



Signing documents from Zoho Sign dashboard - Zoho users

The admins and users can access the documents that need their signature from their Zoho Sign dashboard.

To sign documents directly from your Zoho Sign dashboard:

1. Select the document that you want to sign from the documents listed under the *Need your signature* category on your Zoho Sign dashboard.
2. Fill all the input fields in the document viewer page and click **Finish** to complete the signing process.

The screenshot shows the Zoho Sign dashboard. On the left is a sidebar with icons for Home, Sign, Documents, Templates, Reports, Settings, and a plus sign. The main area has a header with the ZYKER logo, a search bar, and a user dropdown. Below the header, a section titled 'Need your signature' contains four document thumbnails: 'Sample social media policy', 'Sample Partnership Agreement.pdf', 'Sample Partnership Agreement', and 'Sample Partnership Agreement'. To the right of these are two buttons: 'Send for signatures' (with a paper airplane icon) and 'Sign yourself' (with a pen icon). The bottom right corner has a help icon.



- If all your fields have been auto filled, the signing process will autocomplete by itself.
- You can choose to print or download the document after signing.