Quai des notaires

STEP-BY-STEP GUIDE · CLIENT

ELECTRONIC SIGNATURE

Signing a document remotely with an advanced signature

Your notary has sent you a document to sign. This guide takes you from the invitation e-mail to downloading your signed document.

New platform · October 2026 version

BEFORE YOU START

Prerequisites

Check these points before you start: without them, you will not be able to sign.

Your equipment

- A computer (Windows or Mac), a tablet or a smartphone (Android or iPhone)
- Chrome, Safari, Firefox or Edge
- A reliable internet connection

Your details

- Your own e-mail address
- A **dedicated mobile number**, able to receive SMS

  In Canada, Denmark, India and the United States, a voice call is made instead of the SMS.
- A valid ID document: national ID card (front and back) or passport (pages 2 and 3)

Chinese mobile numbers (Chinese country code)

Due to tighter restrictions in China, SMS codes can no longer be sent to Chinese mobile numbers.

Have your ID ready

Keep it at hand as a **PDF, JPEG or PNG** file (10 MB max). On a computer, save the files beforehand. On a smartphone, you can also take a photo of it when you sign.

Is your ID document accepted?

Check before you start, especially for a non-French document:

- **List of accepted ID documents**

At a glance

The advanced signature lets you sign a private agreement prepared by your notary, remotely. Your identity is checked using your ID document and a code sent by SMS. You sign on the secure **Youtrust** tool in just a few minutes. You do not need to create a Quai des Notaires account.

1

I open the invitation

E-mail, mobile number check

2

I confirm my identity

Details, ID document, SMS code

3

I sign

Signature and document download

YOUSIGN IS NOW YOUTRUST

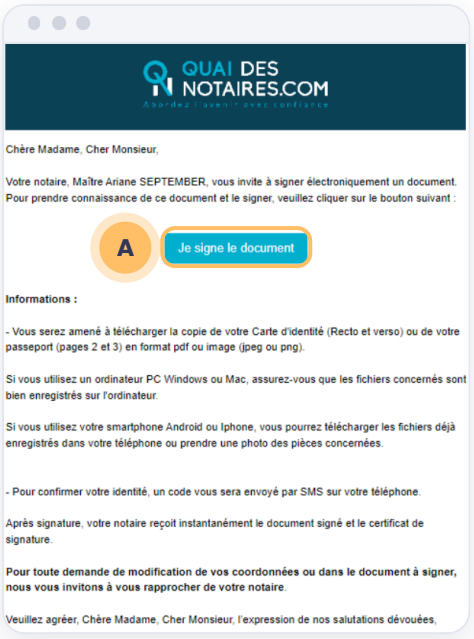
The electronic signature provider **Yousign** became **Youtrust** in 2026. Some screenshots in this guide still show the old name: the process is the same.

STEP 1

I open the invitation

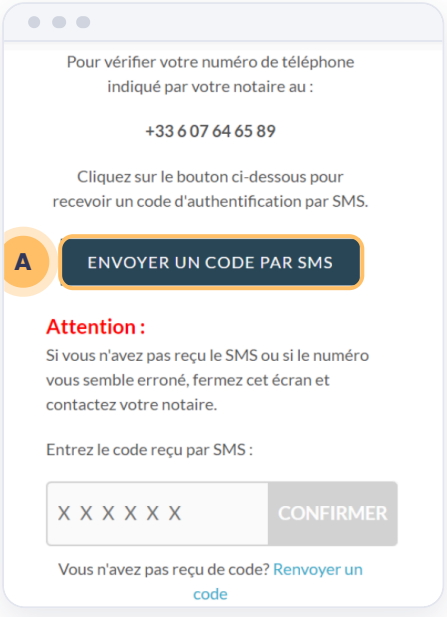
1 Open the e-mail from Quai des Notaires

Once your notary has sent the document, you receive an invitation e-mail. Click **Je signe le document** A ("I sign the document").



2 Check your mobile number

A window shows the number provided by your notary. Click **Envoyer un code par SMS** A, enter the code you receive, then click **Confirmer**. This checks that the number is correct and that SMS messages get through. Wrong number or no SMS? Close the window and contact your notary, who can correct your number on their Quai des Notaires platform.



STEP 2

I confirm my identity

The Youtrust signing tool opens. The menu on the left shows where you are in the process.

1 Get your ID document ready

A window reminds you to have a digital copy of your ID. Click **Continuer**, then **Commencer**.

