

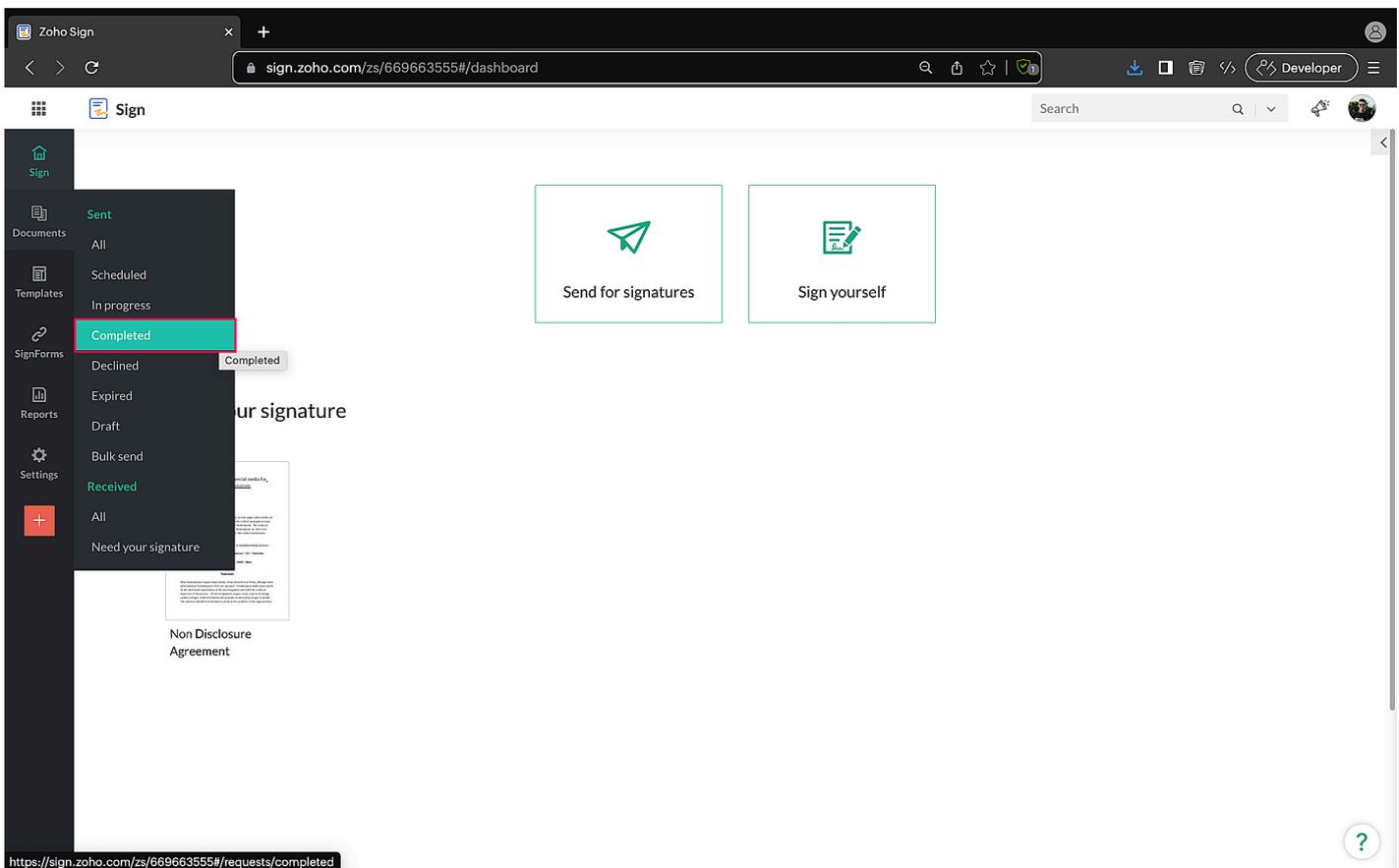
Downloading completion certificate for signed documents

In addition to the document [detailed view](#), Zoho Sign provides the option to download the certificate of completion. This certificate contains a complete audit trail of the signed document. It can be used for legal documentation if the document is tampered with, or if any other legal questions arise.

