

PrivateFolio Instructions for Applicants

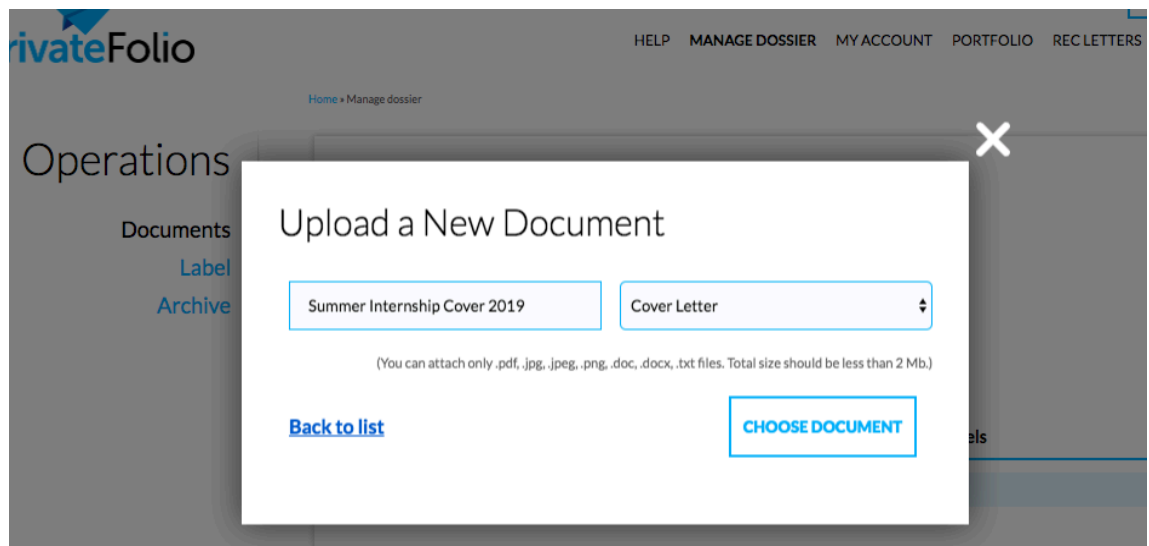
How do I create my PrivateFolio account?

- 1) Go to <https://www.privatefolio.com/auth/webUser/signup?invitedReferralCode=Pepperdine-PH-20> (you **MUST** use this link in order to be properly affiliated with Pepperdine).
- 2) Enter your information, choose a password, and press Submit to create your account.
- 3) You will receive a confirmation email. Click on the confirmation link in this email, and then log in to your account using your email address and password.
- 4) You will be asked to choose an account term. (Your Pepperdine affiliation will allow you to sign up for a free one year account.)

Congratulations! Your PrivateFolio Account has been set up and you are ready to upload documents.

How do I upload documents to PrivateFolio?

- 1) PDF and Word documents can both be uploaded to your account. However, the file size must be smaller than 2 MB.
- 2) In order to upload a document to PrivateFolio:
 - a) Log-in to PrivateFolio.
 - b) Click on “Upload Documents”, located under “Manage Dossier”
 - c) Provide a document title (e.g., “Summer Internship Cover”)
 - d) Select Document Type (e.g. “Cover Letter”)
 - e) Click the “Browse” button and select the document that you want to upload.
 - f) Click “Upload”
 - g) Once uploaded, you will see the document in your account; there is no need to do anything else. Note that Pepperdine Health Professions Advising Center staff will be able to view documents once they are uploaded to your account.



