

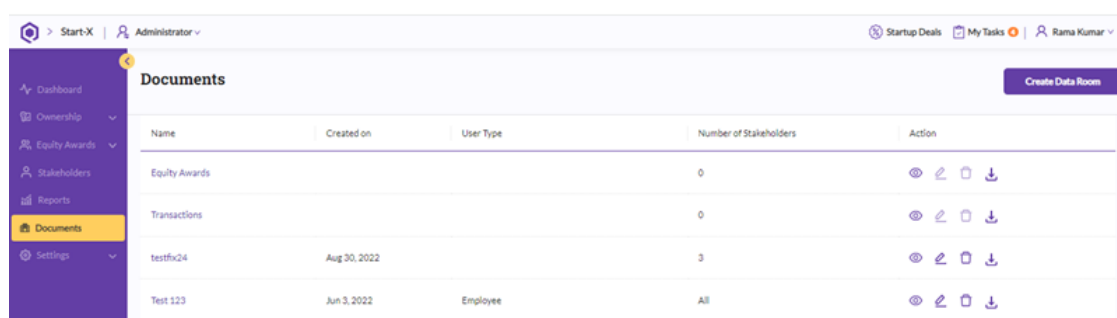
Bulk Download of Grant Letters / Share Certificates

Modified on: Thu, 3 Nov, 2022 at 1:47 PM

You can download all or multiple Grant Letters/ Share Certificates via Bulk Download functionality. Please note, to bulk download the grant letters/share certificates, you must have an administrator access or a user account with custom role having access to documents.

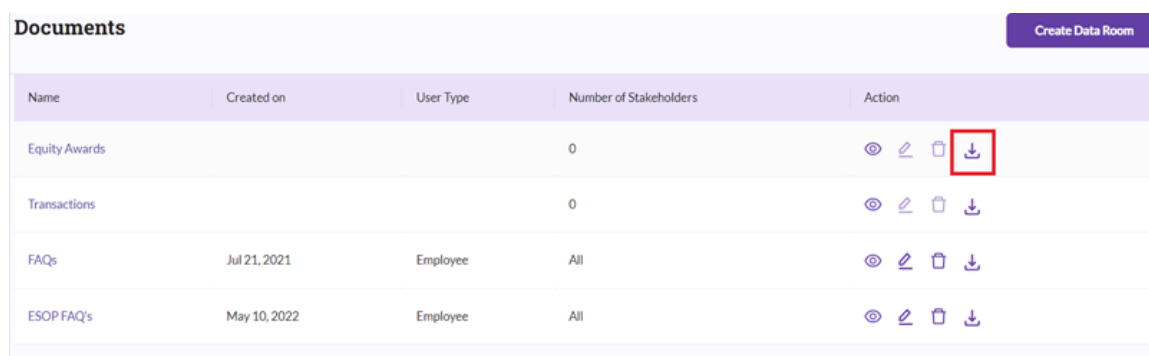
You can refer to **USER ROLE** (<https://qapita-fintech.freshdesk.com/a/solutions/articles/72000549240>) support article to learn more about Custom Roles.

1. Sign in to your Qapita Account
2. Click **Documents** on the left menu

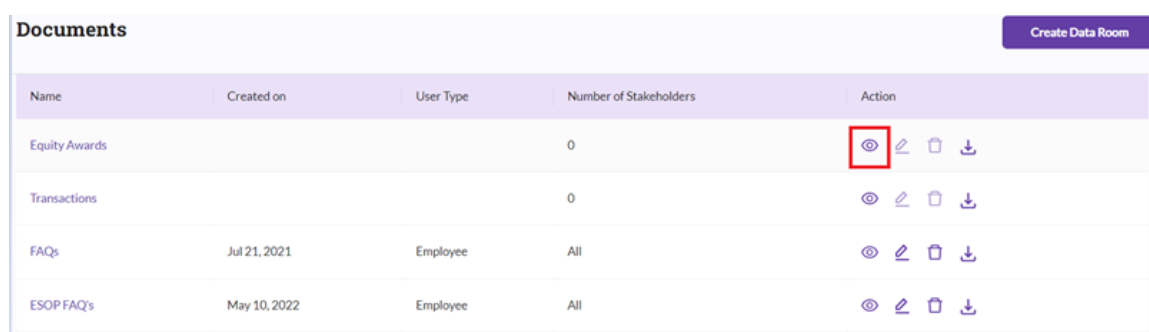


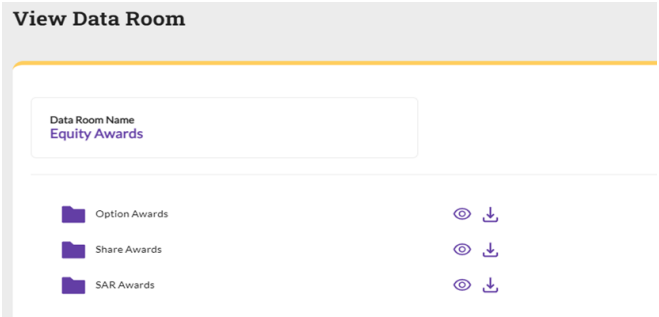
3. Click **Download** icon under the Action column corresponding to **Equity Awards**

- a. When you click the **Download** icon, it will download a Zip Folder containing all the grant letters for Option Awards, SAR Awards & Share Awards. You can right click on the zip folder to extract all the grant letters.



- b. When you click the **Eye** icon, it will direct you to the **Data Room** and you can then download the Zip Folder for Option Awards, SAR Awards & Share Awards separately.





Similarly for Transactions, upon clicking the eye icon you can see different folders as shown below.

