

## USER GUIDE

### 3. SIGNING A DOCUMENT

# Cygnature User Guide

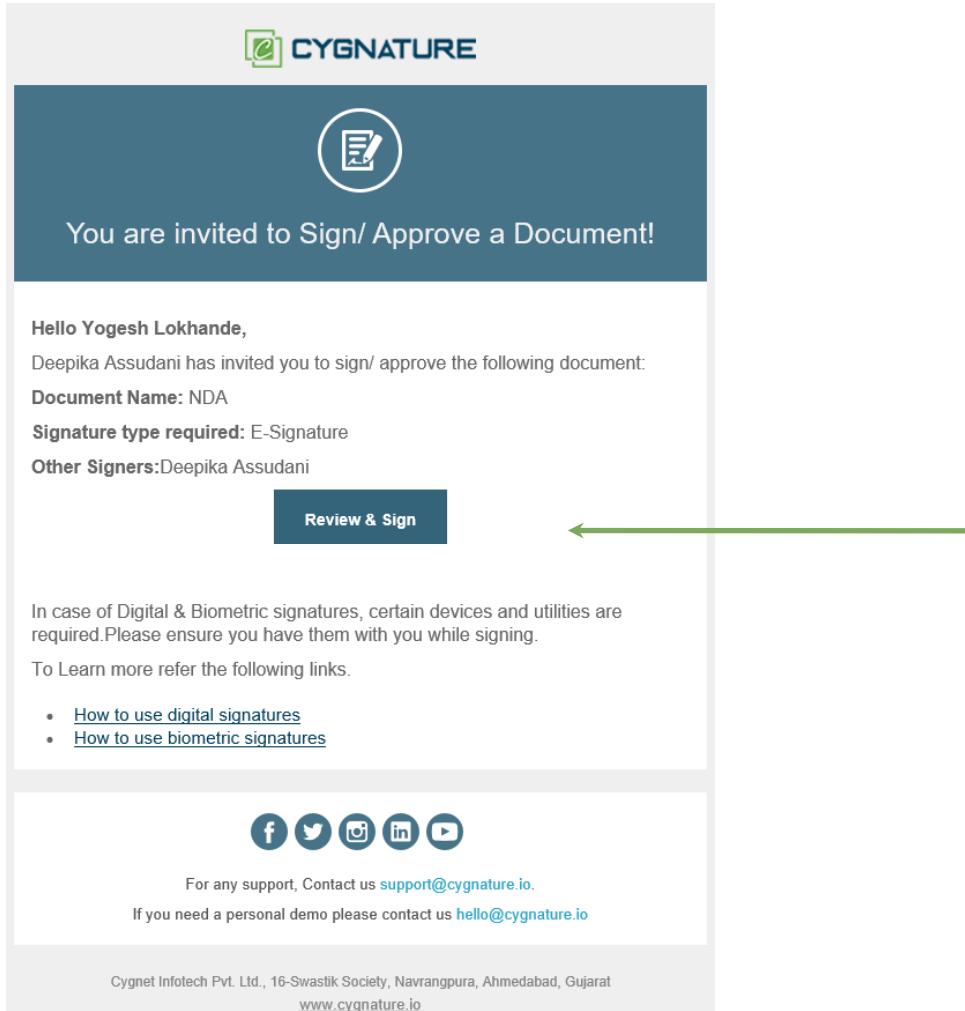
3

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Signing a Document

# Signing the Document - Getting Started

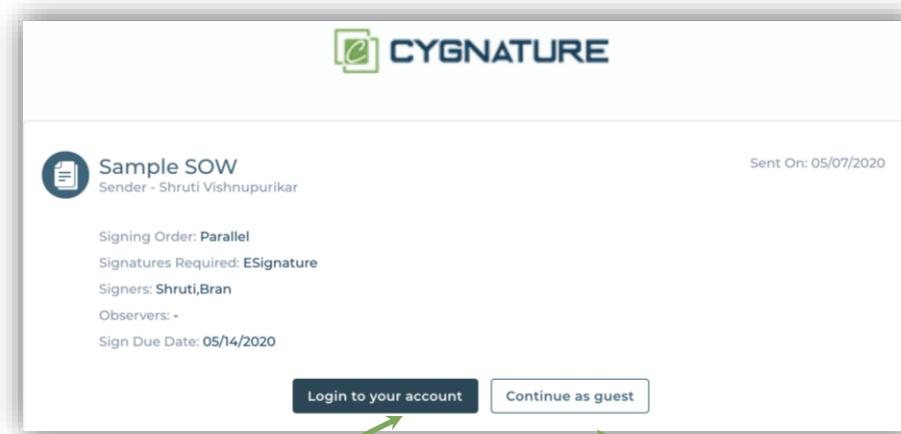
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- A registered user is registered on Cygnature with Free Trial or Paid plan.
- As a registered user you will initially get an invitation on your Email ID to sign the document.
- The email states that the Uploader of the document has requested you to sign the document.
- You can see details about the document in the mail like Document Name, Signature Types Required, Signers Name, Due date etc.
- You can click Review and Sign button which is there in the Email
- The Email also gives you link to assistance on Signing like How to Sign documents using Electronic, Digital and Biometric Signatures.

# Signing the Document as a Registered User or a Guest User

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- As a registered user you will have to Click the button which Says “Login to your account”
- As a guest user you will have to Click the button which Says “Continue as Guest”

# Signing the document as a Registered User

The image consists of three side-by-side screenshots of a mobile application interface for 'CYGNATURE'.

- Screenshot 1: Login Screen**

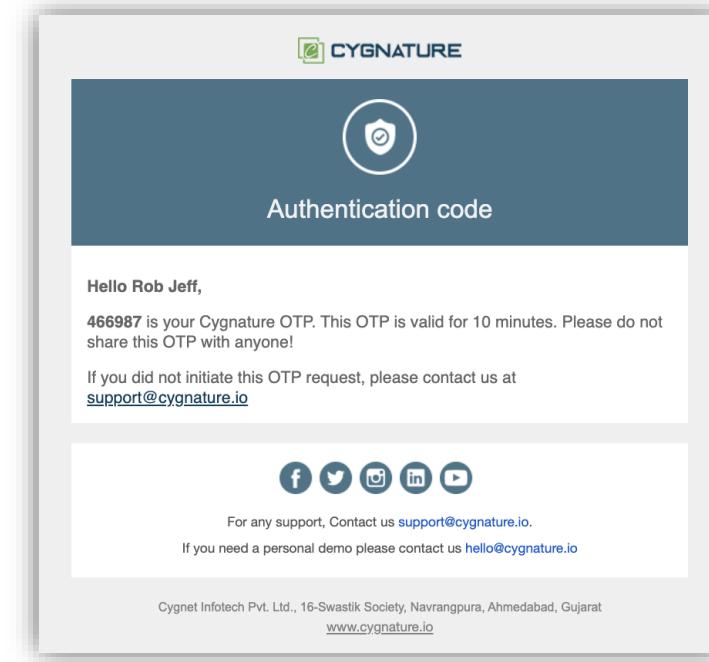
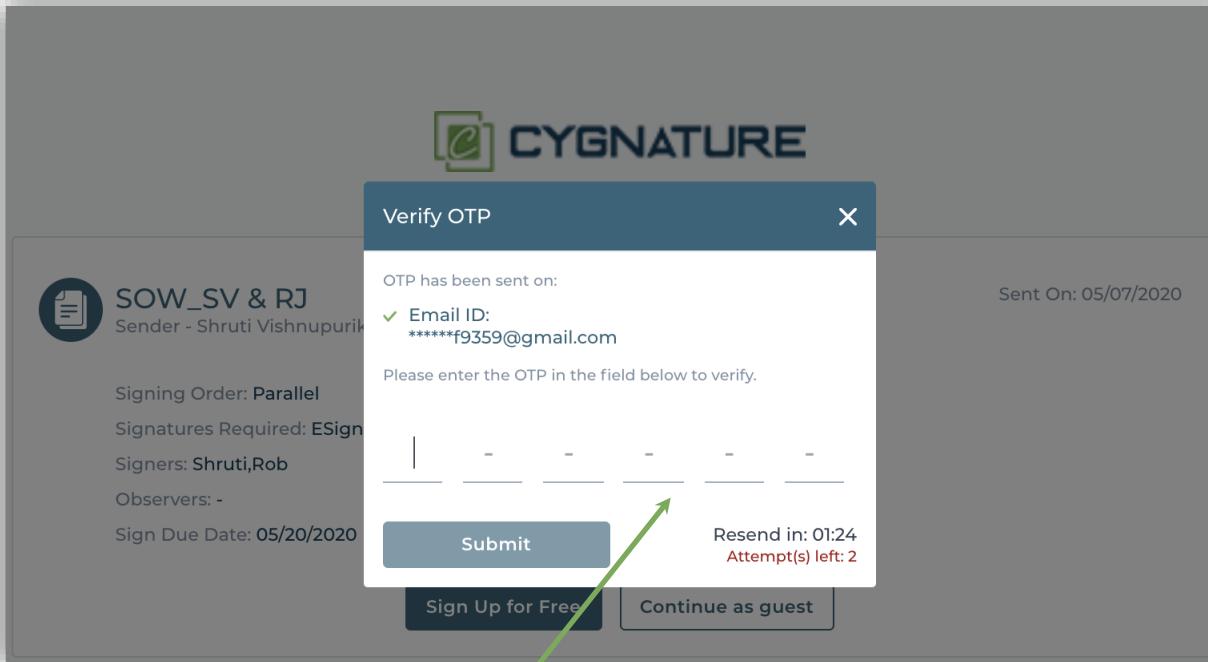
The screen shows a 'Login to your account' form. It includes fields for 'Email' (branrob9359@gmail.com) and 'Password'. There are 'Remember Me' and 'Forgot Password?' links, and a 'Sign in' button. A green arrow points from the bottom of this screenshot to the first bullet point below.
- Screenshot 2: Verify OTP Screen (Step 1)**

The screen shows a 'Verify OTP' message stating 'One Time Password(OTP) has been sent on:' followed by 'Email ID: \*\*\*\*\*b9359@gmail.com' and 'Mobile No.: \*\*\*\*\*5514'. It instructs the user to 'Please enter the OTP in the field below to verify.' A green arrow points from the bottom of this screenshot to the second bullet point below.
- Screenshot 3: Verify OTP Screen (Step 2)**

The screen shows a 'Verify OTP' message with the same information as the previous step. It shows a partial OTP entry '4 - - - - -' in a text input field, with a cursor at the end. Below the input field are 'Submit' and 'Resend in: 01:20 Attempt(s) left: 2' buttons. A green arrow points from the bottom of this screenshot to the third bullet point below.

