Quai des notaires

STEP-BY-STEP GUIDE · SIGNATORY

ELECTRONIC SIGNATURE

Sign a document remotely with a qualified signature

Verify your identity with your smartphone, sign the document sent by your notary and save your digital identity for future signatures.

New platform · October 2026 version

BEFORE YOU START

Prerequisites

Your equipment

- A Windows or Mac computer, or a tablet
- **And** an Android phone or iPhone with a screen lock (passcode, pattern, fingerprint or face recognition)
- The Google Chrome or Microsoft Edge browser
- A good internet connection (4G or 5G if you use your smartphone's data)

Your documents

- Your own personal email address
- The **original** of your ID card or passport, valid, legible and in good condition (no photocopies)
- Check that your document is on the list of accepted documents (European and non-European countries); document samples are available on PRADO

Get your smartphone ready

- Install Google Chrome, update it and set it as your default browser
- Install any available system update
- Set the screen timeout to 20 minutes
- Charge the battery to at least 50%
- Keep your Google (Android) or Apple (iPhone) login details handy, to avoid issues with iCloud Keychain or Wallet

During the process

- Allow access to the camera and any other device requested by the Youtrust page
- Never put the Youtrust page in the background
- Never switch pages during the identity check
- If your smartphone freezes, turn it off and restart it

OUR ADVICE

You can start on your computer, but the identity check must continue on your smartphone. The easiest option is to **do everything from your smartphone**: fewer steps are needed.

Is your ID document accepted?

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

- **Full list of accepted ID documents**
- **ID document samples by country (PRADO database)**

At a glance

Your notary has invited you to sign a private agreement remotely with a **qualified electronic signature**, the highest level under the European eIDAS regulation. Your identity is checked by video using your smartphone. You do **not need to create an account** on Quai des Notaires.

1

I verify my identity

Smartphone + original ID document

2

I sign the document

On my smartphone or my computer

3

I save my digital identity

To sign faster next time

Case 1 · This is my first qualified signature

You do not yet have a digital identity on your smartphone. You follow the full process: identity check, signature, then saving your digital identity. **See "Case 1".**

Case 2 · My digital identity is already saved

You have already saved your digital identity on your smartphone (valid for 3 years). No new identity check: you authenticate in a few seconds. **See "Case 2".**

SEVERAL SIGNATORIES?

With a qualified signature, the signing order matters: each signatory receives their email invitation once the previous signatory has signed.

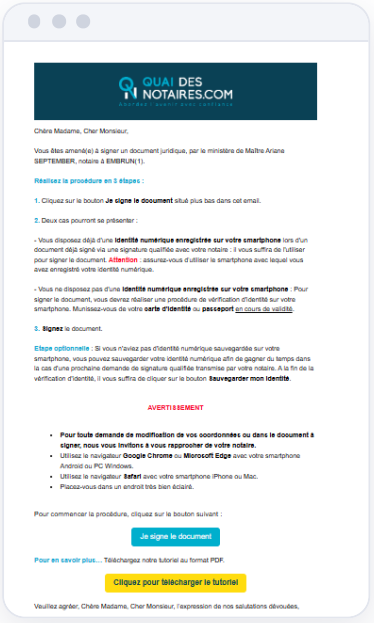
CASE 1 · STEP 1

I open the invitation and read the document

This process applies to your **first qualified signature** (or to an expired digital identity). It takes 4 steps.

1 Open the email and click “Je signe le document”

You receive an email from Quai des Notaires on behalf of your notary. Click **Je signe le document**, preferably on your smartphone.



QUAI DES NOTAIRES.COM

Chère Madame, Cher Monsieur,

Vous êtes amené(e) à signer un document juridique, par le ministère de Maître Ariane **SEPTEMBER**, notaire à **EMBRUN(1)**.

Réalisez la procédure en 3 étapes :

1. Cliquez sur le bouton **Je signe le document** situé plus bas dans cet email.

2. Deux cas pourront se présenter :

- Vous disposez déjà d'une **identité numérique enregistrée sur votre smartphone** lors d'un document déjà signé via une signature qualifiée avec votre notaire : il vous suffira de l'utiliser pour signer le document. **Attention** : assurez-vous d'utiliser le smartphone avec lequel vous avez enregistré votre identité numérique.

