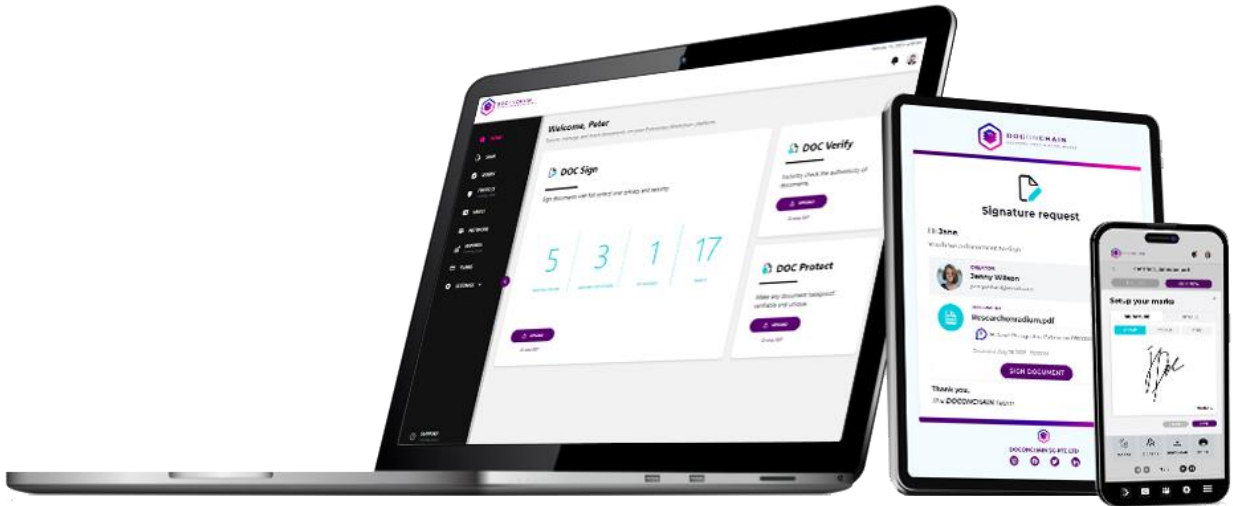




DOCONCHAIN
SECURING YOUR DIGITAL WORLD



USER MANUAL

October 23, 2024

Version 1.01

DOCONCHAIN SG PTE. LTD. (202006981K)
160 Robinson Road, #14-04, Singapore 068914, Singapore



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CHAPTER 1: INTRODUCTION

Despite the rapidly developing technologies, many organizations and companies are still struggling to fully transition to paperless environments. While electronic documents, emails, and databases have become commonplace, the process of data authentication has remained manual. Traditional methods, such as printing, signing, scanning, delivering and archiving paper copies, are inefficient, costly, and vulnerable to fraud.

The advent of blockchain technology offers a promising solution to this longstanding challenge. Blockchain-secured digital signatures provide a secure, transparent, and tamper-proof method for authenticating digital data. By leveraging the hack-proof nature of blockchain, these signatures can meet the stringent requirements for data authentication:

- **Security:** Blockchain's distributed ledger ensures that data cannot be altered or tampered with. Every transaction is recorded and verified by multiple nodes, making it virtually impossible for malicious actors to manipulate the information.
- **System independence:** Blockchain-secured signatures are independent of the underlying data creation system. This ensures that the authenticity of the data can be verified regardless of the software or platform used to generate it.
- **Validation over time:** Blockchain signatures are permanent records. Once a signature is created and added to the blockchain, it cannot be modified or deleted, ensuring that the authenticity of the data can be verified at any point in the future.

By adopting blockchain-powered signatures, organizations can:

1. **Reduce costs:** Eliminate the need for printing, scanning, archiving, and shipping paper documents.
2. **Improve efficiency:** Streamline workflows and reduce the time spent on manual authentication processes.
3. **Enhance security:** Protect sensitive data from fraud and unauthorized access.
4. **Strengthen customer trust:** Demonstrate a commitment to data integrity and transparency.

As blockchain technology continues to mature and become more widely adopted, blockchain-powered signatures are poised to revolutionize the way organizations authenticate digital data. By embracing this innovative solution, businesses can unlock new opportunities, reduce risks, and stay ahead of the curve in the digital age.

DOCONCHAIN aims to bridge the significant gap between traditional and digital signing. Our commitment to delivering excellence and ensuring the success of our customers is guided by our core principles and values. By providing innovative blockchain-powered solutions, we empower organizations to embrace the digital future with confidence and security.



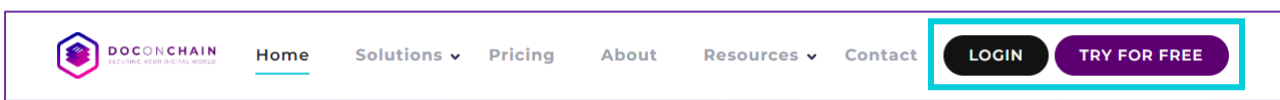
CHAPTER 2: GETTING STARTED

DOCONCHAIN provides a standalone Software-as-a-Service (SaaS) platform with a suite of products and services that allow customers to manage documents and collaboration around them using an innovative digital signature system, a workflow automation and a secured storage of signed documents. DOC also provides application programming interfaces (“APIs”) that allow Customers to use the DOC solutions within a customer’s websites, applications, or other systems (“Customer Properties”).

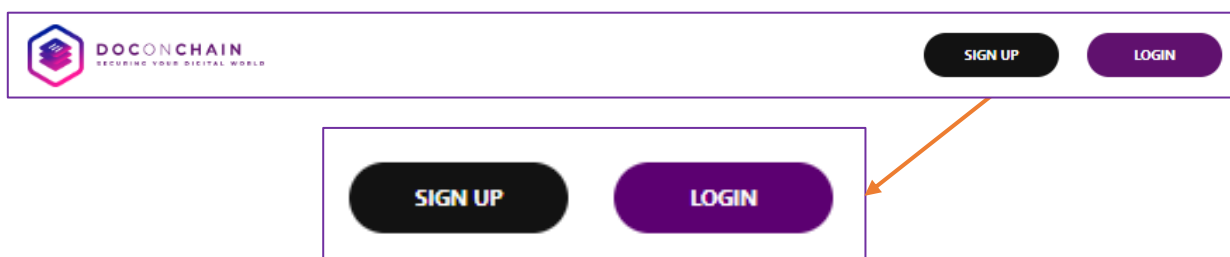
ACCOUNT CREATION

To use DOCONCHAIN's services, including signing documents and accessing features, you (the Customer), and any authorized users you designate need to create a DOC account. This account requires accurate, current, and complete information. All account details are subject to DOC's Privacy Policy, which you can find at <https://app.doconchain.com/privacy-policy>. To ensure you receive important information like emails, documents and notifications, please keep your account information up to date.

1. To create an account, a user can navigate to the DOCONCHAIN website (www.doconchain.com) and click on “Try for Free”, this will redirect to the online web application (<https://app.doconchain.com>).



User can also create an account directly on our online application (<https://app.doconchain.com>) and click on “Sign Up”.



Upon clicking, the user will be prompted to a **Sign Up** modal where the following information must be provided.



First name

Last name

Email address

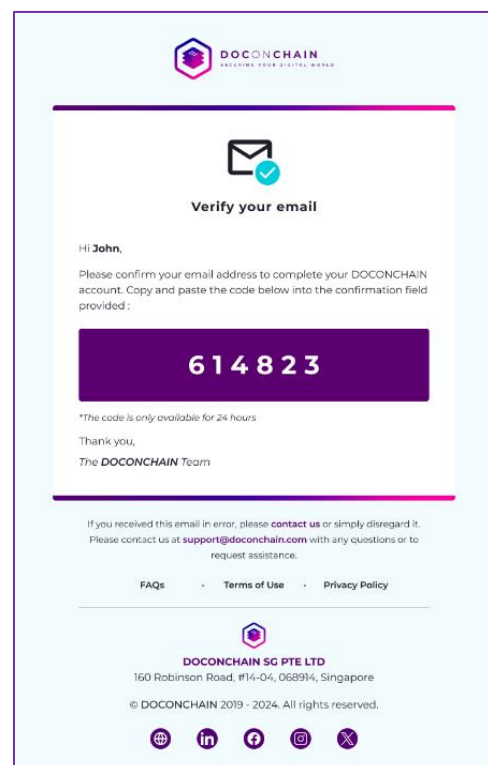
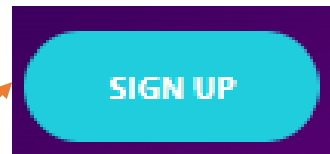
8 Characters **Uppercase** **Lowercase** **Special Character** **Number**

Password: Must be eight (8) or more characters long and include at least one (1) of the following:

- Uppercase
- Lowercase
- Special Character
- Number

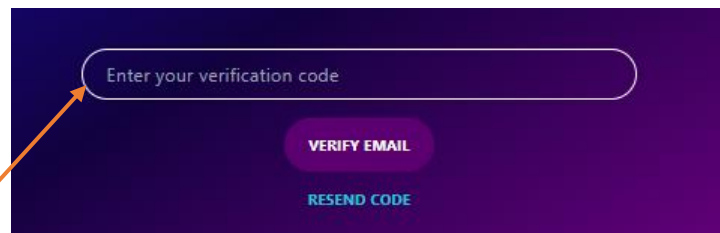
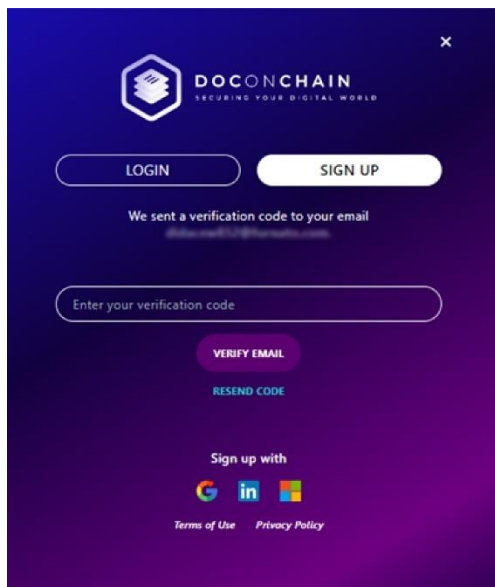
Confirm password should match the chosen password.

2. Once done, you may click the **SIGN UP** button below to proceed and check your email for the Verification Code.





3. Input the verification code sent to your email to continue.



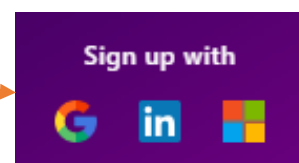
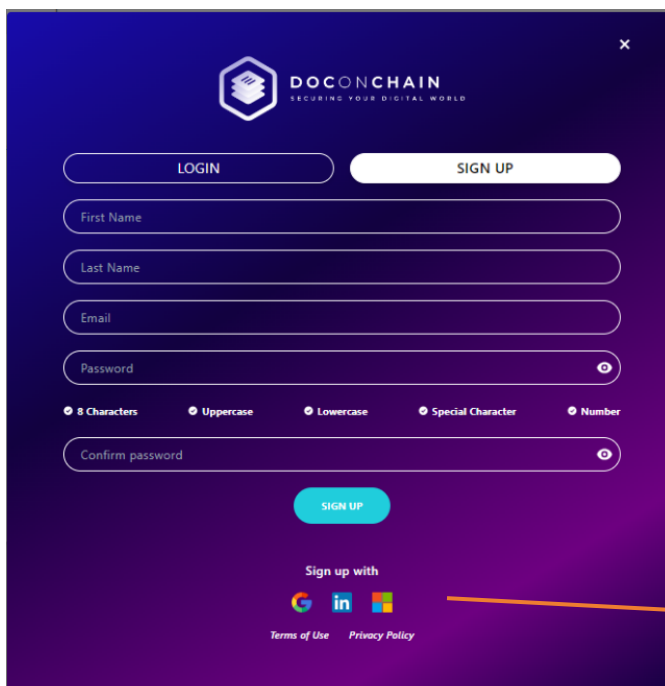
Once done, click the **VERIFY EMAIL** button to proceed.

You may also click **RESEND CODE** if the initial code provided has expired or you have not yet received the email.

4. You now have access to the DOCONCHAIN platform services and your account settings.

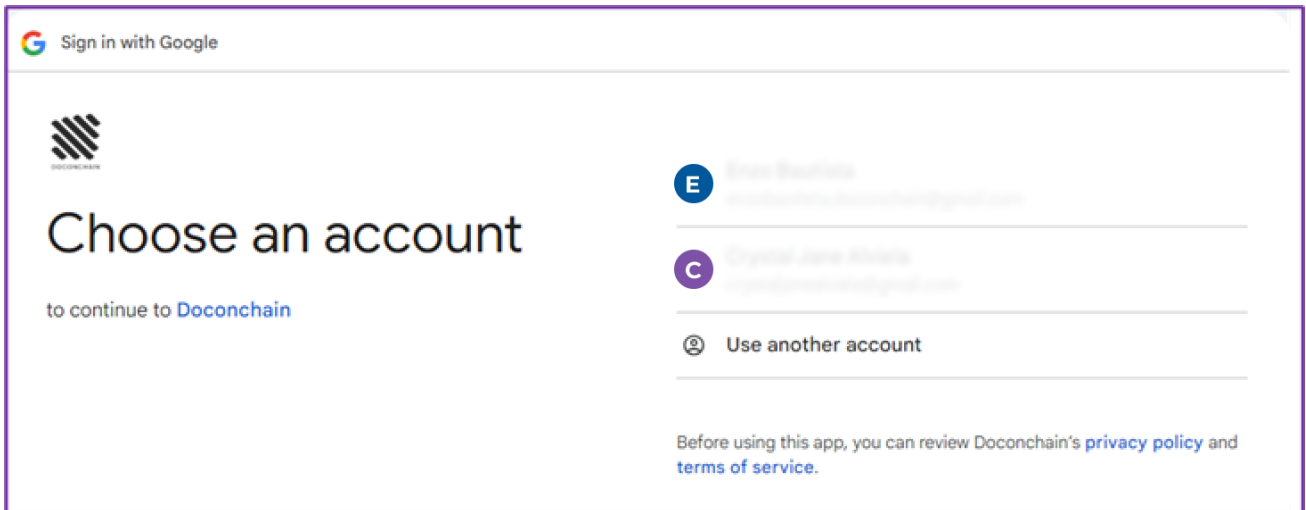
SOCIAL LOGIN

DOCONCHAIN aims to provide ease of access to its customers. Hence, to speed up the process, the user may also use their Google, LinkedIn or Microsoft Account to login or sign up.

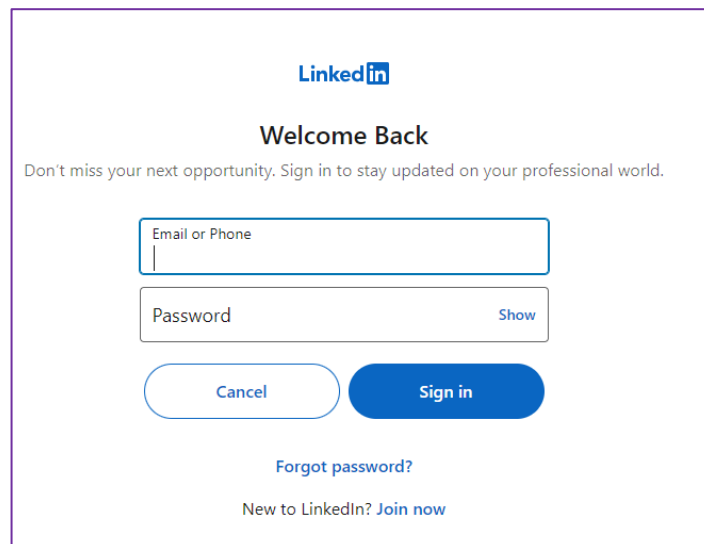




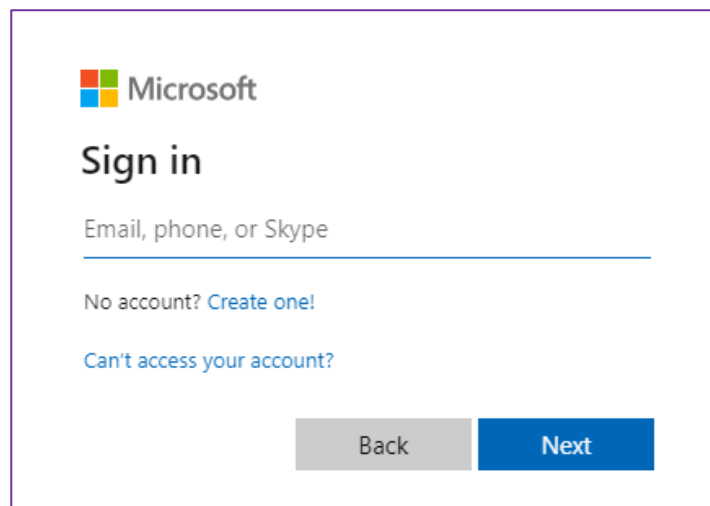
Google Login: Click on the Google logo to connect with a Google/Gmail account. You will be prompt to confirm your Google account details and connect your account to the DOCONCHAIN platform.



LinkedIn Login: Click on the LinkedIn logo to connect with a LinkedIn account. You will be prompt to confirm your LinkedIn account details and connect your account to the DOCONCHAIN platform.



Microsoft Login: Click on the Microsoft logo to connect with a LinkedIn account. You will be prompt to confirm your Microsoft account details and connect your account to the DOCONCHAIN platform.

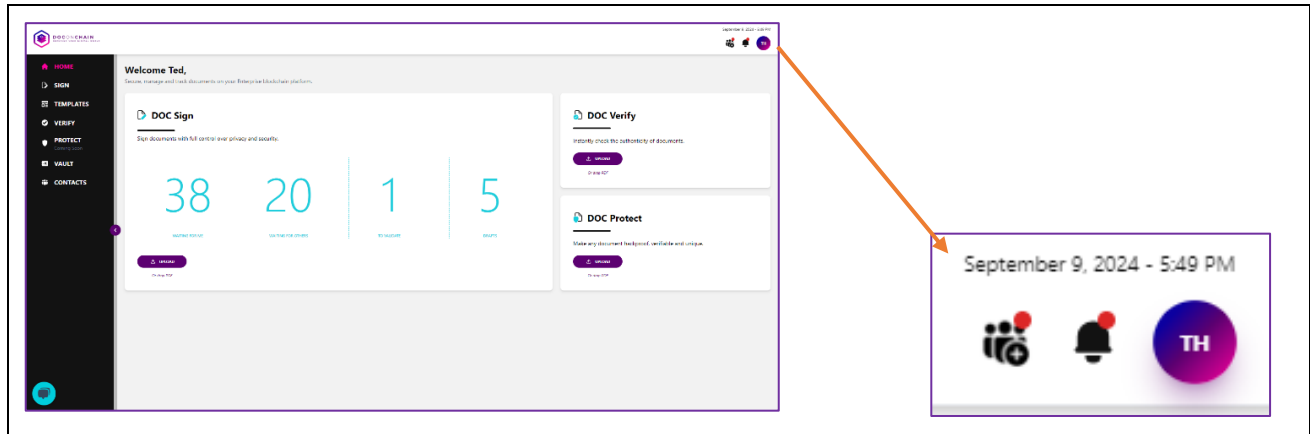




ACCOUNT SET UP

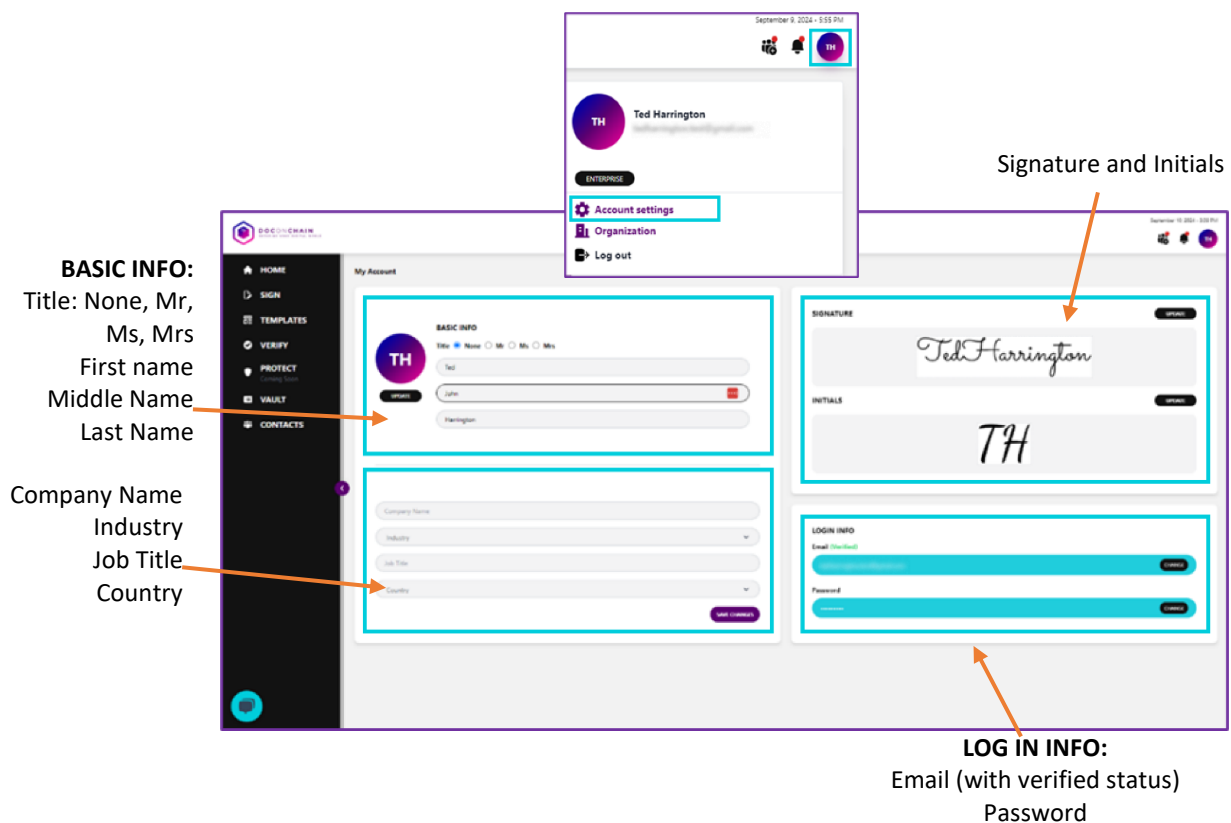
After successfully signing in, you will now be able to set up your DOCONCHAIN account. This is where you can add/change your personal and/or business information as well as update your profile picture and signature.

