



EXPLORING WHY EDUCATIONAL INSTITUTIONS CHOOSE FOXIT ESIGN AS THEIR ELECTRONIC SIGNATURE SOLUTION



WHITE PAPER

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INTRODUCTION

Electronic signatures have become increasingly popular in recent years for schools and other learning institutions. While traditional printed paperwork has primarily been used in the past to gather permissions, complete enrollment, distribute notifications, and complete forms, administrators and educators have discovered that by digitizing documents and implementing an electronic signature solution, they can experience useful benefits that transform a number of processes.

Below, we'll identify key ways in which schools can benefit from using electronic signatures and how Foxit eSign is prepared and capable of delivering those benefits and more.

 **Capterra**
★★★★★
5/5

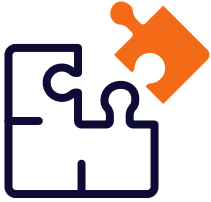
GetApp
★★★★★
4.9/5

Software Advice
★★★★★
4.9/5

 **featured customers**
★★★★★
4.7/5



BENEFITS AND USE CASES



MORE COMPLIANT

For most educational institutions, meeting compliance and regulatory requirements thoroughly and effectively is a top priority. Foxit eSign electronic signatures better control over the signing and sending process, detailed auditability, and security and identity capabilities, such as multi-factor authentication (MFA) that can be customized for each situation.



STREAMLINED ADMINISTRATIVE EFFORTS

By using a signing solution like Foxit eSign, schools can automate and speed up the enrollment process for administrators, parents, and students by bypassing traditional and time-consuming printing, signing, and mailing methods. Additionally, when school administrative staff have access to an electronic signature solution to create and complete enrollment forms, permission slips, staff hiring, important notifications, and more, it can transform their workflows, thus increasing productivity.



SIMPLIFIED REMOTE COLLABORATION

In the past several years, more schools and higher education institutions have found themselves with increased needs for better remote collaboration tools. Foxit eSign provides critical solutions to support document completion and collaboration, no matter where signers are, promoting easier department collaboration, improved communication with parents and students, and digitally accessible documents.



IMPROVED ACCURACY

When enrollment forms and other paper documents require correction, it can create a bottleneck in completing any process. By using electronic signatures through Foxit eSign, schools can institute more effective document guidance with form field controls and instructions, thus preventing common errors and missing information.



BETTER ORGANIZATION

From IEP/504 plans to grade reporting, educational benefit applications, opt-in/out forms, immunization forms, enrollment forms, and more – schools process a lot of paperwork. By using electronic signatures schools cannot only digitize the paperwork completion process for streamlined and trackable completion, but they can also store completed documents digitally for easy location and sharing as needed.

FEATURES AND CAPABILITIES



SEAMLESS INTEGRATION CAPABILITY

For most schools, balancing multiple software solutions throughout the day is a given – that's why using solutions like Foxit eSign integrated into their favorite applications or software is a game changer.

- **Embeddable Forms:** Use pre-generated code to quickly and easily embed signable forms into your website.
- **Zapier:** Automate signing tasks and processes by using pre-built integrations available for 1000s of popular applications.
- **Purpose-Built API:** Incorporate the optimal signing solution for schools by integrating our software into your platforms using our powerful purpose-built API that offers custom solutions to fit your needs.



ENHANCED DATA SECURITY

Whether it's a private college with strict data requirements or a busy local school system, keeping documents private and secure is a top priority for all educational institutions. Foxit eSign understands the importance of document security and provides significant enhancements.

- **SOC 2 Type 2 Compliant:** We have been audited by independent industry auditors and comply with the strict and thorough 5 trust service principles as developed by the AICPA: Security, Availability, Confidentiality, Processing Integrity, and Privacy.

- **Dynamic Encryption:** Your documents are locked and secured with 256-bit encryption; this is paired with our strict firewall controls – all incoming and outgoing traffic is monitored and forced to abide by our network’s strict security rules.
- **Cloud servers in trusted U.S. and EU data centers:** Foxit eSign currently maintains data centers in both the U.S. and Europe so educational institutions can ensure data localization and optimal security of their data.
- **Intuitive Visibility Controls:** We place the power in your hands with visibility controls that are built to help you easily streamline who can see and access your important documents, such as document viewing limitations, account user restrictions, different user levels, and user manager assignment.



EASY TO USE

The Foxit eSign user interface and features are intuitively designed to be convenient for both senders and signers, and facilitate faster onboarding for employees and recipients alike.