- Vous ne disposez pas d'une **identité numérique enregistrée sur votre smartphone** : Pour signer le document, vous devrez réaliser une procédure de vérification d'identité sur votre smartphone. Munissez-vous de votre **carte d'identité** ou **passeport** en cours de validité.

3. **Signez** le document.

Etape optionnelle : Si vous n'aviez pas d'identité numérique sauvegardée sur votre smartphone, vous pouvez sauvegarder votre identité numérique afin de gagner du temps dans le cas d'une prochaine demande de signature qualifiée transmise par votre notaire. A la fin de la vérification d'identité, il vous suffira de cliquer sur le bouton **Sauvegarder mon identité**.

AVERTISSEMENT

- **Pour toute demande de modification de vos coordonnées ou dans le document à signer, nous vous invitons à vous rapprocher de votre notaire.**
- Utilisez le navigateur **Google Chrome** ou **Microsoft Edge** avec votre smartphone Android ou PC Windows.
- Utilisez le navigateur **Safari** avec votre smartphone iPhone ou Mac.
- Placez-vous dans un endroit très bien éclairé.

Pour commencer la procédure, cliquez sur le bouton suivant :

Je signe le document

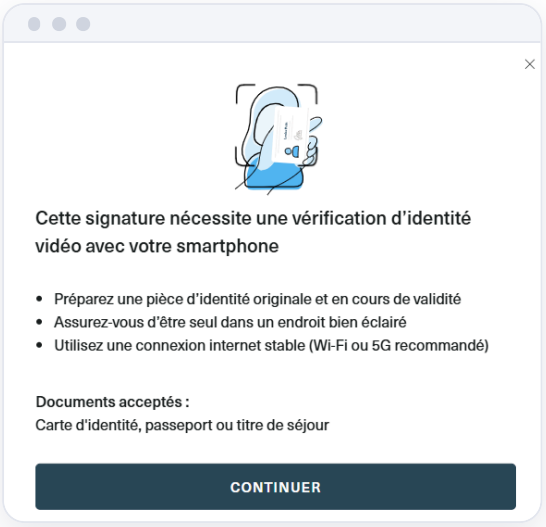
Pour en savoir plus... Téléchargez notre tutoriel au format PDF.

Cliquez pour télécharger le tutoriel

Veuillez agréer, Chère Madame, Cher Monsieur, l'expression de nos salutations dévouées,

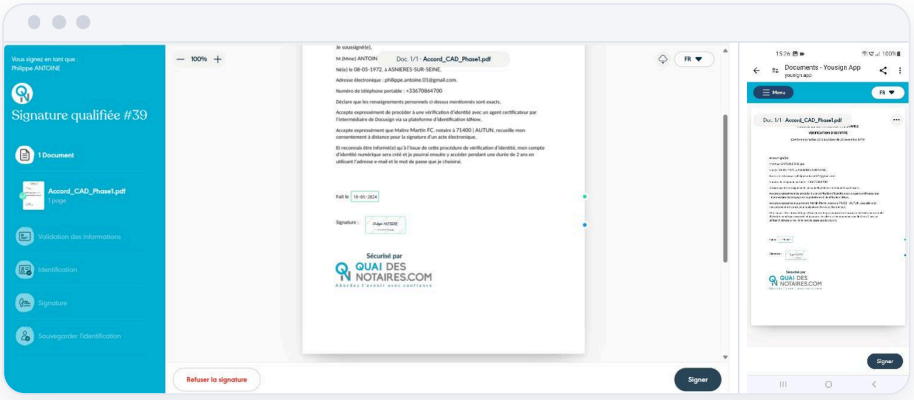
2 Read the recommendations

A window reminds you what you need: an original, valid ID document, a well-lit place and a stable connection. Click **CONTINUER**, then **Commencer**.