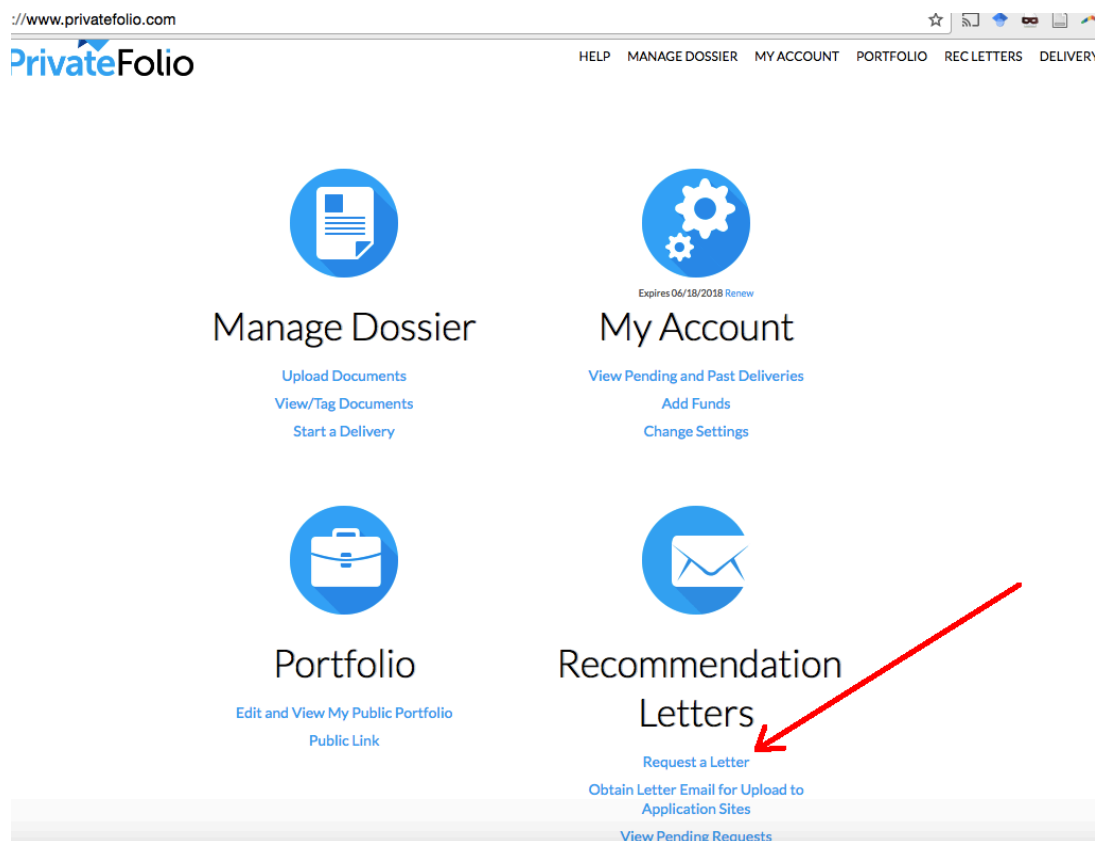
The screenshot shows the PrivateFolio web interface. At the top, there is a navigation bar with links: HELP, MANAGE DOSSIER, MY ACCOUNT, PORTFOLIO, and REC LETTERS. Below this, a breadcrumb trail reads 'Home » Manage dossier'. On the left side, there is a sidebar with the heading 'Operations' and a list of items: 'Documents', 'Label', and 'Archive'. The main content area is partially obscured by a white modal window titled 'Upload a New Document'. This modal contains two input fields: the first is a text box with the value 'Summer Internship Cover 2019', and the second is a dropdown menu with 'Cover Letter' selected. Below these fields, a small note states: '(You can attach only .pdf, .jpg, .jpeg, .png, .doc, .docx, .txt files. Total size should be less than 2 Mb.)'. At the bottom left of the modal is a blue link 'Back to list', and at the bottom right is a blue button labeled 'CHOOSE DOCUMENT'. A close button (an 'X' icon) is located in the top right corner of the modal.

How do I request a confidential letter of recommendation for my PrivateFolio account?

- 1) In PrivateFolio, click “Request a Letter”, located under “Recommendation Letters.”
- 2) Fill in your letter writer’s name and contact information, as well as title for the document (e.g., “Prof Smith Rec 2022”). This title will be visible to the writer as well as to receiving institutions that you include in your deliveries.
- 3) You have the option of modifying the text of the request that will be sent to your letter writer and you can also indicate a due date for the letter and whether it should be signed (both are generally recommended).
- 4) Pepperdine recommends that you include the following sentence with your request: “Please make sure that the letter is signed, dated, and on letterhead.”
- 5) Check the box indicating that you waive rights of access (this is required to ensure the confidentiality of letters). Press Submit.
- 6) Your letter writer will receive an email with the details of your request and a link through which he or she can upload the letter.
- 7) You will receive a confirmation email once the letter writer has submitted his/her letter to PrivateFolio and it is available. The Pepperdine Pre-Health Advising staff will also be able to view the letter.

Step 1. Log in

Step 2. Click on “Request a Letter” [or click on “REC LETTERS” and then “Request Rec Letter”]



Step 3. Fill in the name and email address of your letter writer, provide a title for the letter, and modify the message and due date as needed. Then press “Submit.”

Operations

Request Rec Letter

Pending
Letters on File
Archive

Request a Letter of Recommendation

Albert

Einstein

Einstein@princeton.edu

Letter of recommendation request from John Doe

Einstein Rec 2021

09/30/2023

I am pursuing an opportunity that requires a confidential letter of recommendation and I'm writing to request that you write a letter on my behalf. Thank you for your assistance.
Sincerely,
John Doe



This letter must be signed



In requesting this confidential letter I waive all rights of access to this letter otherwise provided by the Family Educational Rights and Privacy Act of 1974 *

SUBMIT

The letter writer will receive an email asking them to upload a letter of recommendation and providing a link to do so.

Once the letter is uploaded, the user will receive an email notifying them that the letter has been uploaded and is available for use.

Note:

Please add the following to the prepopulated comment box in the message to your recommender:

-A letter should be on letterhead, include a work email, a signature (written or electronic) and the date.

