



To: University Administration
From: Damaris Valdes, Associate Director, Academic & Student Affairs
Date: March 26, 2020
Re: DocuSign Application

To improve business processes, FIU has adopted DocuSign – a digital signature application that allows users to electronically create, sign, and track documents with ease. DocuSign is setup with FIU’s Single Sign On system to allow all university accounts the ability to upload, sign, send and save documents in addition to setting up workflows.

Information and training are available on the FIU DocuSign website docusign.fiu.edu. There are many benefits to using DocuSign:

Time. Processing documents can take weeks for routine approvals. With DocuSign, we can free up more time from things like emailing, printing, and scanning for more important tasks.

Security. DocuSign provides secure delivery of official FIU documents while also archiving them for the future. You can be assured that all our most important and sensitive information is safe.

Costs. Reducing the need to mail, store, and print documents saves FIU a significant amount of money for more valuable investments.

Tracking. DocuSign can check for pending signatures, while also reminding signers of documents in need of signatures of approval. No more clutter or lost forms.

To get started, we strongly recommend that you go through each of the tabs on the top of the website to learn more about this powerful application.

If you have any questions or if you feel that you need a more robust DocuSign setup once you have utilized what is available, please let us know and we can discuss further. You may email all questions to docusign@fiu.edu.