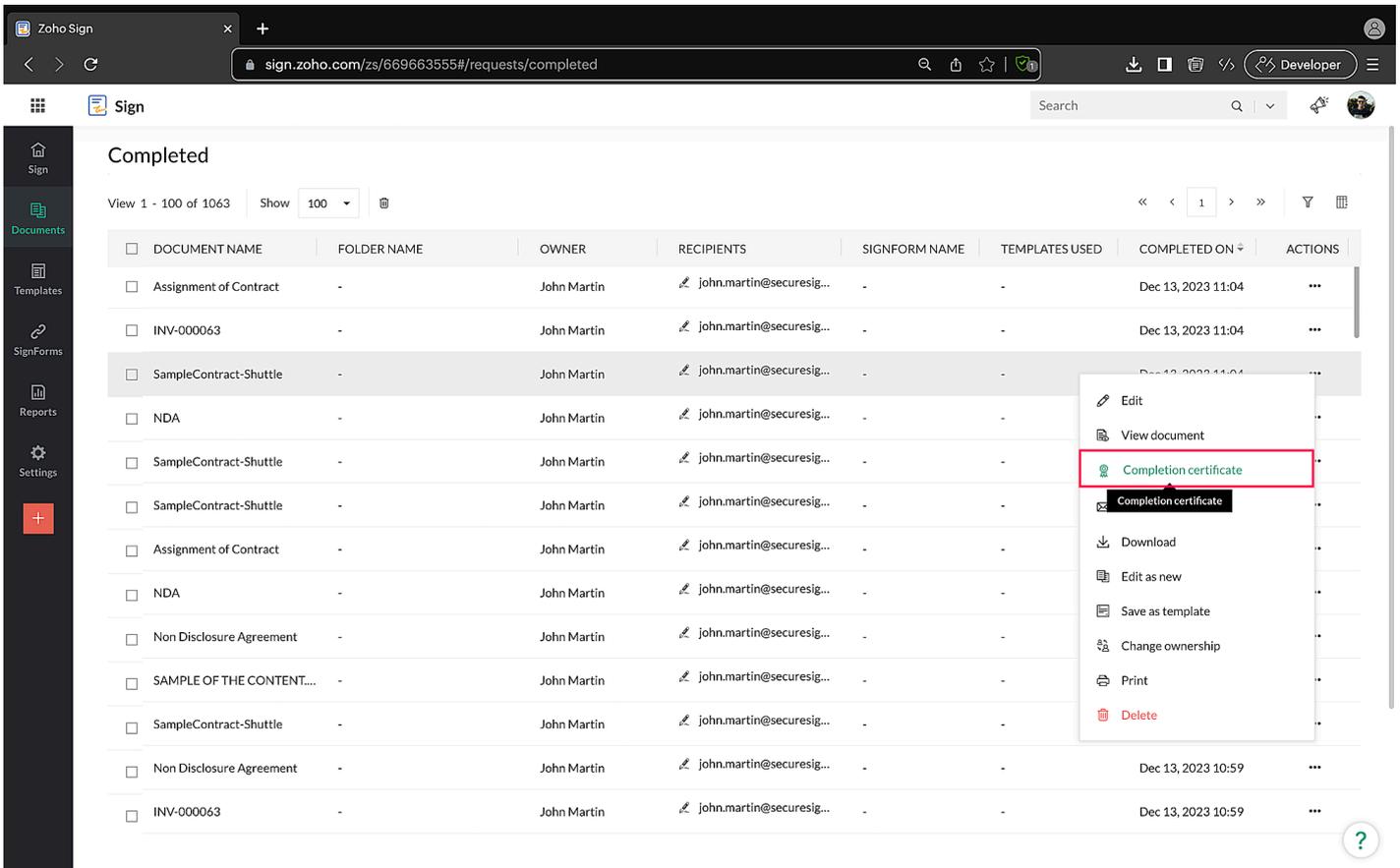
 Please find a sample completion certificate attached at the bottom.