- Login to your account using Email Id and Password
- You will receive a OTP on registered Mobile Number and Email Id
- Enter the six digit OTP in the box  
• After that you can click submit  
• If you do not receive OTP, you can click on Resend after a waiting time of 60 seconds.

# Signing the Document as a Guest User

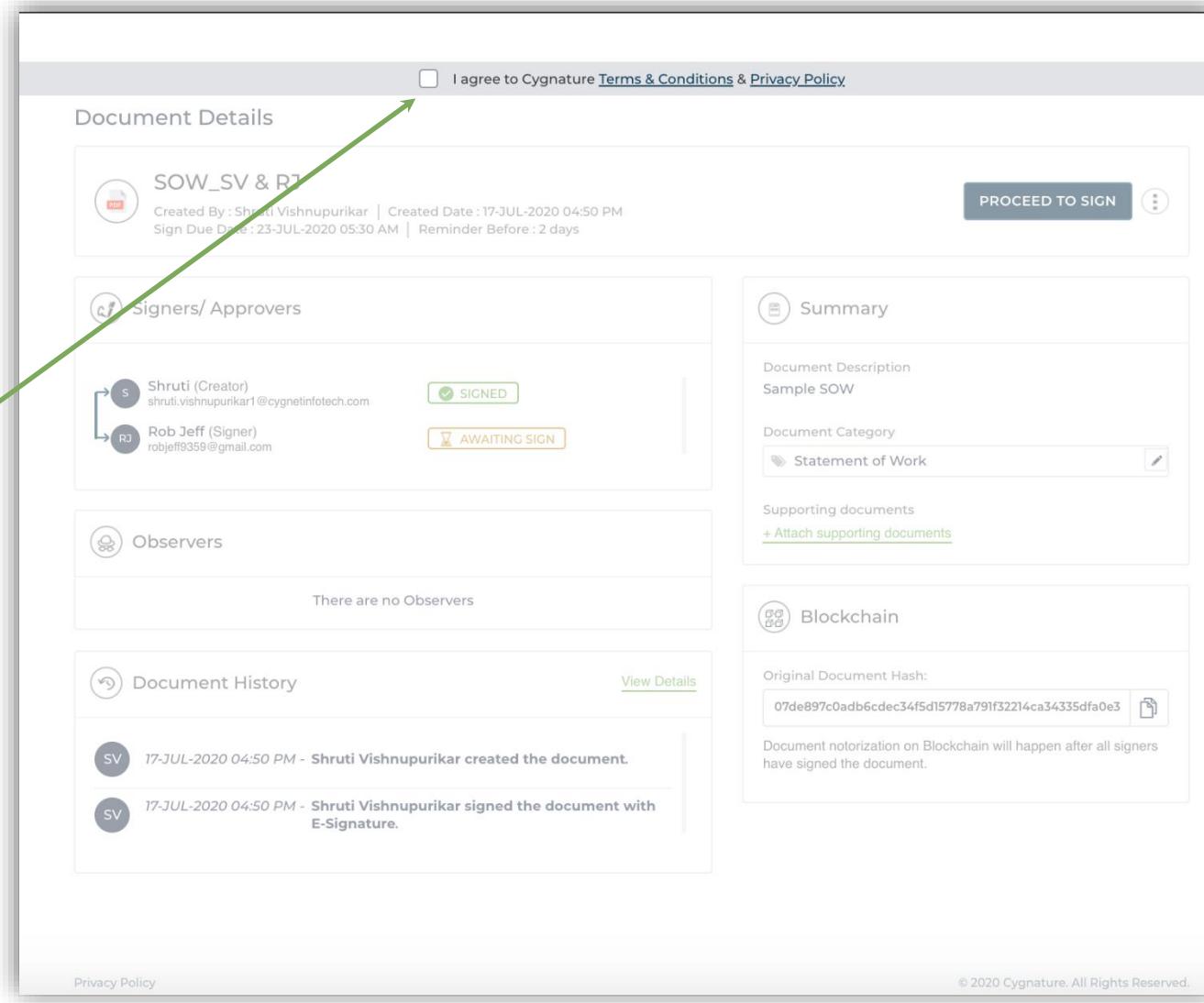


- As a guest user you will receive 6 digit OTP on the email on which you received the Signing Invitation by the uploader of the document.

- This is how you will get an OTP in your Email
- Enter the OTP and proceed

# Signing the Document as a Guest User

- As a guest user you need to Click the box which says “ I agree to Cygnature Terms and Conditions and Privacy Policy”



The screenshot shows the Cygnature document signing interface. At the top, there is a header with a checkbox labeled "I agree to Cygnature Terms & Conditions & Privacy Policy". Below the header, the "Document Details" section shows the document title "SOW\_SV & R1", creation details (Shruti Vishnupurikar, 17-JUL-2020 04:50 PM), and a sign due date of 23-JUL-2020 05:30 AM. A green arrow points from the left towards the "I agree to..." checkbox. To the right of the document details is a "PROCEED TO SIGN" button and a more options menu. The "Signers/ Approvers" section lists two signers: Shruti (Creator) and Rob Jeff (Signer). Shruti's status is "SIGNED" with a green checkmark icon, while Rob Jeff's status is "AWAITING SIGN" with a yellow warning icon. The "Observers" section indicates "There are no Observers". The "Summary" section provides a brief description ("Sample SOW"), category ("Statement of Work"), and a link to attach supporting documents. The "Blockchain" section displays the original document hash (07de897c0adb6cdec34f5d15778a791f32214ca34335dfa0e3) and a note about document notarization occurring after all signers have signed. At the bottom, there are links for "Privacy Policy" and a copyright notice: "© 2020 Cygnature. All Rights Reserved."

# Signing the Document

- You can see the document details here like Name of document, Category
- You can preview the unsigned document by clicking the three dots.
- You can view the Signers and Observers to the document here
- You can view the Document History here

The screenshot shows a web-based document signing application interface. At the top left is a 'Document Details' section with a title 'SOW\_SV & RJ', created by 'Shruti Vishnupurikar' on '17-JUL-2020 04:50 PM'. It includes a 'Sign Due Date' of '23-JUL-2020 05:30 AM' and a 'Reminder Before' of '2 days'. A 'PROCEED TO SIGN' button and a three-dot menu icon are on the right. Below this are sections for 'Signers/ Approvers' and 'Observers'. The 'Signers/ Approvers' section lists 'Shruti (Creator)' (status: SIGNED) and 'Rob Jeff (Signer)' (status: AWAITING SIGN). The 'Observers' section says 'There are no Observers'. At the bottom is a 'Document History' section with two entries: 'SV 17-JUL-2020 04:50 PM - Shruti Vishnupurikar created the document.' and 'SV 17-JUL-2020 04:50 PM - Shruti Vishnupurikar signed the document with E-Signature.' To the right of the main content area are three summary boxes: 'Summary' (Document Description: Sample SOW, Category: Statement of Work), 'Supporting documents' (with a link to attach), and 'Blockchain' (Original Document Hash: 07de897c0adb6cdec34f5d15778a791f32214ca34335dfa0e3, with a note about notarization after all signers have signed).

- A button that says “Proceed to Sign” will take you the page where you can sign the document
- You can see the document Category and description here
- This a Blockchain hash of the document

# Signing the Document

- You can navigate to the document through pages back and forth using this option
- Also if you want add a comment anywhere in the document you can click here

The screenshot shows a web-based e-signature application. On the left, a sidebar displays navigation controls: 'Back', 'Pages' (with arrows for navigation), 'SIGNATURE REQUIRED' (with an 'E-Signature' button and '0/1' count), 'Add Comment' (with a green arrow pointing to it), and 'Supporting documents + Attach supporting documents'. The main content area is titled 'Statement of Work' and contains the following details:  
- \*\*Header:\*\* ABCD Infotech, 123, Paradise Street, San Francisco, 34345, USA.  
- \*\*Title:\*\* SOW 786 for Agreement to Perform Consulting Services to XYZ Global  
- \*\*Signatures:\*\* Two orange 'ABCD' signatures are present.  
- \*\*Text:\*\*

