Instructions on Using your Interfolio Account

Creating your Interfolio Account

- Go to https://account.interfolio.com/dossier/signup?selected_institution=23342
  - This account is linked with the UNH HP office. If you have previously created an account but it is not linked with our office, please reach out to Interfolio to have your account linked. help@interfolio.com
- You will now see – Get Started With Dossier.
- Enter your name, email address (which will serve as your Interfolio User ID), create your password, check the box to “Agree” to Interfolio Terms of Service and click “Sign Up.”

Requesting a Letter of Evaluation

- Log into your Interfolio account
- Click on My Dossier, Manage Dossier, and then Request Recommendation
- Enter letter writer’s information (salutation, first name, last name, and email address)
- Title your letter. It may be wise to use the name of the writer in the title. Example, “Recommendation from C. Bannon”
- Keep the box checked next to: “This request is for a confidential letter or evaluation.”
- Choose whether to send request via email or to print letter request form. You can submit the letter request form to your writer electronically, in person or via US Mail. It is most reliable to send via email.
- Choose Friday, February 8, 2019 as the due date for your letter
- Add any supporting documents that you think would best help your letter writers
- Choose Specific Recommendation or Opportunity and list the program you are applying into, medical or dental school
- List the Letter Writer Guidelines from the PH website.

Helpful Hints

- To add documents for your letter writers to view, on the Interfolio homepage, My Dossier, Manage Dossier, and add to add resume, personal statement, transcripts, etc.
- You can also use the following link to see step-by-step instructions with screenshots of how to request a recommendation: https://help.interfolio.com/hc/en-us/articles/203701076-How-do-I-request-Letters-of-Recommendation-through-Interfolio-
- You should ONLY send requests if you have had a personal conversation with a letter writer requesting a letter of recommendation from them and they have agreed to write on your behalf.
- You can log into your Dossier account to see the status on your letters. It will say Accepted if the letter writer has accepted the request and it will say Received if the letter has been submitted.
- Once the letter is submitted, I can access it. No need to deliver or send it to me.