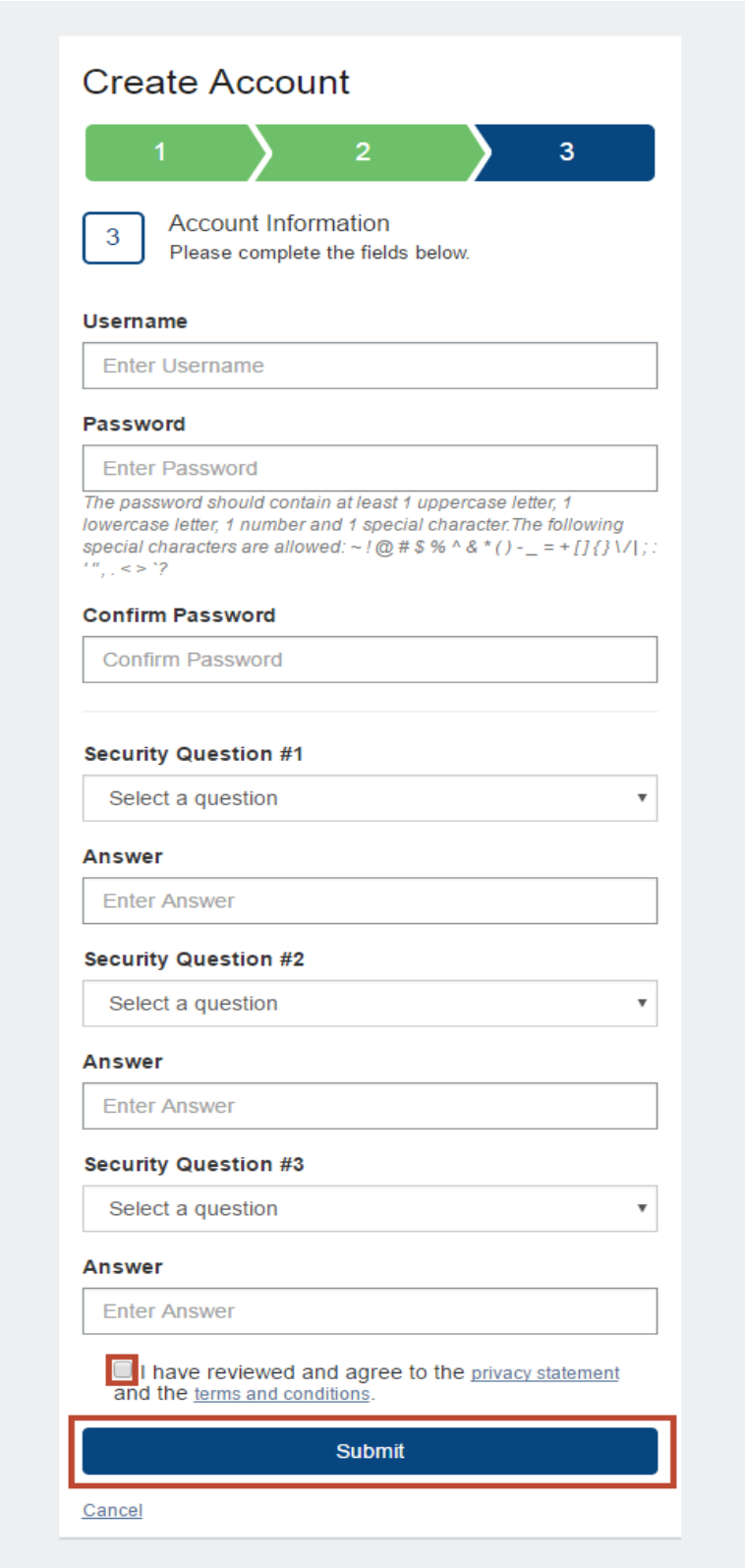

5. You will receive a confirmation email. In order to verify your account, you must click the link provided in the email to complete your AAMC account registration.

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6. Using the user name and password you created, sign in to the Letter of Recommendation Portal (LoRP).

Note: If you are a designee uploading LoRs on behalf of multiple letter authors, you do not need to create multiple accounts. The LoRP enables you to organize the LoRs you upload by the author.