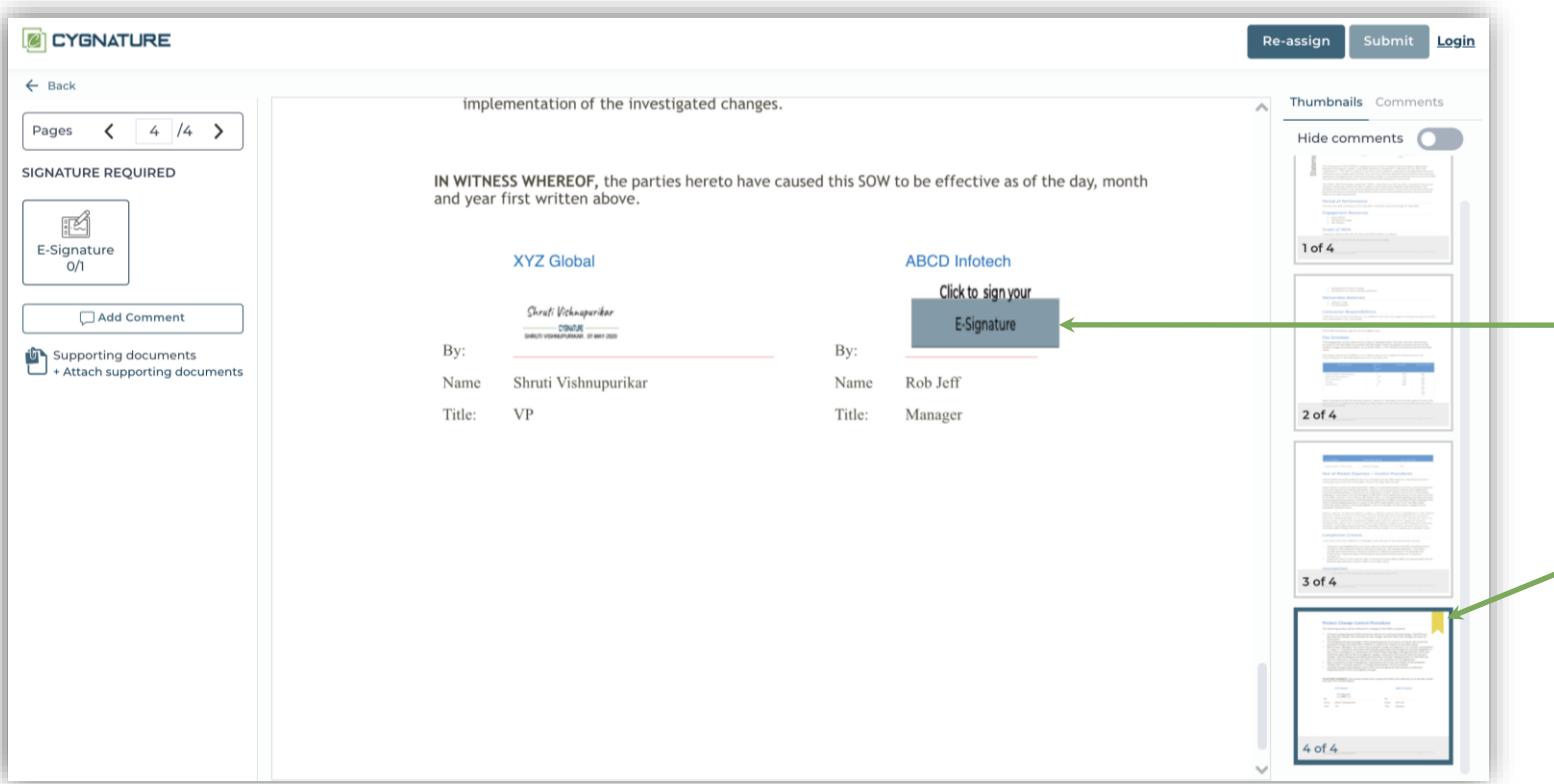
This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between XYZ Global ("Client") and ABCD Infotech ("Contractor"), effective 20-Jun-2019 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 786 (hereinafter called the "SOW"), effective as of 20-Jun-2019, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies

- \*\*Footer:\*\* Privacy Policy, © 2020 Cygnature. All Rights Reserved.

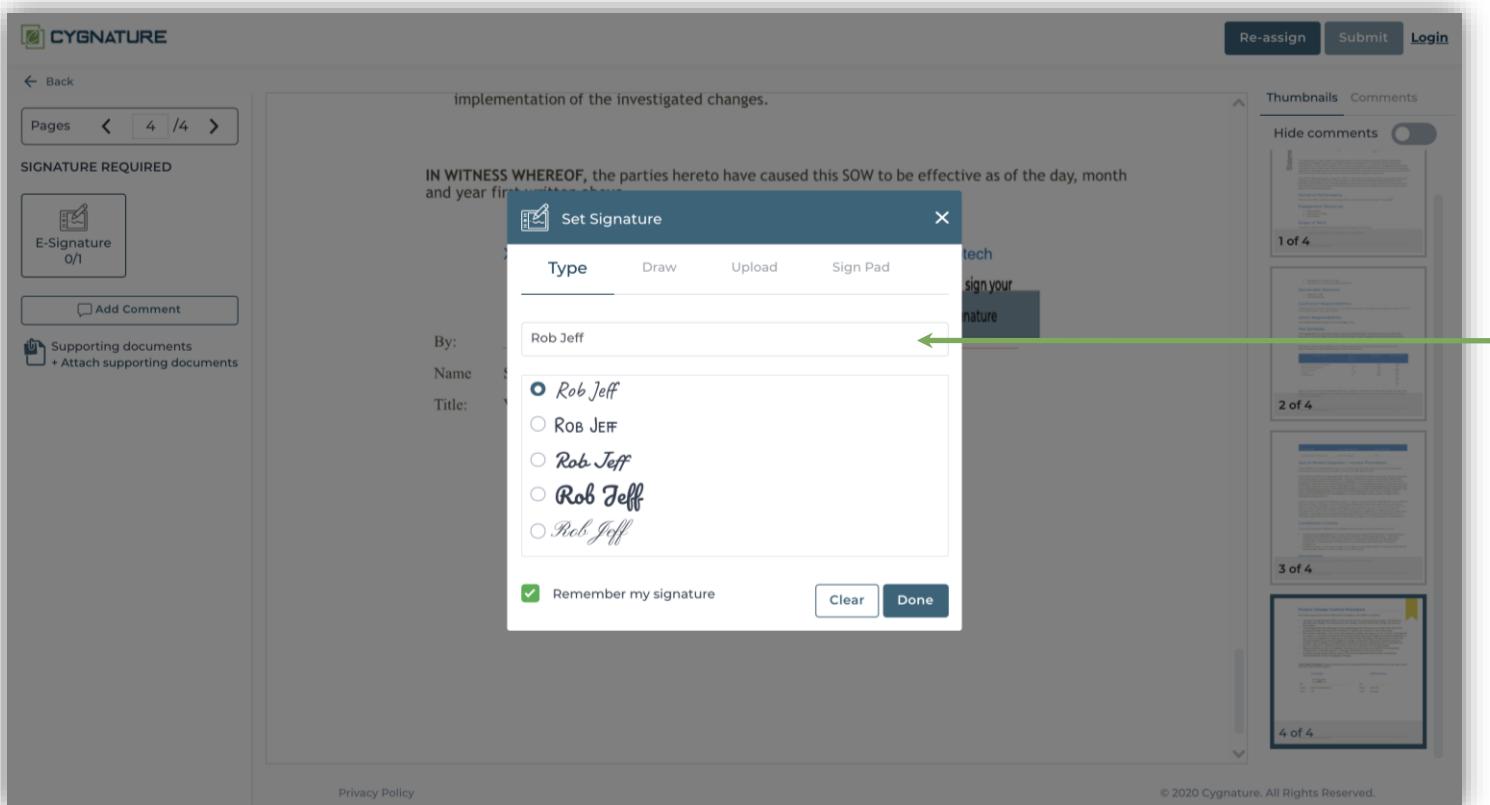
- If you feel you are not the intended signer for this document and someone else is you can reassign the document to that person using "Re-assign" button
- After you click the sign button that will take you the document where you can view/read the document.
- The Yellow tag on page thumbnails will tell you about which page on the document you need to sign.
- If the document seems alright you can go ahead and click on yellow tag which appears like this.

# Signing the Document



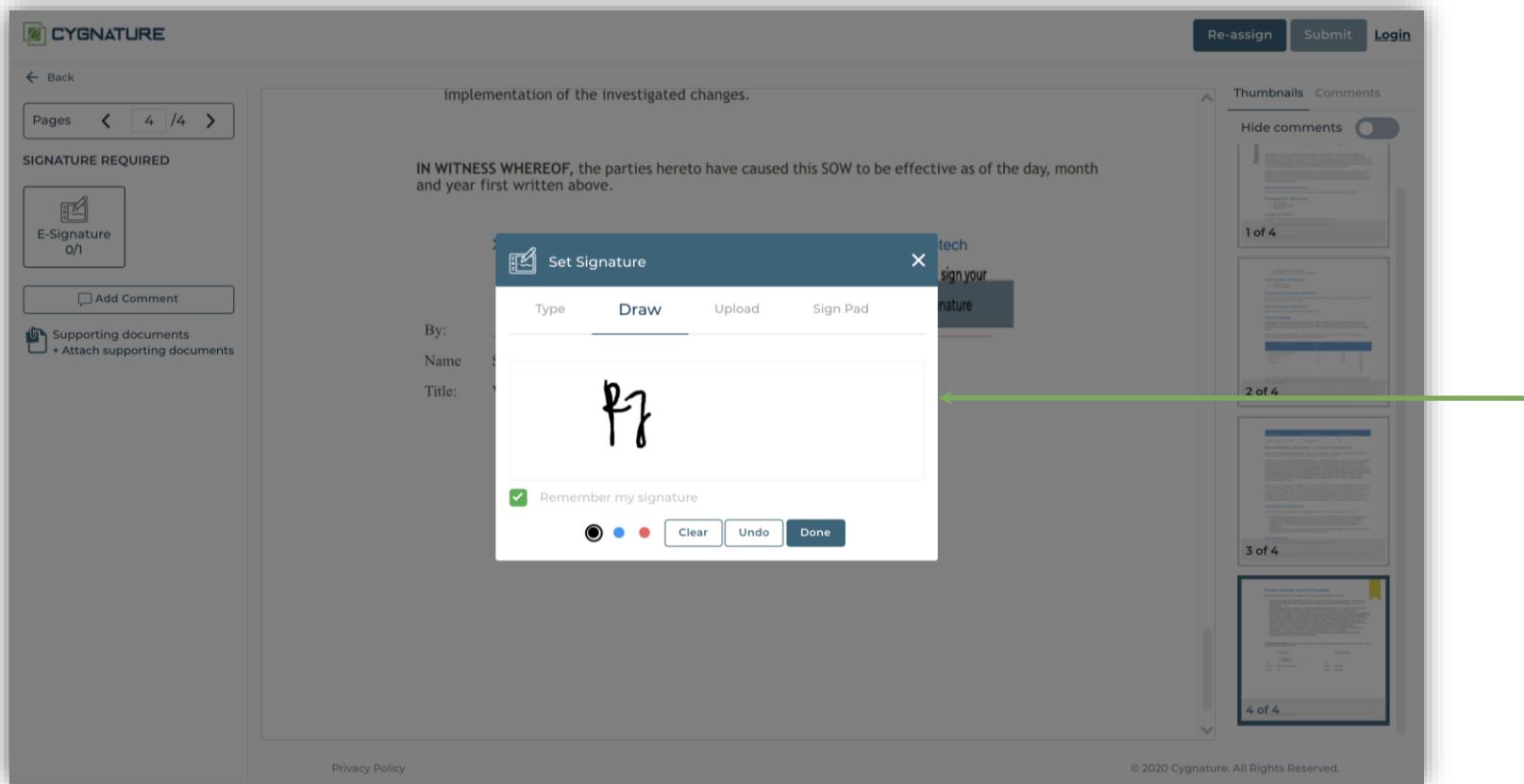
- Once you click the yellow tag you will see this placeholder for your sign on the document.
- The Placeholder indicates where you are supposed to sign on the document.
- If there are multiple placeholders you will see multiple yellow tags and will have to sign at multiple places.