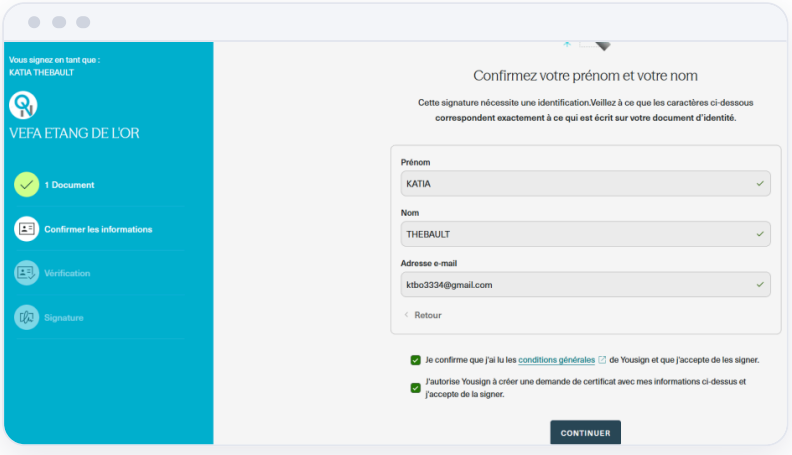
3 Scroll through the document and click "Signer"

The document is displayed (computer on the left, smartphone on the right). Scroll down **to the last page**: only then does the **Signer** button appear.



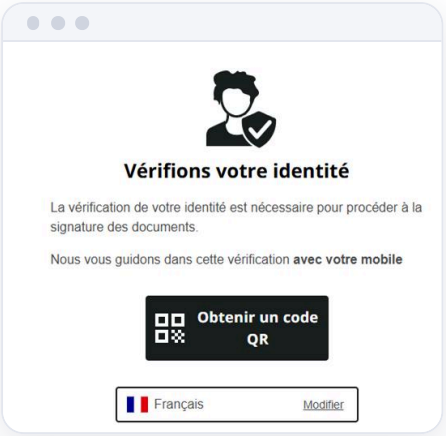
4 Confirm your details

Check your last name, first name and email address, then click **CONFIRMER**. Next, tick both boxes (terms and conditions, Youtrust authorisation) and click **CONTINUER**.



5 Start the identity check

A window with a few tips opens: click **COMMENCER LA VERIFICATION**. **On a computer**, click **Obtenir un code QR** and scan it with your smartphone to open the link. **On a smartphone**, you go straight to the next step.