1. To set up your profile, you need to go to the Account Settings, which can be found on the topmost right corner of the dashboard.



2. Once clicked, a dropdown window will appear with your current account information. These include your name, email address, (job position, company name if informed) plan type and settings available: Account Settings, Organization, Log Out.

3. Upon clicking **Account Settings**, you will be prompted to the **My Account** page where you can update your Basic Information, Business/Work details and your signature. You may also view and update your log in information on this page.



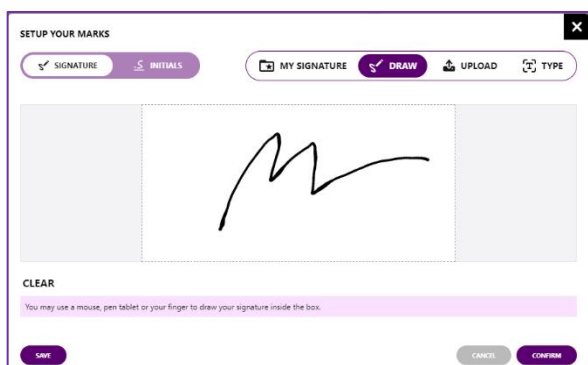


4. By default, the profile picture will be the initials of your first and last name. You may change this by using the update button, uploading and editing your preferred photo.

SIGNATURE CONFIGURATION

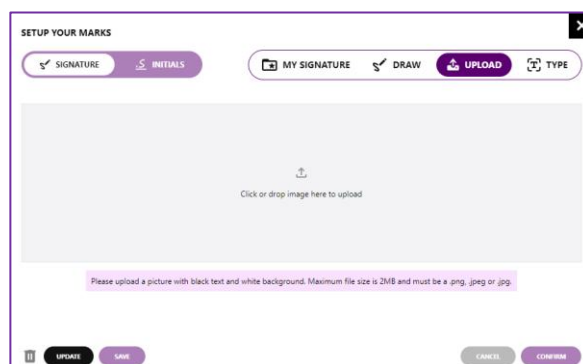
Apart from your digital documents, DOCONCHAIN also values and secures your information through blockchain technology. This includes your digital signature/s and initials. As part of your account set up, and before you proceed with creating projects, you need to configure your signature.

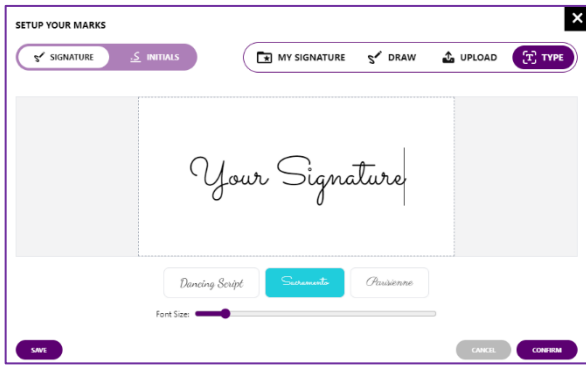
There are three (3) ways to update your signature/initials in your DOC account.



1. **DRAW:** Update your signature manually by drawing on our designated box using your mouse, electronic pen (or finger on mobile).

2. **UPLOAD:** Update your signature by uploading an image of it. This option supports photos in JPEG, PNG and JPG formats. Maximum file size is 2MB. Images with black text and white background are encouraged.

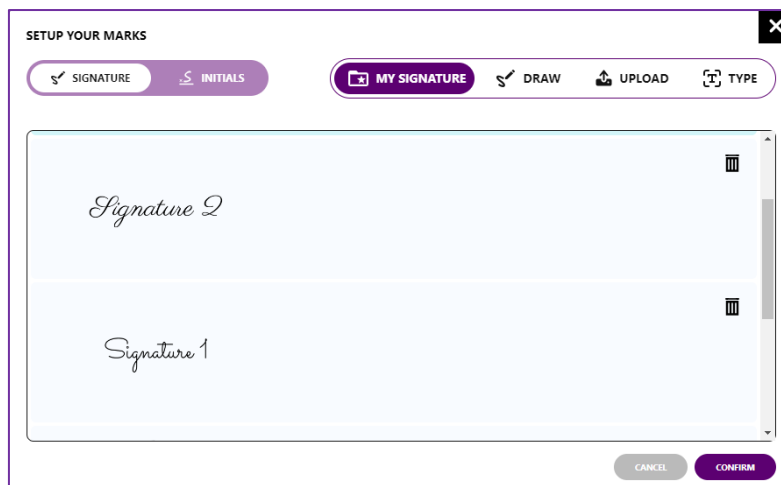




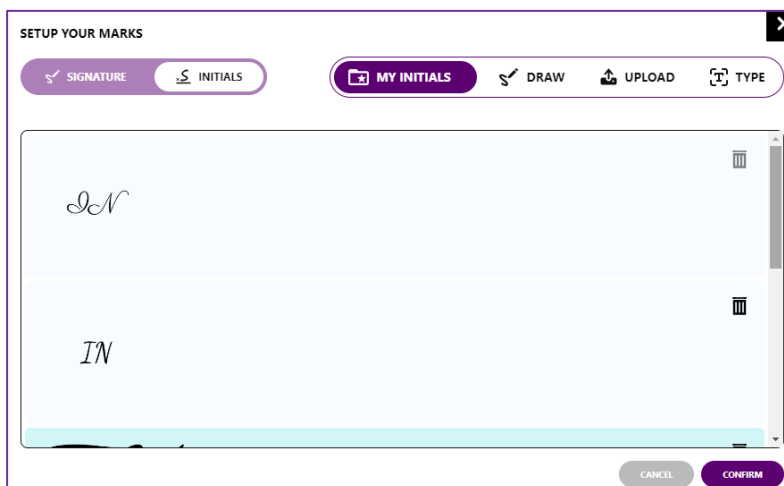
3. **TYPE:** Update by typing in your desired signature and using the preset fonts. You may also customize the font size using the option below.

MY SIGNATURE FOLDER

DOCONCHAIN allows users to save multiple marks for different types of documents (for personal or business use for example). Once a signature/initial is saved, it will be archived in the My Signature folder which can also be accessed in the Account Settings.



This feature provides flexibility to users as well as saves time and effort in manually updating and changing signatures/initials during the project creation process. A user may be able to save the last five (5) signatures/initials in the said folder.





DOC ORGANIZATION

Overview

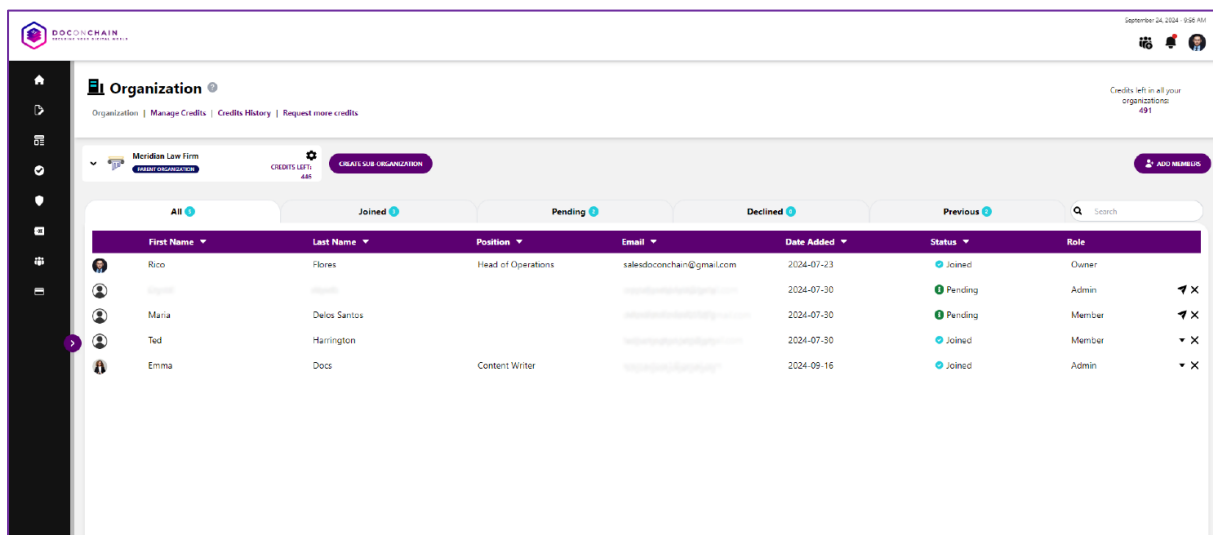
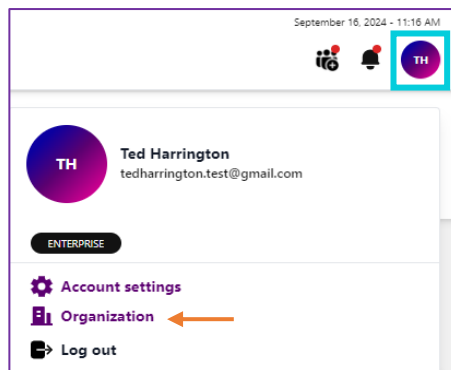
DOCONCHAIN Organization allows you to create and manage virtual representations of your company or institution within our platform. This feature is particularly useful for:

- **Managing departments and groups:** Organize your teams and assign specific roles and permissions.
- **Onboarding clients and subsidiaries:** Create separate organizational structures for external entities.
- **Branding your communications:** Enhance your company's reputation and trust with customized branding elements (emails, certificates and signing pages).

Benefits

- **Improved organization:** Structure your teams and projects efficiently.
- **Enhanced credibility:** Establish a professional online presence.
- **Simplified document management:** Send signature requests with your company's branding.

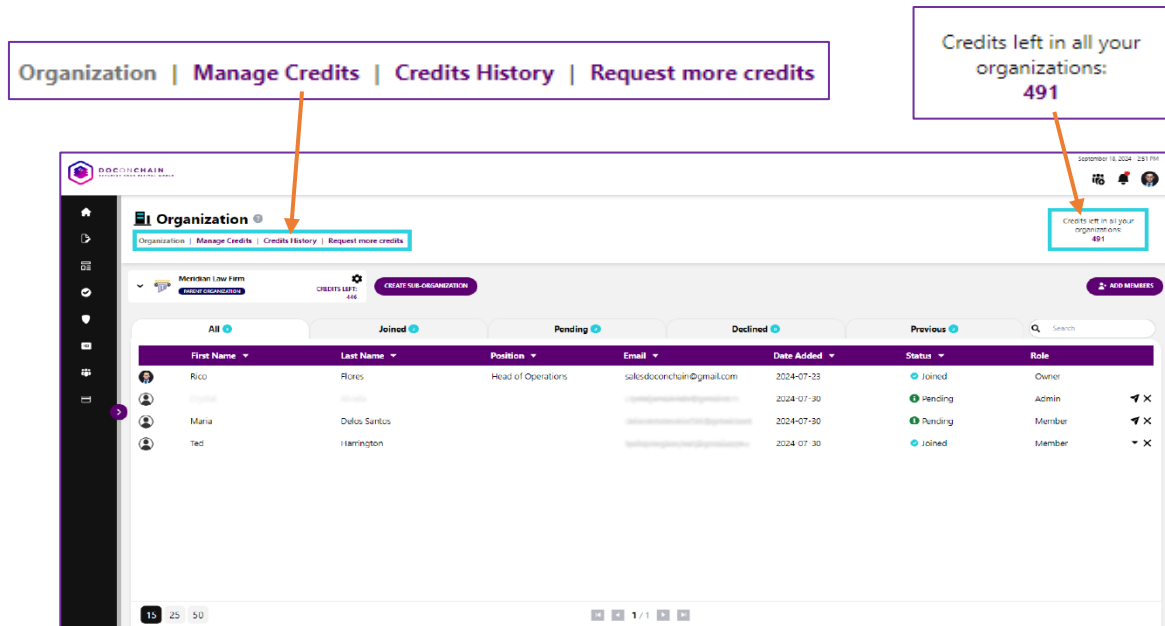
The DOC Organization feature is available for Business and Enterprise Plan accounts. To access and set up your DOC Organization details, you need to go to DOC Organization through your account information thumbnail.





ORGANIZATION SET UP

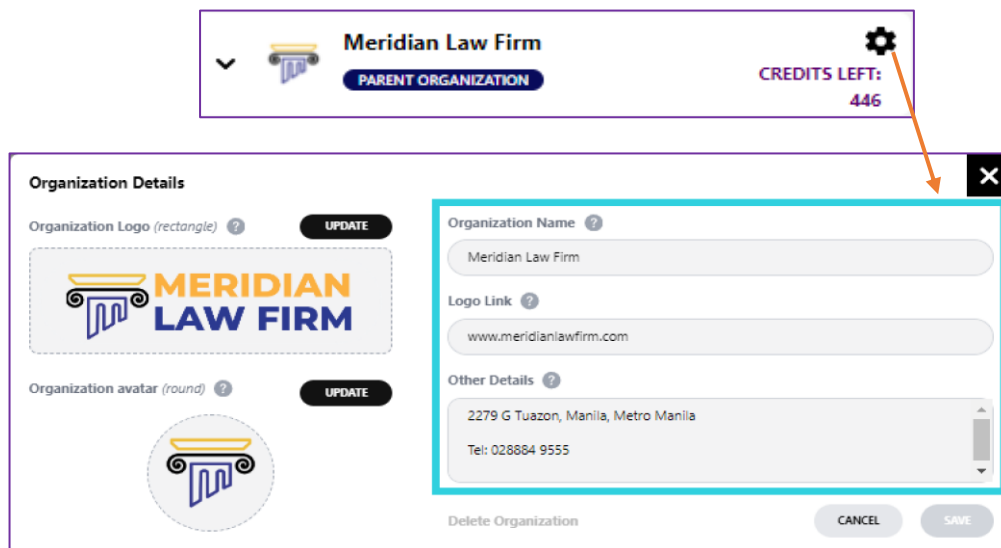
If you are under the Enterprise Plan, you will see tabs to manage your Organization, Manage Credits, Credits History, and Request more credits. You will also see all the credits left in your organizations.



These tabs are used to manage, monitor and allocate document credits to your team. However, prior to managing your credits, you need to set up your Parent Organization and add Sub-Organizations.

DOC ORGANIZATION DETAILS

Under the Organization banner is the name of your Parent Organization or the main organization in your DOC account. On its right is a gear icon for the settings along with the number of document credits left for this group. You may start customizing your parent organization on the settings.



In setting up the Organization Details, the user can upload their organization or company logo in 2 sizes: one rectangular version for the full logo and a circle one for the avatar.



The rectangular logo will serve as the main logo which can be seen on the email headers for your document notifications as well as on the platform page where the recipient will access your document to either sign, view or approve.

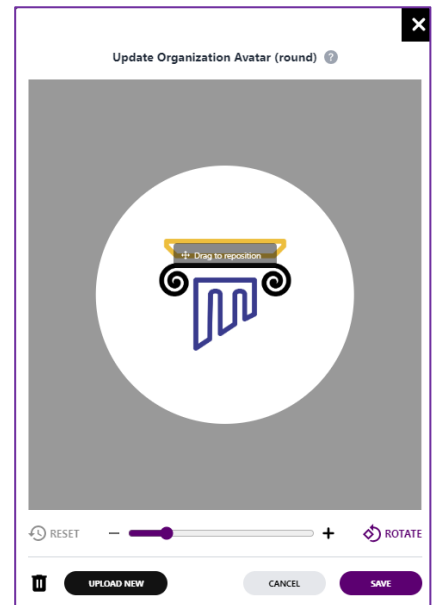
This feature supports images in JPG, JPEG, and PNG file formats with maximum size of 1 MB. For best results, you may upload a picture (465 x 130 pixels) with a transparent or white background.

You may also drag to reposition your logo or use the options below to zoom in/out, rotate or delete your image.

The round image is for the Avatar of your organization or company. This logo will appear on the issuer section of your signature document email notifications as well as on user organization invitations.

Likewise, this feature supports JPG, JPEG, and PNG file formats with maximum size of 1 MB. For best results, you may upload a photo with 300 x 300 pixels in white or transparent background.

You may also drag to reposition your logo or use the options below to zoom in/out, rotate or delete your image.



You may also start adding details about your company such as your Company/Organization name, logo link, which can be any URL you want your recipients to be redirected to once they click your logo on the email notifications or the branded document page. Other details about your organization can also be added such as but not limited to address, phone number, contact information, email address, etc.

Organization Name ?
Meridian Law Firm

Logo Link ?
www.meridianlawfirm.com

Other Details ?
2279 G Tuazon, Manila, Metro Manila
Tel: 028884 9555

Delete Organization CANCEL SAVE



ORGANIZATION INVITES (ADDING MEMBERS)

DOC Organization allows you to add users or seats for your members. If you are on the Business Subscription Plan, you may add a user by purchasing an additional seat to your organization. (You may refer to page XX on how to purchase an additional seat). Once the seat is purchased, then you may start adding members into your organization.

Meanwhile, for the Enterprise plan account holders, users can be added for FREE since you are paying for document credits only. This means that once you have updated your DOC Organization details, then you may already proceed with adding members.

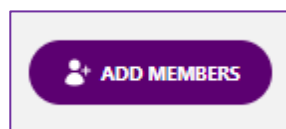
USER ROLES

DOC Organization offers three User Roles to manage access and permissions:

- **Owner:** The primary account holder responsible for billing, purchasing document credits, and managing organization members.
- **Admin:** Can add, remove, and manage members within the organization.
- **Member:** Has access to the organization but cannot manage other members.

This flexible role-based system allows you to control who can access and use your organization's resources. It will also help you distinguish the members of your organization from each other as well as restrict their access to your files and document credits.

To add a member, click on the ADD MEMBERS button found on the upper right corner of the DOC Organization page.



The screenshot shows the 'Organization' page for 'Meridian Law Firm'. The 'ADD MEMBERS' button is highlighted in a callout box. Below it is a modal window titled 'ADD MEMBERS' with the following form:

Complete the fields below, select the role level, and click add button to add the user to the list.

#	First name	Last name	Email	Organization	Role
	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="Email"/>	<input type="text" value="Meridian Law Firm"/>	<input type="text" value="Member"/>

Buttons: ADD, CLEAR, CANCEL, CONFIRM



Enter the first name, last name, and email address then select the Organization where the member will be added to. You can also select a role for the member. Once done, click add and then confirm to send the invitation via email.

DOCONCHAIN ensures that each user has appropriate permissions based on their roles within the organization. Here is the list of access rights for each member role in the Organization Settings, Management and Project Creation Process.

