

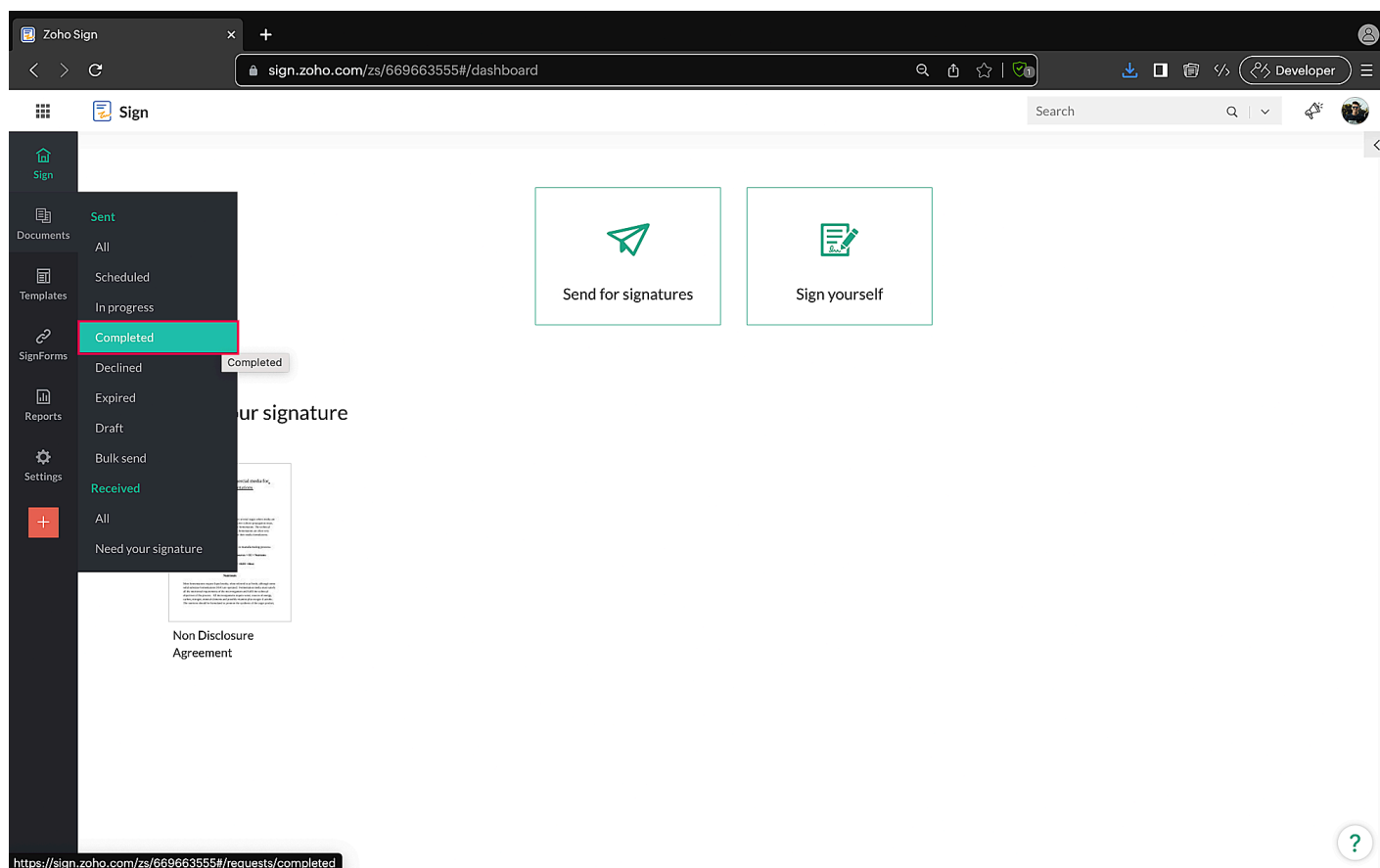
# Downloading completion certificate for signed documents

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

❗ Please find a sample completion certificate attached at the bottom.

## To download the certificate of completion

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



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

The screenshot shows the Zoho Sign 'Completed' page. A table lists documents with columns: DOCUMENT NAME, FOLDER NAME, OWNER, RECIPIENTS, SIGNFORM NAME, TEMPLATES USED, COMPLETED ON, and ACTIONS. The document 'SampleContract-Shuttle' is selected, and a context menu is open over it, showing options like Edit, View document, Completion certificate (highlighted), Download, Edit as new, Save as template, Change ownership, Print, and Delete.

DOCUMENT NAME	FOLDER NAME	OWNER	RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	COMPLETED ON	ACTIONS
Assignment of Contract	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
INV-000063	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
SampleContract-Shuttle	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
NDA	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
SampleContract-Shuttle	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
Assignment of Contract	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
NDA	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
Non Disclosure Agreement	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
SAMPLE OF THE CONTENT...	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
SampleContract-Shuttle	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 11:04	...
Non Disclosure Agreement	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 10:59	...
INV-000063	-	John Martin	john.martin@securesig...	-	-	Dec 13, 2023 10:59	...