# Signing the Document - Selecting Signature Appearance



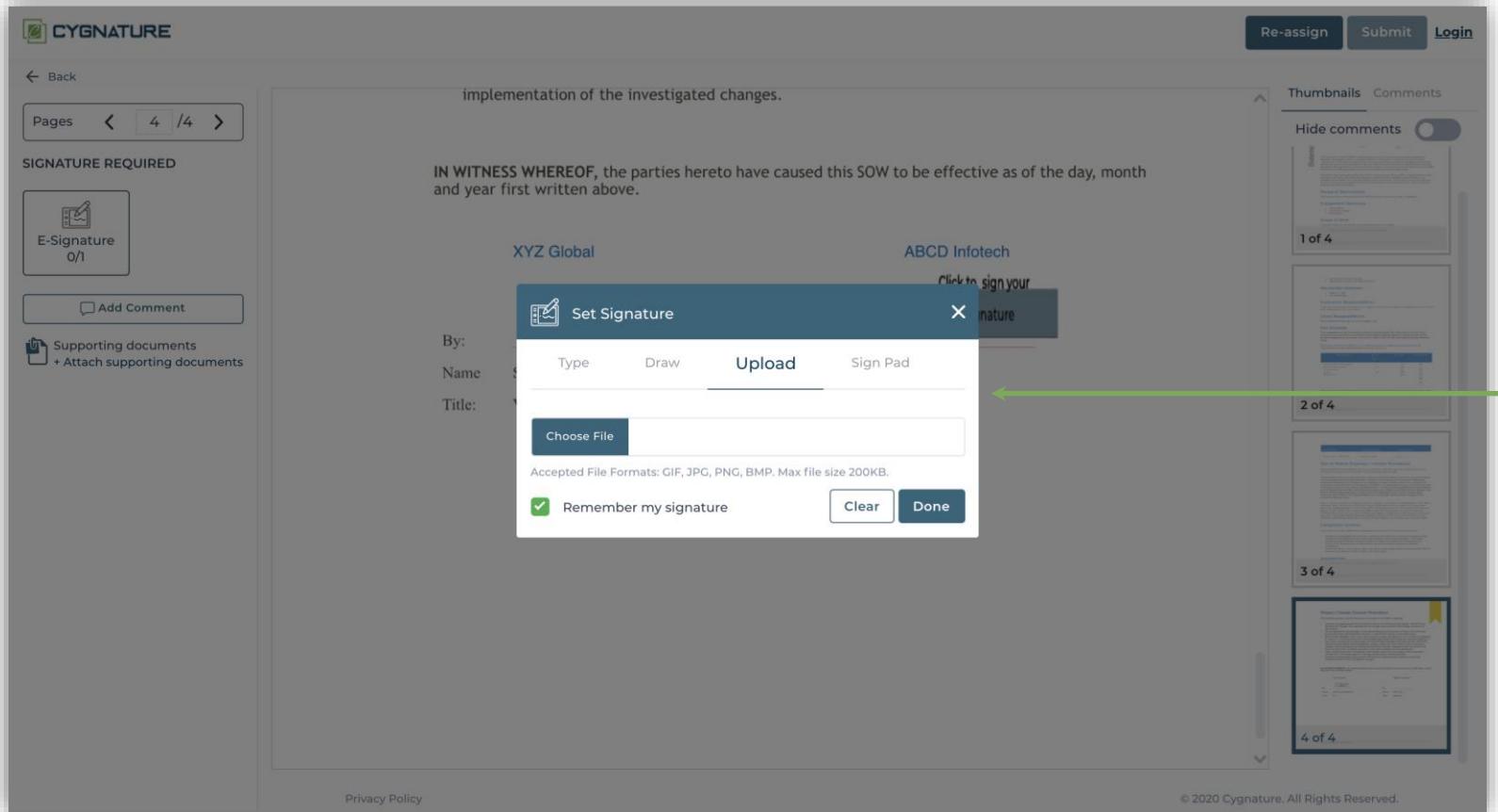
- Now once you click to Sign the document you will see a box open like this.
- This will have your Name by default typed.
- This is the first signing types in simple electronic signatures “Type”
- You can select from Multiple fonts as your signature and Click Done
- If you want Cygnature to remember your sign for future signing you can mark tick to “Remember my Signature”

# Signing the Document - Selecting Signature Appearance



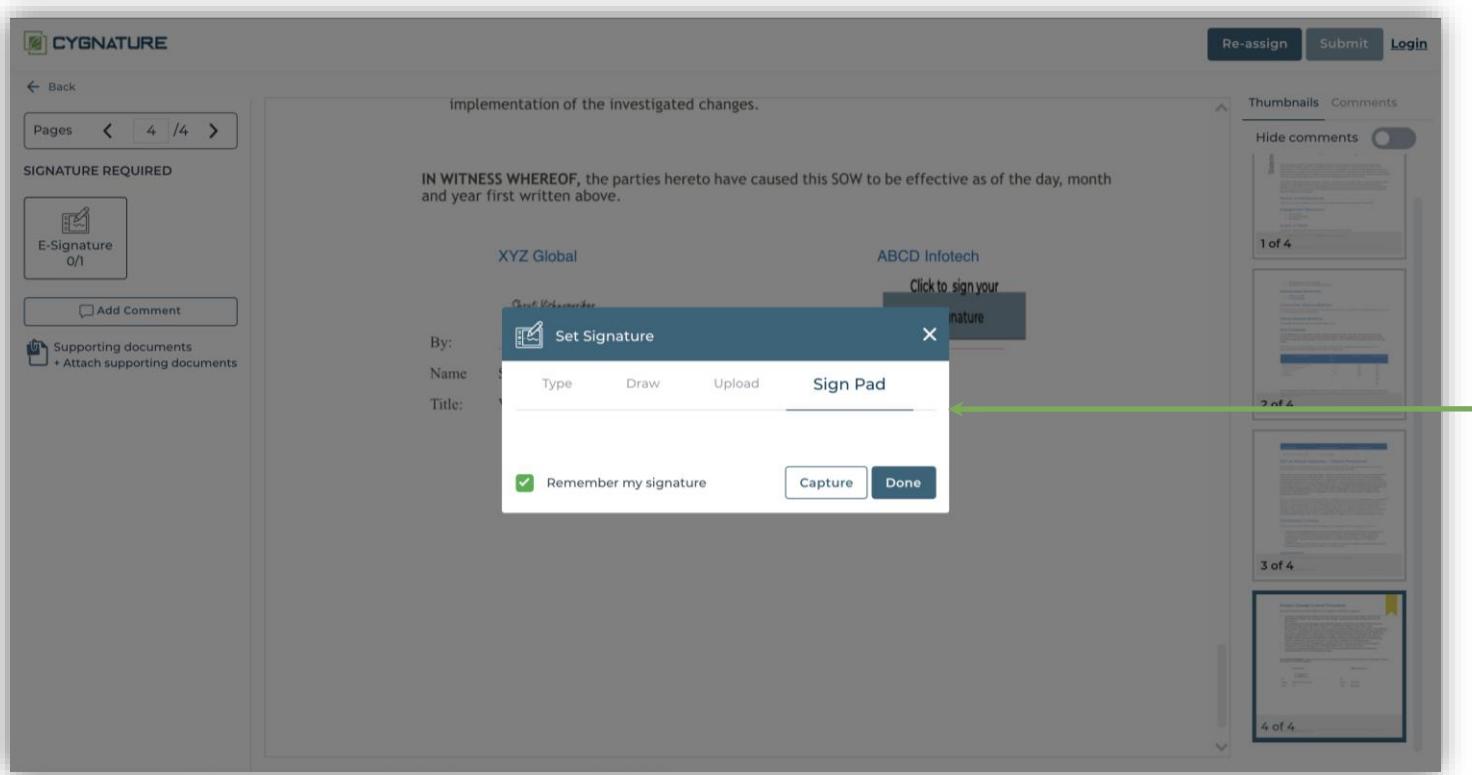
- This is the second signing types in simple electronic signatures “Draw”
- You can Draw your signature in the box using a mouse or cursor
- You can select ink colour from Black, Blue or Red as per your choice.
- If you want Cygnature to remember your sign for future signing you can mark tick to “Remember my Signature”
- Once you click Done the signature will be applied to the document

# Signing the Document - Selecting Signature Appearance



- This is the third signing types in simple electronic signatures “Upload”
- You can upload an image of your signature by choosing file from Local drive and accepted file formats are GIF, JPG, PNG, BMP
- The file size should not exceed 200 KB
- Once the file is uploaded you can click Done & the signature will be applied to the document

# Signing the Document - Selecting Signature Appearance



- This is the fourth signing types in simple electronic signatures “Sign Pad”
- You can sign the document using Sign pad.
- You need to simply attach the hardware to your system and draw your signature on the sign pad.
- This Signature will appear in the box.
- Once you are done drawing your signature on sign pad you can click Done & the signature will be applied to the document

# Signing the Document

The screenshot shows a document titled "Implementation of the investigated changes." It includes a section "IN WITNESS WHEREOF" and two signatory entries:

- XYZ Global**: Signed by **Shruti Vishnupurikar** on **07 MAY 2020**. The status is marked as **ESignature 1/1**.
- ABCD Infotech**: Signed by **Rob Jeff** on **07 MAY 2020**. The status is marked as **ESignature 1/1**.