To download the certificate of completion

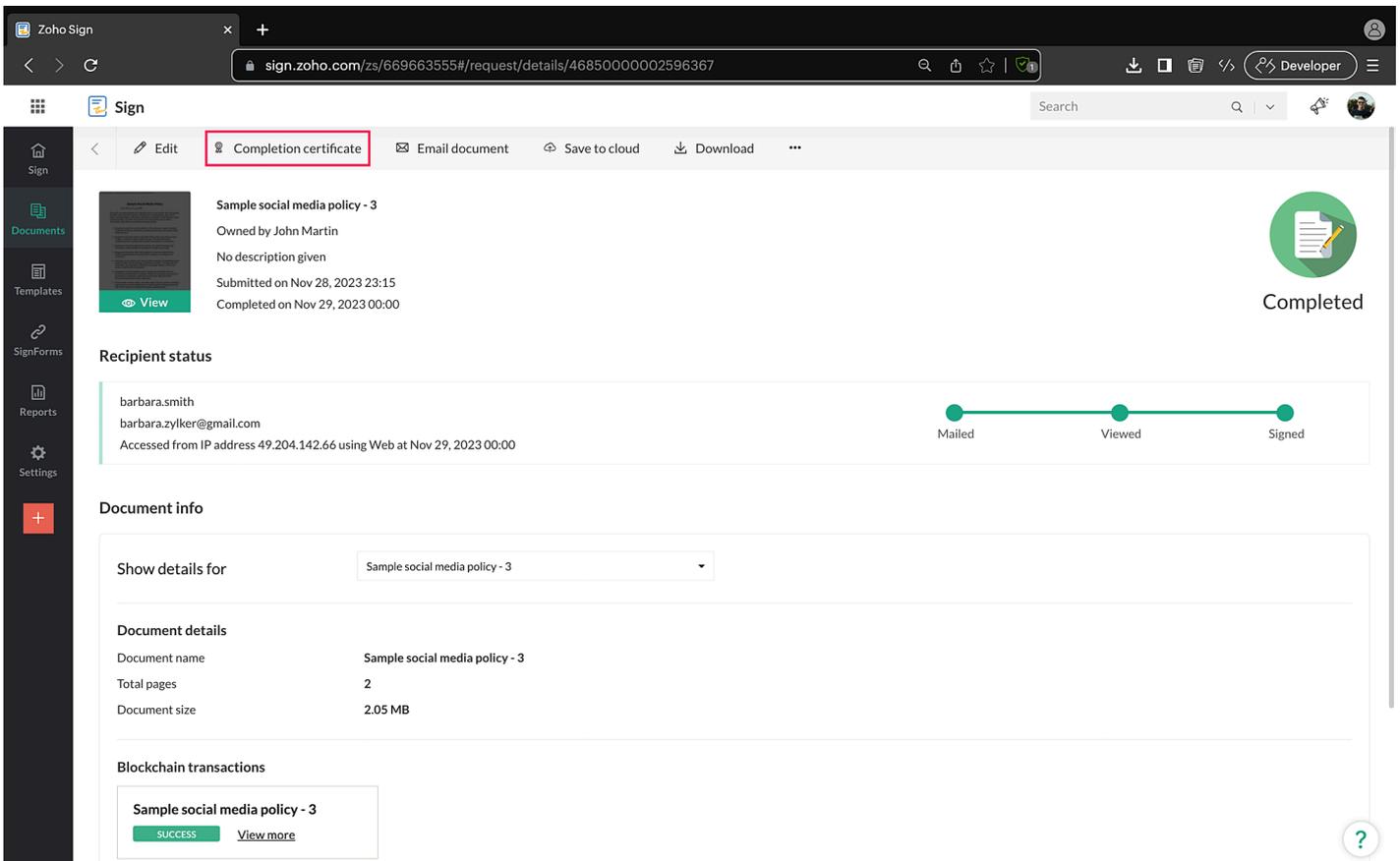
1. From the left navigation pane, hover over *Documents* and click **Completed**.



