



Print and sign documents

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If your signers are reluctant to sign documents electronically, Zoho Sign offers the option to collect signatures through the Print and Sign option. The Print and Sign option allows you to collect signatures both with pen and paper and digitally without disturbing the existing workflow.

Enabling print and sign

By default, the Print and Sign option will be enabled. However, if you are an administrator of your organization, you can follow these steps if you wish to change your recipient settings.

1. From the left navigation pane, hover on *Settings* and click **Account settings**.
2. Under the recipient experience, enable the **Download document** checkbox under *Recipient actions*.
3. Click **Save**.



Method 1 (Signer will print and upload the signed document)

1. In the document signing window, the signer needs to click **More actions** > **Print and physically sign**.
2. Zoho Sign offers the option to either download the document or print the document directly, and upload the signed document.

Approving the uploaded document

1. Once uploaded, the sender needs to review and accept the uploaded document.
2. Alternatively, the sender can also upload the signed document from the document status window.

Method 2 (Sender will upload the signed document)

1. The sender can view the document under in-progress.
2. Click **More Actions**, then select **Upload signed document**.
3. Accept to the terms once the document has been uploaded.

Alternatively, the sender will be notified via email once the document has been uploaded by the signer.

1. Click **Review and accept**.
2. Review the document and click **Accept document**.

Rejecting the uploaded document

If the sender reviews and rejects the uploaded document, the signer will be prompted to sign the document again.