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.
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](https://www.saem.org/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](https://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.