USER ROLES IN ORGANIZATION SETTINGS

User role	Create Master Org.	Edit Master Org. details and branding	Create sub-org. and Edit Org. details and branding	Manage and Transfer Credits	Access to Credits History
Master Org. Owner	Yes	Yes	Yes	Yes	Yes
Master Org. Admin	No	Yes	Yes	Yes	Yes
Master Org. Member	No	No	No	No	No
Sub-Org. Admin	N/A	N/A	Yes	Yes	Yes
Sub-Org. Member	N/A	N/A	No	No	No

*Higher Org. Admins have actions and views on sub-Organizations

*Sub-Org. users have no actions or view on higher Organizations

USER ROLES IN ORGANIZATION MANAGEMENT

User role	Add / Remove Members	Promote Member to Admin	Demote Admin to Member	Move Member to another Org.	Transfer Org. Ownership
Master Org. Owner	Yes	Yes	Yes	Yes	Yes
Master Org. Admin	Yes	Yes	Yes	Yes	No
Master Org. Member	No	No	No	No	No
Sub-Org. Admin	N/A	N/A	Yes	Yes	No
Sub-Org. Member	N/A	N/A	No	No	No

*Higher Org. Admins have actions and views on sub-Organizations

*Sub-Org. users have no actions or view on higher Organizations

USER ROLES WITH DOCUMENTS

User role	Create, Edit, Save Draft, Send Project	Sign	Approve	View Active Document	View and Share Completed Document
Creator	Yes	Yes	No	Yes	Yes
Signer	No	Yes	No	Yes	Yes
Approver	No	No	Yes	Yes	Yes
Viewer	No	No	No	Yes	Yes
Issuee	No	No	No	No	Yes
Org. Owner	No	No	No	only if part of the document role	
Org. Admin	No	No	No		
Org. Member	No	No	No		

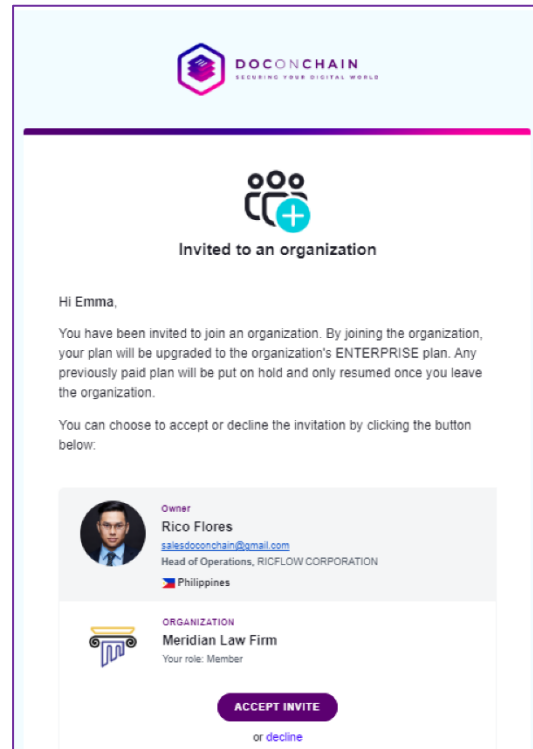
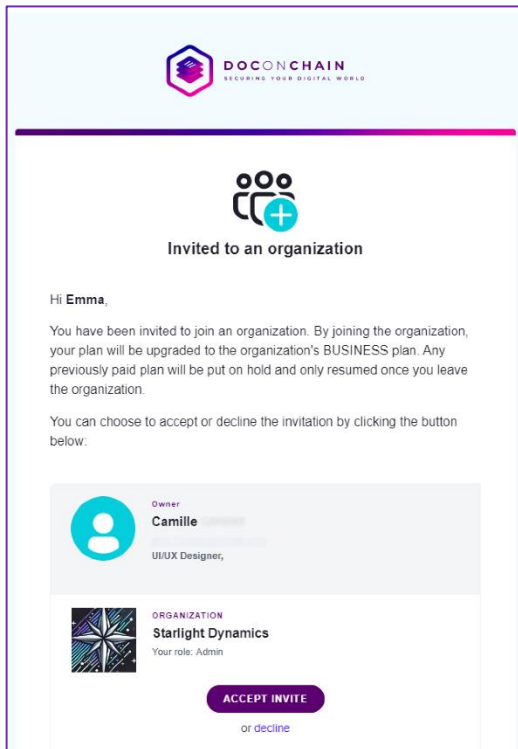
ACCEPTING ORGANIZATION INVITES

When invited to join a DOCONCHAIN Organization, you'll receive an email notification. Please note that joining an organization will upgrade your plan to the host's plan (Business or Enterprise). Any

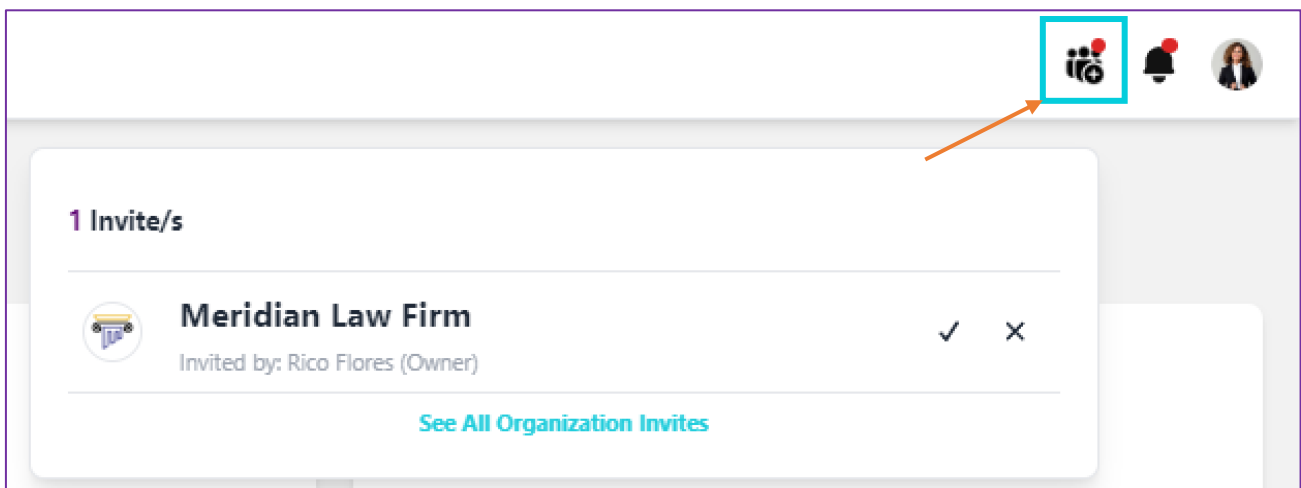


existing plan you've paid for will be temporarily paused and will resume only after you leave the organization.

There are two (2) ways to accept the Organization Invite. First is by clicking the accept invite button on the email notification you'll receive.



Another way to accept the invitation is through your DOCONCHAIN account. Once logged in, you could go to the [organization invite] icon to accept the invitation.

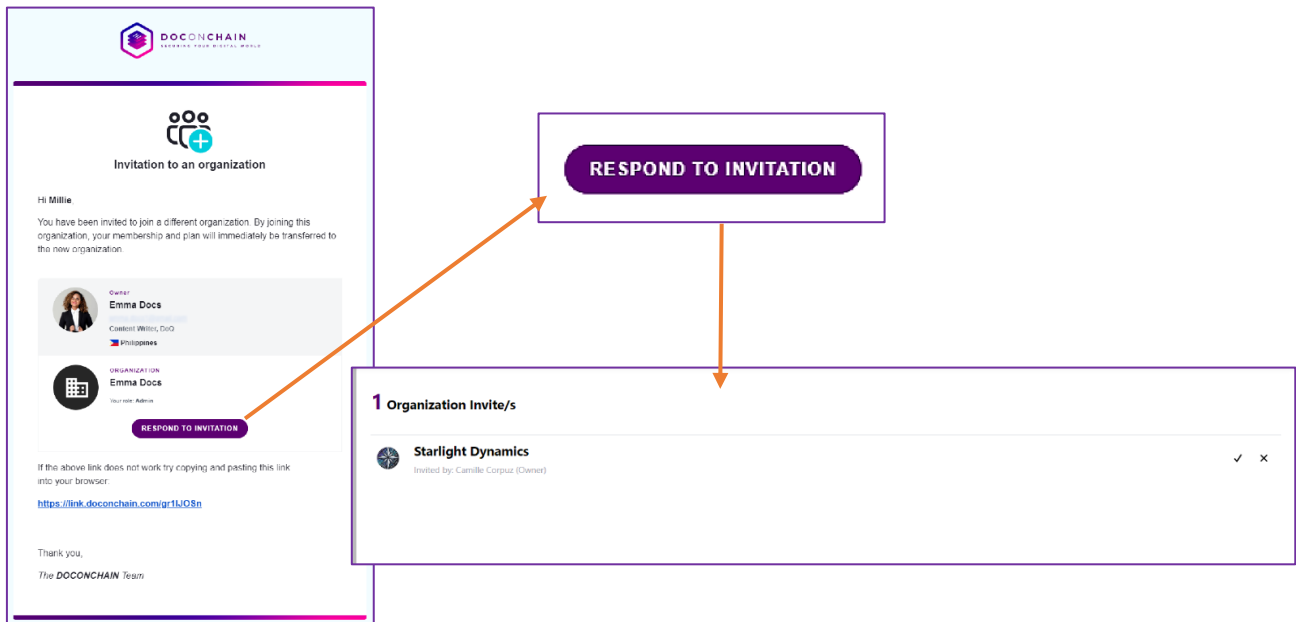


Upon accepting your invitation, your account will automatically be upgraded to the same plan as the organization owner. You can then begin collaborating with your team by sharing templates and/or document credits.



TRANSFERRING ORGANIZATION

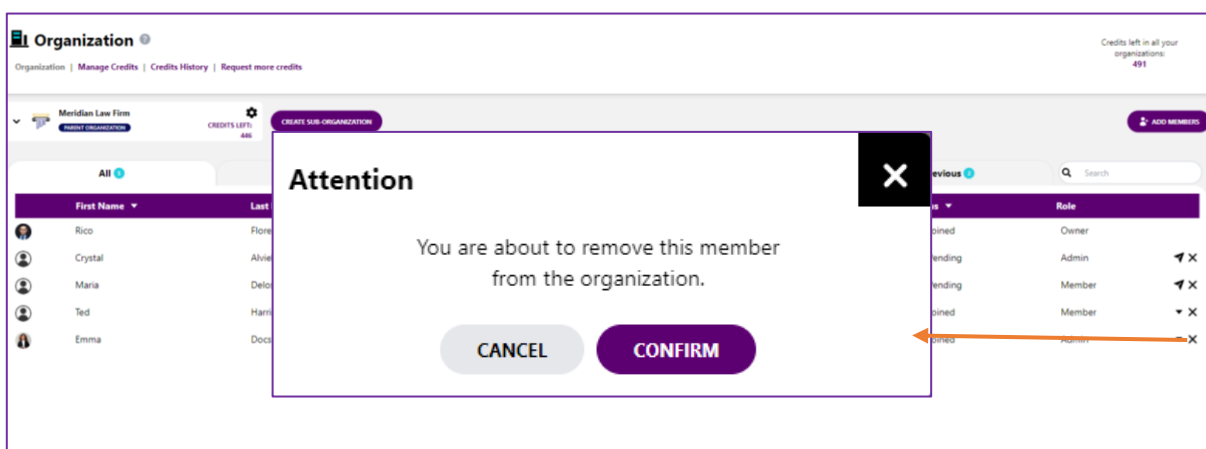
To prevent conflicts and ensure the security of digital documents, DOCONCHAIN limits users to be part of a single organization at a time. If you wish to join another organization, you can do so by accepting an invitation. Please note that transferring to a new organization will also transfer your current plan.



Once "Respond to Invitation" is clicked, you will be prompted to the Organization invites page on your DOC Account where you have the option to either accept or decline.

REMOVING ORGANIZATION MEMBERS

If a member of your DOC Organization left your company/team, you may remove them from your organization, by simply clicking the X button on their name in the Organization list and Confirm.



When a member is removed from your organization, they will receive an email confirmation. Their account will then automatically revert to the plan they had before joining your organization.



SUB-ORGANIZATION

DOCONCHAIN Enterprise plan users can also create Sub-Organizations, which are ideal for managing diverse teams, departments, or external entities like affiliate companies, partners or clients. These Sub-Organizations have the same functions and settings as the parent organization but can be distinguished using unique Sub Org types.

SUB-ORGANIZATION TYPES

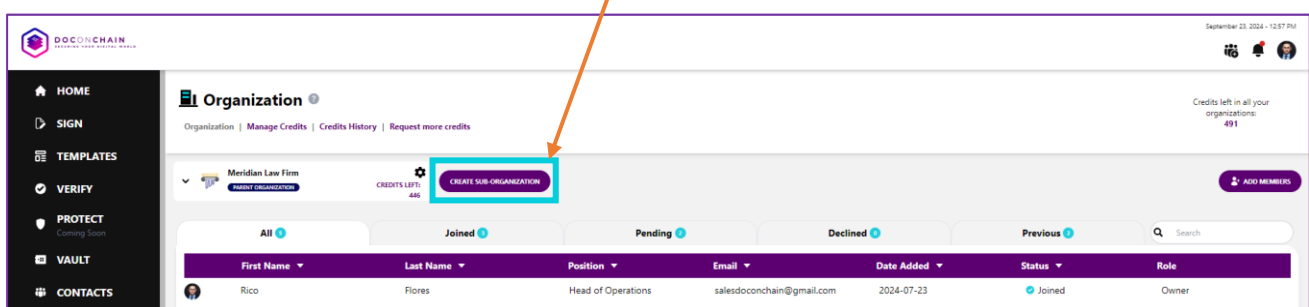
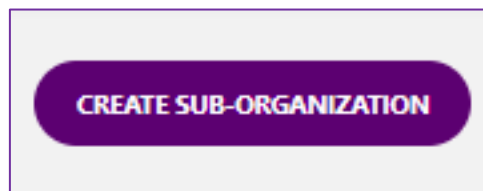
Sub-Organization Types help differentiate other organizations from your parent organization. This makes it easier for members and administrators to identify and manage specific teams or departments, ensuring efficient collaboration and appropriate permissions.

DOCONCHAIN currently has four (4) Sub Organization Types:

- Department – Used for teams inside a company (Sales, Marketing, Finance, Legal, etc.)
- Client – Used for external clients or customers
- Partner – Used for partners (suppliers, partners, etc.)
- Company – Used for related organizations (sister companies, agencies, etc.)

CREATING SUB ORGANIZATION

To create a Sub-Organization, an admin/owner may click on the “Create Sub-Organization” button found beside the Organization selection menu.



Once clicked, a modal will pop up where you may input the information for your Sub-Organization. These include the Main Logo and Avatar images as well as the Org name, logo link and other details.

When updating images for your Sub-Organization, the same guidelines apply as for your Parent Organization. (See page [15](#)). DOCONCHAIN allows you to create up to three levels of Sub-Organizations. You can also choose which Parent Organization you want to add the Sub-Organization to.



The image shows a 'Create sub-organization' form with several fields: 'Sub-organization Logo', 'Sub-organization Name', 'Logo Link', 'Other Details', and 'Sub-organization Type'. The 'Parent Organization' dropdown is highlighted with a red box and an arrow pointing to a detailed view of the dropdown menu. This menu shows the selected parent organization, 'Meridian Law Firm', and a list of sub-organizations: 'Sub Org 1' through 'Sub Org 5', each with a 'DEPARTMENT' role. A separate box shows the 'Sub-organization Type' dropdown with options: 'Department', 'Client', 'Partner', and 'Company'.

Likewise, you may also choose the type of Sub-Organization through the dropdown option. Once done you may click SAVE and you'll be prompted to the Sub-Organization page where you can now start adding members into.

TRANSFERRING/PROMOTING ORGANIZATION MEMBERS

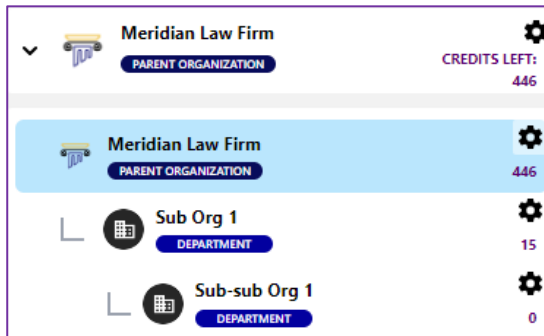
If you wish to transfer members either from the Parent Organization to a sub-org, or would like to promote a member to an Admin or vice versa, you can click on the dropdown button beside their Organization Role and select the action that you wish to take.

The image shows a table of members. The first row has 'Ted Harrington' with email 'tedharrington.test@gmail.com' and date '2024-07-30'. The second row has 'Emma Docs'. The role for 'Emma Docs' is 'Admin'. A dropdown menu is open for the 'Admin' role, showing options: 'Member', 'Promote to Admin', 'Make Owner', and 'Move To Another Organization'. An arrow points from the dropdown button to the menu.




DELETING SUB ORGANIZATION

If you wish to delete an old or inactive organization/sub-organization, you may proceed using the gear icon beside the Organization name.




Organization Details

Organization Logo (rectangle) ? **UPDATE**



Organization avatar (round) ? **UPDATE**



Organization Name ?
Meridian Law Firm

Logo Link ?
www.meridianlawfirm.com

Other Details ?
2279 G Tuazon, Manila, Metro Manila
Tel: 028884 9555

DELETE ORGANIZATION **CANCEL** **SAVE**

DELETE ORGANIZATION

By deleting this organization, all members will be removed and their account will be transferred to a Free plan.

Type "**DELETE**" to proceed.

CANCEL **DELETE**

Within the Organization Details pop up window, you will find the Delete Organization button. Once clicked, another modal for confirmation will appear, ensuring that you confirm the deletion of a specific organization or sub-organization.



MANAGING DOCUMENT CREDITS

Organization Owners and Admins can manage the Document Credits Allocation within and across the organization. For Enterprise Plan account users, the number of projects that can be created depends on the document credits your organization or sub-organization has.

To manage your organization's document credits effectively, owners and/or admins can visit the Manage Credits tab within the Organization page. From there, you can transfer credits by entering the desired amount in the designated field.

Credits left in all your organizations: **491**

Organization Name	Organization Type	Credits Left	Allocation	Actions
Meridian Law Firm	Parent Organization	446 / 491	446	
Sub Org 1	Organization	15 / 15	0	
Sub-sub Org 1	Organization	0 / 0	0	
Sub Org 2	Organization	0 / 0	0	
Sub sub org 2.1	Grant	0 / 0	0	

Credits Left: 436 / 491 Allocation: 446

Credits Left: 15 / 15 Allocation: 10

You may also monitor the credit usage of your Organization through the Credit History and/or sort out the members of your organization using the tabs above.

Performed by	Sent by	Received by	Transaction Type	Credits	Date and Time
Rico Flores	Meridian Law Fir...	Sub Org 4	ALLOCATION	→ 1	2024-09-16 17:35
Rico Flores	Meridian Law Fir...	Sub Org 4	ALLOCATION	→ 20	2024-09-12 10:12
Rico Flores	Meridian Law Fir...	Sub Org 1	ALLOCATION	→ 15	2024-09-03 13:44
Rico Flores	Meridian Law Fir...	Sub Org 4	ALLOCATION	→ 10	2024-08-20 13:35

Please note that members do not have any access to Document Credit allocation/Purchase in an organization. If you wish to purchase more credits, you may click the Request more credits option



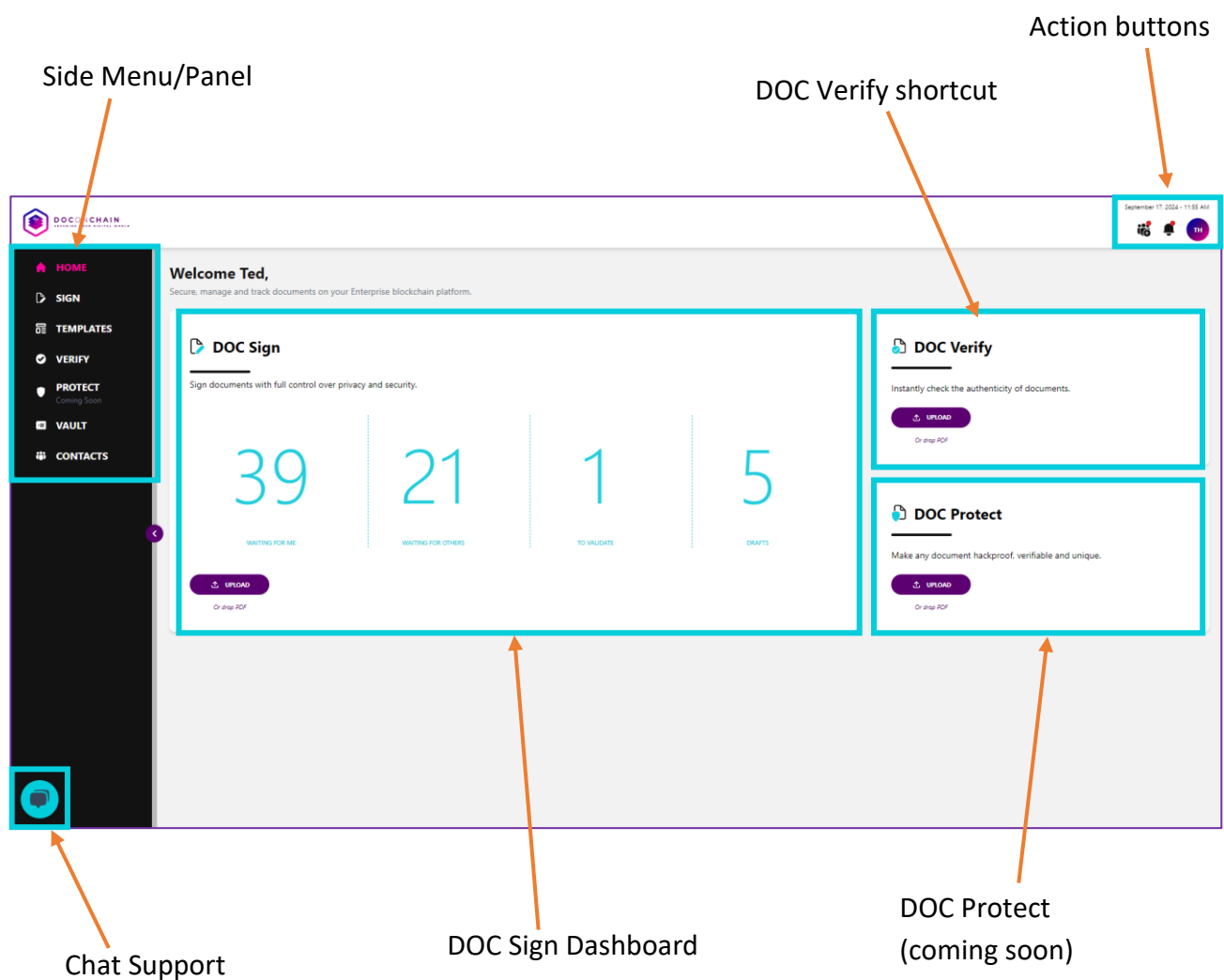
and you will be redirected to our contact us page (www.doconchain.com/contact-us) or simply reach out to your DOCONCHAIN Point of Contact (POC).

CHAPTER 3: USER INTERFACE

DOCONCHAIN is designed with simplicity and ease of use in mind. Our intuitive interface makes it easy for users of all technical backgrounds to navigate our platform and leverage the power of digital signatures. By prioritizing a user-friendly experience, we aim to streamline your workflow and help you achieve your goals efficiently.

HOME PAGE

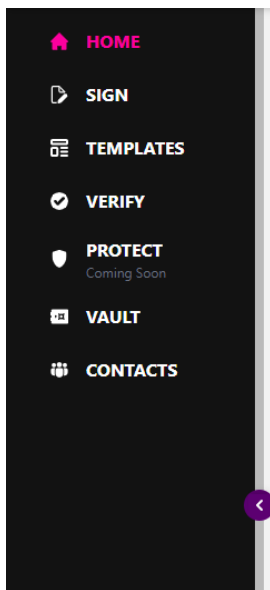
The DOC Home Page provides a quick access to essential features like the DOC Sign Dashboard, DOC Verify, and the upcoming DOC Protect. You'll also find various buttons for different functionalities and a convenient side panel where all DOC Solutions are easily accessible as well as an icon for the chat support.