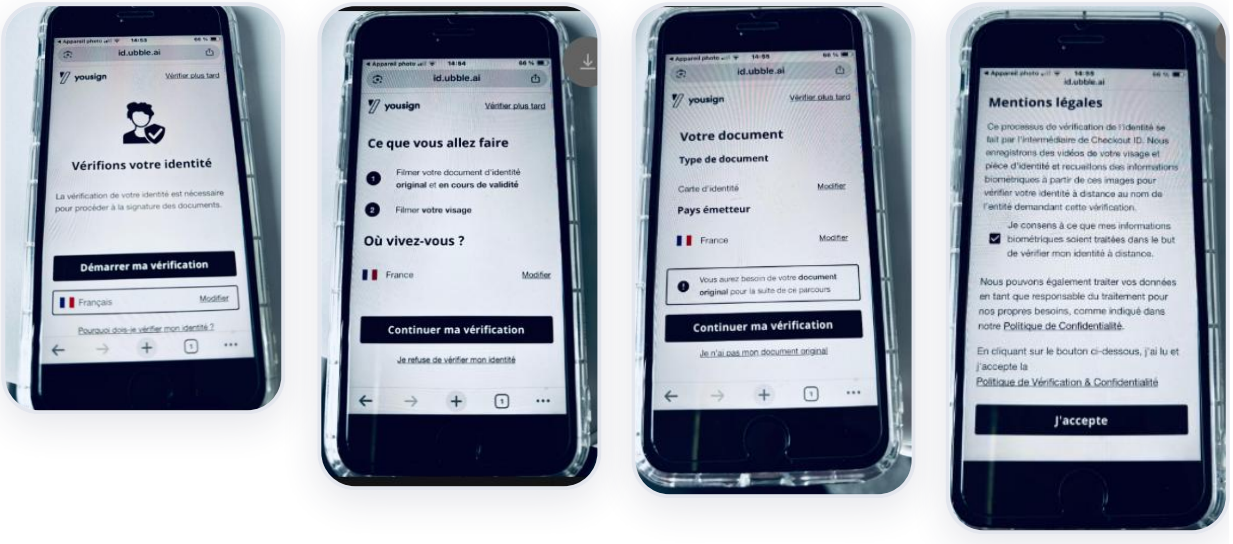
CASE 1 · STEP 2

I verify my identity on my smartphone

Several screens follow one another to record your ID document and prove that it is really you, live. They vary slightly depending on the document: the example below uses a French ID card.

1 Choose your country and your ID document

Click **Démarrer ma vérification**. Select the country where you live, then the type of document (ID card or passport) and its issuing country, confirming each time with **Continuer ma vérification**. Accept the legal notice with **J'accepte**, then click **Je suis prêt(e)**.



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.

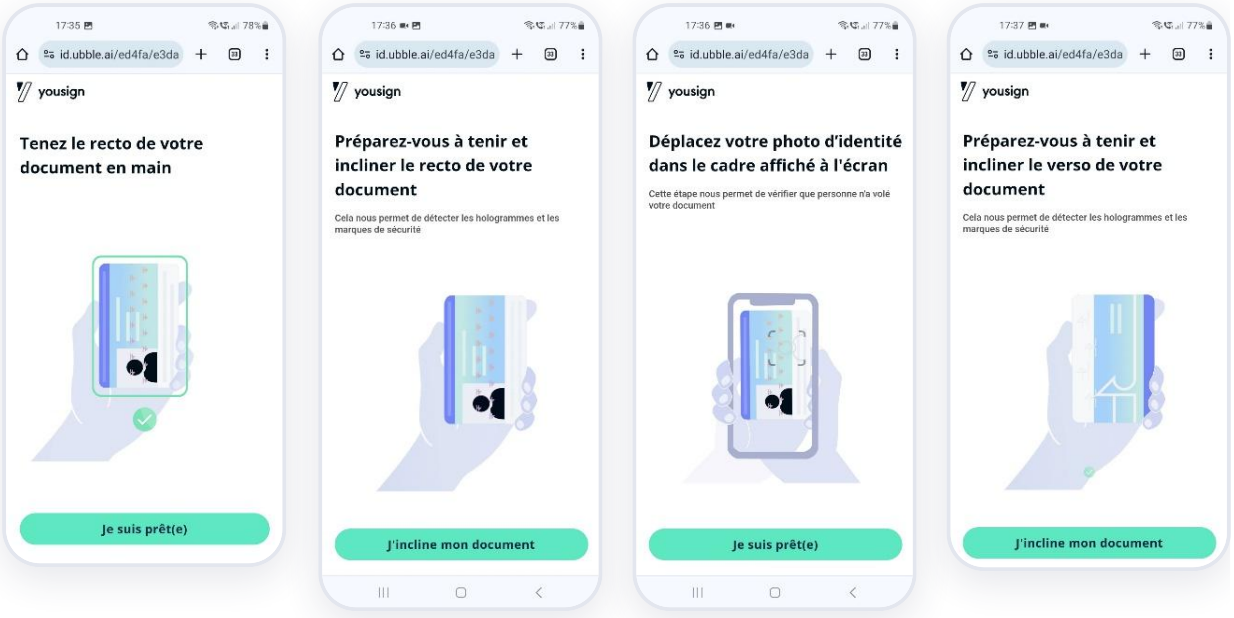
GET IT RIGHT FIRST TIME

Place all the edges of the document inside the frame and make sure the text is sharp on screen. When all the edges turn **green**, the next screen appears automatically. For the photo, keep the document still and move the smartphone instead (up, down, left, right), at the same distance: the circle turns green once the photo is validated.