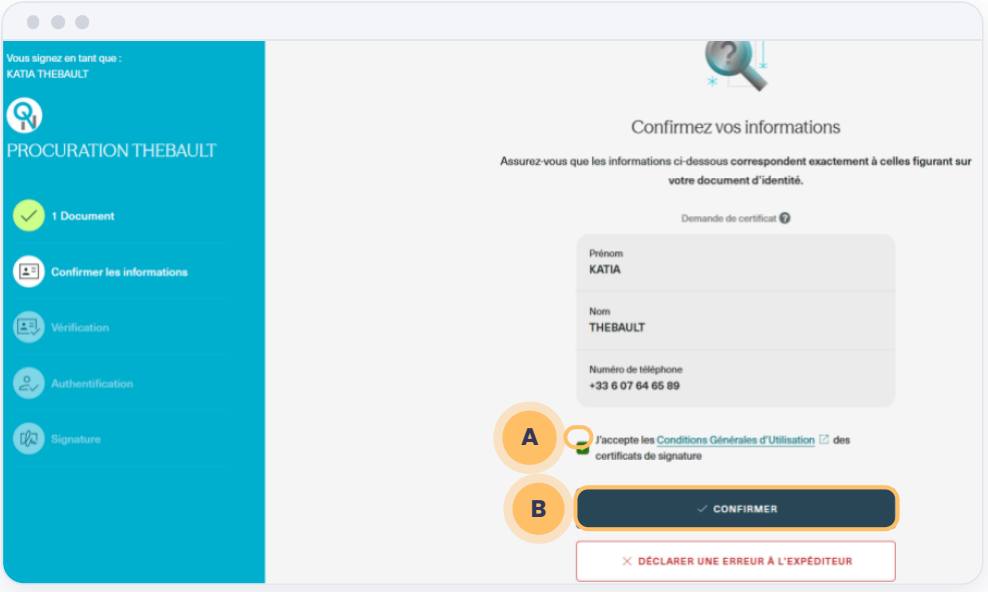


2 Read the document

The document opens. Scroll through **every page** to the end, then click **Signer** at the bottom right.

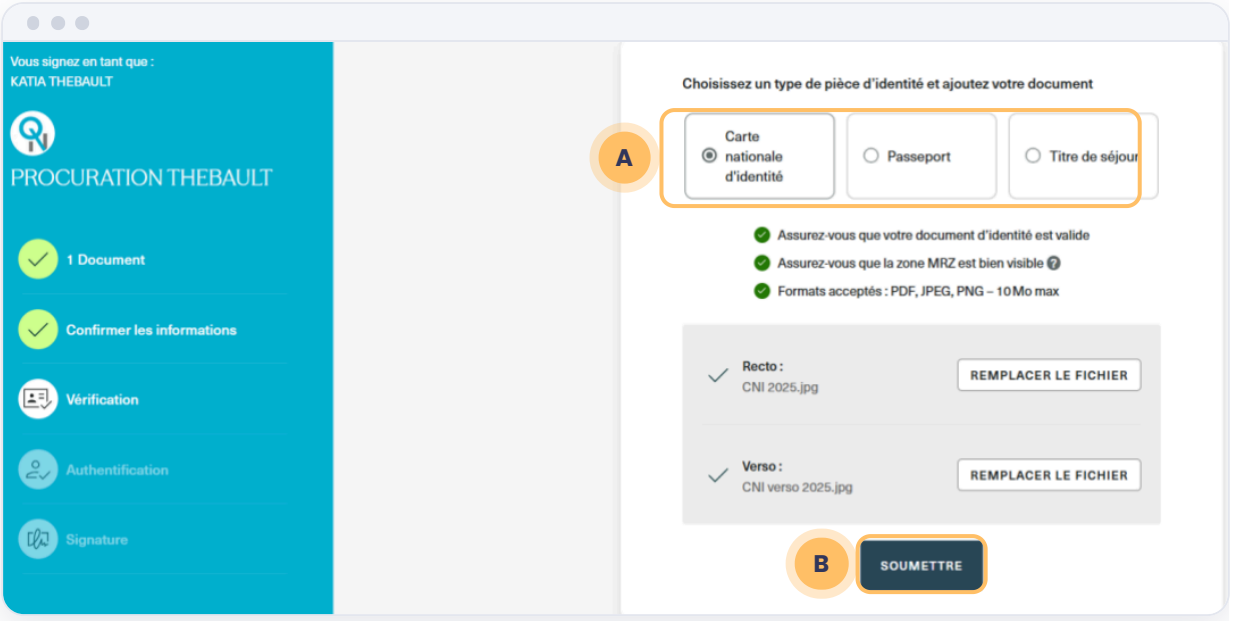
3 Confirm your details

Check your first name, last name and phone number. Tick the box to accept the terms of use A, then click **Confirmer** B.