SIDE MENU

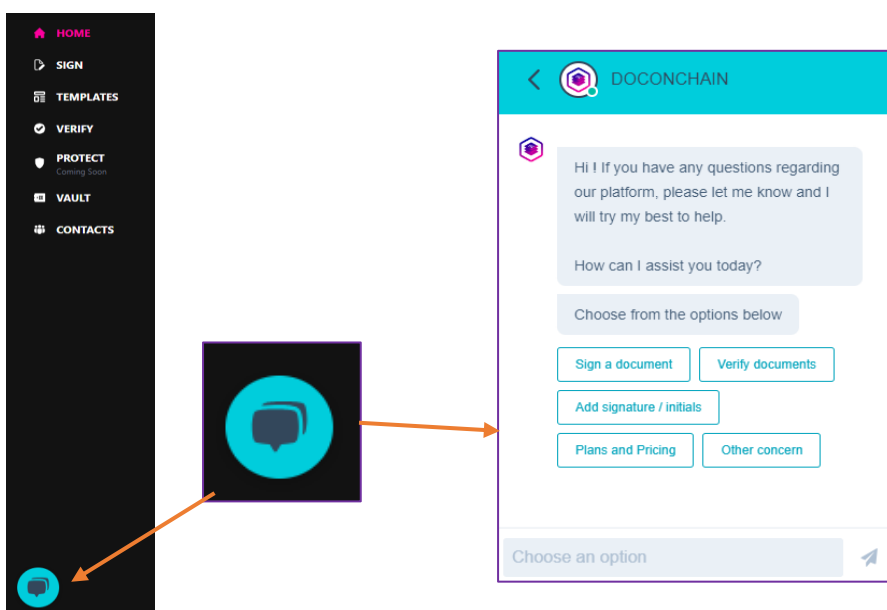
The Side Menu, also called Side Panel, consists of all the DOCONCHAIN solutions namely the SIGN, TEMPLATES, VERIFY, PROTECT, VAULT and CONTACTS. It serves as the main access to each solution.



This panel can also be maximized or minimized using the arrow button to give a much bigger window or space for working.

CHAT SUPPORT

DOCONCHAIN puts customer support on top of its priorities. Our team of experts are always ready to provide help and assistance to our users through different means (email, chat and/or call). One fast way to reach out is through our live Chat Support on your DOC Account, which can be found at the bottom part of the Side Panel.

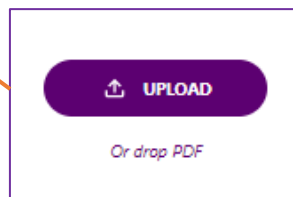
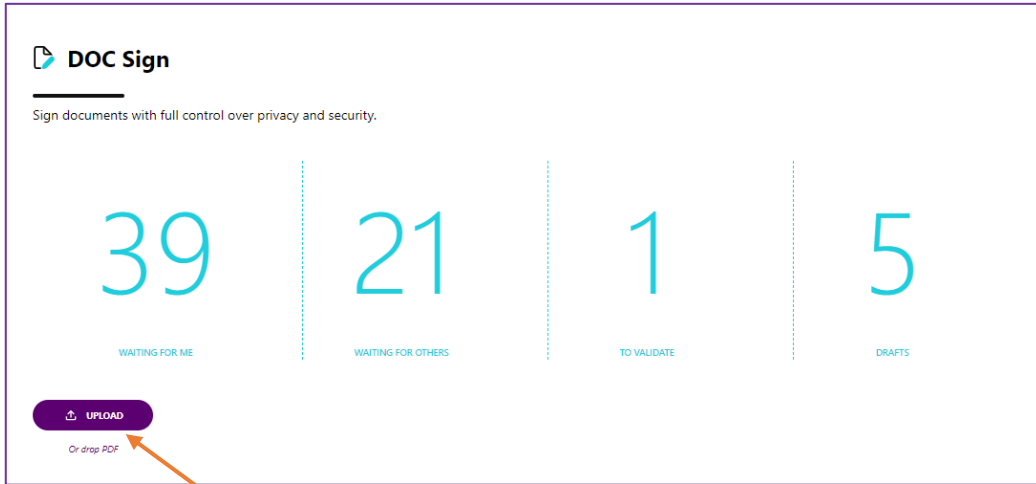


The live chat support has preset options for frequently asked questions (FAQ) or other concerns which will be addressed directly by our technical support.



DOC SIGN DASHBOARD

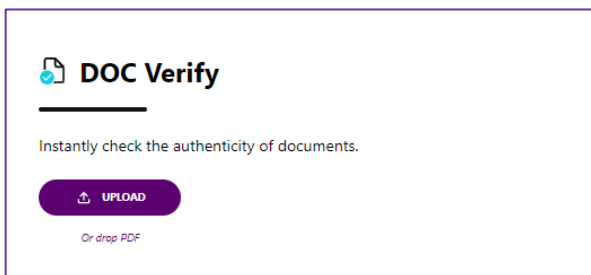
The DOC Sign Dashboard previews the number of all the active documents on a user's account. These include the files that are waiting for your signature, the ones you sent out for signature, documents for manual validation and your drafts.



These columns also serve as a shortcut to the list of documents under the same category, which can be found in the DOC Sign page. Once clicked, you will be redirected to the actual list of files for further checking or accessing.

You can also start working on a project by dragging and dropping a document on the DOC Sign Dashboard or by clicking the upload button found at the lower left side.

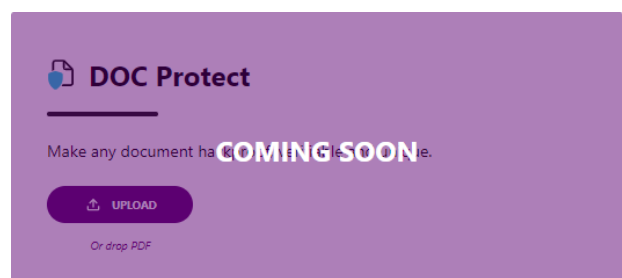
DOC VERIFY



You can also start verifying and checking the authenticity of your signed documents on the DOC Verify shortcut found at the home page.

DOC PROTECT

Our DOC Protect, designed to enhance the security and integrity of documents through advanced protection measures will be launched soon.





CHAPTER 4: FEATURES AND FUNCTIONALITIES

DOC SOLUTIONS OVERVIEW

DOCONCHAIN is a leading provider of adaptive, scalable, and fully customizable blockchain solutions designed to streamline the management, exchange, and traceability of digital documents for enterprises and government agencies. Through extensive testing across various industries, including legal, real estate, banking, government, and international institutions, we've developed a robust, hack-proof infrastructure that delivers efficient and reliable solutions.

Our cloud-based platform offers seamless access from any device, empowering businesses to simplify their document signing processes and enhance security. Our standalone digital signature platform offers five key solutions to help you manage, protect, and track your documents effectively.

SYSTEM REQUIREMENTS

DOCONCHAIN is compatible with most modern web browsers, including Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge. Users can expect a smooth and reliable experience across these browsers. Our platform supports the latest stable release of the following:

CATEGORY	MINIMUM	RECOMMENDED
Supported Browsers	Google Chrome: Latest version	Google Chrome: Latest version
	Mozilla Firefox: Latest version	Mozilla Firefox: Latest version
	Safari: Latest version (for macOS/iOS)	Safari: Latest version (for macOS/iOS)
	Microsoft Edge: Latest version	Microsoft Edge: Latest version
Screen Resolution	1366 x 768	1920 x 1080
Mobile App		
*iOS App	Requires iOS 13.4	iOS 13.4 and up
*Android App	Requires Android 6.0	Android 6.0 and up

*Available on the App Store and Google Play Store



DOC SIGN

DOC Sign is a new generation of trusted digital signature solution included in DOCONCHAIN's Solutions suite. It uses the power of blockchain with signer authentication and custom workflows for signature and approval. Digital signatures can be used when there is a need to sign and send contracts or documents to clients, customers, or someone.

DOC Sign also allows to request or collect signatures from people within your organization. With DOC Sign, document signing is secure, quick, easy, and completely reduces the need for traditional paper works and wet ink signatures.

No documents will be printed, scanned, or faxed with DOC Sign. You can do the whole process in our paperless solution.

DOC SIGN PAGE

The DOC Sign Page displays all active documents on your DOCONCHAIN account. This includes projects you've created and sent for signature, as well as documents awaiting your signature, approval, or validation.

You may sort out the documents using the tabs **(1)** All Files, Waiting for me, Waiting for others, Scheduled, Drafts, Trash and/or rearrange the files based on **(2)** Name, Creation Date, and Status.

The **(3)** search tab helps you to look for specific document in your DOC Sign page based on the file name.

The **(4)** Action buttons give you options on the actions that you may do with each document. These include editing, viewing, resend, validate and delete.

The screenshot displays the DOC Sign interface. At the top, there is a header with the 'DOC Sign' logo and a sub-header: 'Sign documents with full control, privacy and security. Or go to the **DOC Vault** to view your completed documents.' On the right side of the header, there is an 'UPLOAD' button and a link to 'Original PDF'. Below the header, there are several tabs: 'All files', 'Waiting for me', 'Waiting for others', 'Scheduled', 'Drafts', and 'Trash'. A search bar is located to the right of these tabs. The main content area is a table with columns for 'Name', 'Creation Date', 'Status', 'Signers', and 'Actions'. The table lists several documents, including 'NDA Doconchain Blank', 'NDA Doconchain x ABC Company', 'Memorandum of Agreement', 'Contract', 'Accounting Contract', 'DOCONCHAIN PH - Goal Setting Form', and 'Certificate of Completion'. Each document has a status button (e.g., 'Draft', 'Waiting for Others', 'To Sign', 'Scheduled') and a list of signers (e.g., 'Me and Others', 'Just Others'). The 'Actions' column contains icons for editing, viewing, deleting, and other actions. Four callout boxes with numbers 1, 2, 3, and 4 point to the tabs, the table headers, the search bar, and the actions column, respectively.

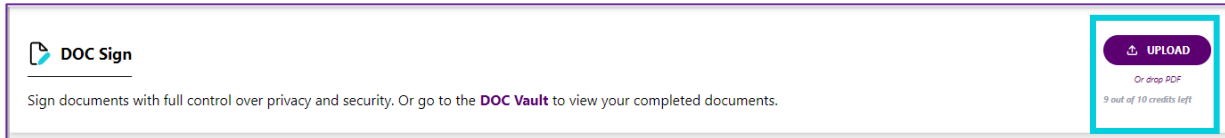
Name	Creation Date	Status	Signers	Actions
NDA Doconchain Blank	2024-05-03	Draft	Me and Others	[Action icons]
NDA Doconchain x ABC Company	2024-07-09	Draft	Me and Others	[Action icons]
Memorandum of Agreement	2023-10-13	Waiting for Others	Me and Others	[Action icons]
Contract	2024-06-13	To Sign	Me and Others	[Action icons]
Accounting Contract	2023-02-15	To Sign	Just Others	[Action icons]
DOCONCHAIN PH - Goal Setting Form	2023-10-24	Waiting for Others	Me and Others	[Action icons]
Certificate of Completion	2024-07-21	Scheduled	Me and Others	[Action icons]



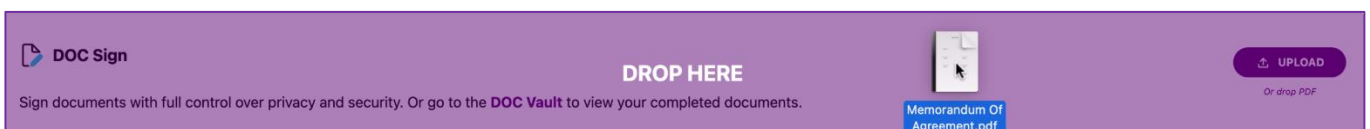
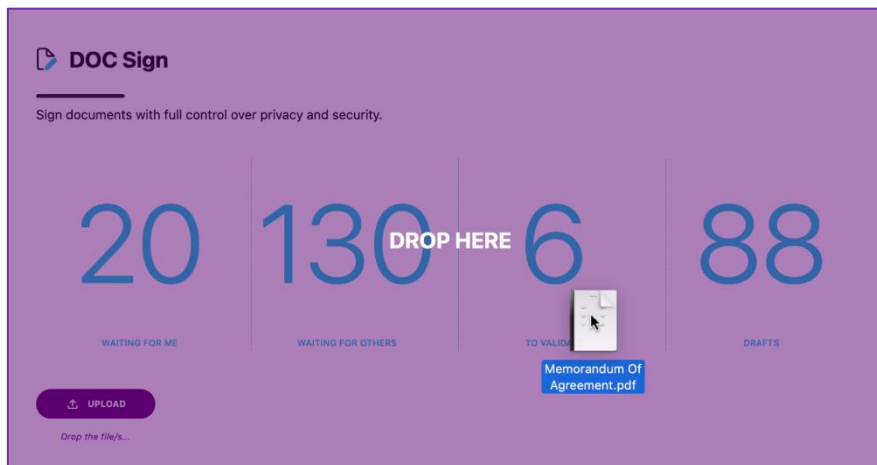
PROJECT CREATION

UPLOADING A DOCUMENT

There are two (2) ways to upload a document on DOC Sign. First is by uploading a file using the upload button on the DOC Sign Page or at the DOC Sign Dashboard on the homepage



The second one is by using the drag-and-drop option on the DOC Sign Page or on the DOC Sign Dashboard at the Homepage.

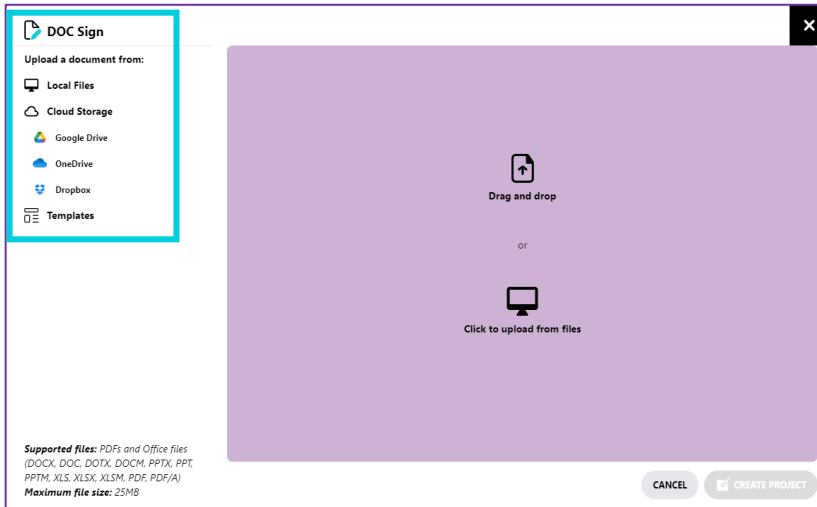


Supported files: PDFs and Office files (DOCX, DOC, DOTX, DOCM, PPTX, PPT, PPTM, XLS, XLSX, XLSM, PDF, PDF/A)

Maximum file size: 25MB.



If Upload Button is used, a modal will appear to allow users to upload document from your chosen storage.



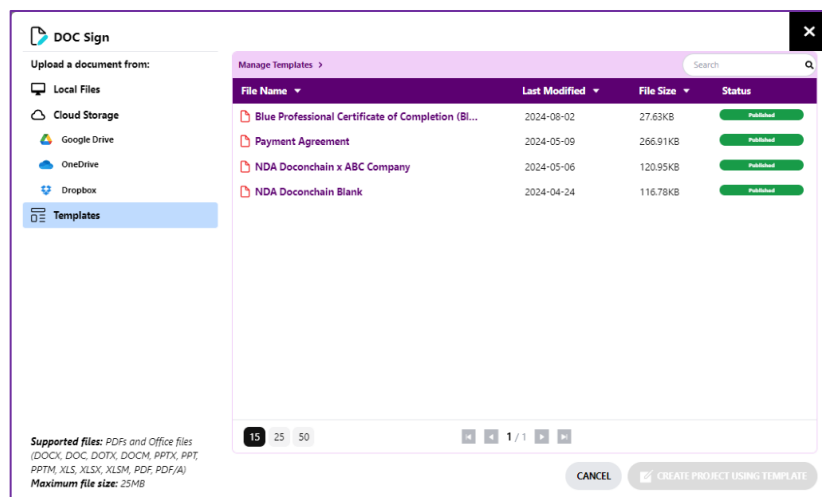
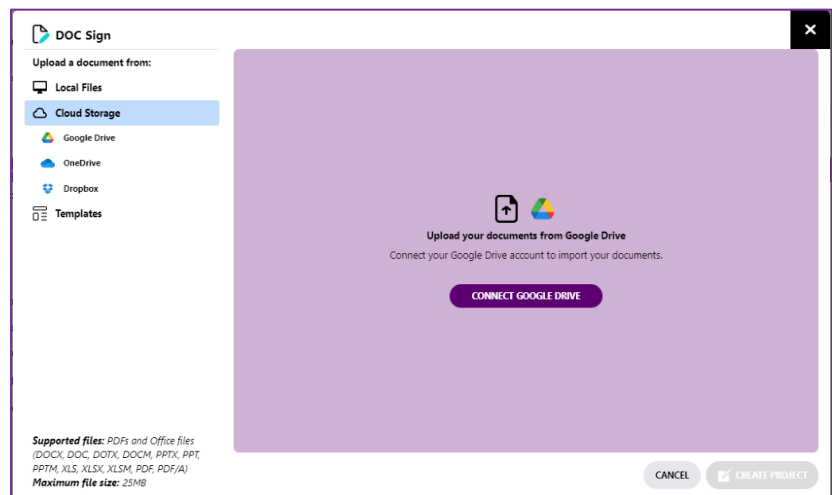
Local Files: These are the files in your local storage or device

Cloud Storage: These are the files in your cloud or online storage such as Google Drive, OneDrive and Dropbox

Templates: These are the files that you uploaded and saved in the Templates of your DOC Account

You may also use the drag-and-drop option in this modal.

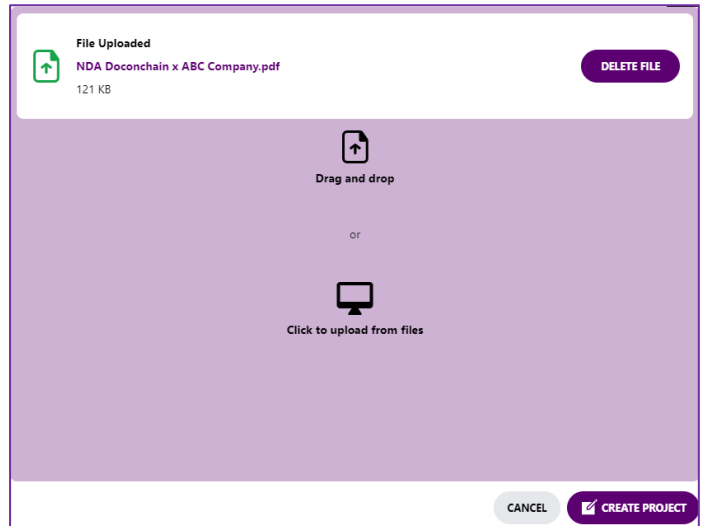
If Cloud storage is selected, you will be asked to connect to your preferred file location.



Templates folder shows all your published documents.



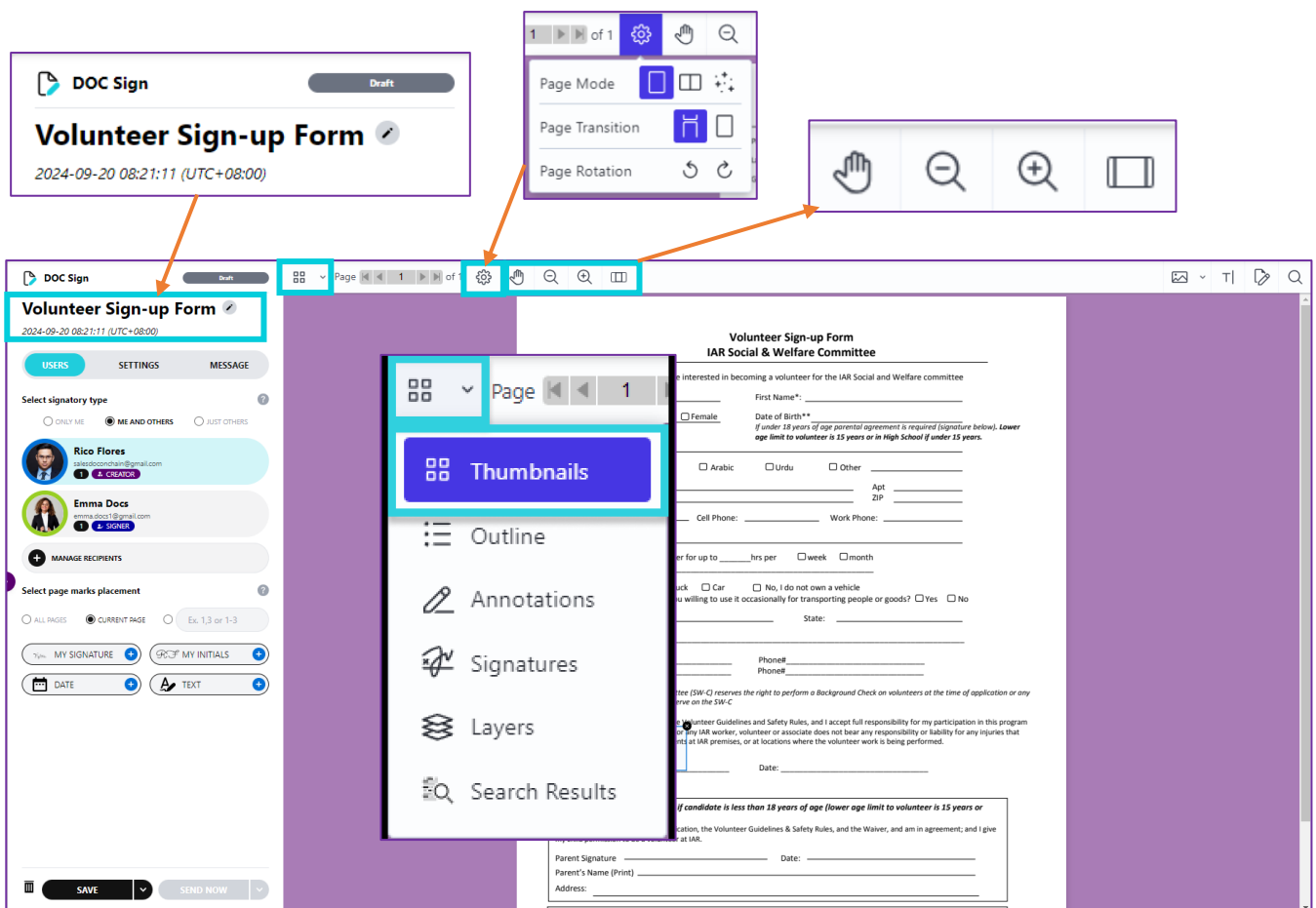
Once file is uploaded, you can either **delete** and re-upload a new document or **proceed with the project creation**.