The interface includes a sidebar for "SIGNATURE REQUIRED" with options like "Add Comment" and "Supporting documents". A navigation bar at the top right has buttons for "Re-assign", "Submit", and "Login". On the right side, there's a "Thumbnails" panel showing the four pages of the document, with green arrows pointing to the status indicators for each page.

- Once you sign the document this is how the document will appear.
- You can see both signatures for both signers on the document
- Previously before signing the document the tag was yellow colour, Once the signing is successfully done the tag turns in green colour indicating Signing completed.

# Signing the Document

The screenshot shows a document signing interface from Cygnature. On the left, there's a sidebar with a signature icon, 'CYGNATURE' logo, 'Back' button, 'Pages' (4/4), and 'SIGNATURE REQUIRED' section. The main area displays the document content:

implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

**XYZ Global**

By:   
Name: Shruti Vishnupurikar  
Title: VP

**ABCD Infotech**

By:   
Name: Rob Jeff  
Title: Manager

On the right, there's a 'Re-assign' button, 'Submit' button, and 'Login' button. Below these are 'Thumbnails' and 'Comments' sections. A green arrow points from the 'Comments' section towards the signature of Rob Jeff, indicating the edit functionality.

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- You can still Edit the Signature of yours or cancel it and redraw it if you want using this button

# Signing the Document

implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

**XYZ Global**

By: \_\_\_\_\_  
Name: Shruti Vishnupurikar  
Title: VP

**ABCD Infotech**

By: \_\_\_\_\_  
Name: Rob Jeff  
Title: Manager

Re-assign Submit

Pages 4 /4

SIGNATURE REQUIRED

ESignature 1/1

Add Comment

Supporting documents + Attach supporting documents

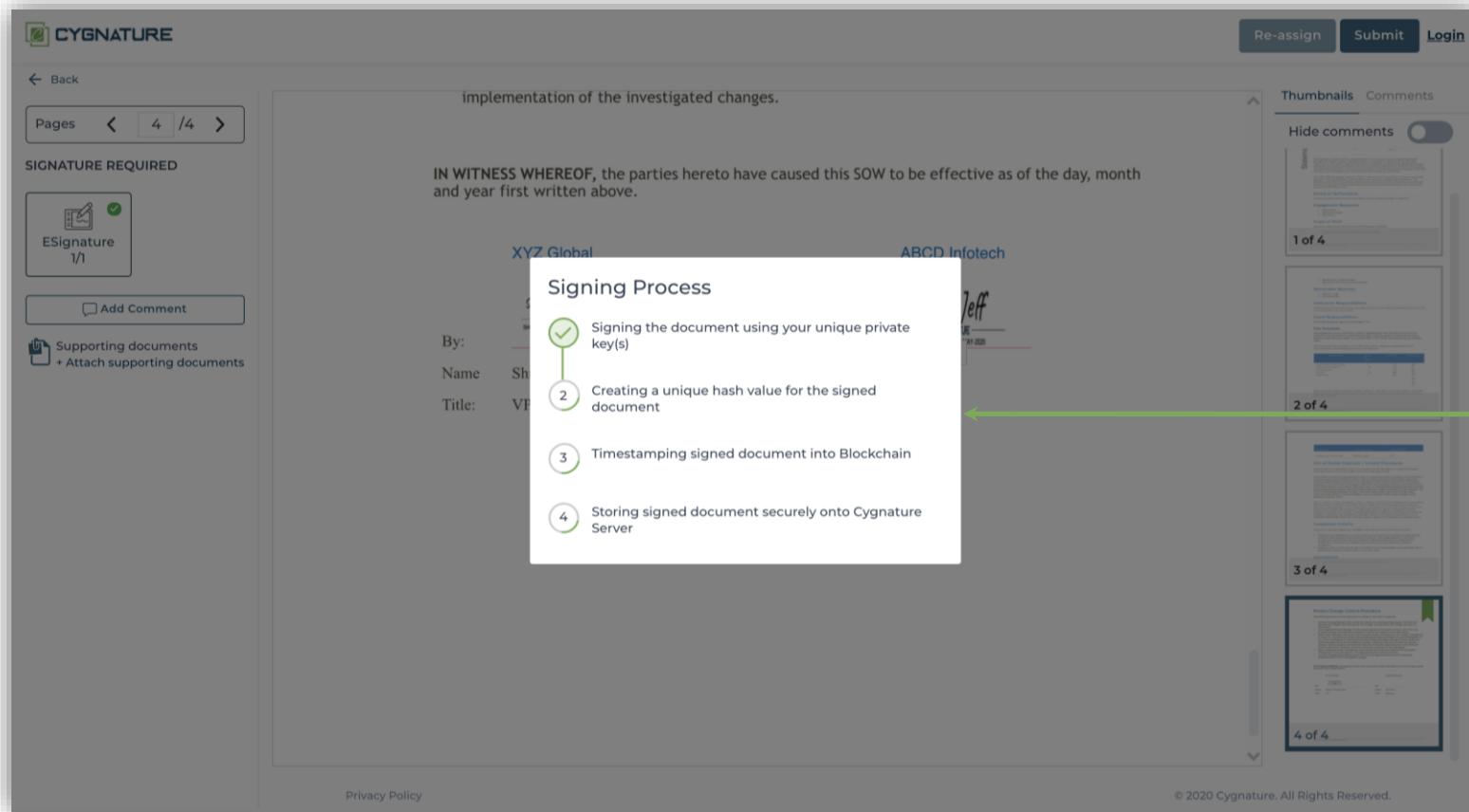
Privacy Policy

© 2020 Cygnature. All Rights Reserved.

- After signing on all Placeholders now you can Click the button Submit.
- This will submit your document after signing.

# Signing the Document

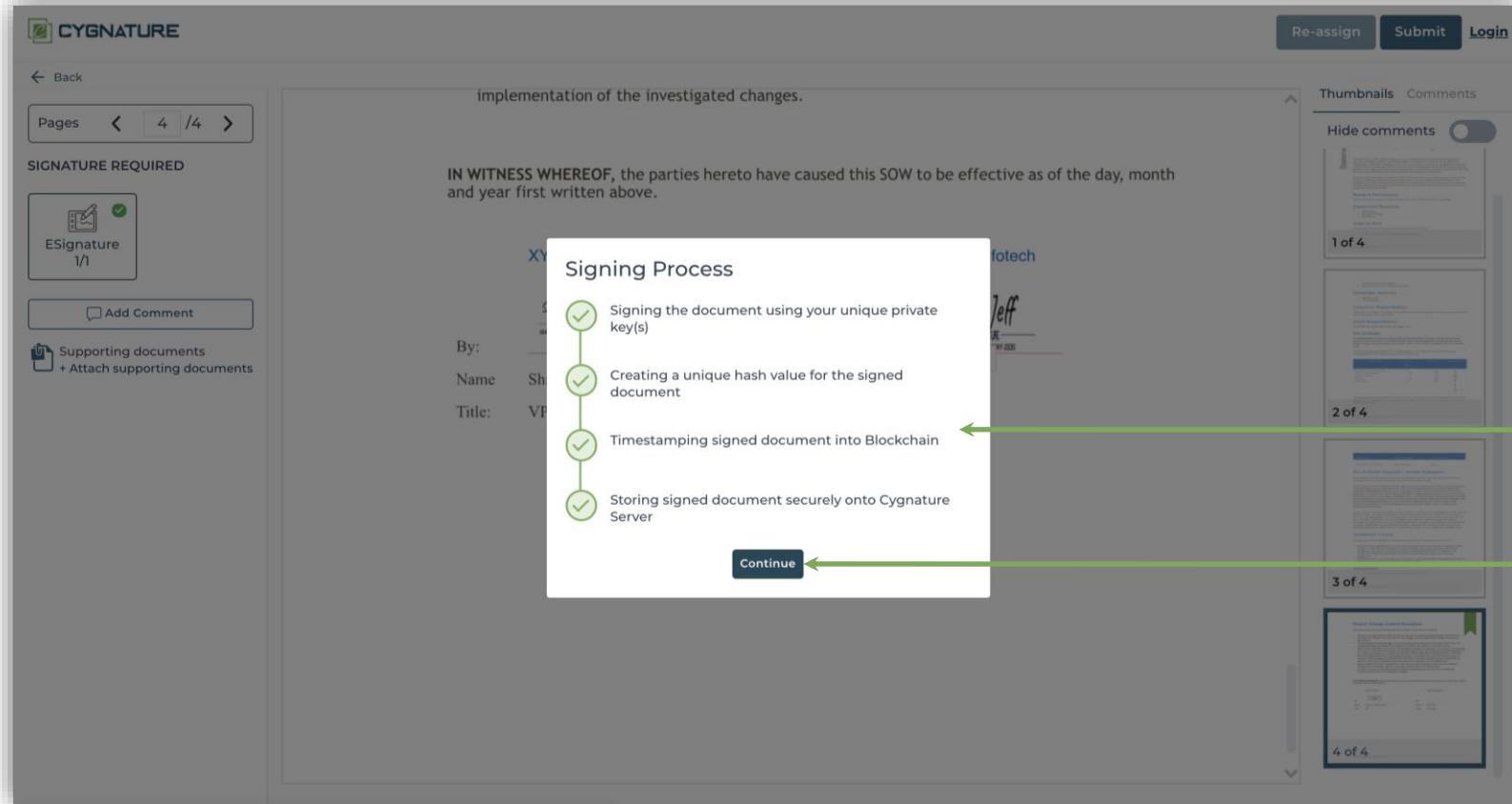
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- Once you click the submit button you will see this box.
- This box shows you each step of Signing process.
- It first signs the document using your unique private key.
- Creates a Unique hash value for the document
- Timestamps the signed document in Blockchain
- Stores the document securely

# Signing the Document

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- The Green tick on every step of Signing process indicates that it is completed successfully.
- Once all ticks turn green you can click the button “Continue”.