- **Minimal Instruction and Training:** Foxit eSign’s user interface is intuitively designed to limit the need for exhaustive or confusing onboarding and training. Our user-friendly layout allows for frustration-free use while maintaining robust and helpful features.
- **Remind Options:** Detailed views give you perspective on where your document signing process is at all times. Plus, you can ensure the timely completion of your document by sending reminders to signers.
- **Parallel Workflow-Based Walkthrough:** Optimize your tasks with our intuitive, parallel, and sequential signing process that fluidly guides you from template creation to sending and storing for a more streamlined and efficient experience for administrative staff, students, and parents.



SIMPLIFIED DOCUMENT CREATION

Foxit eSign makes it easier than ever for educators and administrative staff to create the signable documents they need quickly and easily.

- **Supports Many File Types:** Easily upload any school-required forms in practically any file format and convert to PDF in a snap, including DOC, DOCX, XLSX, XLS, PPT, PPTX, CSV, TXT, RTF, and PNG.
- **Add Form Fields Effortlessly:** Drag and drop signature, date, data, checkbox, and other fields onto any form for quick and easy document creation.
- **Reusable Template Creation:** Save commonly used forms faster by creating templates in your personal template library for quick and easy sending. Or, send forms and documents conveniently by utilizing our premade template library to customize and send common educational forms.
- **Replaceable Templates:** Updating documents has never been easier than with Foxit eSign! Simply use our template file replacement tool to update templates in seconds.
- **Template Rules Combined with Smart Tags:** Use smart tags to derive name, email, and other information from persons, allowing the bypassing of repetitive manual entry.



COMPLETE CUSTOMER CARE

No two schools are alike, which means that their needs and processes will vary greatly. Foxit eSign understands the need for unique solutions and ensures that customized guidance and support is provided every step of the way.

- **24/7 Support:** We work on your schedule. Contact our customer service for assistance 24/7 by phone, chat, email, or ticket.
- **Custom Solutions:** Our support representatives are highly trained, knowledgeable, and skilled in problem-solving and solution identification. Whether you have questions, have encountered a problem, or simply need guidance on the most effective way to perform a certain function – we've got you covered. Additionally, we offer daily webinars for beginners and for more advanced users.



COST SAVINGS

When schools save money and cut costs, it means they have an important opportunity to expand programs and efforts in essential areas. Foxit eSign's cost-effective pricing is built to reduce overhead costs and meet budgetary goals.

- **Save on Paper, Printing, and Mailing:** Digital documents and electronic signing are cheaper than paper and pen-and-ink signing. By switching to digital, educational institutions can substantially reduce their overhead and cut costs.
- **Plan Around Established Budgets:** When yearly budgets are tight, it's important that the solutions schools implement are cost-effective and complementary to their bottom line. Foxit eSign's plan pricing is structured to accommodate even the strictest of budgets.



IOS SIGNING

For many of our signers in the education sector, mobile signing is a must. Our iOS application was designed to offer full-scope electronic signing on the Apple iOS device of your choice.

- **Full Functionality:** Foxit eSign's iOS app is designed to provide users with a full electronic signature process on-the-go without losing any functionality from the browser-based app.
- **Offline Mode:** Continue preparing, signing, and managing documents even when disconnected from the internet by using offline mode – simply sync and send once connected.



LEGALLY BINDING, SOX, AND FERPA COMPLIANT

Schools hold a lot of sensitive information about students, and they are responsible for keeping it safe, secure, and protected. By utilizing Foxit eSign, educational institutions can more easily comply with FERPA and SOX requirements, as well as ensure documents are legally binding.

- **Legally-Binding:** We are fully compliant with all ESIGN and UETA regulations, ensuring your documents are legally-binding and can easily comply with educational regulations pertaining to electronic signatures and digital documents.
- **FERPA Compliant:** Acts like the Family Education Rights and Privacy Act (FERPA) are instituted to help students retain control over their personal files. Foxit eSign can help make many of these compliance requirements much easier to follow due to better control over the signing and sending process.
- **SOX Compliant:** For those publicly traded private colleges which must comply with Sarbanes-Oxley (SOX) regulations pertaining to privacy and fraud detection, Foxit eSign's tamper-evident and detailed auditing is the perfect solution.
- **Multi-Factor Authentication (MFA):** MFA allows additional security to be utilized by requiring users to provide follow-up credentials other than just a username and password. Foxit eSign multi-factor authentication can be enabled through SMS, Voice, and Authy.