How to Upload a Signed Form or Letter

Appointment forms and letters that are signed outside of the FIS can be uploaded via the **Forms and Letters** component of the Faculty Information System.

Bulk Download Appointment Forms or Letters

- 1. Under Administration, select Forms and Letters.
 - a. If releasing an appointment form, select Forms and Letters Forms
 Release Forms.
 - b. If releasing a letter, select Forms and Letters Letters Release Letters.
- 2. Use the appointment filters (optional) and click [Load].
- 3. To upload a signed form or letter, scroll to the right and click [Choose File] under the File Upload column.



- 4. Select the document you want to upload from your computer and click Open.
- 5. The **File Upload** column will change to "File Signed".



Note: If you need to delete a signed form or remove a signature from a signed form, please email fissupport@case.edu.