In addition to providing review letter in Interfolio with the steps below, reviewers are also required to provide hardcopies of review letters in faculty campus mailboxes.

**Step 1**, Check box next to letter, and then click on “share” button, select “with candidate”.

![Interfolio Step 1 Diagram](image)

**Step 2**, Fill in email language. You will see that the letter is already attached at the bottom. Be sure to enable the response on the right hand side, select the reason, and the section where the response will go. **This is where you set a 10 calendar day response deadline.** Then Preview and Send the Message.

![Interfolio Step 2 Diagram](image)

During the 10 days, the faculty member can submit a response letter. **If you decide to change your letter, please follow steps 1-3 to resend your revised letter to the faculty member.**

After the 10 days have passed, then you have to log in and continue with the steps below.
Step 3, Make sure to click on the “Case Details” tab and select the final RTP letter that fulfills the Required Document. Section for your review. Be sure to select from the letters already uploaded by clicking on “select file from case”.

3 A.

3 B.
3 C. The section will now show as fulfilled.

Step 4, Then you have to move the case forward for the next level of review to gain access. Scroll to the top of the case page and click on the “Send Case” forward button.
Step 5: A template email will then pop up for you to fill out.

Hit **Continue**, and the Case will move out of your queue and go up to the next level or review.

When all these steps are completed you will no longer have access to the ePIF.