Instructions for Recommenders on
Global Emergency Medicine Fellowship Consortium
Applications

For Letter Recommenders:

Login Instructions for New Users
Once an applicant has sent you a recommendation letter request from the application portal, you will receive an email inviting you to upload the letter. Click the green "Give recommendation" button in the email to complete the task.

SAEM and SAEM Foundation

Dear ,

Melissa McMillian has invited you to provide a recommendation on their behalf for the following program: **Global EM Fellowship Application**.

Sincerely,

Melissa McMillian, CNP

Director, Foundation and Business Development

Society for Academic Emergency Medicine |saem.org

1111 East Touhy Avenue, Suite 540 |Des Plaines, IL 60018

Ph: (847) 813-9823 Direct: (847) 257-7233

Fax: (847) 813-5450

mmcmillian@saem.org

Message from Melissa:
Hi Melissa, Thank you for agreeing to provide a letter of recommendation for my global EM fellowship application. Please upload the letter to the SAEM portal. Thank you, [Your Name]

Instructions for giving this recommendation:

Please upload a letter of support for the fellow applicant. Please include the following details:

- Name
- Contact information

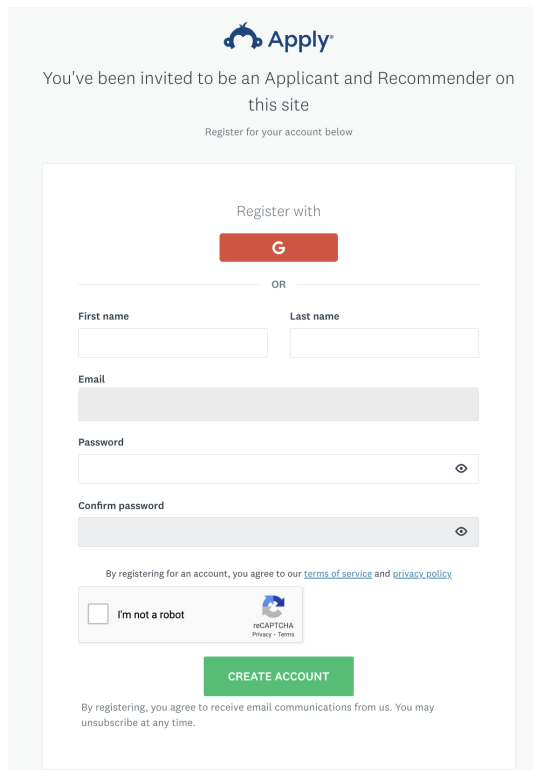Please click the button below to accept this request and begin working on your recommendation.

[Give recommendation]
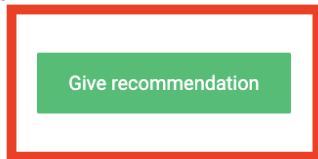
I decline to give this recommendation

If the button is not clickable, please copy and paste this URL into your browser's address bar:

https://saem.smapply.io/acc/i/ae1608f4-c606-4998-a121-8a50394bcee2/?next=/rcmdr/
28612592/215313392/startacc

If you have not yet created an account, you will be prompted to create one.

If you already have an account, you can use the login instructions below.

Login Instructions for Existing Users
Log in to your fellowship program's SAEM Account by clicking here: SAEM Application Portal Login OR go to :"Log In" and choose "SAEM.org Member Login"

  a. If you do not remember your username and password, you can contact **HelpDesk** at helpdesk@saem.org to have it reset for you.

  b. If you do not have an SAEM.org user account, you will need to create one at www.saem.org/login before proceeding on the SAEM Application Portal.

  c. Please DO NOT create a new account on SurveyMonkey Apply.

Upload the Letter of Recommendation
Once you have created the account, you will see the option to upload the letter of recommendation. Click the green button to select your letter of recommendation from your computer files.

Find the file you wish to upload, then click submit.

You will receive a popup to confirm that you wish to submit your letter. Click confirm on the popup. Your letter has now been submitted.

You will be prompted to either logout, or to view your recommendations. Click Return to My Recommendations to view all of the recommendations you have submitted.

You will see a list of all of your letters. Once a letter has been submitted, you cannot remove or delete the letter. If you made a mistake, contact the applicant directly to ask them to remove your letter from their application and make a new request.