



Signing documents in bulk in Zoho Sign

Available only in Enterprise Edition

The bulk sign option allows the signer to sign multiple documents in one go for the documents that have been created within the same organization, given that all the documents that are to be signed have repetitive fields.



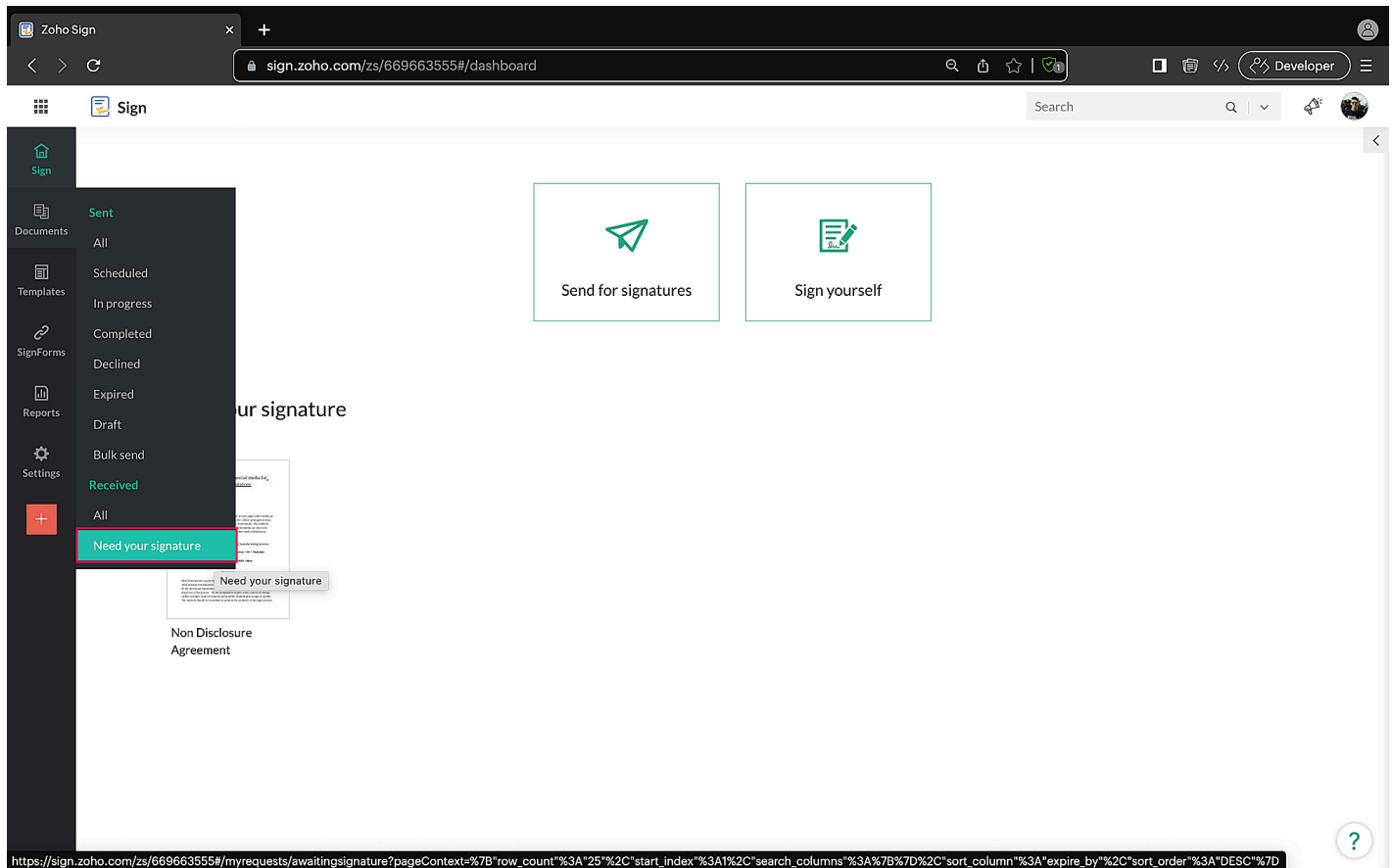
- The documents need to be created in bulk with the same set of fields either from bulk send, Templates, SignForms, or native integrations like People or Writer.
- Currently, a **maximum of 50 documents** can be bulk signed or approved in one go.