2 Film your ID document

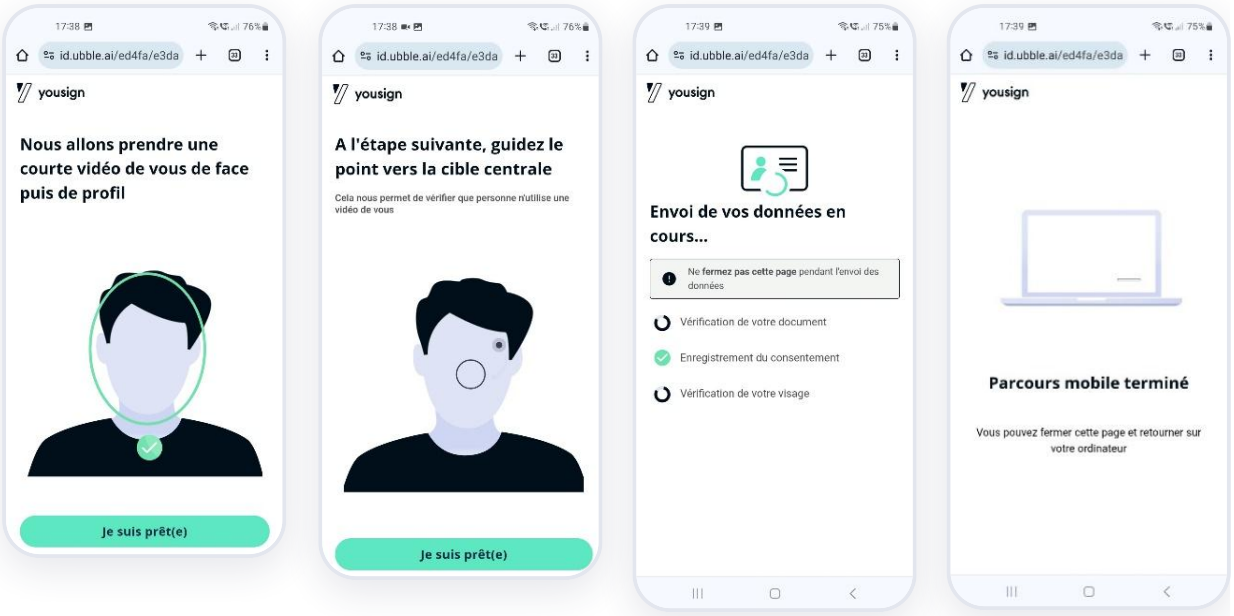
Follow the on-screen instructions, in this order:

- **Front** (or pages 2 and 3 of the passport): hold it in front of the smartphone and click **Je suis prêt(e)**.
- **Front in motion**: click **J'incline mon document** and tilt the document from left to right, then right to left.
- **ID photo**: click **Je suis prêt(e)** and bring the photo into the green frame, **twice**.
- **Back**: click **J'incline mon document** and film the back in the same way.



3 Film your face

Click **Je suis prêt(e)** while holding the smartphone in front of you. Place your face in the oval, from the front then in profile: it has worked when the oval turns green. Click **Je suis prêt(e)** again and guide the dot towards the target, **twice**. Your data is then sent for verification and "Parcours mobile terminé" is displayed.



TIP FOR THE TARGET

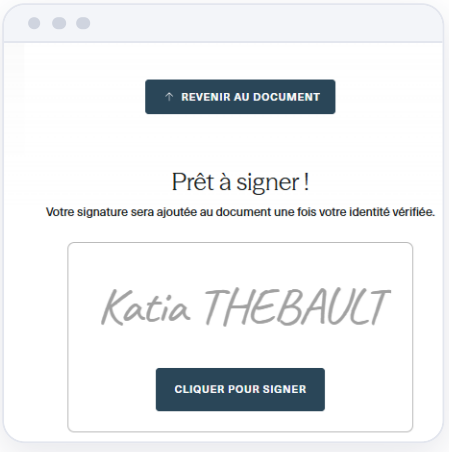
Do not hold the smartphone too far from your face. Move it up and down and from right to left while keeping the same distance: the circle turns fully green when the target is validated.

