

## Using Interfolio to provide references in PeopleAdmin

### Instructions for a Candidate

1. First, be sure that your letter writer has successfully uploaded a letter to your Interfolio account by checking your Manage Documents page. Letters that have not been received cannot be used in the application.

2. Once you've confirmed that the documents are ready in your Interfolio account, navigate to Add Delivery and click Upload Application to Website.

This page will list each letter in your account, along with the corresponding document email address. You can copy and paste the entire document email address <[send.name.ID@interfolio.com](mailto:send.name.ID@interfolio.com)> for each letter directly into PeopleAdmin.

3. Double check that each document email address you entered into PeopleAdmin matches up with each letter writer's info. Once you submit the application in PeopleAdmin, a request will be emailed to each one of the document email addresses you entered. These emails come to Interfolio, not to the reference provider.

4. When Interfolio receives the request, they'll create a pending delivery in your account and send you an email notification letting you know that you can log in, and check out the deliveries.

5. Once you check out the delivery, it will be added to our processing queue. It takes 1-3 business days for an Interfolio application specialist to manually upload each document into the application. Once the deliveries are processed, they'll send you a quick email letting you know it's done!