-Also, upload and attach this document: [AAMC Letter Writing Guide](#)

Step 4. When the user logs in and clicks on REC LETTERS there will be a list of the Letters on File, which will include a unique email address assigned to each letter. The user can click on the clipboard that appears next to the email address to copy the address. This email address can be entered as the letter writer's contact information on any application site. When a letter request is emailed to this address, PrivateFolio receives it and uploads the letter on behalf of the user, once approved.

PrivateFolio

HELP MANAGE DOSSIER MY ACCOUNT PORTFOLIO **REC LETTERS** DELIVERY

Home » Rec letters

Operations

Request Rec Letter
Pending
Letters on File
Archive

Manage Letter Request

Displaying 1-3 of 3 results.

Title	Letter Writer	Unique Email Address (enter this email as your writer's address in order to have this letter uploaded to an application site)	Request Date	Date Updated	This letter must be signed
Einstein's Recommendation Letter	Test Ing	send801.ing470@recs.privatefolio.com	05/18/2017 17:31:58	05/18/2017 17:39:53	Yes

Step 5. To request a COMMITTEE LETTER from Pepperdine Pre-Health Advising:

First, make sure that you have uploaded your [Resume/CV](#), [Transcript](#), [Personal Statement](#), [MCAT/DAT/GRE Test Score \(or MCAT/DAT/GRE Test Date\)](#), [AMCAS/AACOMAS/TMDSAS ID Number](#), [Letter ID Number](#), and [PDF copy of primary application](#) as documents in your dossier.

Second, make sure that all confidential letters of recommendation that you have requested that are relevant to your application have been received.

Once you have all required documents and letters in your account, initiate a letter request within PrivateFolio to your Pre-Health Advisor. Enter "Committee Letter" as the title of the document, and as the opening words of the letter request.

Submit the request. This will allow your Pre-Health Advisor to know that your materials are all on file and your account is ready for a Committee Letter.

Step 6. If you have missed the April 15th deadline for a Committee Letter Request, please proceed to 6a for instructions on creating an Individual Letter Request. Otherwise, skip to 6b to follow the instructions to obtain a Committee Letter.

6a. Individual Letter Request

To request that a letter be uploaded to AMCAS, follow these instructions:

<https://privatefolio.freshdesk.com/a/solutions/articles/12000044306>

In the AMCAS portal, when entering the information for your letters of evaluation, **be sure to enter the unique email that PrivateFolio assigned to your letter as the contact email for your letter writer**. Send the letter request within AMCAS, and PrivateFolio will receive the request and upload the corresponding letter once you approve. Finally, make sure to follow through with the approval process listed below to pay/approve the delivery within your PrivateFolio account.

6b. Committee Letter

Once all individual recommendation letters are in your file, please allow at least four weeks for your committee letter writer (Ms. Santos or Dr. Ojo) to upload your committee letter. Once uploaded, you will be notified and able to request delivery.

To request that a letter be uploaded to AMCAS, follow these instructions:

<https://privatefolio.freshdesk.com/a/solutions/articles/12000044306>

In the AMCAS portal, when entering the information for your letters of evaluation, **be sure to enter the unique email that PrivateFolio assigned to your letter as the contact email for your letter writer**. Send the letter request within AMCAS, and PrivateFolio will receive the request and upload the corresponding letter once you approve. Finally, make sure to follow through with the approval process listed below to pay/approve the delivery within your PrivateFolio account.

Once the letter upload request is received by PrivateFolio, you will receive an email notification that the letter is pending payment/approval:

You have a pending delivery of a Confidential Letter of Recommendation that was requested by privatefolio.outreach@gmail.com.


To approve, please log in to your account and pay for this delivery:

[Log In to PrivateFolio](#)

Sincerely,
-The PrivateFolio Team


Step 7. When the user logs in, there will be a “Payment Required” notice in the upper left of the screen under the PrivateFolio logo. Click on the “Payment Required” link.

<https://www.privatefolio.com> Balance: \$35.01 | Expiration




[Payment Required \(1\)](#)

[HELP](#) [MANAGE DOSSIER](#) [MY ACCOUNT](#) [PORTFOLIO](#) [RI](#)



Manage Dossier

- [Upload Documents](#)
- [View/Tag Documents](#)
- [Start a Delivery](#)



Expires 06/18/2018 [Renew](#)

My Account

- [View Pending and Past Deliveries](#)
- [Add Funds](#)
- [Change Settings](#)

Step 8. This will bring the user to a payment page listing pending uploads. If the user has funds in their account, they can approve/pay for the upload by clicking the checkmark. Otherwise, they pay with credit card (\$2 per upload).

Provide Payment

Click:
✓ to pay w/ funds
💳 to pay w/ credit card
✕ to cancel the request

Displaying 1-1 of 1 result.

Delivery ID	Destination	Document(s)	Request Date	Cost	Actions
1006	Upload (privatefolio.outreach@gmail.com)	Einsteins Recommendation Letter	06/01/2017 00:52:01	\$2.00	✓ 💳 ✕

The user will receive a confirmation email when the upload is completed.