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

The screenshot shows the 'Completion certificate' page for the document 'Sample social media policy - 3'. The page includes a document preview, a 'View' button, and a 'Completed' status. The recipient status shows a progress bar with 'Mailed', 'Viewed', and 'Signed' stages. The document info section shows details like document name, total pages, and document size. The blockchain transactions section shows a 'SUCCESS' status.

**Document details**

Document name	Sample social media policy - 3
Total pages	2
Document size	2.05 MB

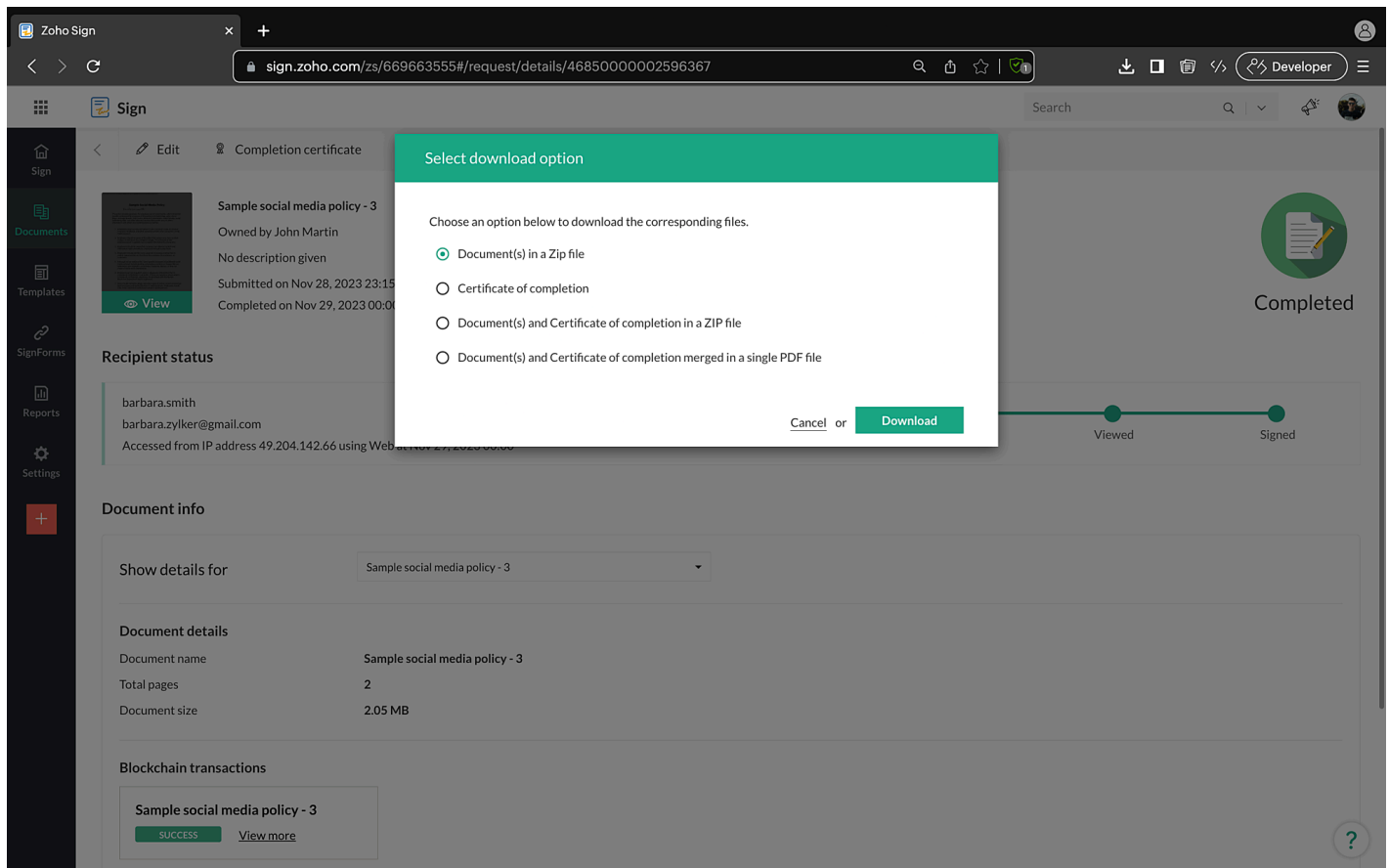
**Blockchain transactions**

Transaction	Status
Sample social media policy - 3	SUCCESS

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

The screenshot shows the Zoho Sign web interface. The browser address bar displays the URL: `sign.zoho.com/zs/669663555#/request/details/46850000002596367`. The page title is "Sign". The document being viewed is "Sample social media policy - 3", owned by John Martin. It was submitted on Nov 28, 2023 at 23:15 and completed on Nov 29, 2023 at 00:00. A "View" button is visible next to the document thumbnail. The "Recipient status" section shows the recipient as barbara.smith (barbara.zylker@gmail.com), who accessed the document from IP address 49.204.142.66 using Web at Nov 29, 2023 00:00. A progress bar indicates the document was "Mailed", "Viewed", and "Signed". The "Document info" section shows details for "Sample social media policy - 3": Document name, Total pages (2), and Document size (2.05 MB). The "Blockchain transactions" section shows a "SUCCESS" status for the document, with a "View more" link. The "Download" button in the top navigation bar is highlighted with a red box.

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



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

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

