

## Process for Approval of Electronic Signatures

Pursuant to the policy IT6006, the following is established as the process for approval of electronic signatures to be used at the University of Memphis:

1. Unit desiring to implement an electronic signature process submits a draft, step-by-step procedure to the CIO for review and approval.
2. Step-by-step procedure must include the following:
  - Description of the process for which electronic signature is to be implemented
  - Description of software used in the process
  - Digital Signature Consent language as provided by vendor
  - Description of back up process of electronic signature
  - Any other pertinent security or process information
  - Cover page to include:
    - ❖ Name of person responsible for the process (Business Owner)
    - ❖ Statement certifying that the process meets generally accepted standards for the type of transaction (Individual)
    - ❖ Approval of department or unit head
    - ❖ Review/approval by UofM appropriate officer
    - ❖ Anticipated dates of implementation
    - ❖ Signature line for approval of the CIO
3. CIO reviews the request and proposed process. Review may include the following:
  - Follow up with the requestor to clarify any details in the proposed process
  - Review with appropriate ITS staff to validate the process, use of the process, and security of the proposed process
  - Suggested/required revisions to the process to meet security or other concerns
4. Timeline for approval
  - The CIO or designee will contact the requestor within 2 business days upon receipt of request regarding the status. (**Note:** Review and suggested changes may require additional time, depending upon the complexity of the proposed procedure.)
  - The CIO may delegate approval of the proposed procedure to the Associate CIO of ITS
5. Submission and retention
  - The request for approval of a procedure for electronic signatures may be submitted in either electronic or paper form
  - The requestor is responsible for maintaining a record of the approval of the procedure, to be able to produce such record on the request of Internal Audit or other appropriate entities, in the future. The office of the CIO will also maintain a record of the approval, for reporting and other purposes.