4 Upload your ID document

Select the type of document: national ID card (*Carte nationale d'identité*) or passport (*Passeport*) **A**. Upload your file(s) – front and back for an ID card – then click **Soumettre** **B**.

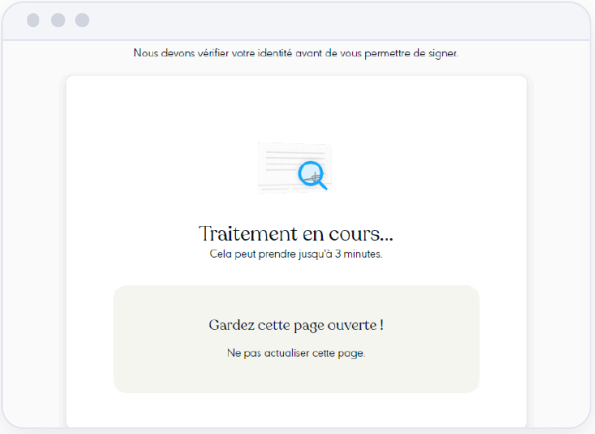


TIPS FOR A CLEAR ID PHOTO

All edges visible (nothing cut off or covered by a finger), no flash or glare, a plain background, the document straight and large enough in the image. It must be valid, with the MRZ zone (the lines of characters at the bottom) readable.

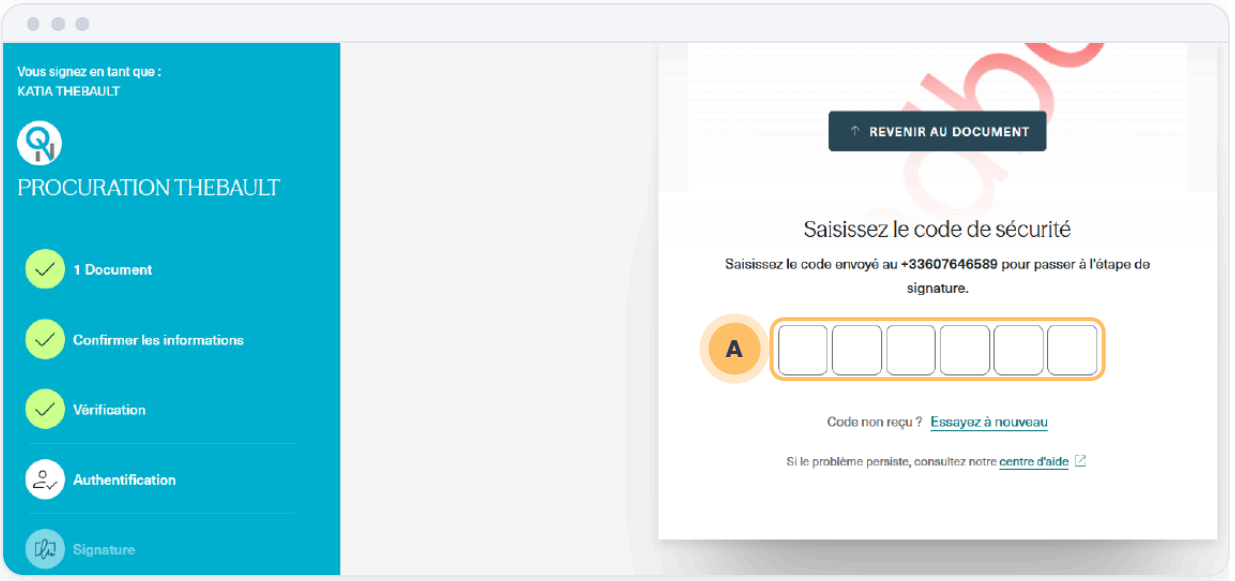
5 Wait while your identity is checked

The service verifies your identity. This can take **up to 3 minutes**: keep the page open and do not refresh it.



6 Enter the code sent by SMS

Type in the **6-digit security code** sent to your mobile (A). No code? Click **Envoyez à nouveau** ("send again") below the boxes.