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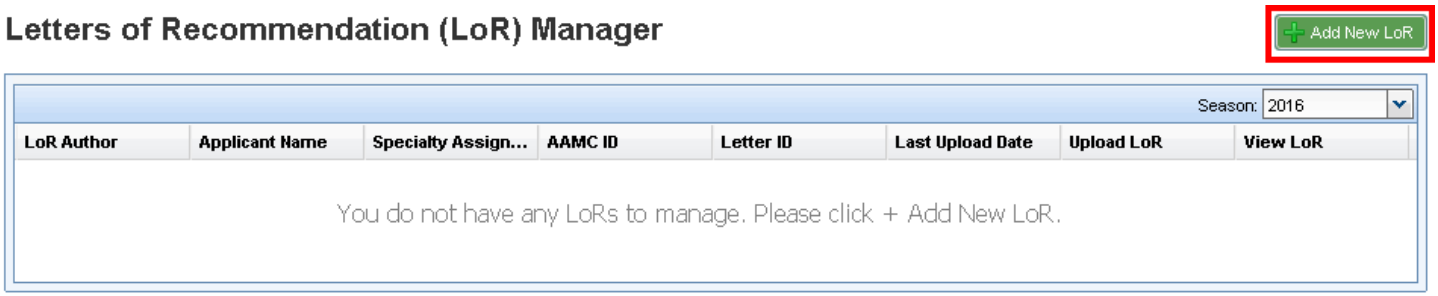
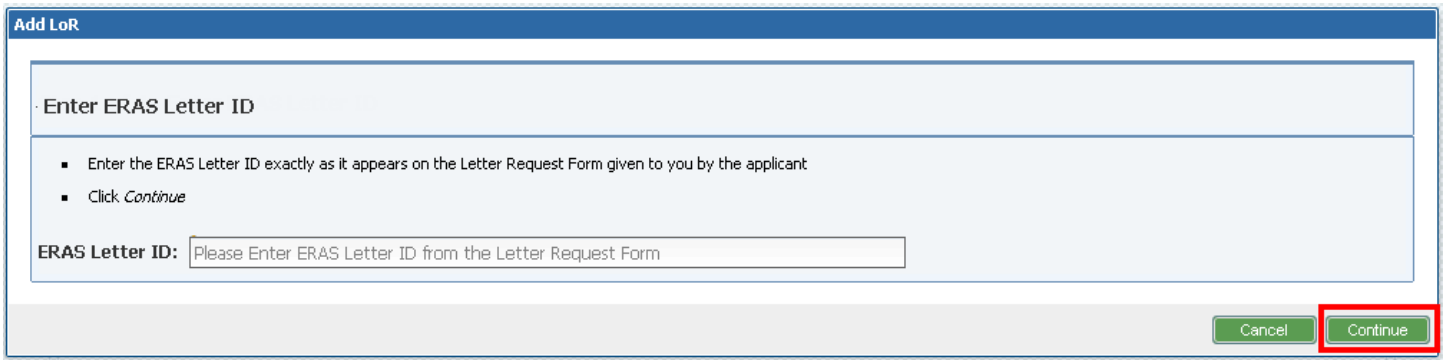
Uploading a Letter of Recommendation (LoR)

To upload a LoR:

1. Identify the *ERAS* Letter ID on the *Letter Request Form (LRF)* you received from the applicant. Then, click *+ Add New LoR*.



2. Enter the ERAS *Letter ID* exactly as it appears on the *Letter Request Form* (LRF) and click *Continue*.



3. After verifying the ERAS Application Season, Applicant and LoR Author Details, mark the checkbox at the bottom of the screen and click *Upload*.

   Click *Cancel*, if the ERAS Application Season, Applicant and/or LoR Author Details are incorrect. Please notify the applicant so he/she can make corrections and provide you with a new *Letter Request Form (LRF)* to upload your letter.

