

Reserving Slots for Letters of Recommendation (LoRs) at MyERAS

In order for a Letter of Recommendation (LoR) to be transmitted to the ERAS PostOffice, you must reserve a slot for that LoR in your MyERAS account. ERAS Support Services at ECFMG strongly encourages you to reserve slots for your LoRs now so that LoRs that have been received and scanned by ERAS Support Services, including available LoRs from the previous ERAS season, can be attached to the reserved slot and will be available for you to assign to programs when the ERAS PostOffice opens on September 1, 2009. **ERAS Support Services cannot transmit an LoR to the ERAS PostOffice if a slot has not been reserved for that LoR in MyERAS.**

How to Reserve a Slot for an LoR

1. Log into MyERAS at <https://services.aamc.org/eras/myeras2010/>.
2. Click on the **Documents** tab.
3. Click on the **Letters of Recommendation** tab.
4. Create a new letter writer by clicking **Designate a New Letter of Recommendation Writer**.
5. Enter the **LoR Author Name** and **LoR Author Title/Department**. The last field, **Specialty(s) to which this letter will be assigned**, is optional.

Important Note: The specialty field helps you identify your LoRs when assigning them to programs and helps ERAS Support Services identify LoRs when attaching them to your application. If you have a generic LoR that is applicable to all specialties, please specify the LoR as “All Specialty(s).” If you have a specialty-specific LoR, please specify the specialty to which the LoR applies.

6. Click **“Save”** when you are finished.
7. Repeat this process for all of your designated letter writers.
8. After you have finished designating your letter writers, click the check box next to the LoR(s) that you wish to reserve a slot for and enter your MyERAS password in the space provided.
9. Click **“Submit Request”** to complete the process. **Make sure to click “Submit Request” instead of “Enter” after entering your password.**

Important Note: Once you reserve the slot for your LoR, the LoR cannot be edited. If it contains errors, you will need to create a new slot as a replacement for the one containing errors. Inform ERAS Support Services at ECFMG of the error so that the document can be attached correctly.

To verify that ERAS Support Services has received your LoRs and/or that your LoRs from ERAS 2009 are available for reuse, go to the **View Receipt of ERAS Documents** tab of the ERAS Support Services section of ECFMG’s OASIS. You can access OASIS from the ECFMG website at www.ecfm.org. It is your responsibility to follow up with letter writers and to confirm that your LoRs have been received by ERAS Support Services in time to meet program deadlines.

Important Note: Due to the increasingly high volume of incoming ERAS supporting documents, ERAS Support Services at ECFMG requires up to **four weeks to scan and upload documents to the ERAS PostOffice from the time documents are received by ERAS Support Services.**