

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

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

Date Saved	Original Release Date	Chair Release Date	Dean Release Date	Original Email Date	Reminder Date	Number of Reminders	Response Deadline	Date Signed	Revised	File Upload
5/29/2025						0	6/13/2025			Choose File No file chosen Upload File

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

Date Saved	Original Release Date	Chair Release Date	Dean Release Date	Original Email Date	Reminder Date	Number of Reminders	Response Deadline	Date Signed	Revised	File Upload
5/29/2025						0	6/13/2025	6/24/2025		File Signed

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