

## **Surgical critical care and Acute care surgery Fellowship Application Service (SAFAS)**

**[www.safas-sccpds.fluidreview.com](http://www.safas-sccpds.fluidreview.com)**

### **RECOMMENDER INSTRUCTIONS**

#### **REQUEST for RECOMMENDATION:**

1. SAFAS Applicants select 3 Recommenders on their Application.
2. Recommenders will receive an automated E-mail request.
3. Go to “click here” or copy/paste the URL provided.
4. Recommenders may Create an Account.
5. Otherwise, click on “I don’t want an account – Just let me in!”

#### **COMPLETION of TASKS:**

6. Please complete both Tasks:  
Complete Standardized Letter of Recommendation (SLOR) form.  
Upload Separate Letter of Recommendation document.
7. Upon completion, each letter will upload into Applicant file.
8. You may Review, Edit, or Delete your uploaded letters.

#### **VIEW APPLICATION DOCUMENTS:**

9. Go to “Click here” to download ZIP file of Applicant’s file in-progress.
10. The ZIP file includes:  
All of this Applicant’s Individual Documents.  
A Comprehensive PDF of all of this Applicant’s documents.
11. The ZIP file includes a list of Programs selected, if completed.
12. If you are both a Recommender and a Program contact:  
The Applicant’s Program Selection form is hidden.  
Please contact Applicant for a copy of Program Selection Form.

#### **MULTIPLE REQUESTS:**

13. More than one Applicant may select you as a Recommender.
14. Your Recommender Home Page may list more than one Applicant.
15. Please complete both Tasks for each listed Applicant.

#### **HELP and SUPPORT:**

16. Resources, Links, and Contact information at the SAFAS Web top navigation bar.
17. For SAFAS service support, contact SAFAS Administrator:  
SAFAS Administrator: [webmaster@sccpds.org](mailto:webmaster@sccpds.org)
18. For FluidReview technical support, contact FluidReview Help Center:  
<https://fluidreview.zendesk.com/hc/en-us/categories/202613618-Contact-Us>

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