Letters of Recommendation (LoR)

- **Get as many as you want**
- **Can assign up to 4 to any one program**
- **You “finalize” and letter of rec slots for each individual you have writing a letter for you**
- **If you are getting multiple letters from same writer, you will need to finalize a slot for each letter**
- **Writers have option to mail letter in or upload themselves using the LOR Portal**
  
  *An applicant can only assign letters to selected and/or applied to programs once the letter is in ERAS*

### Creating and Finalizing Letter of Rec Slots

**Letter of recommendation**

1. Select the Documents section of your MyERAS
2. Select Letters of Recommendation sub-section tab
3. Type in the name of the writer (ex. Dr. Steven Alexander), and the title/department of the writer (ex. Dept. Head, Pediatrics)
4. If need be, enter in Instructions pertaining to the specialty for which this letter should be assigned (if you are receiving multiple letters from same writer for different specialties)
5. Click save
6. Finalize your letter(s) of rec by entering your password and selecting Finalize
Once you have entered a letter writer's information and finalized the letter (Steps 1 and 2), your finalized letter writers will be listed toward bottom of screen in Step 3.
LoR Portal

The LoR portal will allow your letter writers the option of uploading their letters of rec directly into the slot you have created for it. Letter writers will always still have the option of mailing their letters in to be uploaded. You can learn more about the new LOR Portal at https://www.aamc.org/services/eras/282520/lor_portal.html

To have letter writer enter their letter of rec into ERAS via the new LOR Portal:

1. Select the ‘Print Letter Request From’ found in Step 3 of the letter of recommendation slot creation process for the letter writer you wish to use the LOR Portal.
2. Supply the request form to the writer, letting them know you want them to follow the instructions for uploading the letter.
Document Tracking (or – How do I know if a letter is in and a program has it?)

To learn the status of your letters of rec and other supporting documents, select the ADTS tab located in the upper right corner of your MyERAS.

Once selected a new window will open listing the letters of rec you have designated and finalized in ERAS along with the date and time that letter was “Made Available in ERAS PostOffice” (when it was received and uploaded). If a letter shows as “Not Uploaded to the PostOffice”, this means the letter has not yet been received. All letters of rec are uploaded and transmitted the same day they are received.

**Note:** This document tracking service only works for those letters or rec that you have designated and finalized in ERAS. If a letter is not designated or finalized by you in ERAS you will not be able to track it.

*We scan in and transmit letters of rec the same day we receive them. So at the end of the day if you see a letter has not been “Made Available” (uploaded and transmitted), then this means it has not yet been received.*

This area will show you the programs you have applied to, the docs assigned to them and when those docs were made available to them.

This area will show you the letters of rec you have designated and finalized slots for. If a letter has arrived it will show the date it was uploaded, if it has not arrived it will say “Not Uploaded to the PostOffice”.

This area will show you your other supporting docs and the date they were placed into your ERAS file.
VIEWING APPLIED TO PROGRAMS AND ASSIGNING LETTERS OF REC AFTER APPLYING

You can view the programs you have applied to at any time by selecting the Programs Applied To link on the right side of your MyERAS. This link will give you a list of programs you have applied to. Selecting a program from the list will open that program's document assignment page.

*Applicants cannot assign letters of rec to programs until a letter slot has been finalized for a letter and the letter has been received/uploaded into that slot in the ERAS PostOffice.*

Steps to view applied to programs:
1. Select the Programs Applied To tab under the Programs section of your MyERAS

Additional steps to view doc assignments and/or make letter of rec assignments:
2. Select desired program from displayed programs list
3. Make letter assignment
4. Hit select

Frequently Accessed Links
- [Programs applied to](#)
- [Invoice History](#)
- [Assignments Report](#)