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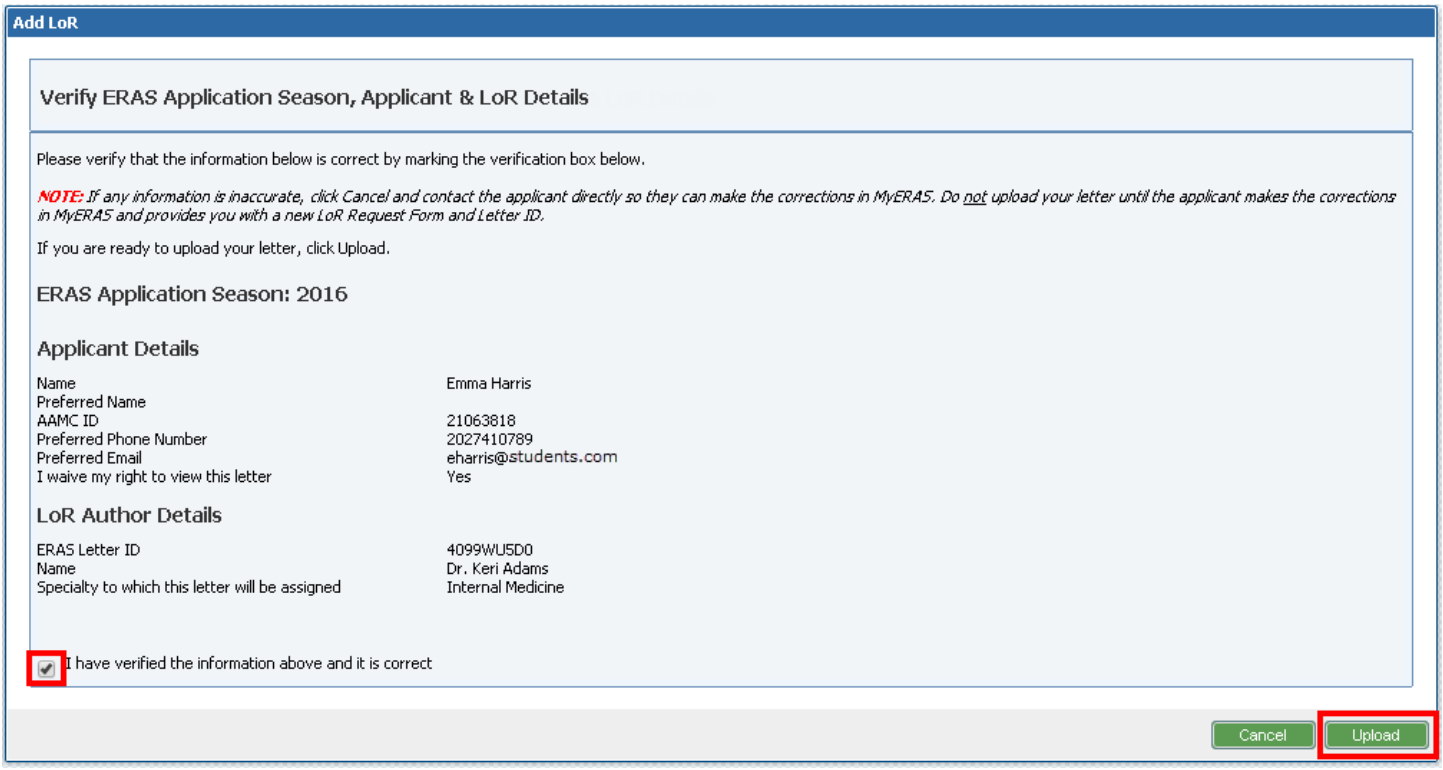
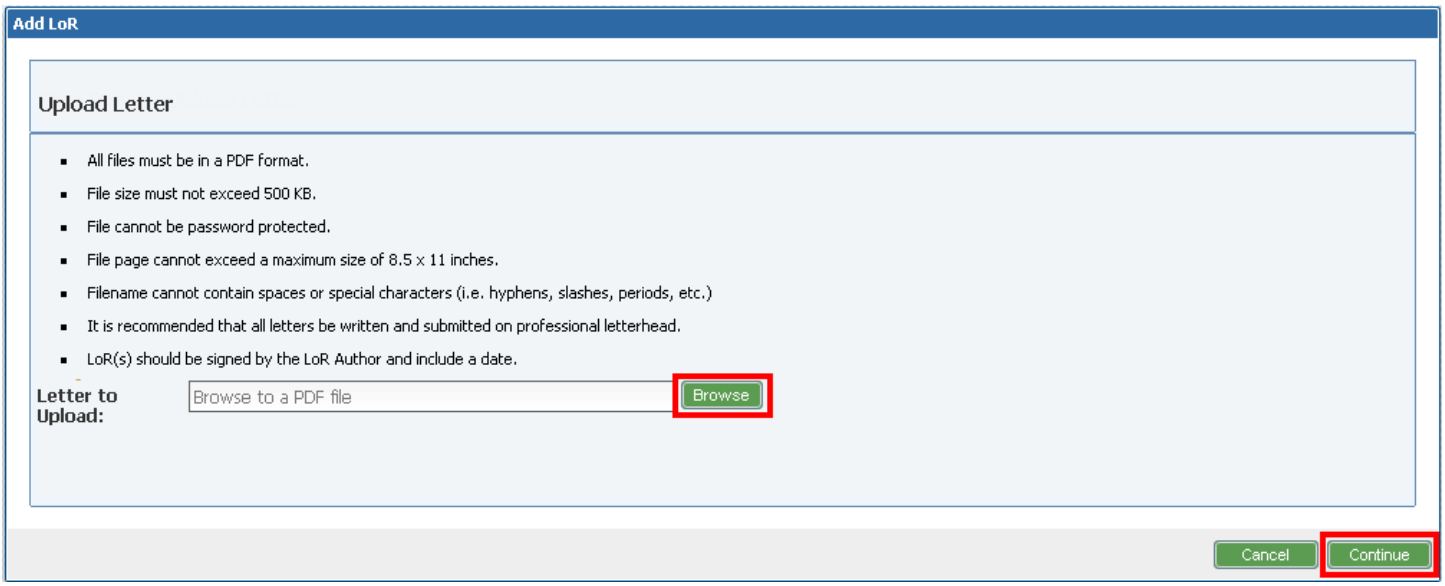