DOCUMENT BASIC EDITING TOOLS

DOCONCHAIN offers a range of customization options and basic editing tools, allowing you to fine-tune your documents before sending them out. This flexibility ensures that your documents are well-prepared and meet your specific needs.

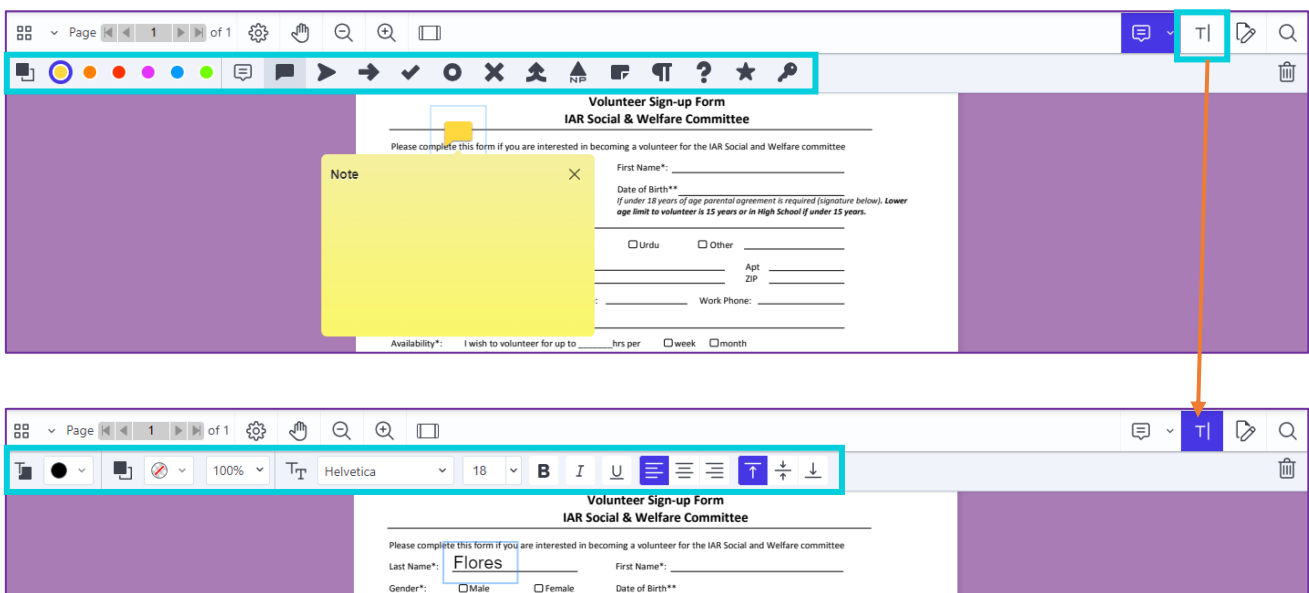
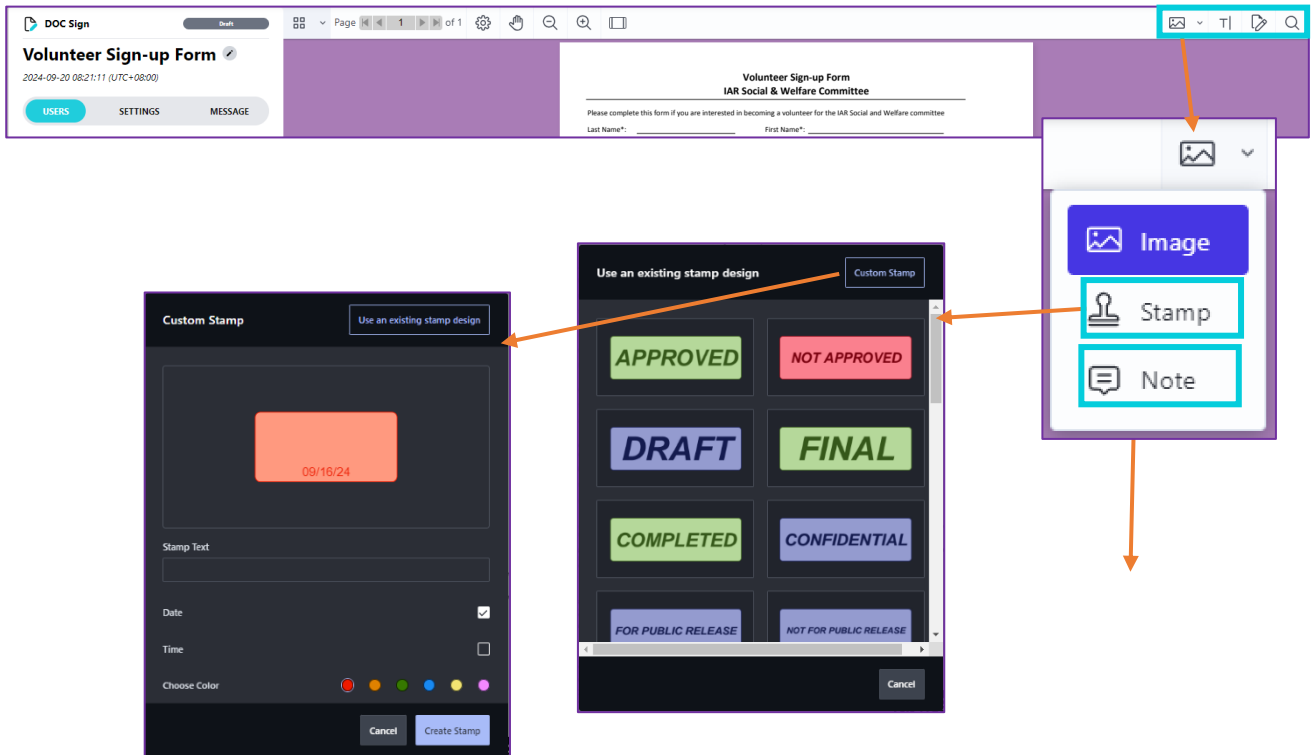
These settings include File Name Customization, Thumbnails (Outlines, Annotations, Signature, Layers, Search Results), Page Settings (Page mode, transition, rotation), Pan Mode, Zoom in/out and Page Orientation (Fit Page, Fit Width).



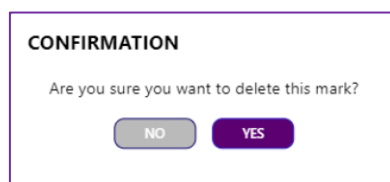


DOCUMENT ANNOTATION TOOLS

Apart from the basic document editing tools, DOCONCHAIN also provides options for adding elements on your file such as Images, Stamps and Notes. You can also add and edit text annotations on your document.



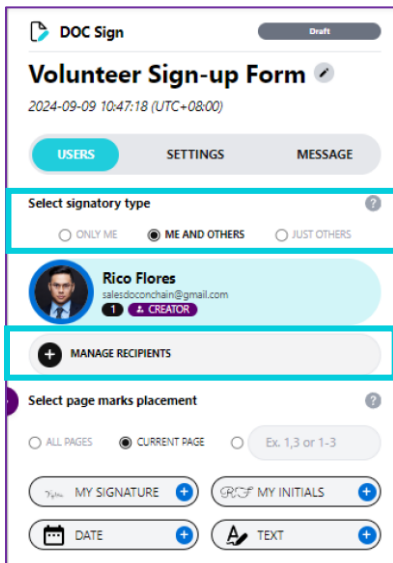
You may customize the note/text using the tool bars on top of the document. To delete an annotation, simply click the mark then press the DELETE or BACKSPACE button to confirm.





ADDING RECIPIENTS

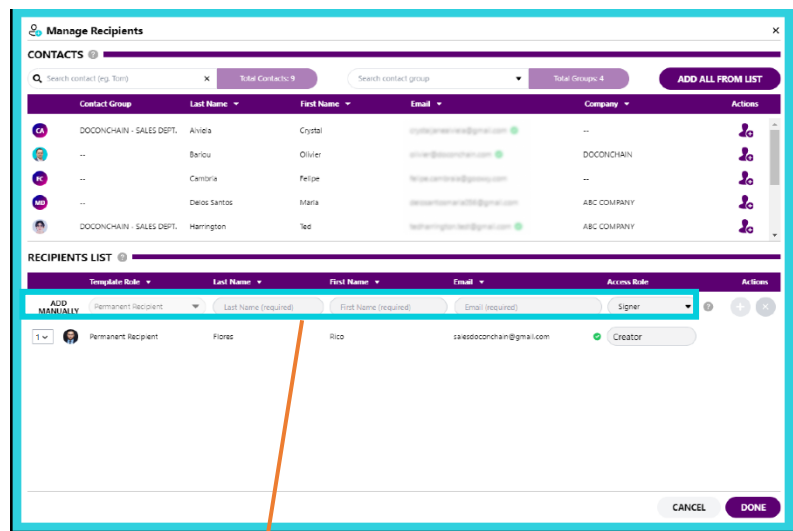
Document settings allow users to customize the signatory type and add recipients on the document. You can also assign roles to your recipients namely: **Signer, Approver, Viewer or Issuee**.



Under the **USERS** tab you can select the Signatory type:

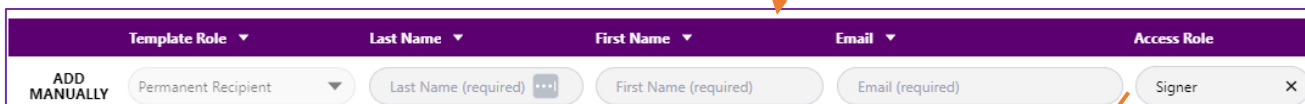
- **Only Me:** be the only signer of your document
- **Me and Others:** Sign your own document with others
- **Just Others:** Send a document for only others to sign

Manage Recipients lets you add other people in your document and assign specific roles for them. This appears when you select 'Me and Others' or 'Just Others' signatory types.



You may search and add recipients from the **Contacts**.

Or manually add recipients using the fields: Name, Last Name, Email Address and Access role.



Assign the access role to your recipients based on the following functions:

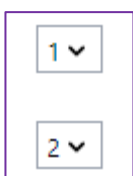
- **Signer:** who will sign the document.
- **Viewer:** who will receive a copy of the document but not asked to sign.
- **Approver:** who will have the option to approve/decline the document.
- **Issuee:** who will receive the document once it is completed.



Once done, click the '+' button to add them to your recipients and click DONE to close the modal. You may also see some action buttons to edit, add the recipient on your contacts list or delete them.



SIGNATURE ORDER



Located to the left of each recipient's name, the Signature Order allows you to determine the sequence in which a single or a group of recipients will be notified and asked to sign, before continuing to the next recipients. This ensures recipients only receive the document when it's their turn to sign, preventing confusion and delays.

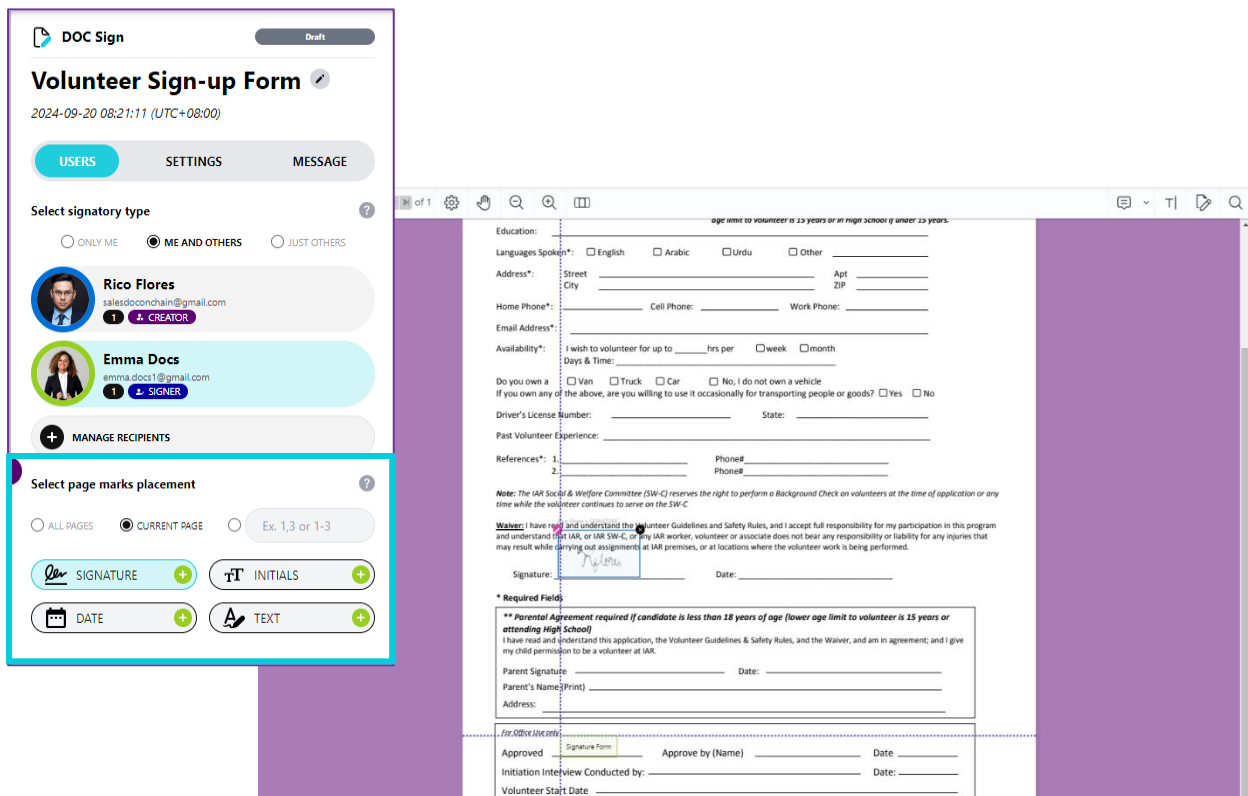


ADDING MARKS

You may further personalize your document with DOCONCHAIN's Mark Placement Tool

To place marks on your document, follow these simple steps:

1. **Navigate:** Click on the thumbnail or scroll to the desired page.
2. **Highlight:** Select the recipient's name and the select a mark using the '+' button.
3. **Customize:** Choose where to apply the mark on the document. You can also select all pages, the current page, or a specific page number for each mark.



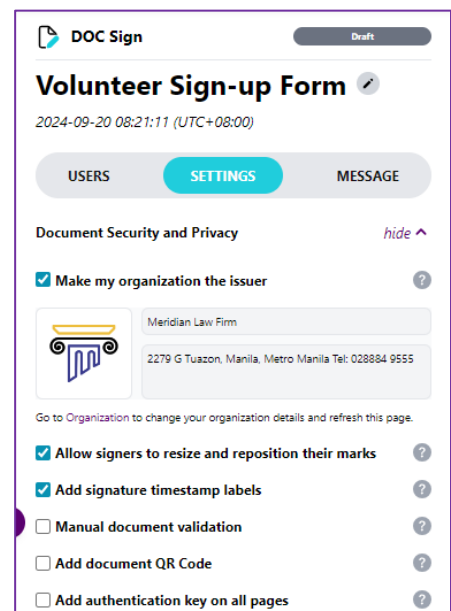
SETTINGS TAB

DOCUMENT SECURITY AND PRIVACY

DOCONCHAIN also provide a variety of options ensuring your document security and privacy:

Make my Organization the Issuer. This allows you to send a document on behalf of your organization or your company name instead of the account holder's name. It is also part of our branding feature, which allows you to promote your brand with each document you send.

Allow Signers to Resize and Reposition Their Marks. This option allows your recipient to move and resize their marks on your document.





DOC Sign Draft

Volunteer Sign-up Form

2024-09-20 08:21:11 (UTC+08:00)

USERS SETTINGS MESSAGE

Document Security and Privacy *hide ^*

- Make my organization the issuer ?
- Allow signers to resize and reposition their marks ?
- Add signature timestamp labels ?
- Manual document validation ?
- Add document QR Code ?

Select page placement:

LAST PAGE CURRENT Page

Add authentication key on all pages ?

Signature timestamp labels. This provides additional information on the document: the name, email, date and time when the document has been signed. *Note: Once the document has been completed, the labels cannot be removed.*

Manual document validation. This allows the creator to recheck the document prior to ensuring that all marks are properly aligned and placed on the document once signed by all the recipients. The document will return to the creator's DOC Sign page for their validation.

Add document QR code. The QR code is used for instant verification of your document. You can also select the page placement whether it be on the last page, current page, or a specific page number. The QR code is also

resizable and can be moved anywhere on the page. Another unique feature is that this QR code is clickable, which provides easier access to the document.

Add authentication keys on all pages. A unique document identifier for additional security.

ACTIVE DOCUMENT ACCESS

Active Document Access provides the creator with the authority to restrict access on the document during the signing process. These settings cannot be changed once the document is sent.

Account Restriction. Allows signers to view or sign your document as guests (no account required) or requires them to create an account and verify their email first with DOCONCHAIN.

Signature Type. This restricts which signature type will be allowed to be used by signers.

Signature Reminders. This feature provides emails reminders that are sent automatically, instead of manually resending them. You can set the number of day/s of the first reminder, which will be counted after the document was sent out, and the following reminders will be counted after the first.

You may select either one or both reminders. *Note: the signature reminder will stop once the document has been signed and completed.*

DOC Sign Draft

Volunteer Sign-up Form

2024-09-20 08:21:11 (UTC+08:00)

USERS SETTINGS MESSAGE

Document Security and Privacy *show v*

Active Document Access *hide ^*

Account Restriction

- No account required ?
- Account creation required ?

Signature Type ?

Draw Upload Type

Signature Reminders

- First reminder after days ?
- Following reminders every days ?



COMPLETED DOCUMENT ACCESS

Completed Document Access provides the creator the ability to restrict access to the document once it has been signed and completed. These settings can be changed at any time.

DOC Sign Draft

Volunteer Sign-up Form

2024-09-20 08:21:11 (UTC+08:00)

USERS SETTINGS MESSAGE

Document Security and Privacy show v

Active Document Access show v

Completed Document Access hide ^

Viewer Access

Public Access ?

Private Access ?

Account Restriction

No account required ?

Account creation required ?

Document Description (Optional): ?

Provide a short description or summary of the document along with relevant keywords for context.

Update

Viewer Access. This restricts access to your document once it has been signed and completed. It is an additional security feature to avoid unauthorized access as well as track the users who access/download your file.

Public Access. Anyone with the link to your document can access the file. You may also select under the **Account Restriction** whether viewers should have no account required or create an account first before accessing your file.

Private Access. Only logged-in DOCONCHAIN account users will be able to access your document. This option automatically puts the Account Restriction to Account creation required.

Document Description. This optional feature allows you to put any additional information about your document. This description will reflect on the email notification to your recipients. After inputting any detail, click **Update** to save it before proceeding to another tab.

MESSAGE TAB

Message Tab allows you to customize the Subject Line as well as the message to be sent to your recipients via email.

From field. This will be the 'sender's name via DOCONCHAIN.' If you selected Make my Organization as the Issuer option on the Document Security and Privacy Settings, the sender's email will be the "Organization name via DOCONCHAIN".

Subject field. You can customize the email subject line of your signature request thus making it easier to be recognized by your recipients. This is available with the for Business and Enterprise Plans as part of our branding feature.

Message. Put any additional messages to your document. *Note: click "save" first before proceeding to make sure the message will be saved/updated.*

DOC Sign Draft

Volunteer Sign-up Form

2024-09-20 08:21:11 (UTC+08:00)

USERS SETTINGS MESSAGE

From:

Rico Flores via DOCONCHAIN

Subject:

Signature Request via DOC Sign | Volunteer Sign-up Form

Complete this document on the DOCONCHAIN platform.

Maximum 5,000 characters only

Save



SENDING A DOCUMENT

DOCONCHAIN allows two options for sending out a document: **Send Now** or **Send Later**.

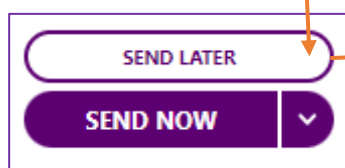
Send Now. Lets you send the document in real time. Once the document is finalized and all marks (signature boxes for signers) are placed, the send now option will be activated allowing you to send out the file.

Send Later. Allows you to schedule documents for delivery at a specific time and date. This is ideal for recipients in different time zones or those who may be unavailable.

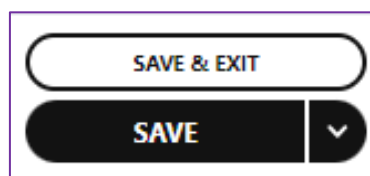
To use Send Later:

1. Click the “Arrow” button next to “Send Now” and click "Send Later".
2. Select the desired delivery date and time.
3. Confirm your selection.

Your documents will then be sent automatically at the scheduled time.



You may also click “Save” to save your progress and continue working or “Save & Exit” after clicking on the “Arrow” button next to “Save” to save your file as a draft and return to the DOC Sign page.



The last step prior to sending out the document is to confirm the notifications that you want to receive via email.



Receive an email notification during the document updates. Be notified or not via email when the document has some updates (when a recipient signs or approves).

Receive an email notification when the document is completed. Be notified or not via email when the document has been completely signed.

Attach completed document (PDF). Receive the document by email once it is completed.

Attach certificate of completion (PDF). Receive the certificate of completion by email once the document is completed.

SEND CONFIRMATION

The document will be sent to these recipients:

Rico Flores, [REDACTED]
Emma Docs, [REDACTED]

Click "YES" to proceed.