2. Click the ellipsis under the *Actions* menu and click **Completion certificate**.



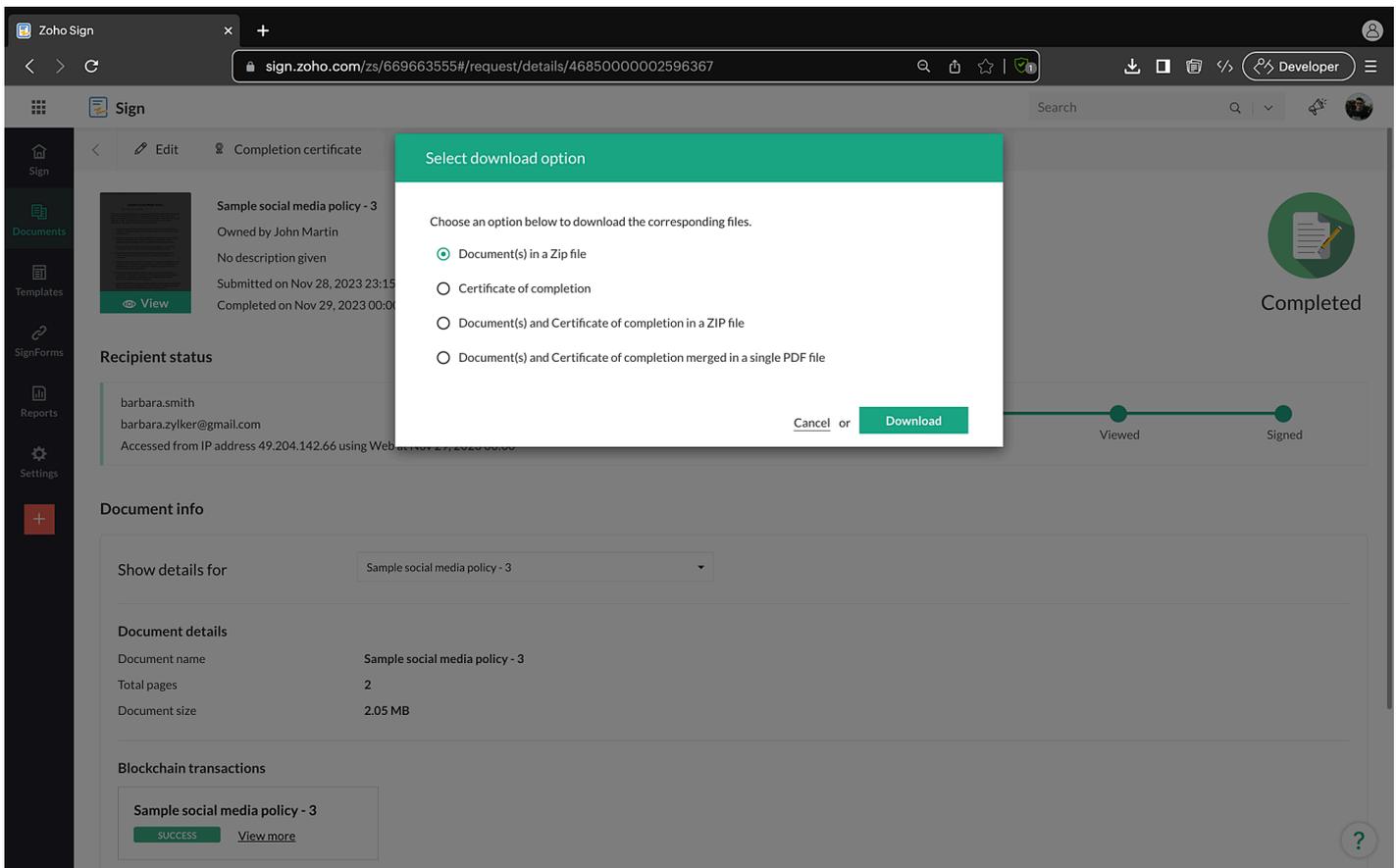
3. Alternatively, click the document's name and click **Completion certificate** at the top of the detailed view screen.