4. Upload the LoR by selecting *Browse* to locate it. Then, click *Continue*.



5. After verifying the LoR, click *Finish*. A confirmation message will appear. After reading the message, click *OK* to proceed with uploading the LoR.

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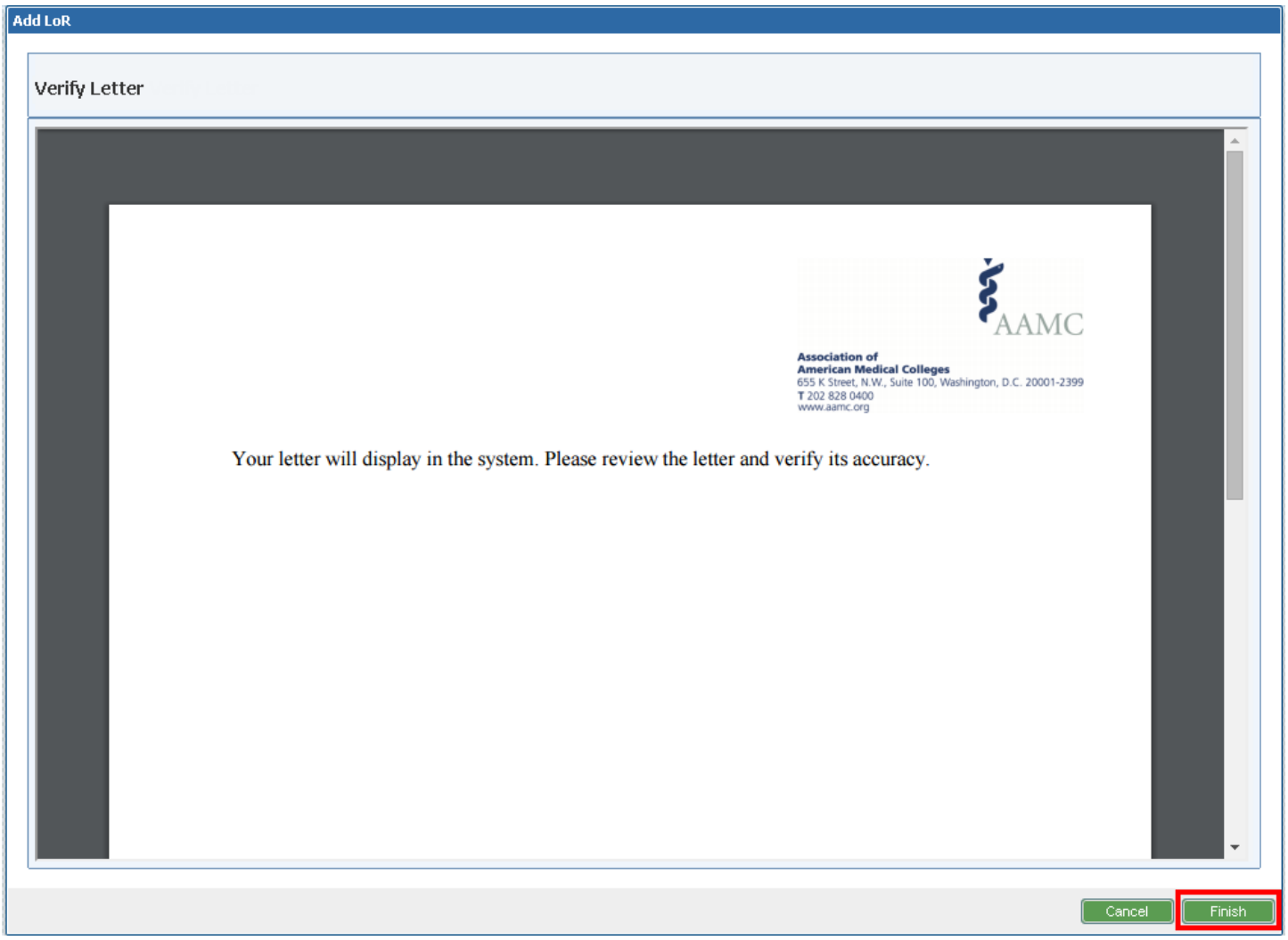