- Receive an email notification during document updates
- Receive an email notification when document is completed
- Attach completed document (PDF)
- Attach certificate of completion (PDF)

If the PDF attachment exceeds 5mb, you will receive an email link to your signed document.

Note: If the PDF attachment exceeds 5 MB, you will receive an email link to your signed document. All recipients with a DOCHAIN account will have the options to enable or disable the notification options. Users without a DOCHAIN account will receive a PDF copy of the document and certificate automatically after signing as guests. All completed documents are available in the DOC Vault even if the user creates an account after sign.

Once you've completed these settings, click [YES] to proceed. You'll then be redirected to the DOC Sign page, where the document status will show as "waiting for others."

DOC Sign

Sign documents with full control over privacy and security. Or go to the [DOC Vault](#) to view your completed documents.

All files 3 Waiting for me 1 Waiting for others 3 Scheduled 0

Name	Creation Date	Status
Volunteer Sign-up Form	2024-09-20	<input type="button" value="Waiting for Others"/>
NDA Doconchain x ABC Company	2024-07-23	<input type="button" value="Waiting for Others"/>

The recipient will then receive an email notification where they could view and sign the document. Once the document has been completed, it will be saved to your DOC Vault.



DOC VERIFY

DOC Verify empowers users to authenticate the integrity of their documents and information (users, events, timestamps, devices, etc.). When a document is secured on DOCONCHAIN, its data and metadata are immutably recorded on our blockchain. Verification involves comparing the document's information against the blockchain records, proving its authenticity, detecting any alterations outside the platform, and confirming its recognition status.

DOC VERIFY DASHBOARD

DOC Verify Dashboard shows you the list of all documents that you verified through DOCONCHAIN. You may sort them using the tabs (1) **All Files, Verified, Not Verified, Trash** and/or rearrange the files based on the (2) **Name, Verification Date, Status** or **Methods**.

You may also search for a specific file using the name at the designated (3) **Search tab**. (4) **Action buttons** on let you **view** or **delete** the verification history.

The screenshot shows the DOC Verify dashboard interface. At the top, there is a navigation bar with the DOCONCHAIN logo and a date/time indicator. Below the navigation bar, there is a header section with the text "DOC Verify" and "Instantly check the authenticity of documents." To the right of the header, there is an "UPLOAD" button and a search input field. Below the header, there is a table with columns for "Name", "Verification Date", "Status", "Method", and "Actions". The table contains a list of documents, including "Accounting Contract.pdf" and "Affidavit of Execution". The "Status" column shows "Verified" (green) and "Not Verified" (red). The "Method" column shows "Uploaded" and "Code Verified". The "Actions" column contains icons for viewing and deleting documents. Numbered callouts 1-4 highlight the following elements: 1. The tabs "All Files", "Verified", "Not Verified", and "Trash". 2. The sorting options for "Name", "Verification Date", "Status", and "Method". 3. The search input field. 4. The action buttons (view and delete) for a document.

VERIFICATION STATUS

DOC Verify has 3 types of verification status:

Verified. (Green status) The document is original and is the exact copy that was secured on the platform, it has not been altered or tampered outside the platform. This can only be verified by uploading the document to the platform.

Not Verified. (Red status) The document is not recognized by DOCONCHAIN. It has either not been created on our platform or the file has been tampered or edited. It cannot show however, which part of the document has been altered. This can only be verified by uploading the document to the platform. In this event, ask the recipients of the document to send you an original copy or a document code for manual verification.



Code Verified. (Orange status) The code redirects to an original document created and secured on the DOCONCHAIN platform. As the platform cannot verify the secured document with any copy on hand, a visual and manual verification of any discrepancies is necessary to completely authenticate the user's copy. This can only be verified by inserting the document code (only accessible in the document's passport), by scanning or by clicking on the QR Code from the document or certificate pages.

VERIFICATION METHODS

DOC Verify has 2 verification methods:

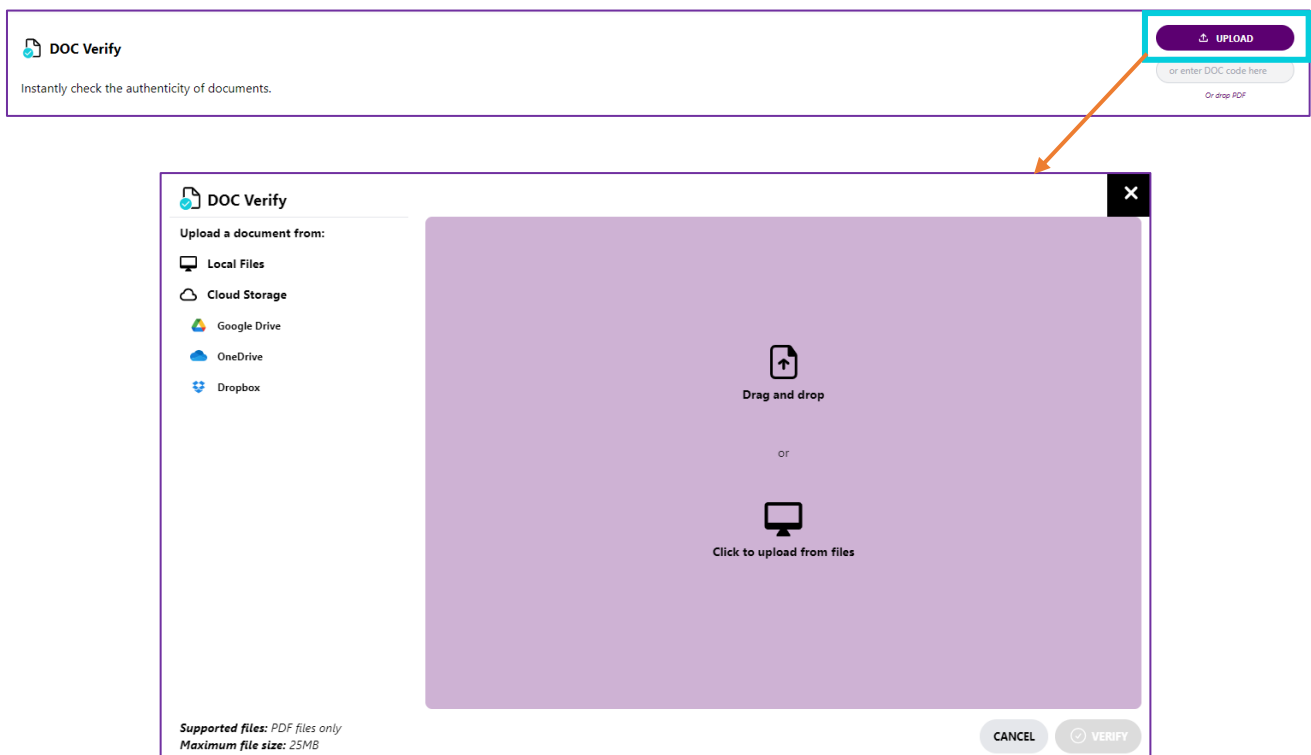
Uploaded. The document verified using the upload button or the drag and drop option.

Code Verified. This method appears either when the QR code on the document or certificate is clicked or scanned, as well as when the Document Code is used. Code Verified only shows the original copy of the document that has been created and signed on the DOCONCHAIN platform.

VERIFYING A DOCUMENT

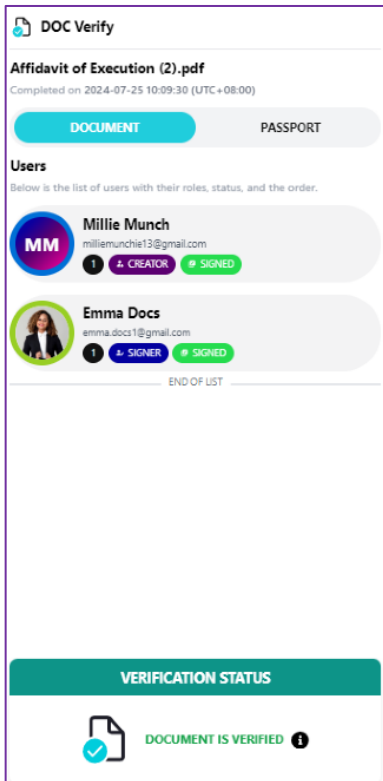
You may start verifying your document using the following methods:

(1) Using the [UPLOAD] button, you may select a document from either your Local Files or your chosen cloud storage (Google Drive, OneDrive or Dropbox) to verify. Note that the supported file for this solution is PDF format only and the maximum file size is 25MB.



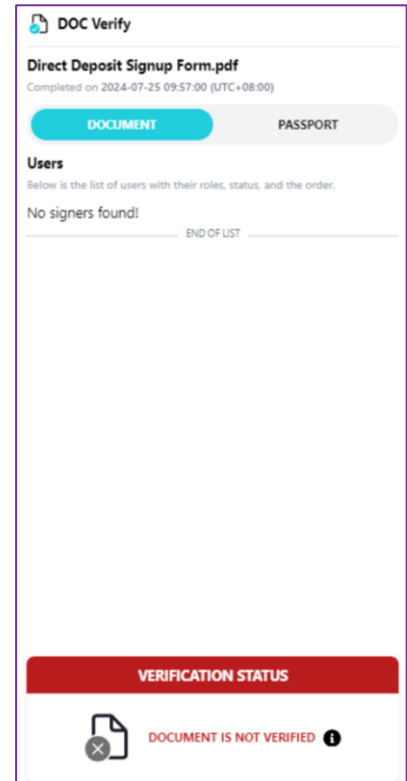


(2) You may also use the **Drag and Drop** method on this modal or on the upper part of the DOC Verify Dashboard.

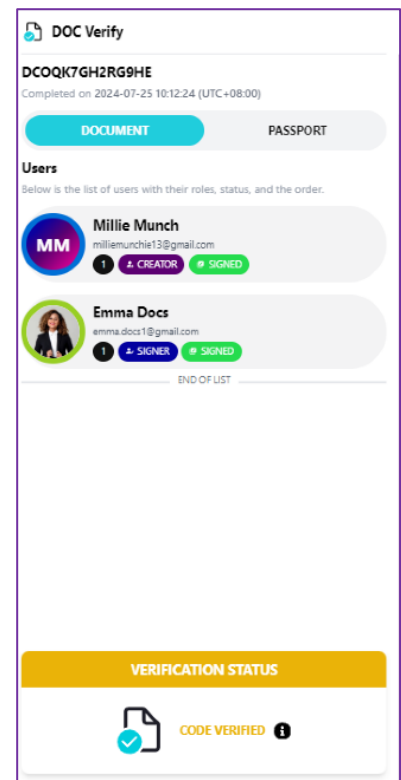


After uploading, the Document will display its verification status to let you know if your file is **Verified** or **Not Verified**.

You may also see other information about your document including the users that signed, viewed or approved your file.

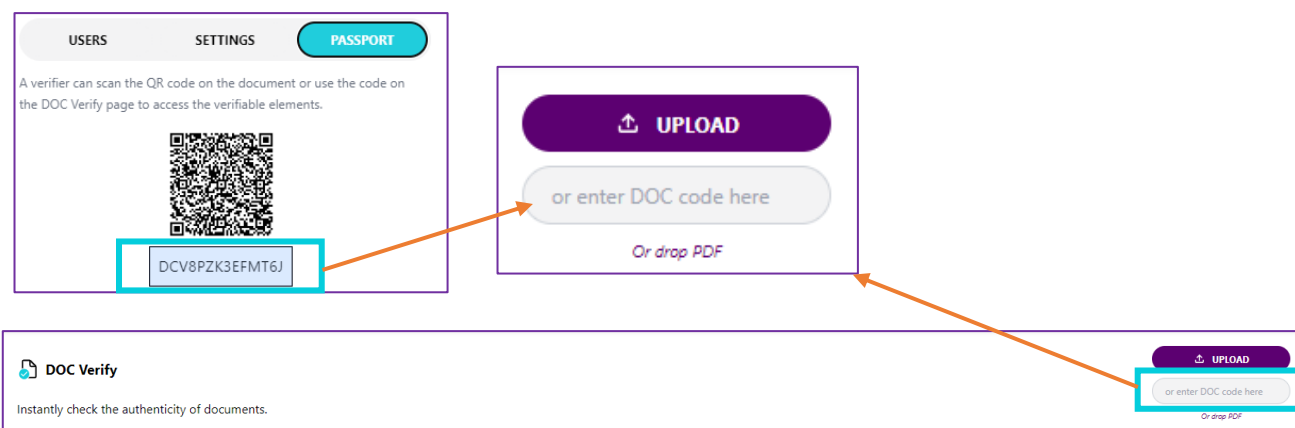


(3) You may also use the **QR Code** embedded on your document to verify your file. Once signed, you may click/scan the QR Code, and it will be prompted to the original copy of the document. Note that if the document has not been signed yet, clicking/scanning the QR code will redirect you to DOCONCHAIN website.





(4) Another way to verify your file is to use the **Document Code** which can be found in the DOC Passport.



To manually check for potential fraud, you can compare the document with your physical or digital copy. If you suspect tampering, upload the document if possible, to DOC Verify for further verification.

DOC VAULT

DOC Vault is a feature offered by DOCONCHAIN, designed for the secure and efficient management of documents and digital assets on the blockchain. It leverages blockchain technology to provide a range of functionalities related to document storage, management, and access sharing.

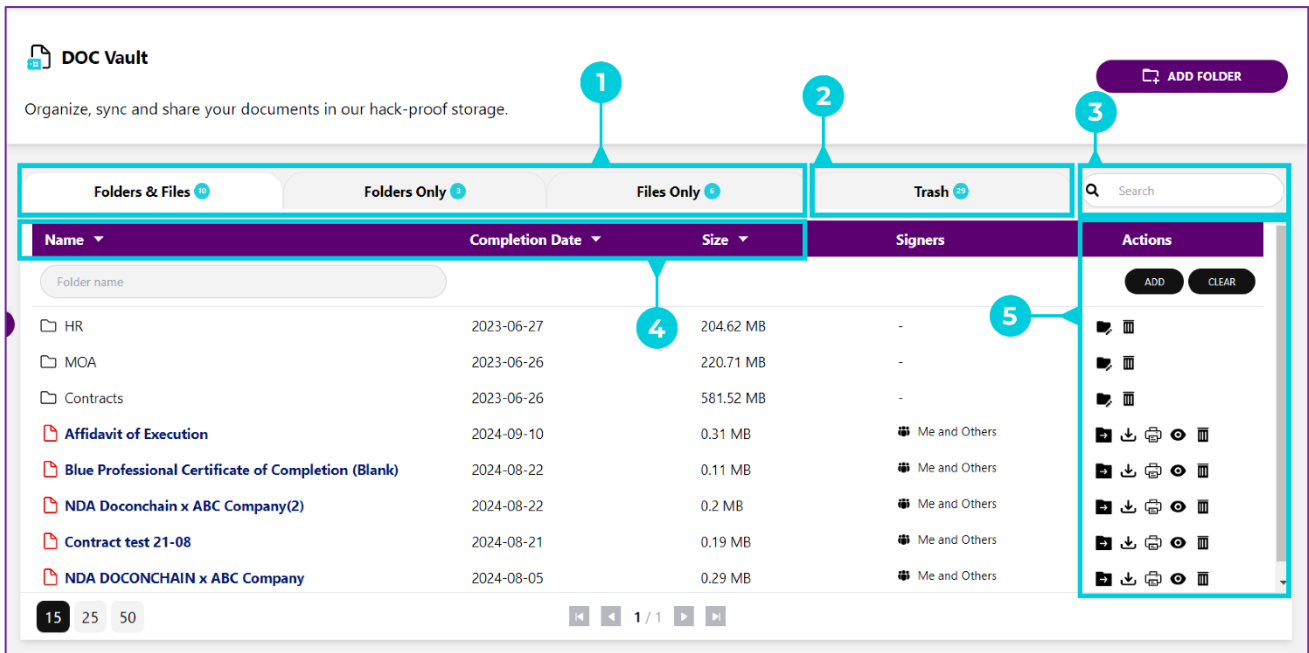
HOW DOES IT WORK?

Upon completion of the signing and approval process by all recipients, the document will be automatically transferred to the DOC Vault. To view the document, access the DOC Vault dashboard through the Side Menu. You can also organize your documents efficiently by creating custom folders.

SORTING OUT DOCUMENTS

You can sort the items using the **(1)** tabs for Folder and Files, Folders Only, and Files Only; restore or permanently delete your files in the **(2)** Trash Folder; or search for your documents using the **(3)** Search Tab.

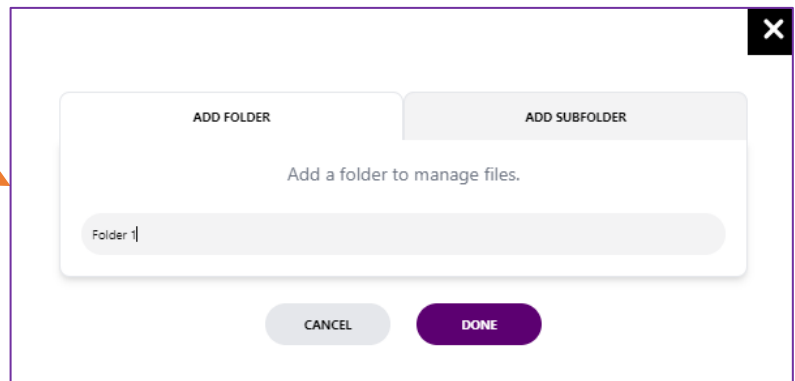
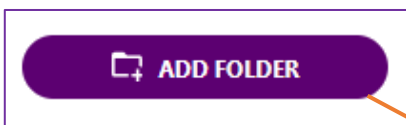
You may also sort the files and folders according to **(4)** Name, Completion Date or Size. **(5)** Action buttons on the dashboard allow you to move the file to a folder, download, print, view or delete a document/folder or edit a folder name.



ADDING FOLDERS

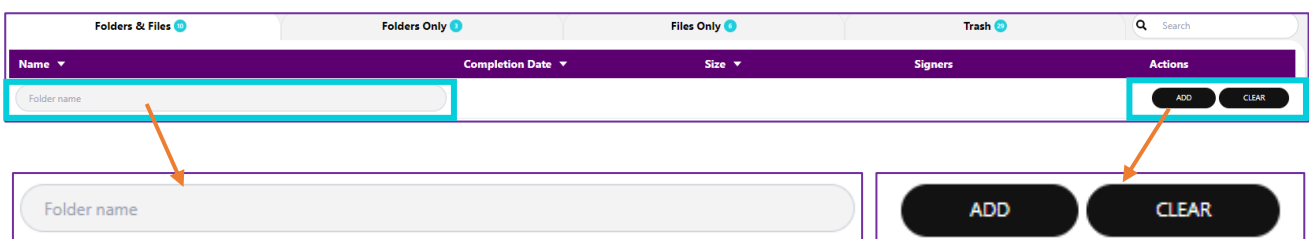
To better organize your files, DOCONCHAIN allows you to create folders in your DOC Vault. There are two ways to create folders.

First is by clicking the [ADD FOLDER] button on the upper right corner of the DOC Vault Dashboard.



Input the name of your folder and click [DONE] to save your new folder.

The second method is by simply inputting the name of your folder in the field found below the labels and clicking the [ADD] button to create it.

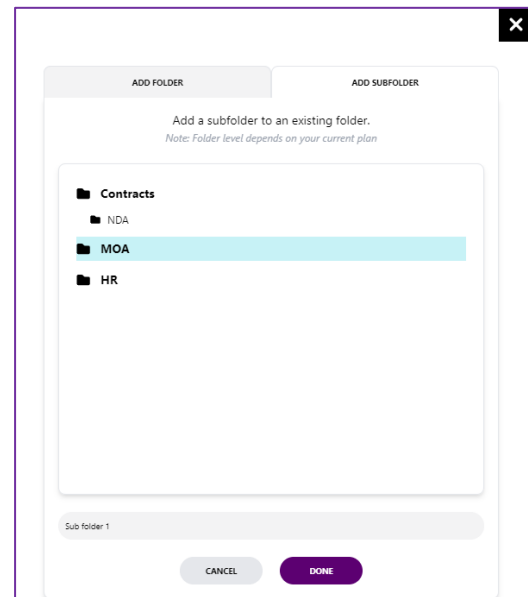




ADDING SUB FOLDERS

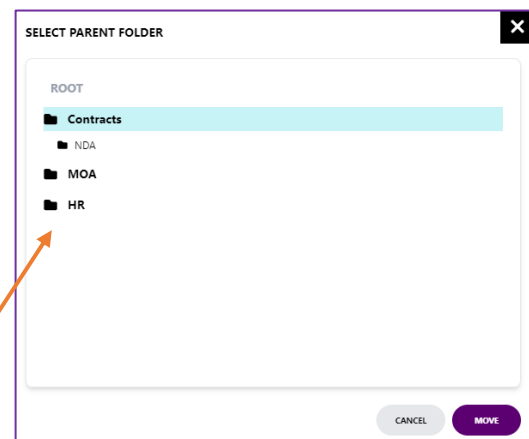
You may also add a Sub Folder inside your folders for better management of your documents. To add a sub folder, click the [ADD FOLDER] button and select the add sub folder tab.

Choose the folder where you want the sub folder to be created and add the name in the field below. Click [DONE] to create the sub folder.