# Document Details Page Post Successful Signing the document

## Document Details

 SOW\_SV & RJ

Created By : Shruti Vishnupurikar | Created Date : 17-JUL-2020 04:50 PM  
Sign Due Date : 23-JUL-2020 05:30 AM | Reminder Before : 2 days

[CERTIFICATE](#) [SIGNED DOCUMENT](#) [⋮](#)

### Signers/ Approvers

 Shruti (Creator) shruti.vishnupurikar@cygnetinfotech.com	 SIGNED
 Rob Jeff (Signer) robjeff9359@gmail.com	 SIGNED

### Observers

There are no Observers

### Document History

[View Details](#)

	17-JUL-2020 04:50 PM - <b>Shruti Vishnupurikar created the document.</b>
	17-JUL-2020 04:50 PM - <b>Shruti Vishnupurikar signed the document with E-Signature.</b>
	17-JUL-2020 04:53 PM - <b>Rob Jeff signed the document with E-Signature.</b>

### Summary

Document Description  
Sample SOW

Document Category  
 Statement of Work [Edit](#)

Supporting documents  
[+ Attach supporting documents](#)

### Blockchain

[Audit Logs](#)

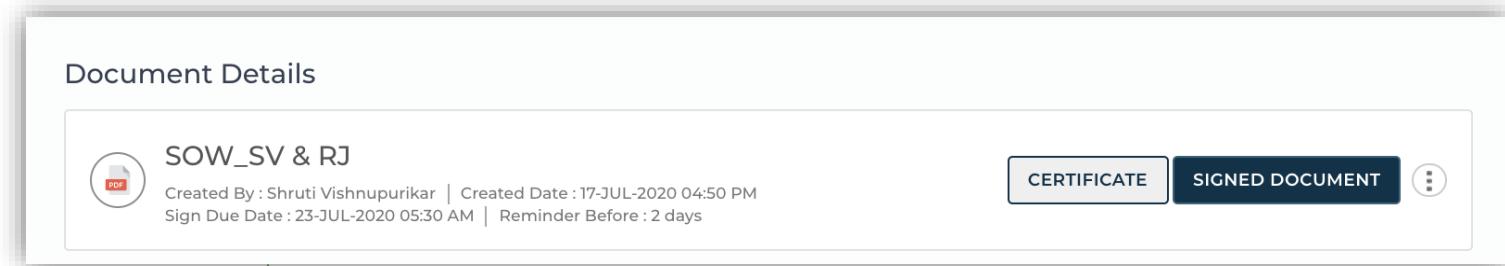
Original Document Hash:  
07de897c0adb6cdec34f5d15778a791f32214ca34335dfa0e3 [Copy](#)

Blockchain Hash:  
0xe11360ba0afcb832a4cddc899178a5fca06b2a37620ea80... [Copy](#)

Signed Document Hash:  
ab2257c031c7123559526ab62f8ca8e49bf47be2673b0c0f86 [Copy](#)

\*Timestamped on Blockchain: 17-JUL-2020 04:53 PM

# Document Details Page Post Successful Signing the document



- This box shows all details about the document after signing process is completed successfully by all signers.
- It will show the name of document, Created by, Date & Time of creation, Due date for signing and Reminder

- With this option you can view and download the certificate of completion
- With this option you can view and download the signed document

# Document Details Page Post Successful Signing the document

The screenshot shows the Cygnature app's interface. At the top, there are navigation tabs: Dashboard, Documents, Verify, and Contacts. Below them, a sub-menu for 'Document Details' is displayed, showing a document ID: SOW\_260620. A green arrow points from the 'CERTIFICATE' button on this screen to the 'CERTIFICATE' section of the detailed view.

## Cygnature Certificate

Download Certificate | Print

This page displays a certificate for the document SOW\_SV & RJ. It includes sections for Document information, Signing Process Details, Document Owner Information, and Blockchain Timestamping. Two signers are listed: Shruti Vishnupurikar (Signer) and Rob Jeff (Signer). Both entries show their email, IP address, browser, device/OS, and signature timestamp. A QR code is at the bottom.

**Cygnature Certificate**

Download Certificate | Print

**CYGNATURE**

SOW\_SV & RJ

**CYGNATURE**

**Document information**

Document ID : b66d8638-f6ba-4d3f-bcd8-01d8a93bfb48

Status: Signed

**Signing Process Details**

Signing Flow: Parallel

Uploaded On: 07/17/2020 04:50 PM

Total Signers: 2

Total Observers: 0

Total Approvers: 0

Signatures Provided : (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Time Zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Live Cygnature: No

**Document Owner Information**

Name: Shruti Vishnupurikar

Email: shruti.vishnupurikar@cygnetinfotech.com

IP Address: 1.187.12.131

Browser: Chrome 83.0.4103.116

Lat/Long : 18 33 8 N, 73 47 1 E

Device/OS : Mac OS OS X 10.15.4

**Blockchain Timestamping**

Block ID : 121194

Timestamped on : 07/17/2020 04:53 PM

Signed Document hash : ab2257c031c7123559526ab62f8ca8e49bf47be2673b0c0f864c63fc73ee553

Completed on: 07/17/2020 04:53 PM

Blockchain hash : 0xe11360ba0afcb832a4cddc899178a5fc06b2a37620ea8046b7c9526054c03a1

SV Shruti Vishnupurikar (Signer)

Email: shruti.vishnupurikar@cygnetinfotech.com

IP Address: 1.187.12.131

Browser: Chrome 83.0.4103.116

Device/OS: Mac OS OS X 10.15.4

Lat/Long: 18 33 8 N, 73 47 1 E

RJ Rob Jeff (Signer)

Email: robjeff9359@gmail.com

IP Address: 1.187.2.121

Browser: Chrome 83.0.4103.116

Device/OS: Mac OS OS X 10.15.4

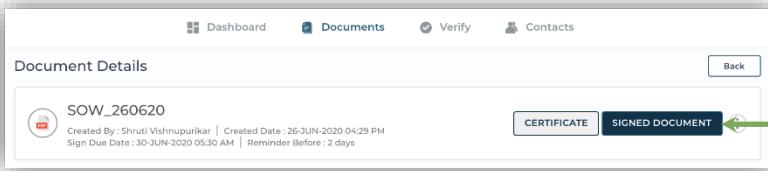
Lat/Long: 18 33 8 N, 73 47 1 E

There are no Observers.

**CYGNATURE**

- With this option you can view and download the certificate of completion

# Document Details Page Post Successful Signing the document



- With this option you can view and download the signed document

any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.

- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

<b>XYZ Global</b>  Shruti Vishnupurikar CONTRARY SHRUTI VISHNUPURIKAR - 17-JUL-2020	<b>ABCD Infotech</b>  Rob Jeff CONTRARY ROB.JEFF - 17-AUG-2020
By: _____	By: _____
Name: Shruti Vishnupurikar	Name: Rob Jeff
Title: VP	Title: Manager

# Document Details Page Post Successful Signing the document

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 Signers/ Approvers

 Shruti (Creator) shruti.vishnupurikar1@cygnetinfotech.com	 SIGNED
 Rob Jeff (Signer) robjeff9359@gmail.com	 SIGNED

 Observers

There are no Observers

- You can see the list of signers to that document here and the status shows Signed

- You can see the list of Observers to that document here.

# Document Details Page Post Successful Signing the document

The screenshot displays the 'Document History' section of a document management interface. It shows three entries:

- SV 26-JUN-2020 04:29 PM - Shruti Vishnupurikar created the document.
- SV 26-JUN-2020 04:30 PM - Shruti Vishnupurikar signed the document with E-Signature.
- YL 26-JUN-2020 04:34 PM - Yogesh Lokhande signed the document with E-Signature.

A green arrow points from the 'View Details' button at the top right of the main window to the 'View Details' button on the 'Detailed Document History' modal. The modal contains the following log entries:

User	Date	Action
SV	17-JUL-2020 04:50 PM	Shruti Vishnupurikar created the document.
SV	17-JUL-2020 04:50 PM	Shruti Vishnupurikar signed the document with E-Signature.
RJ	17-JUL-2020 04:52 PM	Rob Jeff received ***044 OTP on *****f9359@gmail.com for Guest signing.
RJ	17-JUL-2020 04:53 PM	Rob Jeff gave consent to sign as Guest.
RJ	17-JUL-2020 04:53 PM	Rob Jeff viewed the document to sign.
RJ	17-JUL-2020 04:53 PM	Rob Jeff signed the document with E-Signature.

- This is the document history after signing the document.
- A log of activities about who all signed the document, using which signature, date & timestamp of the same.

- When you click the View Details you can see the detailed document History which you can download too.

# Document Details Page Post Successful Signing the document

The screenshot shows a user interface for managing documents. On the left, there's a sidebar with a 'Summary' section containing 'Document Description' (Sample SOW) and 'Document Category' (Statement of Work). Below that is a 'Supporting documents' section with a link to 'Attach supporting documents'. On the right, there's a larger area titled 'Blockchain' with tabs for 'Audit Logs' and 'Blockchain'. Under 'Blockchain', it shows the 'Original Document Hash' (07de897c0adb6cdec34f5d15778a791f32214ca34335dfa0e3) and the 'Blockchain Hash' (0xe11360ba0afcb832a4cdc899178a5fca06b2a37620ea80). At the bottom, it says 'Signed Document Hash' (ab2257c031c7123559526ab62f8ca8e49bf47be2673b0c0f86) and includes a timestamp: '\*Timestamped on Blockchain: 17-JUL-2020 04:53 PM'.