Prerequisites

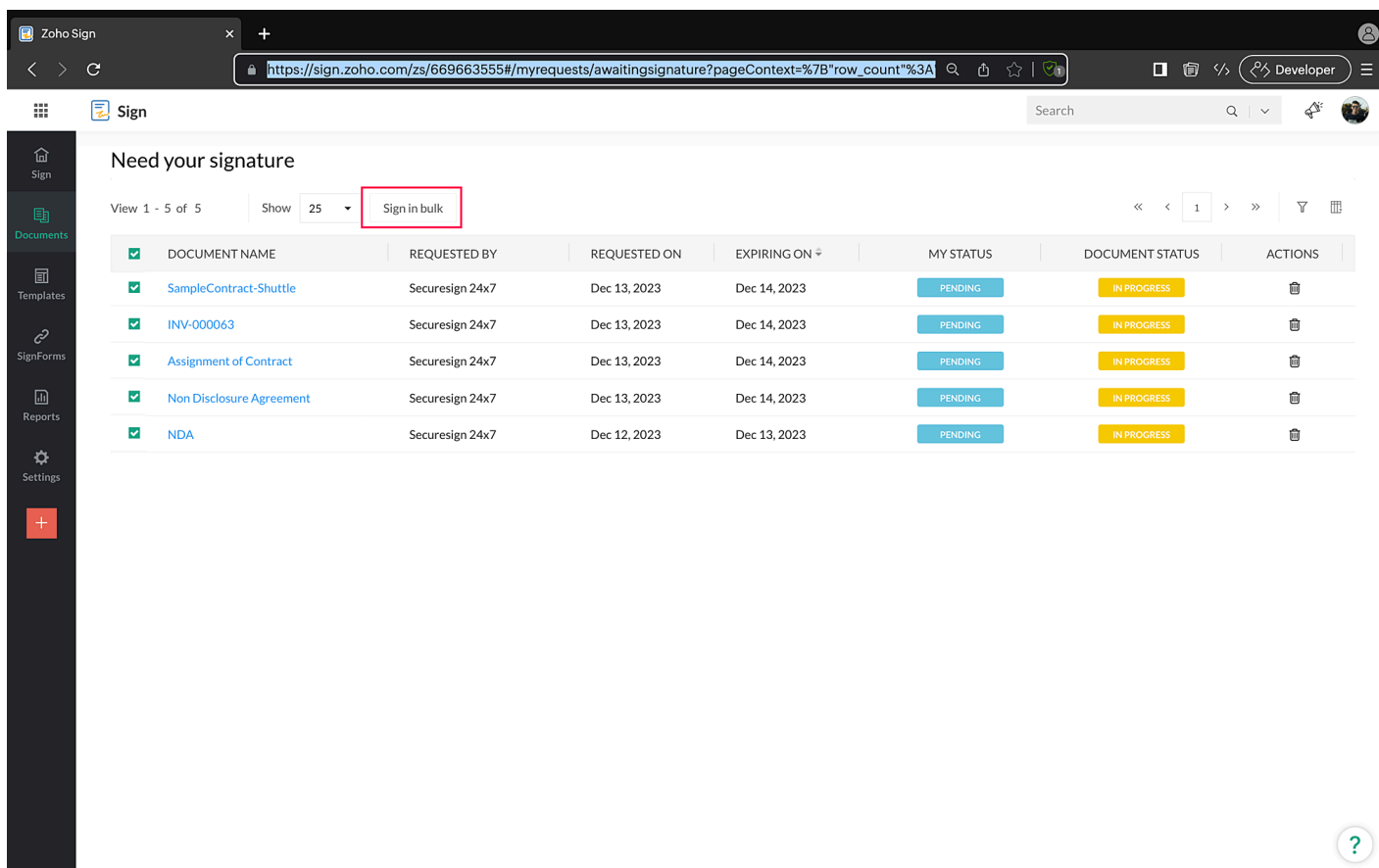
- The bulk signer must only have profile fields (Signature and initial, Stamp, First name, Last name, Company, Job title) to sign, in addition to the signing date.
- Both the bulk signer and sender must be of the same organization.
- Only signer and approver action is allowed.
- The documents must not have any authentication. (SMS, Email or Offline code)