Then, the *LoR Manager* screen will display and you will be able see that the LoR was successfully uploaded.

Note: Once a LoR is uploaded, it cannot be modified. To alter it, you must upload a new version.

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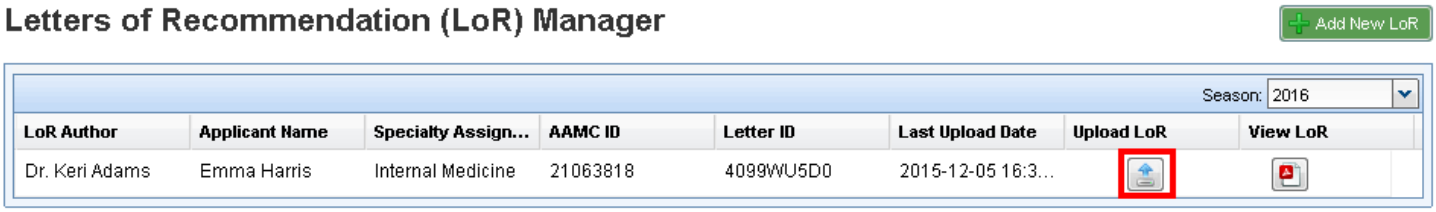
Uploading a New Version of an Existing LoR

To create a new version of a LoR:

1. Identify the applicant that you will be uploading a new LoR for on the *LoR Manager* screen and click the upload icon located in the *Upload LoR* column.



2. Follow the same steps used to upload the initial letter including:

   - Verify the ERAS Application Season, Applicant and LoR Author details
   - Upload the LoR and
   - Verify the LoR

Note: Programs will only be able to see the most recent version you have uploaded but you will see all versions you have uploaded.

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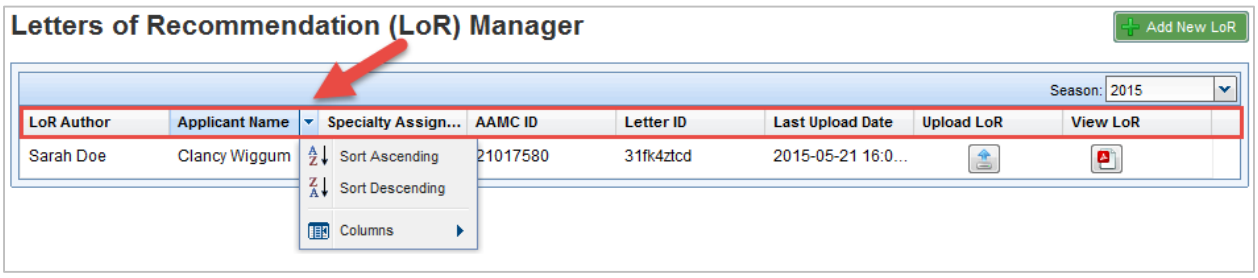
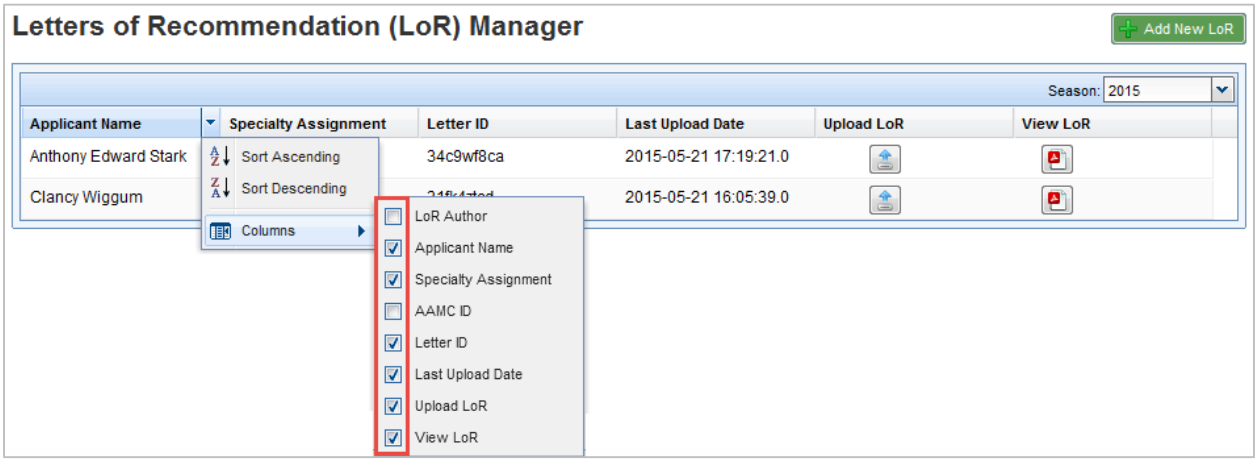
Sorting Information

