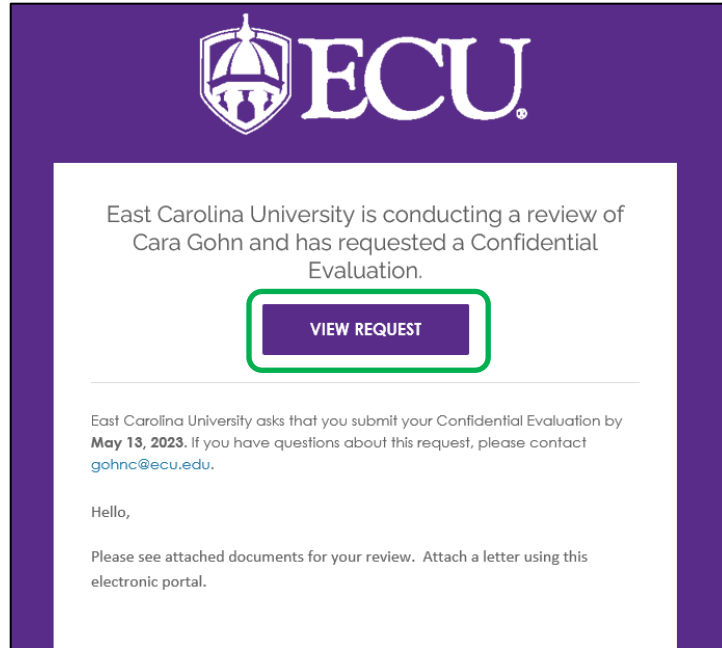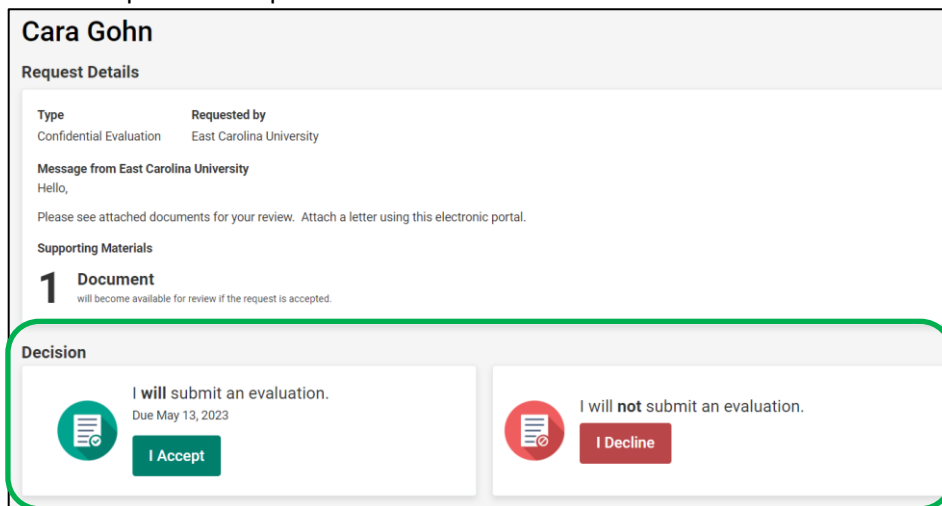# Instructions for External Reviewers

When a request for a letter is submitted electronically to external reviewers via Faculty180/Interfolio, the external reviewer will receive an email. Click "View Request."

Click "I Accept" or "I Decline." External Reviewers will not be able to view the attached candidate documents until the request is accepted.

If accepted, the screen will refresh and candidate document will be available for viewing. Click the "Read All Materials" button to view the documents.
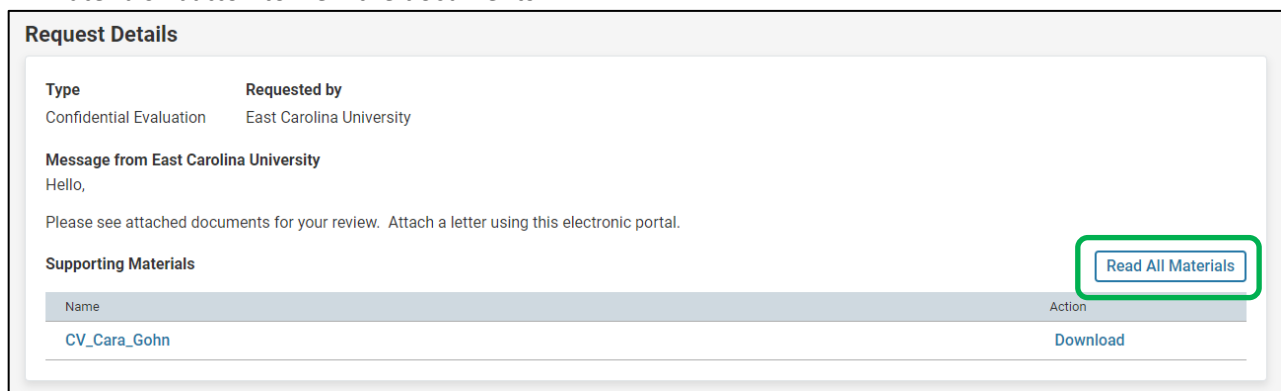
Under the candidate documents, a due date will appear. The letter must be uploaded before that due date, or you will be unable to upload the letter using this method. Upload the letter by clicking "Add File" in the Evaluation section.

Once uploaded, click "Submit."