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If your online application asks you to provide the email address of your letter writer, you can use the Interfolio Online Application delivery service to submit your letters of recommendation.

Here are the step by step instructions:

Step 1. Log in to your Interfolio account, from your Home, Dashboard click on "Start a Delivery" or on your Deliveries page click on the " Add Delivery" tab. Locate the link that says "Click here if your online application requires that you enter the email addresses of your writers". This link is right underneath Step 1 on the Add Delivery page.

Step 2. Now you are on the Create a Online Application Delivery page. Locate the document you need to have uploaded and copy its unique document email address. (Each document that you need to have uploaded will have its own email address.)

Step 3. Log in to your online application and paste your document's unique email address into the field that asks for your evaluator's email address. Repeat steps 2 and 3 for each evaluator.

Step 4. Monitor your email. Interfolio will send you an email indicating that your online application delivery has been created. (If you do not receive an email from Interfolio within one business day from the time you enter your writer's email address into the online application, please contact help@interfolio.com.)

Step 5. Complete your delivery transaction by logging in to Interfolio. Navigate to your Pending Deliveries page and you will see that for each letter requested, a separate Online Application Delivery is created. Confirm that the correct document is going to the correct institution. Click Check Out to complete your transaction.

Online Application Deliveries cost \$6 for the first letter to an institution and \$1 for each additional letter to that same institution.

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For help inquiries:

Support Email: help@interfolio.com

or

Toll Free: **877-77-FOLIO**

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