Steps to follow when a signer wants to bulk sign

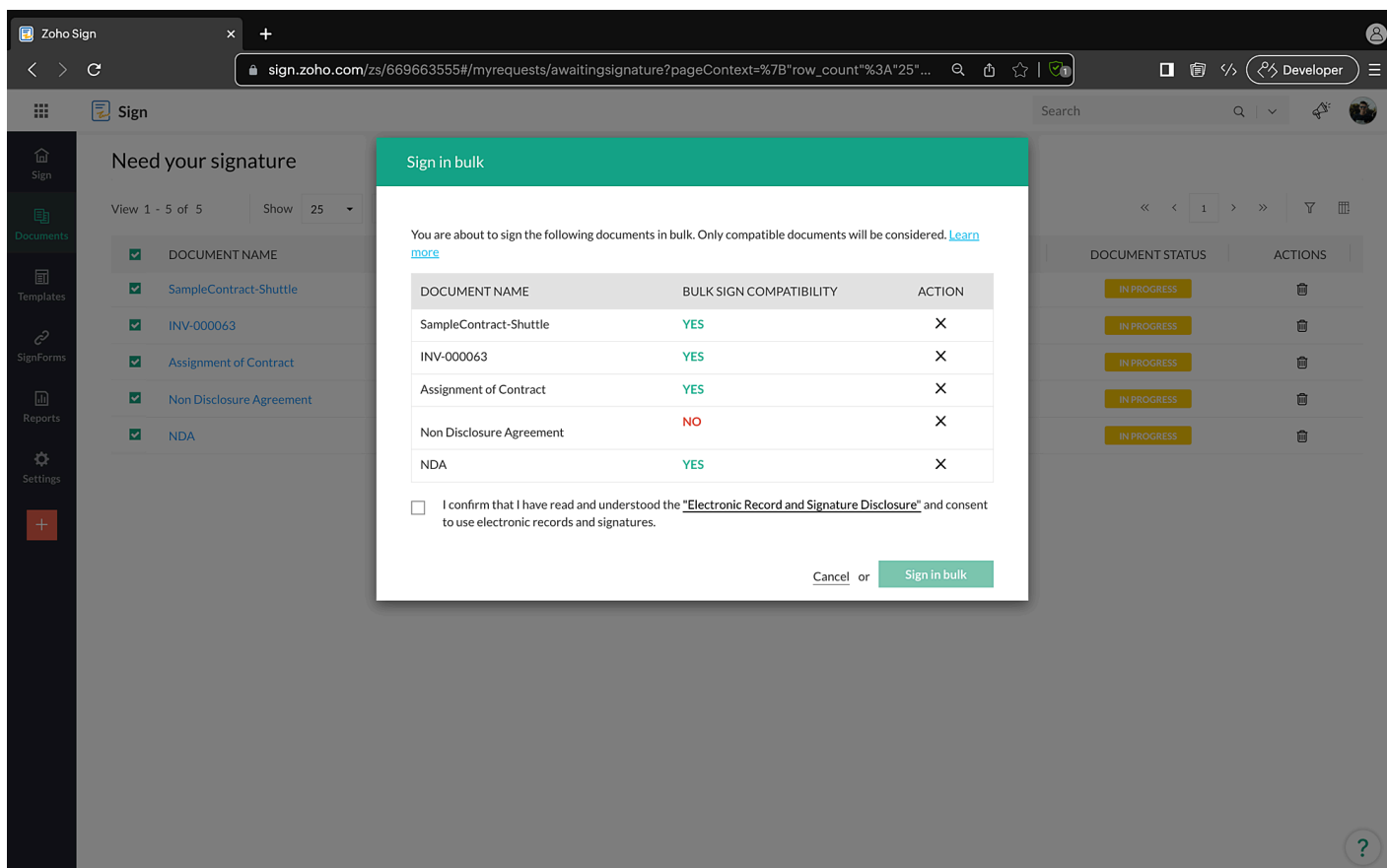
1. From the left navigation pane, click **Settings** > **Documents**, then click **Need your Signatures** under the **Received** option.



2. The signer can find a list of documents that can be bulk signed. Select the documents you wish to sign and click the **Sign in bulk** button.



3. If the above-mentioned prerequisites are satisfied, the documents can be signed in bulk. If not, you will be alerted that the particular document does not match with the bulk sign compatibility.



4. After agreeing to the legal disclosure and clicking Sign in bulk, the signing process will be initiated and will reflect on your interface in a few seconds.

Sign

Documents

Templates

SignForms

Reports

Settings

Need your signature

View 1 - 5 of 5 Show 25 Sign in bulk

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<input checked="" type="checkbox"/>	DOCUMENT NAME	REQUESTED BY	REQUESTED ON	EXPIRING ON	MY STATUS	DOCUMENT STATUS	ACTIONS
<input checked="" type="checkbox"/>	SampleContract-Shuttle	Securesign 24x7	Dec 13, 2023	Dec 14, 2023	PENDING	IN PROGRESS	
<input checked="" type="checkbox"/>	INV-000063	Securesign 24x7	Dec 13, 2023	Dec 14, 2023	PENDING	IN PROGRESS	
<input checked="" type="checkbox"/>	Assignment of Contract	Securesign 24x7	Dec 13, 2023	Dec 14, 2023	PENDING	IN PROGRESS	
<input checked="" type="checkbox"/>	Non Disclosure Agreement	Securesign 24x7	Dec 13, 2023	Dec 14, 2023	PENDING	IN PROGRESS	
<input checked="" type="checkbox"/>	NDA	Securesign 24x7	Dec 12, 2023	Dec 13, 2023	PENDING	IN PROGRESS	

Bulk sign initiated for 4 compatible documents. Please check their status later.

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