- You can see the Document description here and Document Category too.
- This box shows all details about the document after signing Audit log.
- Every signed document will generate unique Blockchain hash that will be the unique hash for that document only which will be stored in Blockchain.
- Every signed document will also generate Signed document hash which will be unique to that document only which can be used as reference while verifying the document at any point of time.
- Also you can see Timestamp of Signed document hash and Blockchain hash on the Blockchain which shows date and Time.

# Document Details Page Post Successful Signing the document

- The Audit Log is the complete log of all activities happening over the document like creation, Signing etc.

Audit Logs	
<small>All the displayed timestamps are in India Standard Time</small>	
	<b>07/17/2020 04:49 PM</b> Creation Transaction Hash 0xb4a58cc375c6d42146385e5d9ac01fa67636782ea7128db7ed0bc04a3813be57  Action: Document Creation Action By: Shruti Vishnupurikar Signing method: E-Signature Signing Status: Created Block Number: 121190 Timestamp: 07/17/2020 04:49 PM Wallet Address: 0x17bdf12e6524274b00b1c5bb9abfd23b38ec992
	<b>07/17/2020 04:49 PM</b> Sign Transaction Hash 0xb05d196d0e7abb3164d520713dd7dceacc9cb3b5ecc2bca4382b64e2fac6a64a  Action: Document Signed Action By: Shruti Vishnupurikar Document Signed: E-Signature Signing Status: Signed Block Number: 121191 Timestamp: 07/17/2020 04:49 PM Wallet Address: 0x17bdf12e6524274b00b1c5bb9abfd23b38ec992
	<b>07/17/2020 04:54 PM</b> Sign Transaction Hash 0xe11360ba0afcb832a4cddc899178a5fca06b2a37620ea8046b7c9526054c03a1  Action: Document Signed Action By: Rob Jeff Document Signed: E-Signature Signing Status: Signed Block Number: 121194 Timestamp: 07/17/2020 04:54 PM Wallet Address: 0x72aa3fa632bae4663b847095fd701e71db8214c79 BlockHash: 0x355bd484f8e4d9977a23197db92e9af7f05caa9651840cfdf9a39b3a4cedc7 Contract Address: 0xcd93d3feb7659115b9ee032a7c434d74d8ecf767

- The first section shows a log of Document Creation with Date and Timestamp. A unique Transaction hash is generated for document Creation activity.
- All details like whom this action was created by , Signing Method, Signing Status, Block Number in which the Block Id is recorded and the wallet address of the same.
- The second section shows a log of Document Signing by Signer 1 with Date and Timestamp. A unique Sign Transaction hash is generated for document Signing activity.
- All details like who signed the document using which signature and signing status is shown. Also Block Number in which the Block Id is recorded and the wallet address of the same is shown.
- The third section shows a log of Document Signing by Signer 2 with Date and Timestamp. A unique Sign Transaction hash is generated for document Signing activity.
- All details like who signed the document using which signature and signing status is shown. Also Block Number in which the Block Id is recorded and the wallet address of the same is shown.
- The Block hash and Contract address of also shown for guest signer.

# Signed Document Details - Preview

The screenshot shows a user interface for managing signed documents. At the top, there are two tabs: 'CERTIFICATE' and 'SIGNED DOCUMENT'. The 'SIGNED DOCUMENT' tab is active, indicated by a dark blue background. Below the tabs, there's a section titled 'Summary' with a document icon. Underneath it, the 'Document Description' field contains the text 'This is a sample SOW for Webinar'. At the bottom, there's a 'Document Category' field. On the right side, a vertical menu is open, listing several options: 'Preview Signed Document' (which is highlighted with a green border), 'Send Completed Document', 'Share Document Details Link', and 'Make a copy'. A circular icon with three dots is positioned above the menu.

- With the Preview option you can simply Preview the signed document.

The screenshot shows the content of the signed document. It includes a detailed description of the investigation charges and the impact of the proposed changes. Below this, there's a section titled 'IN WITNESS WHEREOF' stating the document is effective as of the day, month, and year first written above. At the bottom, there are two sets of signatures. The left set is for 'XYZ Global' and the right set is for 'ABCD Infotech'. Each set includes a signature, name, and title. The 'XYZ Global' section has a signature for 'Shruti Vishnupurkar' (VP) and 'Rob Jeff' (Manager). The 'ABCD Infotech' section also has a signature for 'Rob Jeff' and 'Manager'.

any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.

- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

**XYZ Global**

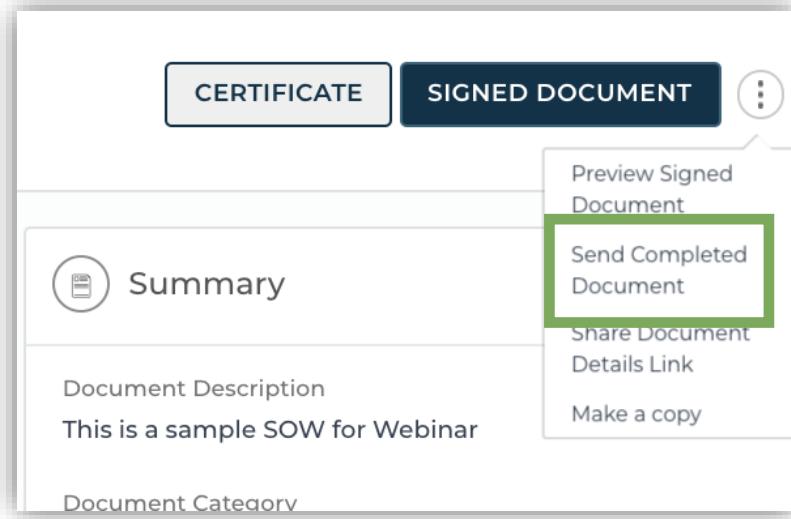
By: \_\_\_\_\_  
Name: Shruti Vishnupurkar  
Title: VP

**ABCD Infotech**

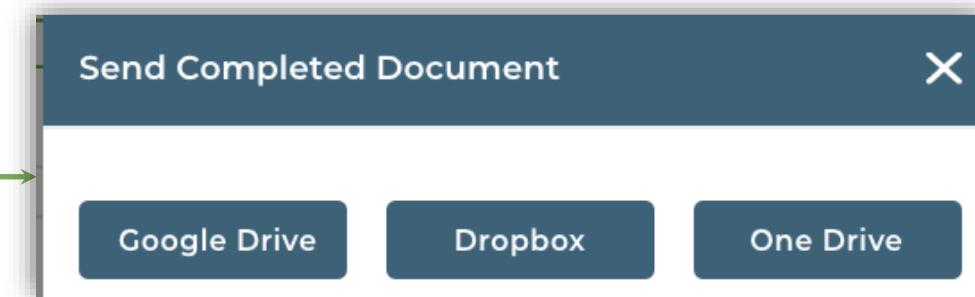
By: \_\_\_\_\_  
Name: Rob Jeff  
Title: Manager

# Signed Document Details - Send Document

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- With Share option you can send the document to Google Drive ,Dropbox & One Drive respectively



# Signed Document Details - Share Signed Document

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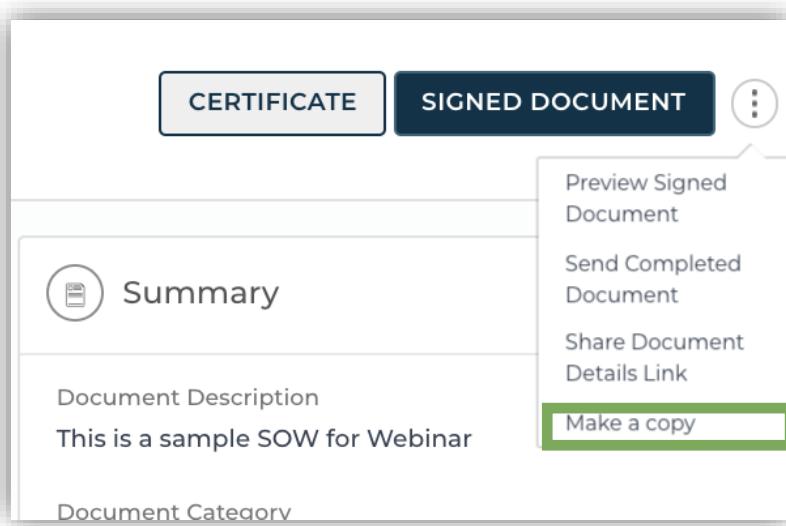
The screenshot shows a user interface for managing signed documents. At the top, there are two tabs: 'CERTIFICATE' and 'SIGNED DOCUMENT'. The 'SIGNED DOCUMENT' tab is active. Below the tabs, there's a section titled 'Summary' with a document icon. Underneath it, the 'Document Description' field contains the text 'This is a sample SOW for Webinar'. At the bottom, there's a 'Document Category' section. To the right of the summary, there's a vertical ellipsis button that opens a context menu. The menu items are: 'Preview Signed Document', 'Send Completed Document', 'Share Document Details Link' (which is highlighted with a green box), and 'Make a copy'.

- With Shareable link option you will get a link which you can share via Cygnature or Email to download the document.
- You can even copy the link and send it.

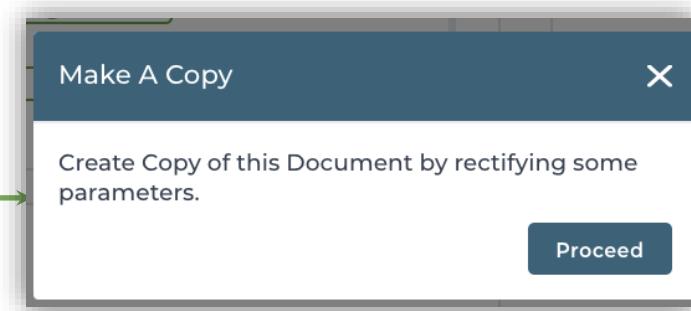
A modal window titled 'Sharable Link' is displayed. It contains a URL field with the value 'https://account.cygnature.io/document-details/89'. To the right of the URL is a copy icon. Below the URL are two buttons: 'Via Cygnature' and 'Share via Email'. An 'X' icon is in the top right corner of the modal.