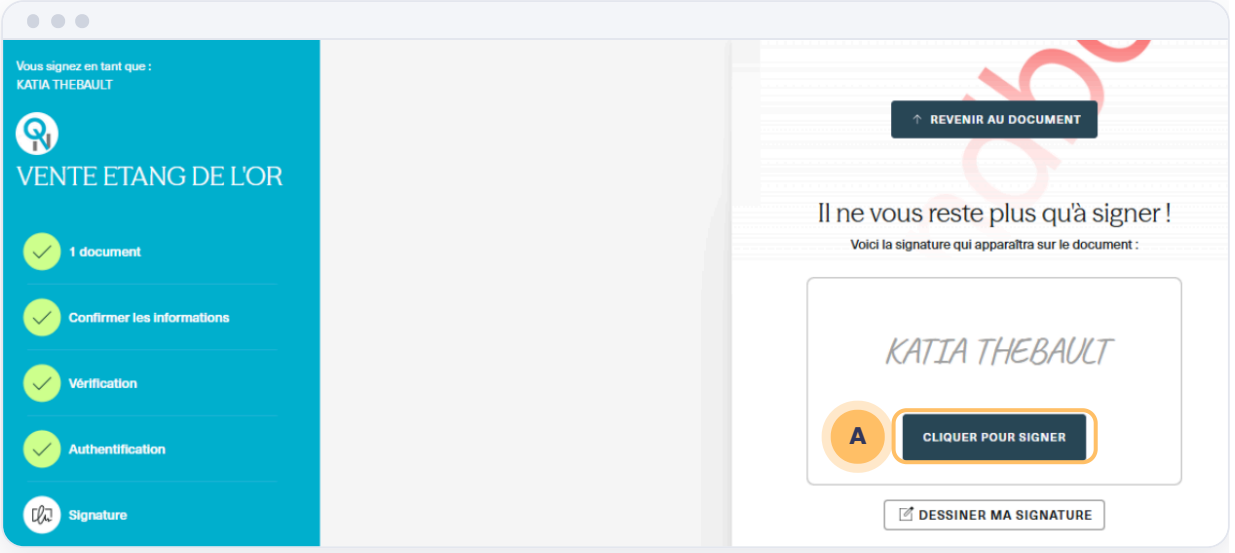


STEP 3

I sign and download

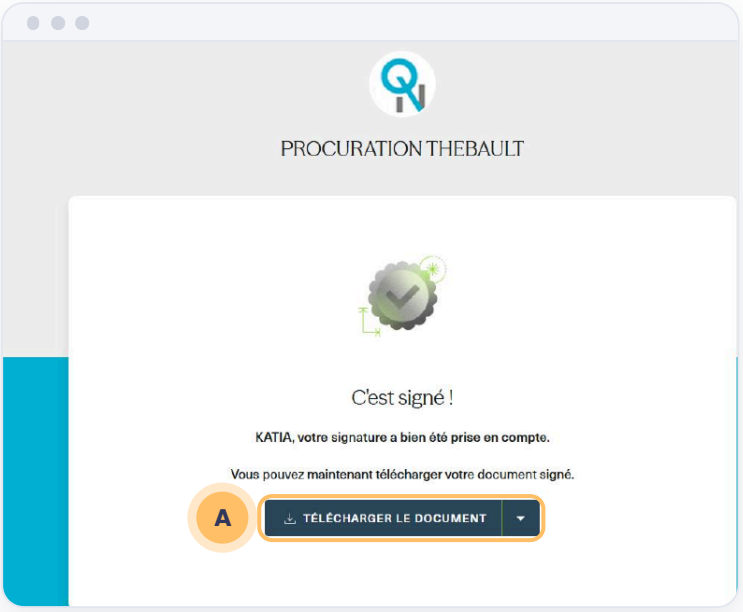
1 Sign the document

Your signature appears in the box. Click **Cliquer pour signer** (A) ("click to sign"). You can also choose **Dessiner ma signature** to draw your own signature first.



2 Download your signed document

The message “C'est signé !” confirms that your signature has been recorded. Click **Télécharger le document** A. Your notary instantly receives the signed document and the signature certificate.



Troubleshooting

Before signing

- Wrong mobile number: contact your notary, who will correct it and resend the invitation
- Wrong name: click **Déclarer une erreur à l'expéditeur** (report an error to the sender)
- Changes to the document: contact your notary

While signing

- No SMS received: request a new code
- ID document rejected: retake the photo following the tips above
- Identity check in progress: do not close or refresh the page

Any questions? Our team is here to help.

Contact your notary's office, or write to us at **support@quaidesnotaires.fr**