By clicking on the arrows that appear when you hover over the column headers in the *Letter of Recommendation (LoR) Manager* screen, you are able to sort the information being displayed.

Each column has a drop-down list that will allow you to sort in either ascending or descending order.



Selecting the *Columns* option in the drop-down list, allows you to add and remove columns by clicking on the checkboxes.



Note: The *Letter Writer* column will display the author's name the way it was entered by the applicant in their MyERAS application.

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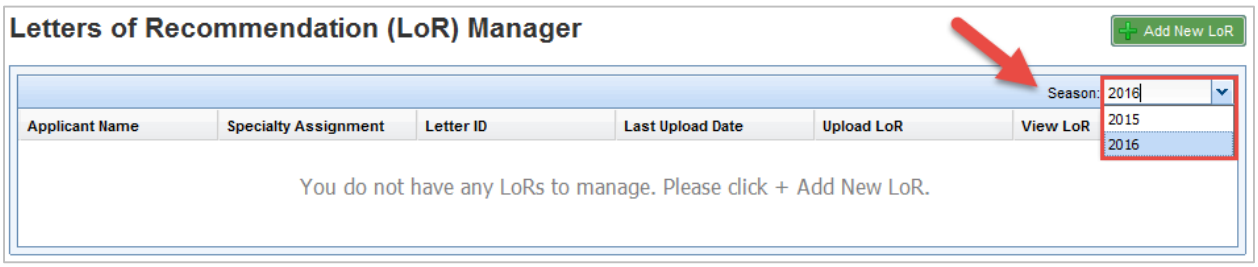
Toggling Between Seasons

Use the Season drop-down list, to select ERAS Seasons on the *Letters of Recommendation* (LoR) Manager screen so you can view LoRs that were uploaded to the LoRP previously and upload new letters.



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LoRP FAQ

What is a Letter Request Form?

The *Letter Request Form (LRF)* is a document that includes instructions on how to access the ERAS LoRP, applicant information, the *Letter ID* and if the applicant has waived their right to see the LoR. You should receive a form for each letter you are asked to write.

Will the LoRP convert my file to a PDF format or should it already be in a PDF format before I upload it?

In order to upload a LoR, it must already be in a PDF format. The LoRP does not have the capability to convert your file into a PDF format.

PDFs with encryption, password protection, or digital signatures cannot be uploaded. Any LoRs that do not meet these guidelines must be revised and resubmitted.

For more information on the PDF file format, please see www.adobe.com.

How can I view an existing LoR for an applicant listed in my LoR Manager?

Click the Adobe icon located under the *View LoR* column of the *LoR Manager*.

I mistakenly uploaded the wrong letter for an applicant. What should I do?

Once a LoR has been uploaded for an applicant, it cannot be modified or removed. To make a correction, you must upload a revised version of the LoR using the instructions under *Uploading a New Version of an Existing LoR* section of the user guide. Programs will only be able to view the most recent version of the LoR but LoR Authors will be able to view all versions.

What if my file exceeds the 5MB size limit?

If you are struggling to meet the 5MB file size limit, please try using a black and white document, minimizing or removing graphics, and/or adjusting your Adobe (PDF creator) settings.

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ERAS HelpDesk Contact Information

Send us a Message

(202) 862-6298
Monday - Friday
8 a.m. - 6 p.m.

https://www.aamc.org/eras/lorp

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