CASE 1 · STEP 3

I sign the document

1 Click "CLIQUER POUR SIGNER"

The message "Votre identité est en cours de vérification" (your identity is being verified) appears for a few moments. Then click **CLIQUER POUR SIGNER**. If you started on your computer, you can sign from your computer or from your smartphone.



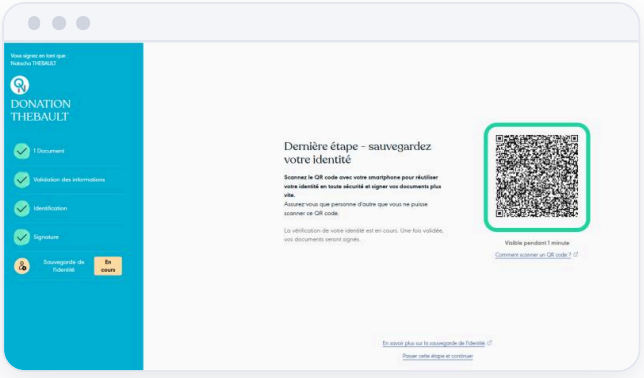
CASE 1 · STEP 4

I save my digital identity

This step is **essential**: without it, you will have to go through the whole identity check again the next time you sign. Use the smartphone you used for the identity check.

1 Open the save screen on your smartphone

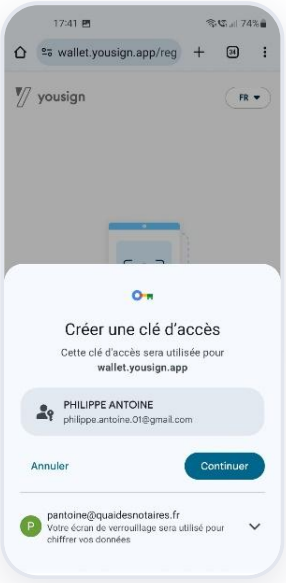
On a computer: reveal the QR code shown on the right of the screen, then scan it with your smartphone. **On a smartphone**: the save screen appears automatically.

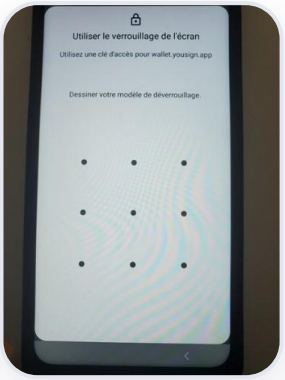


2 Create your passkey

Click **Sauvegarder mon identité**, then **Continuer** to create the passkey. Link it to your smartphone's screen lock: pattern (as shown here), passcode, fingerprint or face recognition. The message “Identité sauvée !” confirms that your identity has been saved.









GOOD TO KNOW

Your digital identity is valid for **3 years**. It is stored physically on this smartphone. If your phone breaks down, is replaced or lost, see the Youtrust page [“Découvrir l'identité numérique”] (Discover the digital identity).

3 Download your signed document

The message “C'est signé !” appears: click **TÉLÉCHARGER LE DOCUMENT**. You also receive an email with the **J’accède au document signé** button, plus an email from Youtrust confirming that your digital identity has been saved. Your notary retrieves the signed document from their Quai des Notaires account.



CASE 2

My digital identity is already saved

You have already saved your digital identity on your smartphone: no need to film your ID document or your face again. You authenticate with your passkey.

1 Open the invitation and read the document

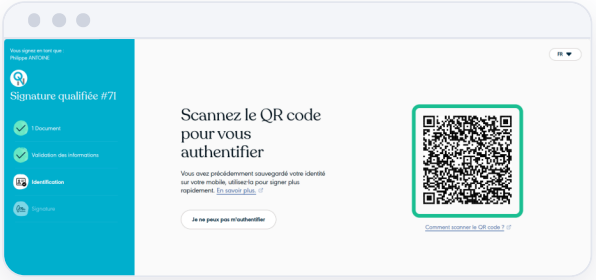
As in case 1 (step 1): click **Je signe le document** in the email, then **CONTINUER** and **Commencer**. Scroll to the last page of the document and click **Signer**. Confirm your details (**CONFIRMER**), tick both boxes (**CONTINUER**), then click **COMMENCER LA VERIFICATION**.

