



1 Do you interact with other entities (e.g., healthcare providers, FBI, etc.) that **require the capability to send or receive documents via fax** for procedural, regulatory, or business reasons?

2 Are the entities you interact with **within the US and Canada**?

5 **Electronic Fax Options**
 UHS Athletics
 Sfax
 Note: Some would also need to communicate with fax.

6 How frequently do you need to send and/or receive documents via fax?

9 Often (e.g., daily/weekly) → **Traditional fax services (exception required)**
 Note: Analog phone line cost expected to almost double.
10 Rarely (e.g., less than once a month) → **Commercial fax service (e.g., UPS)**

3 Do you need to send and/or receive documents with **legally enforceable signatures**?

7 **Adobe Sign Enterprise**
 Note: Business conditions need to be met.

8 Do you need to send or receive **PCI data**?

11 **SharePoint portals**
 Note: Data required to be encrypted or protected.

4 Do you need to send or receive **sensitive data** such as FERPA, HIPAA, GDPR, GLBA, PCI?

12 Do you need to send or receive other sensitive data, such as **FERPA, HIPAA, GDPR, or GLBA**?

13 **OWA Encrypted Email**
14 Do you need to send/receive documents for **collaboration**?

15 Do users need to **retain access to documents** irrespective of whether the file creator remains at the UO?

16 **Standard Email**

17 **SharePoint portal** OR **Departmental File Server**

18 **OneDrive or DropBox**

Solution that is currently **not delivered enterprise-wide** and/or unit will **incur a fee** for use

Solution included in our **current service offerings**