TRANSFERRING DOCUMENTS TO FOLDERS

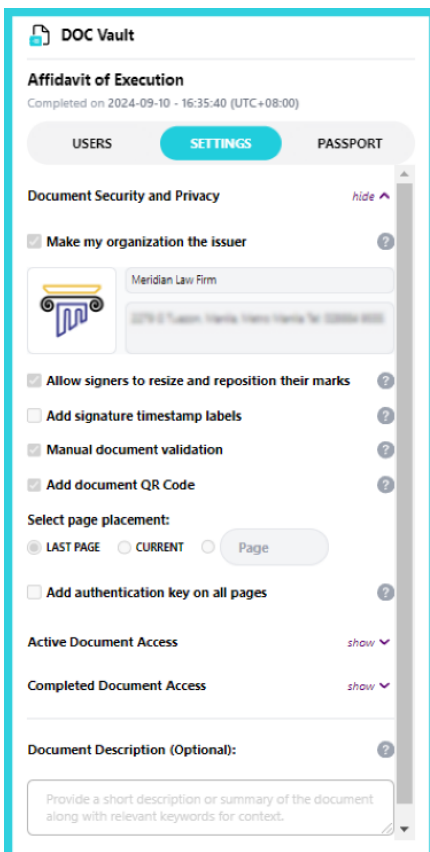
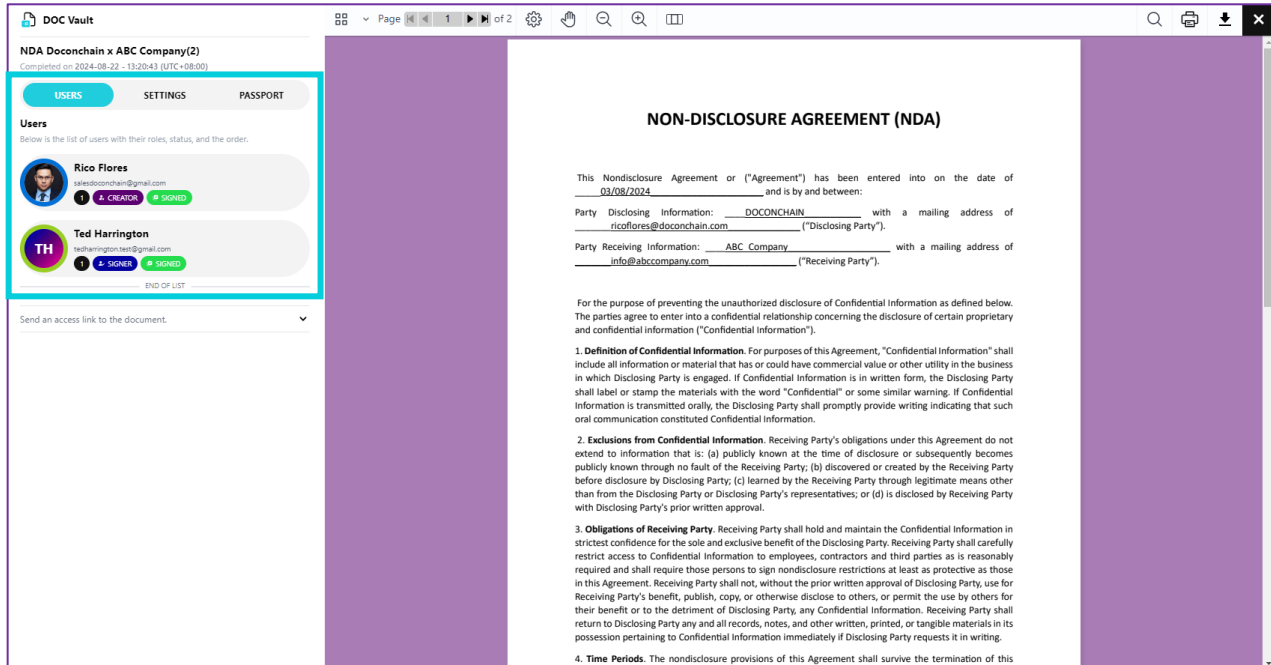
After creating folders and/or sub folders, you may now start moving documents using the transfer icon found in the Action Buttons column. Select your chosen folder and click the [MOVE] button to proceed.





ACCESSING A DOCUMENT

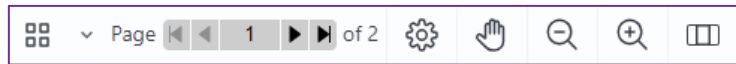
DOC Vault also lets you access your signed documents, review users' information and the settings set during the project creation process. To view, simply click on the view icon  in the Action Buttons column.



You may review all the options you selected under the **Document Security and Privacy Settings** and **Active Document Access** but cannot make any changes on it.



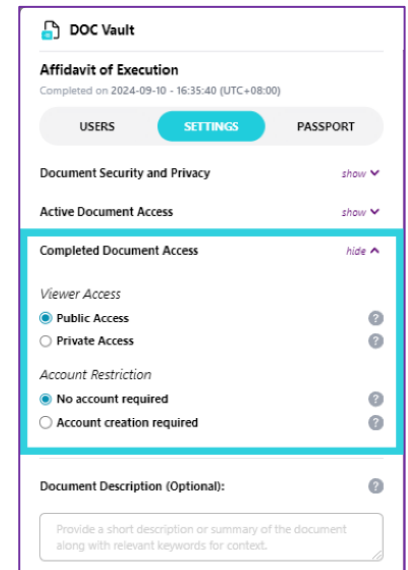
You may also navigate the document using the following settings:



Or search a keyword inside the document, download and print the file:



On the other hand, options for the Completed Document Access can be modified. This means that you may change both the **Viewer Access** and **Account Restrictions** for those who will be accessing your document.



SHARING DOCUMENT ACCESS

DOCONCHAIN allows you to securely share document access with others within the platform, eliminating the need to download and send documents externally, which can increase the risk of fraud and data leaks.

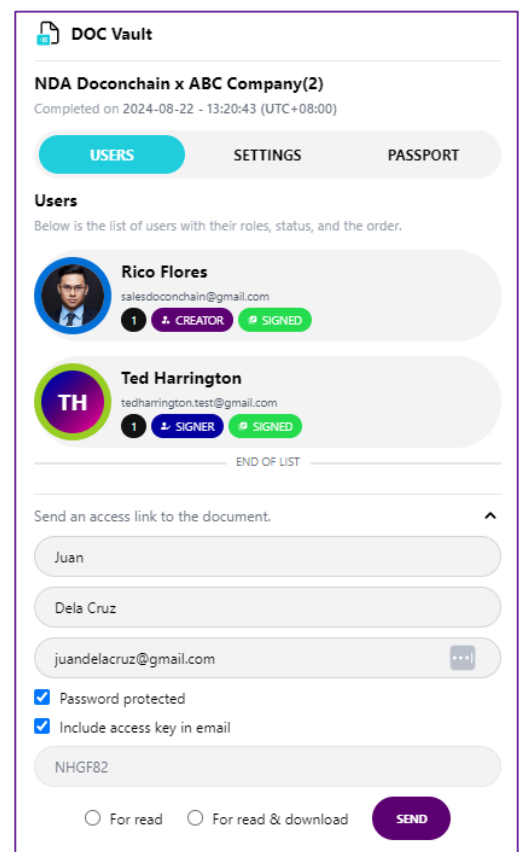
To share an access to your file, open your document on the DOC Vault and go to Users tab. Under the user's information, you will find the option to **Share an access link to the document**.

Fill out the needed information (first name, last name, email address) of the person that you want to provide the link to.

To further protect your file, click on the **Password protected** and **Include access key in email**. This will require the recipient to input the access key given on your email notification prior to viewing the document.

You may also restrict access to either **For read only** or **For read and download**.

Once done, you may click [SEND] and the access link will be sent to the recipient via email.

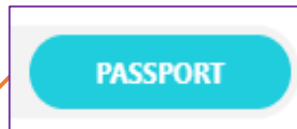




DOC PASSPORT

DOC Passport is a DOCONCHAIN solution that provides all the document's important information, such as: a Certificate of completion, comprehensive event audit trail timestamps, the event security keys, and the identities of the recipients of your document. Leveraging blockchain technology, every action performed on a document signed through DOCONCHAIN is securely encrypted and recorded, making it easy to track the history of your file.

To access the DOC Passport, open a completed document in your DOC Vault and go to the **Passport** Tab.



The screenshot shows the DOC Vault interface with the 'PASSPORT' tab selected. The main content area displays a 'CERTIFICATE OF COMPLETION' for an 'Affidavit of Execution' document. The document details include the issuer (Meridian Law Firm), creation and completion dates, and an authentication key. Below this, a table lists the recipients and their activities, including Rico Flores and Millie Munchford, with their respective roles, companies, and signature upload timestamps.

RECIPIENT	ACTIVITY
SIGNER	Sent: 2024-09-10 - 16:02:25 (UTC+8:00)
Rico Flores sales@doconchain@gmail.com	Viewed: 2024-09-10 - 16:34:21 (UTC+8:00)
Title: Head of Operations Company: RIFLOW CORPORATION Account: Registered Access: Logged in	Signed: 2024-09-10 - 16:09:13 (UTC+8:00)
SIGNER	Sent: 2024-09-10 - 16:09:14 (UTC+8:00)
Millie Munchford milliemunchie13@gmail.com	Viewed: 2024-09-10 - 16:23:22 (UTC+8:00)
Title: CEO Company: Starlight Dynamics Account: Registered Access: Logged out	Signed: 2024-09-10 - 16:21:38 (UTC+8:00)
Signature key: c3d8205db47d020c0110f46a88317c783af07bbe3c0595ca4eb49fccb041241	



CERTIFICATE OF COMPLETION

DOC Passport allows you to view and access the Certificate of Completion of your signed document. This Certificate records all necessary information about your signing process including the signed document details, user information, date and time of signature, user account details, security keys, device and type of signatures used.

Document: Affidavit of Execution (2 pages) Issuer: Meridian Law Firm 2279 G Tuazon, Manila, Metro Manila Tel: 028884 9555 Creation: 2024-09-10 - 16:02:25 (UTC+8:00) Completion: 2024-09-10 - 16:35:40 (UTC+8:00) Authentication Key: c3d8205db47d020c0110f46a88317c783afb07bbe3c0595ca4eb49fccb041241 <hr/> Sign Order: No Signer(s): 2 Approver(s): 0 Viewer(s): 0 Issuee: 0	<p>Document: Affidavit of Execution (2 pages) Issuer: Meridian Law Firm 2279 G Tuazon, Manila, Metro Manila Tel: 028884 9555 Creation: 2024-09-10 - 16:02:25 (UTC+8:00) Completion: 2024-09-10 - 16:35:40 (UTC+8:00) Authentication Key: c3d8205db47d020c0110f46a88317c783afb07bbe3c0595ca4eb49fccb041241</p> <table border="1"> <thead> <tr> <th>RECIPIENT</th> <th>ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>Rico Flores ricoflores@gmail.com</td> <td>Sent: 2024-09-10 - 16:02:25 (UTC+8:00) Viewed: 2024-09-10 - 16:34:21 (UTC+8:00) Signed: 2024-09-10 - 16:09:13 (UTC+8:00)</td> </tr> <tr> <td>Millie Munchford milliemunch13@gmail.com</td> <td>Sent: 2024-09-10 - 16:09:14 (UTC+8:00) Viewed: 2024-09-10 - 16:23:22 (UTC+8:00) Signed: 2024-09-10 - 16:21:38 (UTC+8:00)</td> </tr> </tbody> </table> <p>End of Recipient List</p> <p>This document is digitally signed with DOCONCHAIN. To verify the authenticity of this document, click or scan the QR Code to access the document passport, or enter the document code at https://app.doconchain.com/verify. For more information, visit www.doconchain.com.</p> <p>Page 1 out of 1</p>	RECIPIENT	ACTIVITY	Rico Flores ricoflores@gmail.com	Sent: 2024-09-10 - 16:02:25 (UTC+8:00) Viewed: 2024-09-10 - 16:34:21 (UTC+8:00) Signed: 2024-09-10 - 16:09:13 (UTC+8:00)	Millie Munchford milliemunch13@gmail.com	Sent: 2024-09-10 - 16:09:14 (UTC+8:00) Viewed: 2024-09-10 - 16:23:22 (UTC+8:00) Signed: 2024-09-10 - 16:21:38 (UTC+8:00)
RECIPIENT	ACTIVITY						
Rico Flores ricoflores@gmail.com	Sent: 2024-09-10 - 16:02:25 (UTC+8:00) Viewed: 2024-09-10 - 16:34:21 (UTC+8:00) Signed: 2024-09-10 - 16:09:13 (UTC+8:00)						
Millie Munchford milliemunch13@gmail.com	Sent: 2024-09-10 - 16:09:14 (UTC+8:00) Viewed: 2024-09-10 - 16:23:22 (UTC+8:00) Signed: 2024-09-10 - 16:21:38 (UTC+8:00)						

SIGNER Millie Munchford milliemunchie13@gmail.com <hr/> Title: CEO Company: Starlight Dynamics Account: Registered Access: Logged out Signature key: c3d8205db47d020c0110f46a88317c783afb07bbe3c0595ca4eb49fccb041241	Sent: 2024-09-10 - 16:09:14 (UTC+8:00) Viewed: 2024-09-10 - 16:23:22 (UTC+8:00) Signed: 2024-09-10 - 16:21:38 (UTC+8:00) <hr/> Signature: Upload Device: Desktop	
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You will also find the QR Code embedded on your document and a note for verification.

This document is digitally signed with DOCONCHAIN

To verify the authenticity of this document, click or scan the QR Code to access the document passport, or enter the document code at <https://app.doconchain.com/verify>

For more information, visit www.doconchain.com

DOC Vault

Affidavit of Execution
 Completed on 2024-09-10 - 16:35:40 (UTC+08:00)

USERS SETTINGS **PASSPORT**

A verifier can scan the QR code on the document or use the code on the DOC Verify page to access the verifiable elements.

DCV8PZK3EFMT6J

Or you can send a direct access to the verifiable elements to a verifier.

On the left panel, you will also find the same QR code as well as the Document Code which you may both use to verify your file, or share with your network. (See [here](#) on how to use Document Code for verification).



SHARING ACCESS TO CERTIFICATE OF COMPLETION

DOCONCHAIN allows you to send an access link to the Certificate of Completion. This option can also be found in the DOC Passport tab, below the document code.

Just like the document access link, you need to fill out the information (first name, last name, email address) of the person that you want to provide the link to.

To further protect your file, click on the **Password protected** and **Include access key in email**. This will require the recipient to input the access key given on your email notification prior to viewing the document.

You may also restrict access to either **For read only** or **For read and download**.

Once done, you may click [SEND] and the access link will be sent to the recipient via email.

HISTORY TAB

DOC Passport offers a comprehensive audit trail for every document uploaded and signed on the DOCONCHAIN platform. Blockchain technology ensures that all actions performed on a specific file are securely recorded, providing a transparent and reliable tracking history.

The history records the actions performed, document name, user, and timestamp for each interaction with a specific file. This detailed audit trail provides a complete record of the document's lifecycle.

Trail	Document Name	User	Timestamp
Passport Accessed	Affidavit of Execution	Rico Flores	2024-10-04 16:36:20 (UTC+08:00)
Passport Accessed	Affidavit of Execution	Rico Flores	2024-10-02 12:24:08 (UTC+08:00)
Passport Accessed	Affidavit of Execution	Rico Flores	2024-10-02 12:24:07 (UTC+08:00)
Document Verified	Affidavit of Execution	Rico Flores	2024-10-02 12:10:02 (UTC+08:00)
Document Verified	Affidavit of Execution	Rico Flores	2024-10-02 11:14:32 (UTC+08:00)
Document Verified	Affidavit of Execution	Rico Flores	2024-09-19 11:14:32 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:58:31 (UTC+08:00)
Document Verified	Affidavit of Execution	Guest	2024-09-18 17:56:30 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:56:19 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:56:18 (UTC+08:00)
Passport Accessed	Affidavit of Execution	Rico Flores	2024-09-18 17:55:04 (UTC+08:00)
Passport Accessed	Affidavit of Execution	Rico Flores	2024-09-18 17:55:02 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:50:16 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:50:15 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:50:07 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:50:06 (UTC+08:00)
Document Accessed	Affidavit of Execution	Emma Docs	2024-09-18 17:49:56 (UTC+08:00)



BLOCKCHAIN TAB

The Blockchain tab displays the encrypted hash codes generated during the signing process and stored on the blockchain after completion. These hash codes serve as unique identifiers for the document and are essential for verifying its authenticity and integrity.

CERTIFICATE OF COMPLETION	HISTORY	BLOCKCHAIN	USER DATA	X
Event	Hash			
SIGN	86780ac3ed3a38b1c30aaac5101244e5c41abff01a4869d6f7ec9d70da96431			
SIGN	242571d5d4e779c6b2633c35ccbc08a9e88ed0c289cd7a3a89380fa019ea4a30			
COMPLETED	c3d8205d47d020c0110f46a88317c783afb07bbe3c0595cad4eb49fccb041241			

USER DATA TAB

The User Data tab provides detailed information about the parties involved in the signing process, including their names, signature dates, and email addresses. This comprehensive view helps you track and manage the document's lifecycle effectively.

CERTIFICATE OF COMPLETION	HISTORY	BLOCKCHAIN	USER DATA	X
ME	GUEST SIGNER			
Name: Rico Flores Date: 2024-09-10 16:09:13 (UTC+08:00) Email: [REDACTED]			Name: Camille Munchford Date: 2024-09-10 16:21:38 (UTC+08:00) Email: [REDACTED]	



TEMPLATES

DOCONCHAIN Templates are reusable document structures that help standardize recurring documents, accelerate document preparation, and streamline the signature process. By creating templates with pre-defined fields and workflows, you can ensure consistency and efficiency in your document management. You may navigate the DOC Templates on the [Side Menu](#).

TEMPLATES DASHBOARD

The DOC Templates Dashboard shows you the **(1) Quick Access** menu, **My Folders** and **Shared Folders** which contain templates that is shared among and across your organization.

You may as well view all your templates saved on the dashboard and sort them according to **(2) File Name, Last Modified date, File Size** or **Status**.

The **(3) Actions** buttons, on the other hand, allow you to perform certain actions to your document. These include **Edit, Use, Share, Move, Mark as favorite, View** and **Delete**.

You may also search for a specific file based on the File name on the **(4) Search bar**.

The screenshot shows the Templates Dashboard interface. Callout 1 points to the 'Templates' header. Callout 2 points to the table of templates. Callout 3 points to the 'Actions' column of the table. Callout 4 points to the search bar at the top right.

File Name	Last Modified	File Size	Status	Actions
Volunteer Sign-up Form	2024-09-19	316.09KB	Published	[Actions]
Affidavit of Execution	2024-09-19	57.23KB	Unpublished	[Actions]
Blue Professional Certificate of Completion (Blank)	2024-08-02	27.63KB	Published	[Actions]
Payment Agreement	2024-05-09	266.91KB	Published	[Actions]
NDA Doconchain x ABC Company	2024-05-06	120.95KB	Published	[Actions]
NDA Doconchain Blank	2024-04-24	116.78KB	Published	[Actions]

QUICK ACCESS

Quick Access lets you navigate and sort templates according to the following categories: All templates, My Templates, Shared with Me, Shared with Others, Favorites and Trash.

The screenshot shows the 'Quick Access' menu with the following items and their corresponding callout numbers:

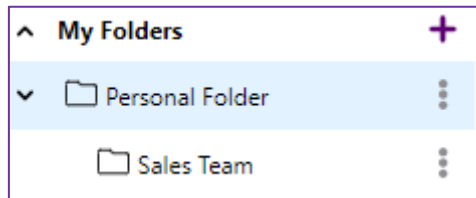
- All Templates (6)
- My Templates (5)
- Shared with Me (1)
- Shared with Others (1)
- Favorites (2)
- Trash (4)



TEMPLATE FOLDERS

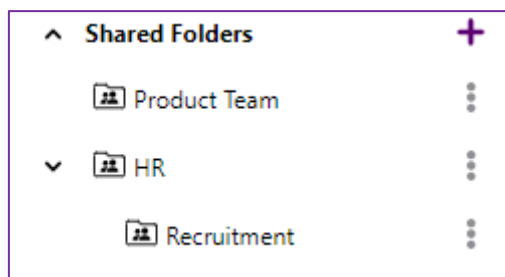
MY FOLDERS

These are the folders that you create in your personal DOC account which cannot be seen and accessed by the other members of the organization.



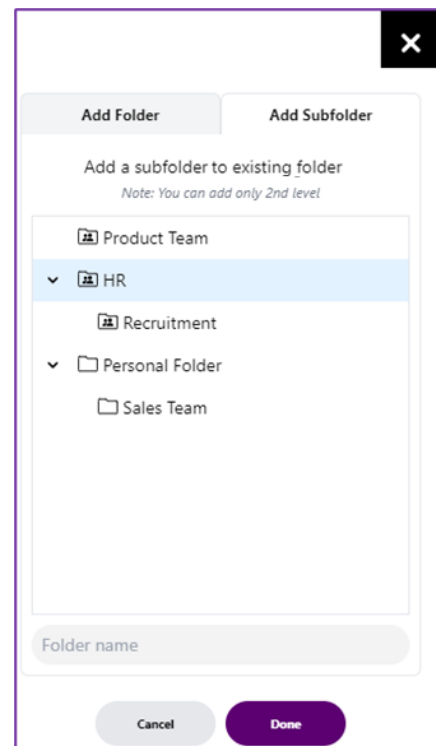
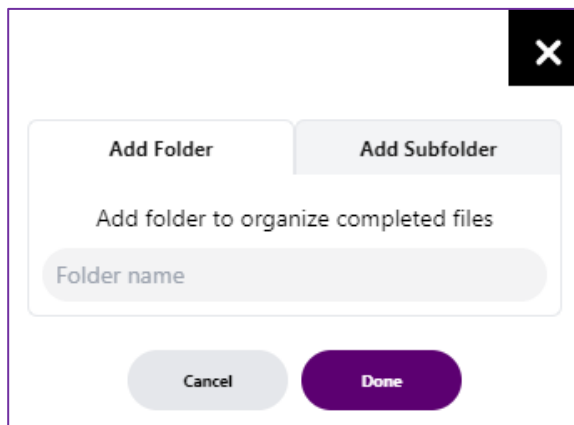
SHARED FOLDERS

These are the folders that are created and shared within and across the organization and sub-organizations that you belong to.



ADDING FOLDER/SUBFOLDER

You may also add a folder or a subfolder under your personal or shared folders using the [+] button.