HAS YOUR DIGITAL IDENTITY EXPIRED?

A “Votre identité numérique a expiré” window lets you know. Click **CONTINUER** and follow the full **case 1** process, from step 2.

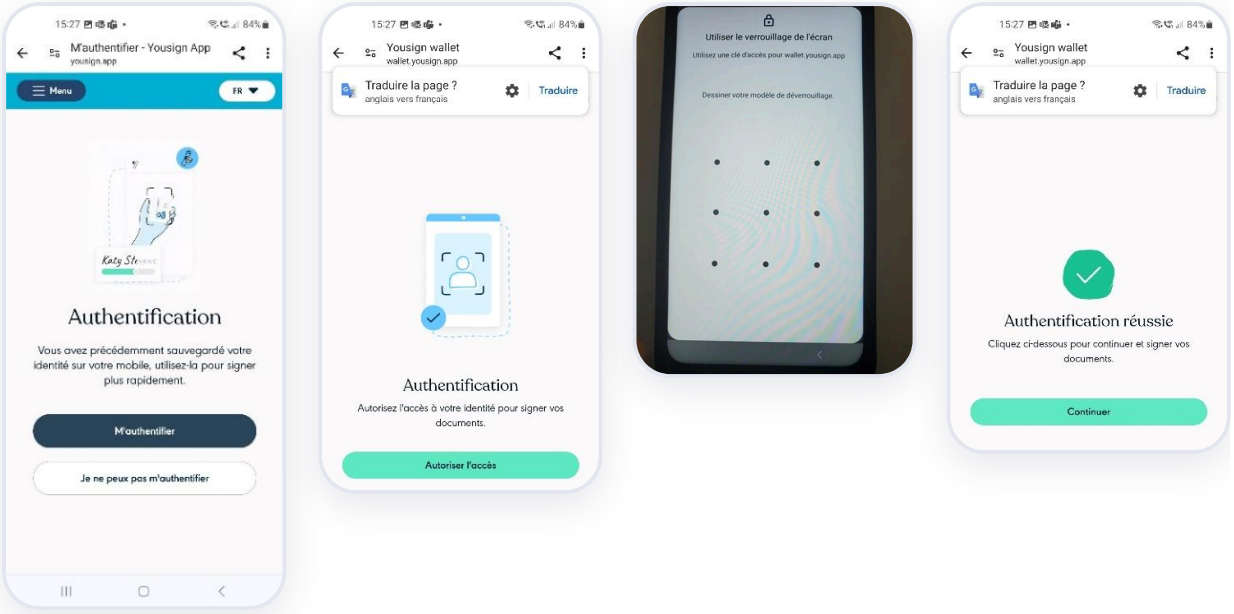
2 Scan the QR code with the same smartphone

On a computer: scan the QR code with the smartphone on which you saved your digital identity.
On a smartphone: you go straight to the authentication screen. The rest of the process takes place on the smartphone only.



3 Authenticate yourself

Click **M'authentifier**, then **Autoriser l'accès**. Perform the security action chosen when you saved your identity (pattern, passcode, fingerprint or face recognition). Once authentication succeeds, click **Continuer**.



4 Sign and download your document

Click **CLIQUER POUR SIGNER**. The message "C'est signé !" appears: you can download the document. You also receive an email with a link to retrieve it, and your notary finds it in their Quai des Notaires account.

Troubleshooting

While signing

- **The Signer button does not appear**: scroll the document down to its last page.
- **The edges of the document do not turn green**: reframe the document and wait until the text is sharp.
- **The smartphone freezes**: turn it off and restart it.

Your digital identity

- **It has expired** (after 3 years): go through the full case 1 process again.
- **Phone lost, replaced or broken**: see the Youtrust page "Découvrir l'identité numérique".
- **Document rejected**: use the original (no photocopies) and check the list of accepted documents.

Any questions? Our team is here to help.

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