4. To view more download options, from the document's detailed view screen, click on the three dots and select **Download**.

The screenshot shows the Zoho Sign interface for a document titled "Sample social media policy - 3". The document is in a "Completed" state, indicated by a green circle with a checkmark and the word "Completed" in the top right. The document details show it was owned by John Martin, submitted on Nov 28, 2023, and completed on Nov 29, 2023. The recipient status for "barbara.smith" (barbara.zylker@gmail.com) shows a progress bar with three stages: "Mailed", "Viewed", and "Signed". The document info section shows details for "Sample social media policy - 3", including 2 pages and a size of 2.05 MB. The blockchain transactions section shows a "SUCCESS" status for the document.

5. Select the desired option and click **Download**.



6. Your downloaded certificate of completion will have the following information:

- The summary of the signing process
- A complete trail of the transaction in the blockchain.
- Recipient information and sender information
- Legal disclosure containing the terms agreed by the recipient before signing.

completion certificate-Sample social media policy - 3.pdf 1 / 2 100%

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Generated on Dec 13, 2023 11:21 IST

Certificate of Completion

Summary

Document ID : 27EA4143-GMKSP0REMJPT37QPD6IFXFECPOVRZRZ4IN7EOVAVFO

Document Name : Sample social media policy - 3

Sent by : John Martin <john.martin@securesign24x7.com>

Organization : Securesign 24x7
GST MainRoad,Chennai,TamilNadu,India 600028

Sent on : Nov 28, 2023 23:15 IST **Signers :** 1

Completed on : Nov 29, 2023 00:00 IST **Receives a copy :** 0

Sign order : Random **Approvers :** 0

No. of documents : 1

Blockchain transactions

Verification link : [Link](#)

Transaction block committed on : Nov 29, 2023 12:09 IST

Recipients

<p> barbara.smith barbara.zylker@gmail.com</p> <p>Emailed on : Nov 28, 2023 23:15 IST</p> <p>Viewed on : Nov 28, 2023 23:58 IST</p> <p>Terms agreed on : Nov 28, 2023 23:59 IST</p> <p>Signed on : Nov 29, 2023 00:00 IST</p>	<p>Signature</p> <p><i>barbara.smith</i></p> <p>Accessed from : 49.204.142.66</p> <p>Device used : Web</p> <p>Authentication type : Email authentication</p>
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Legal Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read the following information carefully. By clicking the 'I agree' button, you agree that you have reviewed the following terms and conditions and consent to transact business electronically using Zoho Sign electronic signature system. If you do not agree to these terms, do not click the 'I agree' button.

Electronic documents

Please note that Securesign 24x7 ("we", "us" or "Company") will send all documents electronically to you to the email address that you have given us during the course of the business relationship unless you tell us otherwise in accordance with the procedure explained herein. Once you sign a document electronically, we will send a PDF version of the document to you.

Request for paper copies

You have the right to request paper copies of these documents sent to you electronically from john.martin@securesign24x7.com. Alternatively, you also have the ability to download and print these documents sent to you electronically, and re-upload a scanned copy of the printed and physically signed documents. If you, however, wish to request paper copies of these documents sent to you electronically, you can write back to the sender.

Withdrawing your consent

At any point in time during the course of our business relationship, you have the right to withdraw your consent to receive documents in electronic format. If you wish to withdraw your consent, you can decline to sign a document that we have sent to you and send an email to john.martin@securesign24x7.com informing us that you wish to receive documents only in paper format. Upon request from you, we will stop sending documents using Zoho Sign electronic signature system.

To advise Securesign 24x7 of your new email address

If you need to change the email address that you use to receive notices and disclosures from us, write to us at john.martin@securesign24x7.com

System requirements

Compatible with recent versions of popular browsers such as Chrome, Firefox, Safari, and Internet Explorer. Zoho Sign is also available on iOS and Android devices.