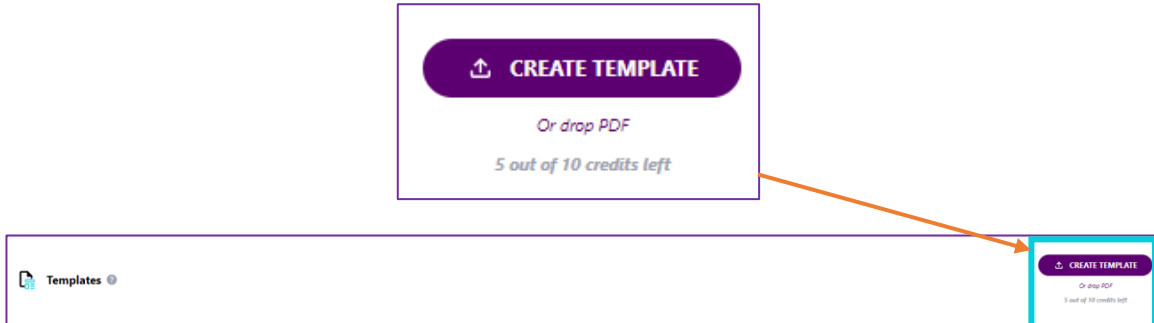
Once clicked, a modal will pop up where you can input the name of your folder. For Subfolders, you will need to select a main folder first and then input the name of your folder to save it.



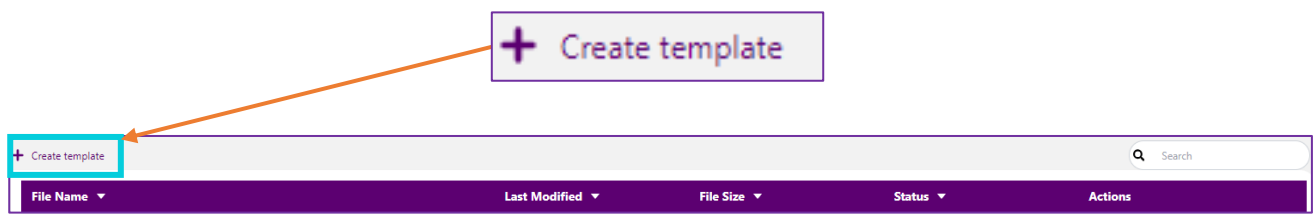
CREATING TEMPLATES

There are various ways to create or upload a template on your DOC account.

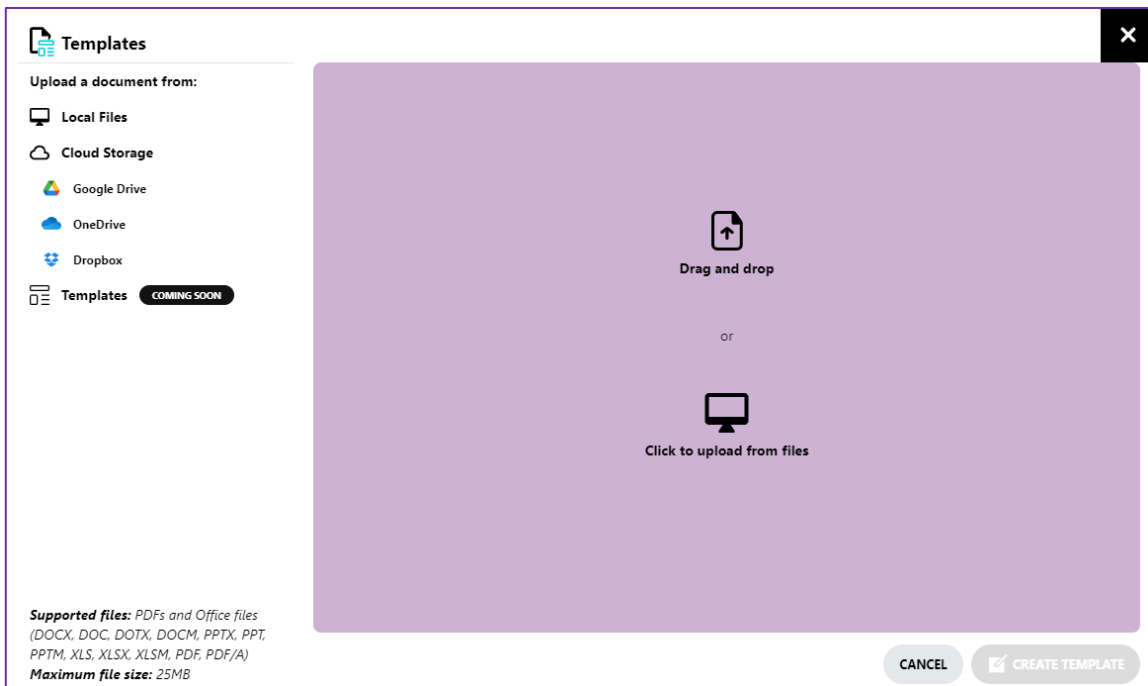
First is by clicking the Create template or by using the drag-and-drop option on the upper right corner of your DOC Template Dashboard.



Or you may also click the [+ Create template] option on top of the file name label on your DOC Template dashboard.



Once clicked, a modal window will appear where you can choose where to upload your file from.



Supported files: PDFs and Office files (DOCX, DOC, DOTX, DOCM, PPTX, PPT, PPTM, XLS, XLSX, XLSM, PDF, PDF/A)

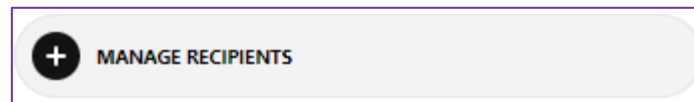
Maximum file size: 25MB.



ADDING TEMPLATE ROLES

Once you've uploaded a document, you can start working on it just like any regular document. The settings are the same with the [DOC Sign Project Creation process](#), with the addition of **Template Roles**. This allows you to assign specific roles to recipients based on their responsibilities within the workflow.

To add a template role, you may click on the Manage Recipients option under the Users Tab.



RECIPIENTS LIST

	Template Role	Last Name	First Name	Email	Access Role	Actions
ADD MANUALLY	Permanent Recipient	Last Name (required)	First Name (required)	Email (required)	Signer	+ X
1	Permanent Recipient	Flores	Rico	salesdoconchain@gmail.com	Creator	
1	Permanent Recipient	Docs	Emma	emma.docs1@gmail.com	Approver	✎ 👤 🗑
2	Guest Signer 1				Signer	✎ 🗑
3	Issuee				Issuee	✎ 🗑

CANCEL DONE

There are two kinds of Template roles:

Permanent Recipient: This is someone who can be identified from the creation process and will be a permanent or regular person to sign your file

Template Roles: These are placeholder roles for undefined recipients that can be modified during the project creation process. Assigning a role or temporary label to these recipients can provide your team with valuable context and information.

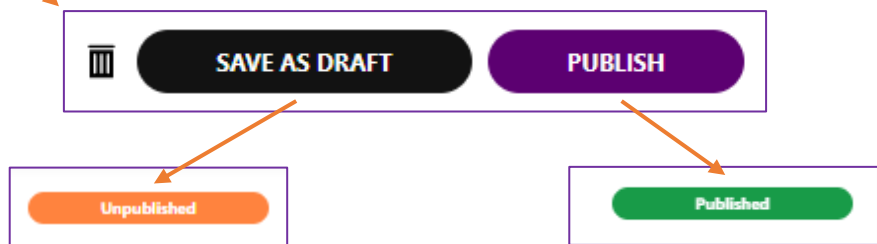
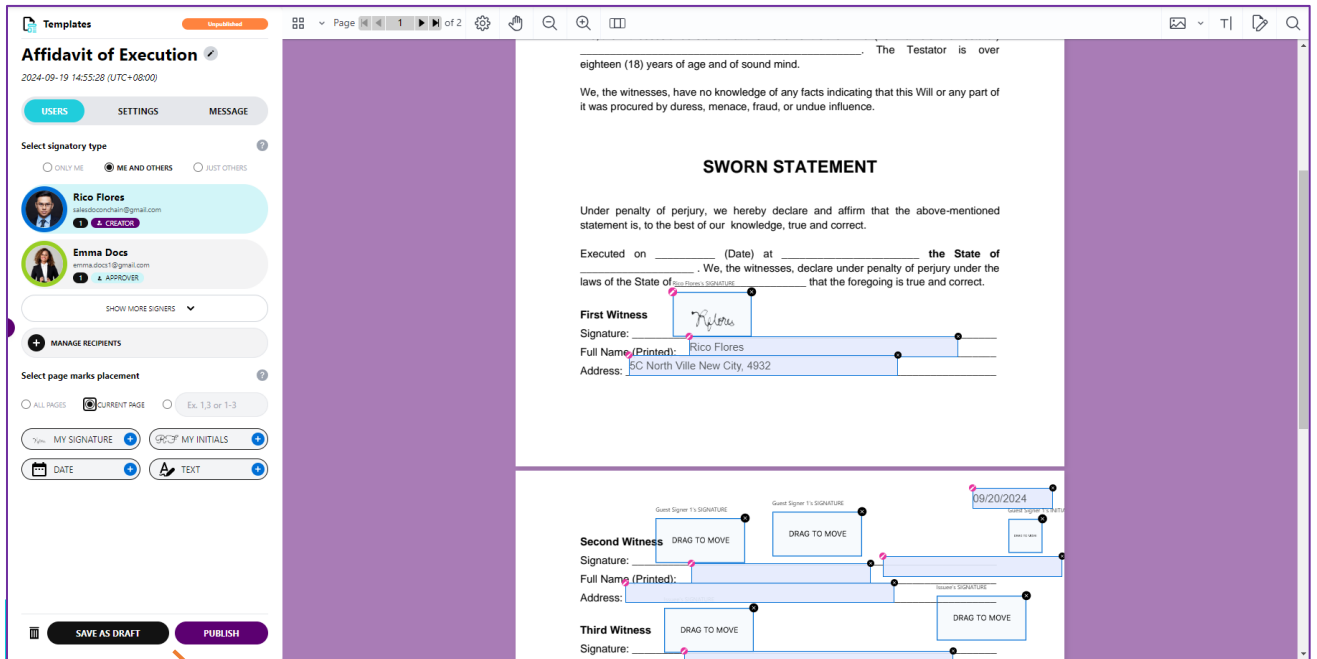
Once done, you may start adding marks and working on your template.



PUBLISHING A TEMPLATE

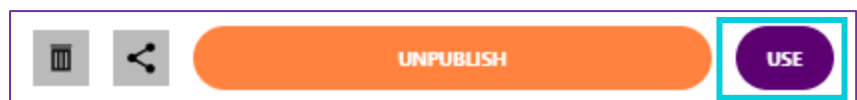
Upon finalization of your template, you may either **Save as Draft** or **Publish it**. Drafts will have an unpublished status which can be found at the top of your template window. This means that the document is not yet ready to be used in the project creation process and can't be shared yet.

On the other hand, once you clicked on the [PUBLISH] button, your document will have a Published status which indicates it is ready for reuse and can be shared.



REUSE A TEMPLATE

Published templates can be reused through the Action buttons found at the DOC Template Dashboard or at the bottom of the document window.





FREQUENTLY ASKED QUESTIONS

What is a Digital Signature?

A Digital Signature is a type of electronic signature that encrypts documents, meta date, events and timestamps with digital codes that are particularly difficult to tamper. It is the digital equivalent of a signature or stamp that offers more authenticity and security.

Is there a difference between an electronic signature and a digital signature?

Both types are electronic signatures, but a digital signature is more complex and advanced, which includes the identification of the signers, tracking, authentication elements, or audit trail that allows them to be authenticated and associated with the person who executed the signature.

Are digital signatures legal?

Yes, digital signatures are legal and were officially recognized in 1996 when the United Nations Model Law on Electronic Commerce ('MLEC') allowed the use of electronic signatures and declared that they have the same legal impact as Ink Signatures. Many countries like the United States, European Union, and others have passed laws and regulations. Electronic signatures are legally recognized in the Philippines and are provided for in Republic Act No. 8792 and the Electronic Commerce Act of 2000 (the "E-Commerce Act") and its implementing rules and regulations.

Is digital signing in DOCONCHAIN secure?

Yes, because DOCONCHAIN utilizes the hack-proof advantages of blockchain technology with the IBM Hyperledger Fabric and leverage the features included in the Fabric network. It means that Hyperledger Fabric utilizes Crash Fault Tolerance consensus algorithms, meaning it cannot tolerate malicious actors or unauthorized transactions.

Also, DOCONCHAIN's digital signature has unique digital identifiers, access controls, encryption, and other systems to protect the document signing from unauthorized access. Also, DOCONCHAIN's DOC Sign makes sure that the document is locked to ensure that no one can change its content.

Does everyone who signs the document needs to register an account?

No, signatories don't need to register for an account and can be Guest users to sign documents sent to them through DOCONCHAIN. By enabling the quick sign feature, the signing process is handled in the platform environment and the guest users are able to sign in without an account. The signature workflow process highlights each field that the recipient needs to sign. This signing workflow process ensures a complete document with no missing or omitted authorizations or acknowledgments.

What type of device do users can use to sign a document?

DOC Sign solution is device agnostic. This means that when a document is uploaded and ready for signing or distribution, signers can use or sign it from any modern and updated device of their choice: a laptop, desktop, mobile phone, or tablet device.

Is there any cost incurred when signing a document or downloading a completed document copy?

None. Depending on the user plan subscription, the users who create a document for electronic signature may have to pay a fee. But recipients don't have to pay to sign, approve, view, receive, download or print a copy of the completed document.



TROUBLESHOOTING

This section provides solutions to common issues you may encounter while using the platform. Follow the steps outlined for each issue to resolve the problem. If the issue persists, please contact our support team for further assistance.

1. Login Issues

1) What's happening: I can't login to my DOCONCHAIN account.

2) How to fix it:

- Verify that your email and password are correct.
- Try resetting your password using the "Forgot Password" option.
- Clear your browser's cache (see detailed steps below).
- Try using a different browser.
- Contact our support if the issue persists.

2. Forgot Password

1) What's happening: I forgot my password.

2) How to fix it:

- Go to our login modal.
- Click on 'Forgot Password'.
- Enter the email of your account and click "Recover". You will then receive an email link for resetting your password.
- Check your email. If it is not in your primary inbox, also check your spam or junk folder in case it ended up there.
- Click on 'Reset Password', you will be redirected to the platform with a password reset modal. Enter and confirm your new password. Make sure to enter a new password that meets the conditions.
 - i. 8 characters, Uppercase, Lowercase, Special Character, Number.
- Click on 'Save' and you're done.

3. Document Upload Issues

1) What's happening: My document won't upload to the platform.

2) How to fix it:

- Ensure your document format is supported
 - i. Supported files: PDFs and Office files (DOCX, DOC, DOTX, DOCM, PPTX, PPT, PPTM, XLS, XLSX, XLSM, PDF, PDF/A)
- Check the file size if it exceeds the upload limit.
 - i. Maximum file upload size: 25 mb
- Check your internet connectivity, a poor unstable network may prevent your document from uploading successfully.
- Clear your browser's cache (see detailed steps below).
- Try uploading from a different browser.
- Contact our support with details if the issue persists.



4. In a project creation, I can't click on "Send Now"

1) **What's happening:** The "Send Now" button is not clickable or appears inactive when trying to send a document for signing.

2) **How to fix it:**

- Check for unassigned signature fields
- There may be required unassigned fields for a signer
- Check for the signatory type, this often causes the 'Send Now' button to be inactive if other signers are not added. Currently DOCONCHAIN has;
 - i. Only Me - You are the only signer
 - ii. Me and Others - You and others are the signers of the document, make sure your signature is included in the document before sending
 - iii. Just Others - The recipients are the signers, you are not required to sign
- Try to refresh the page
- Check your internet connectivity, a poor unstable network may prevent your document to load properly
- Clear your browser's cache (see detailed steps below).

5. Signature or Initials is Not Saving

1) **What's happening:** My digital signature and/or initials won't save.

2) **How to fix it:**

- Try to refresh the page.
- Check your internet connectivity, a poor unstable network may cause your signature to not be saved.
- Try to change your signature type.
 - i. Draw
 - ii. Type
 - iii. Upload
- Must be in black text with white background
 - Max size: 2 mb
 - Supported formats: .png, .jpeg, or .jpg
- Clear your browser cache (see detailed steps below).
- Try a different browser.
- Contact support with a description of the issue if it continues.

6. My Signature does not appear

1) **What's happening:** I signed a document but I don't see my signature

2) **How to fix it:**

- You may have incorrectly configured your signature (saved a blank, uploaded a low-quality picture, etc.)
- Try to refresh your page
- Check your internet connectivity, a poor unstable network may prevent your document to load properly
- Clear your browser's cache (see detailed steps below).



7. My Signature doesn't show for Other Recipients

1) **What's happening:** One or more participants can't see or complete their signing tasks.

2) **How to fix it:**

- Try to check the role of the recipient, they are unable to sign unless their role is 'Signer'.
- Try to check the user order, the recipient may be required to signed in a later order.
- Remind to refresh the page.
- Ask to try clearing their browser's cache (see detailed steps below) or open in 'Incognito' mode.
- Remind everyone to have a stable internet connection, as connectivity issues can prevent proper syncing.

8. Payment Problems

1) **What's happening:** My subscription payment failed.

2) **How to fix it:**

- Double-check your payment method (e.g., card expiration date, CVV).
- Ensure there are no online payment restrictions from your bank or app.
- Try clearing your browser's cache (see detailed steps below).
- If the issue persists, contact our support or your bank.

9. Recipient has not received an email for Signature or Approval

1) **What's happening:** I sent a document to a recipient (either for signing or approval) but they didn't receive the email.

2) **How to fix it:**

- Ask them to check their **spam** or **junk folder** in case the email ended up there.
- Ask if their inbox is full, new emails might be bounced back or be undelivered.
- Ask the recipient if they have a strict privacy setting that block emails from unknown senders or having attachments of certain formats.
- If the above solutions don't work, try **resending** a reminder:
 - i. Go to your document in **DOC Sign**.
 - ii. Select the Resend Reminder under the action's column. This will send a new email prompting the recipient to complete the signature or approval.

10. Invitee has not received an Organization Invitation

1) **What's happening:** I invited someone to join my organization, but they did not receive the invite email.

2) **How to fix it:**

- Ask them to check their spam or junk folder in case the email ended up there.
- Ask if their inbox is full, new emails might be bounced back or be undelivered.
- Ask the recipient if they have a strict privacy setting that block emails from unknown senders.
- If the above solutions don't work, try **resending** the invitation:



- Go to the Organization section of your DOCONCHAIN account.
- Navigate to the 'Pending' column, where you'll find a list of invitees who haven't accepted the invite.
- Select the invitee and choose Resend Invitation.

11. Logged out of your Account unexpectedly

- 1) **What's happening:** You've been logged out of your DOCONCHAIN account without taking any action.
- 2) **How to fix it:**
 - **Log in again**
 - **Session time out:** During log in, you selected to be kept logged in, your session automatically logs out after 7 days for security purposes.
 - **Single Browser Limitation:** DOCONCHAIN allows only one active session at a time per account for security reasons. If you log in on another browser or device, it will automatically log you out of the previous session.
 - **Check for Active Sessions:** Make sure you aren't logged into your account from another browser or device. If you are, log out from that instance before signing in again.

Clearing your Browser Cache

If you experience persistent issues, clearing your browser cache may resolve the problem as your browser automatically saves platform data (to provide faster browsing) which may be in conflict with a newer version release. Follow the steps below for common browsers:

Web Browsers

Google Chrome

1. Open Chrome and click the three dots in the upper-right corner.
2. Go to Settings > Privacy and Security > Clear browsing data.
3. Select Cached images and files. Choose your time range, then click Clear data.
4. For more details, visit this link for [Google Chrome](#).

Mozilla Firefox

1. Open Firefox and click the hamburger menu (three lines) in the upper-right corner.
2. Go to Settings > Privacy & Security > Cookies and Site Data.
3. Click Clear Data and ensure Cached Web Content is selected, then click Clear.
4. For more details, visit this link for [Mozilla Firefox](#).

Safari (Mac)

1. Open Safari, click Safari in the top menu, then choose Preferences
2. Go to the Advanced tab and check Show Develop menu in menu bar.
3. Now, in the menu bar, click Develop > Empty Caches.
4. For more details, visit this link for [Safari](#).



Microsoft Edge

1. Open Edge, click the three dots in the upper-right corner, and select Settings.
2. Go to Privacy, search, and services, then under Clear browsing data, click Choose what to clear.
3. Select Cached images and files, and click Clear now.
4. For more details, visit this link for [Microsoft Edge](#).

Mobile

iOS

Clear Safari Cache

1. Open the Settings app.
2. Scroll down and tap Safari.
3. Scroll to the bottom and tap Clear History and Website Data.
4. Confirm by tapping Clear.

Clear DOCONCHAIN App Cache (iPhone/iPad)

1. iOS doesn't allow manual cache clearing within apps. Instead, you can:
 - 1) Offload the app: This keeps the app data but removes cache files.
2. Go to Settings > General > iPhone Storage.
3. Find DOCONCHAIN, tap it, and select Offload App.
4. Reinstall the app: If the issue persists, uninstall and reinstall the DOCONCHAIN app from the App Store.
5. For more details, visit this link for [iOS](#).

Android

Clear Browser Cache (Chrome)

1. Open Chrome.
2. Tap the three dots in the top-right corner and select Settings.
3. Go to Privacy and then Clear browsing data.
4. Select Cached images and files, and tap Clear data.

Clear DOCONCHAIN App Cache

1. Go to Settings on your Android device.
2. Select Apps (or Applications Manager, depending on your phone).
3. Scroll down and find the DOCONCHAIN app.
4. Tap on it, then select Storage.
5. Tap Clear Cache (this won't delete your app data, just cached files).
6. For more details, visit this link for [Android](#).



CONTACT

SUPPORT OFFICE (PHILIPPINES)

Address: Ascott Ayala Center, 7/F, Glorietta 4, Ayala Center, Makati City, 1223, Philippines (by appointment only)

Support email: support@doconchain.com for technical assistance or questions

Sales email: sales@doconchain.com for commercial questions

Sales phone: +63 917 155 6806 (also on Viber and Whatsapp) for commercial questions

Online meeting: www.doconchain.com/meetings/crystal-alviela for commercial questions, demos and trainings

Contact form: www.doconchain.com/contact-us for any other requests