Using Interfolio to Upload Your Committee Letter to AMCAS

You can use Interfolio to deliver documents electronically to AMCAS. Before starting a delivery of letters to AMCAS, you will need:

- **Your AAMC ID** (found in your AMCAS application). Before you start a new delivery to AMCAS, be sure to save your AAMC ID in your Interfolio **Account Settings**. For help adding your IDs, check out Adding ID Numbers to Your Deliveries.
- A 7-digit **AMCAS Letter ID** (provided through the application) for each unique letter you're sending to AMCAS. You'll need to match each unique letter ID to its corresponding letter during the delivery creation process.
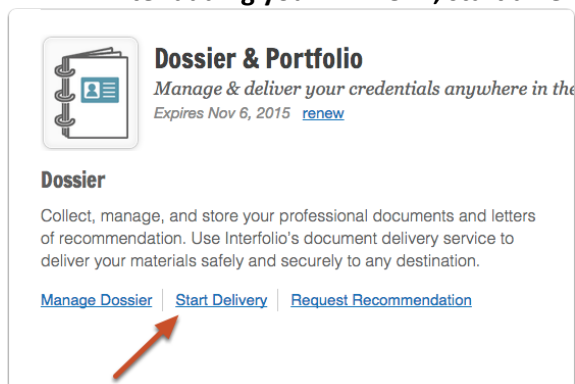
Follow the steps below to send your letters of recommendation to AMCAS.

1. **Log into your Interfolio account and go to Account Settings to add your AAMC ID (found in your AMCAS application) to your account**
   For help adding your AAMC ID, check out the article Adding ID Numbers to Your Deliveries.
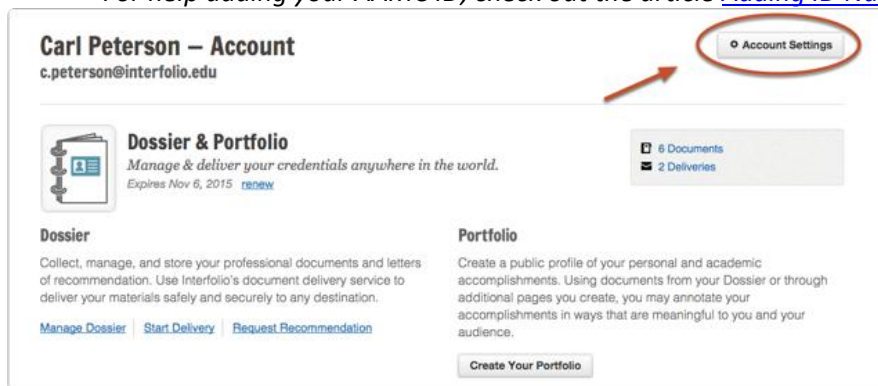
2. **After adding your AAMC ID, start a new delivery**

3. **Type AMCAS in the search box, and select the position that appears**

New Delivery

Institution/Organization Destination

AMCAS

AMCAS Letter Service
AMCAS 2015
Washington, D.C.

Select

4. **Add documents from your Dossier. Click Continue when you are finished adding documents**

APPLYING FOR:
AMCAS Letter Service
AMCAS 2015
Step 1 of 1: Application Documents

AMCAS Letter Service
, AA

0 Documents Added

Add Document

✔ Continue   Cancel

5. **Enter the matching AMCAS Letter ID for each letter you're sending, and click Save Letter IDs as shown below**

APPLYING FOR:
AMCAS Letter Service
AMCAS 2014
Review & Confirmation

AMCAS Letter Service

1 Document Added

Please list AMCAS 7-digit Letter IDs for your application documents below, then save them using the "Save Letter IDs" button.

Enter the AMCAS
Letter ID (found in
your AMCAS
application) here

✔ Recommendation from Dean
    Martin   1234567

Click "Save Letter IDs"
when you're finished

✎ Edit Documents   Save Letter IDs

6. **Select your AAMC ID to include it with the delivery**
   Check out [Adding IDs to Your Deliveries](#) for additional help.

7. **Double-check your IDs!**
   If your IDs don't match correctly, we won't be able to correctly sync your delivery to your AMCAS application.

8. **Select the electronic delivery method, and click Submit Application when you're finished**

9. **Remember, follow up deliveries to AMCAS are free!**
   For help with your AMCAS recommendation section, visit the [AMCAS FAQ page](#).