

Information for Letter Writers on Interfolio

When an applicant uses Interfolio to email a request for you to upload a new letter of recommendation, an Interfolio Letter Writer account is automatically created for you.

If you have an existing Interfolio account:

1. A recommendation request email will prompt you to log into your existing account to upload a letter. From www.interfolio.com, click "Log in". If you need a new password, you can request a new password by clicking "[Forgot your Password](#)" or emailing help@interfolio.com.
2. After logging in, follow these step by step instructions to upload your letter. [How to Upload a Letter to Interfolio](#)
3. If you encounter any trouble, you can always send your letter (as an email attachment) to help@interfolio.com using your institution email address, and a member of our support staff will be happy to upload the letter to the applicant's account.

If you are new to Interfolio:

1. Interfolio automatically reserves an Interfolio Letter Writer account associated with the email address which received a letter request. This helps us ensure that applicants do not attempt to impersonate their letter writer. After receiving a letter writer request email from Interfolio, you will not need to create a new Letter Writer account to access Interfolio.
2. In the body of the letter request email you received, there will be a link that allows you set up a new password for your reserved letter writer account.
If the activation link expires: [Request a Password](#) for your reserved letter writer account by entering the email address that received the original email and clicking "Reset".
3. After logging in, follow these step by step instructions to upload your letter. [How to Upload a Letter to Interfolio](#)
4. If you encounter any trouble, you can always send your letter (as an email attachment) to help@interfolio.com using your institution email address, and a member of our support staff will be happy to upload the letter to the applicant's account.