# Signed Document Details - Share Signed Document

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- With make a Copy link option you will get copy of similar document which can send to other signers.



# Certificate of Completion

Cygnature Certificate

**CYGNATURE**  
SOW\_SV & RJ

**Document information**

**Document ID** : b66d8638-f6ba-4d3f-bcd8-01d8a93fb48  
**Status:** Signed

**Signing Process Details**

**Signing Flow:** Parallel  
**Uploaded On:** 07/17/2020 04:50 PM  
**Total Signers:** 2  
**Total Observers:** 0  
**Total Approvers:** 0  
**Signatures Provided** :   
**Time Zone:** (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi  
**Live Cygnature:**  No

**Document Owner Information**

**Name:** Shruti Vishnupurikar  
**Email:** shruti.vishnupurikar1@cygnetinfotech.co.in  
**IP Address:** 1.187.12.131  
**Browser:** Chrome 83.0.4103.116  
**Lat/Long** : 18 33 8 N, 73 47 1 E   
**Device/OS** : Mac OS OS X 10.15.4

**SV Shruti Vishnupurikar (Signer)**

**Email:** shruti.vishnupurikar1@cygnetinfotech.com  
**IP Address:** 1.187.12.131  
**Browser:** Chrome 83.0.4103.116  
**Device/OS:** Mac OS OS X 10.15.4  
**Lat/Long:** 18 33 8 N, 73 47 1 E 

**Signatures Provided**  
E-Signature

**Signature Timestamp**  
07/17/2020 04:50 PM

**RJ Rob Jeff (Signer)**

**Email:** robjeff9359@gmail.com  
**IP Address:** 1.187.2.121  
**Browser:** Chrome 83.0.4103.116  
**Device/OS:** Mac OS OS X 10.15.4  
**Lat/Long:** 18 33 8 N, 73 47 1 E 

**Signatures Provided**  
E-Signature

**Signature Timestamp**  
07/17/2020 04:53 PM

There are no Observers.

**Blockchain Timestamping**

**Block ID** : 121194  
**Timestamped on** : 07/17/2020 04:53 PM  
**Signed Document hash** : ab2257c031c7123559526ab62f8ca8e49bf47be2673b0c0f864c63f1c73ee553  
**Completed on:** 07/17/2020 04:53 PM  
**Blockchain hash** : 0xe11360ba0afcb832a4cddc899178a5fc06b2a37620ea8046b7c9526054c03a1



- You can download the Certificate of Completion from here or Print it to store for future Reference.

# Certificate of Completion

 CYGNATURE

SOW\_SV & RJ

**Document information**

Document ID : b66d8638-f6ba-4d3f-bcd8-01d8a93fb48  
Status: Signed

**Signing Process Details**

Signing Flow: Parallel  
Uploaded On: 07/17/2020 04:50 PM  
Total Signers: 2  
Total Observers: 0  
Total Approvers: 0  
Signatures Provided :   
Time Zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi  
Live Cygnature:  No

**Document Owner Information**

Name: Shruti Vishnupurikar  
Email: shruti.vishnupurikar1@cygnetinfotech.co.in  
IP Address: 1.187.12.131  
Browser: Chrome 83.0.4103.116  
Lat/Long : 18 33 8 N, 73 47 1 E   
Device/OS : Mac OS OS X 10.15.4



- The Document Information is shown here where you can see the unique document ID generated for document after signing process and the status of document is that “it is signed”
- The Signing Process details shows that which signing flow was used from Sequential and Parallel. It Shows the date of uploading the document, No of signers, Observers, approvers, Signature types provided, Time Zone in which the document was signed, and if LIVE Cygnature was used or not.
- This Tab shows the Document owner information which means who uploaded the document. The Name of document uploaded, Email ID, IP address of the system used to upload the document, Browser that was used when uploading, The Google Maps location of owner and Latitude Longitude of the Owner. It also shows which system was used when uploading the document for signing.
- This QR code will take you to the document details page where you can view all details of signed document.

# Certificate of Completion

The screenshot displays a digital certificate of completion with the following sections:

- Signer 1 Information:** Shows details for Shruti Vishnupurikar (Signer).
  - Email: shruti.vishnupurikar@cygnetinfotech.com
  - IP Address: 1.187.12.131
  - Browser: Chrome 83.0.4103.116
  - Device/OS: Mac OS OS X 10.15.4
  - Lat/Long: 18 33 8 N, 73 47 1 E
- Signer 2 Information:** Shows details for Rob Jeff (Signer).
  - Email: robjeff9359@gmail.com
  - IP Address: 1.187.2.121
  - Browser: Chrome 83.0.4103.116
  - Device/OS: Mac OS OS X 10.15.4
  - Lat/Long: 18 33 8 N, 73 47 1 E
- Observers:** A section stating "There are no Observers."
- Blockchain Timestamping:**
  - Block ID : 121194
  - Timestamped on : 07/17/2020 04:53 PM
  - Signed Document hash : ab2257c031c7123559526ab62f8ca8e49bf47be2673b0c0f864c63f1c73ee553
  - Completed on: 07/17/2020 04:53 PM
  - Blockchain hash : 0xe11360ba0afcb832a4cddc899178a5fca06b2a37620ea8046b7c9526054c03a1

- This Tab shows the Signer 1 information which means who signed the document first. The Name of signer, Email ID, IP address of the system used to sign the document, Browser that was used when signing, The Google Maps location of signer and Latitude Longitude location. It also shows which system was used when signing the document.

- This Tab shows the Signer 2 information which means who signed the document second. The Name of signer, Email ID, IP address of the system used to sign the document, Browser that was used when signing, The Google Maps location of signer and Latitude Longitude location. It also shows which system was used when signing the document.

- This shows who was the observer to the document and their email ID
- Blockchain Time-stamping tells about the Block ID in which the signed document is located, Date and Timestamp, Unique Signed document hash, document signing Completion Timestamp & Unique Blockchain hash for the document.



WATCH  
VIDEO ▶

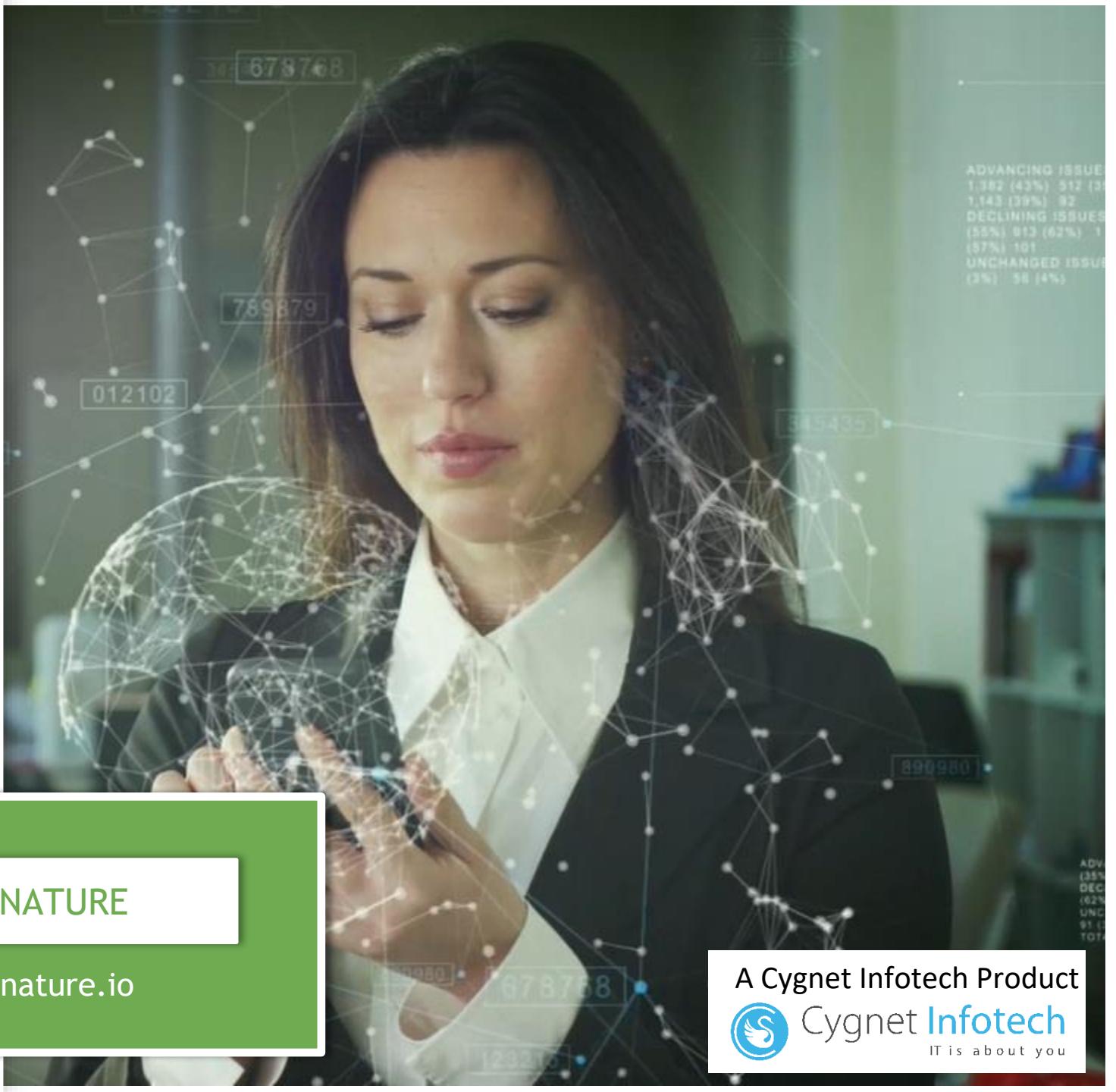
Sales: hello@cygnature.io  
Support: support@cygnature.io

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