Quai des notaires

STEP-BY-STEP GUIDE · CLIENT SPACE

SHARED SPACE

Exchange documents with your notary in the shared space

Access your file's secure space, upload and sign the documents requested, and download the ones your notary shares with you.

New platform · October 2026 version

At a glance

Your notary invites you to the secure shared space for your file on Quai des Notaires. There you can upload and sign the documents your notary requests, download the documents they send you, and exchange messages with them.

1

I access the space

Invitation e-mail, SMS code, choice of office and file

2

I submit the requested documents

Upload, signature, questionnaire

3

I download and exchange

Shared documents, sending, messages

Before you start

Your device

- Windows computer or Android phone: Chrome browser
- Mac or iPhone: Chrome or Safari browser

Have to hand

- The e-mail address the invitation was sent to: it is your login
- Your mobile phone, to receive a code by SMS
- The documents requested by your notary (PDF, JPEG or PNG)

GOOD TO KNOW

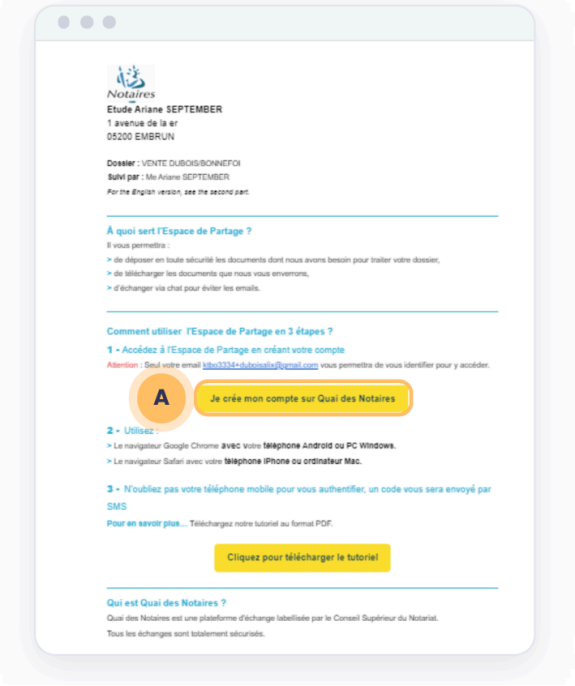
The invitation e-mail is written in French and English. The platform screens are in French: button names are shown below exactly as they appear. If you already have a Quai des Notaires account, you do not need a new one: go straight to point 3 of step 1.

STEP 1

I access the shared space

1 Open the invitation e-mail

You receive an e-mail from your notary. Click **Je crée mon compte sur Quai des Notaires** A (create my account). If you already have an account, the button reads **Je me connecte à mon compte** (log in to my account).



2 Create your password (first login)

The account creation window opens automatically. Your password must contain **at least 12 characters**, including a lower-case letter, an upper-case letter, a number and a special character. Accept the terms, then click **Je confirme la création de mon compte** (confirm account creation).



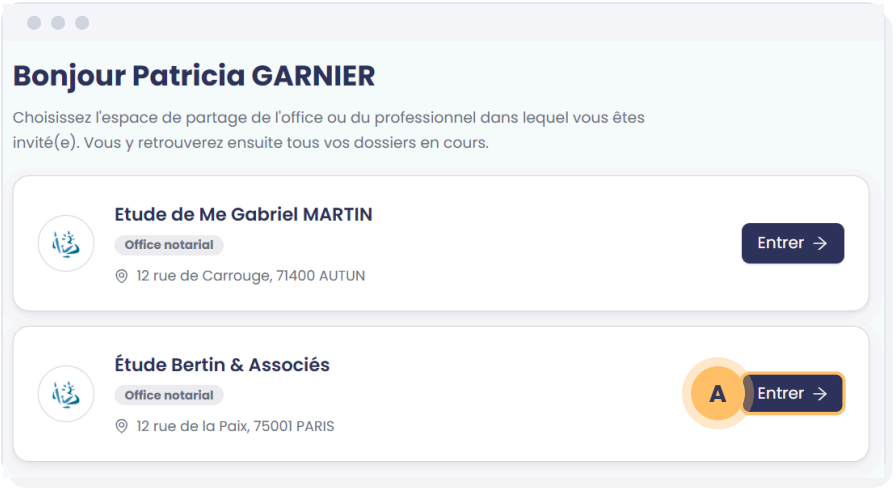
3 Enter your verification code

A 6-digit code is sent by SMS to your mobile phone. Enter it A, then click **Vérifier** (verify). No SMS? Click **Je n'ai rien reçu, renvoyer un code** (resend a code) B.



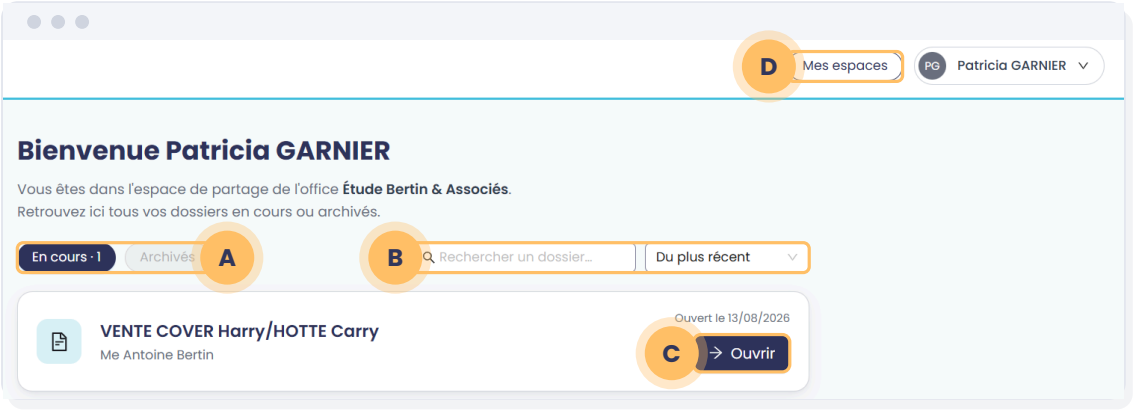
4 Choose the notary's office

Choose the office handling your file and click **Entrer** (enter) A. If several offices have invited you, each one has its own space here.



5 Open your file

Find your files **En cours** (in progress) or **Archivés** (archived) A, search or sort them B, then click **Ouvrir** (open) C. At any time, **Mes espaces** (my spaces) D takes you back to the choice of office.



6 Discover your file

The banner A shows how many documents are ready and what you still have to do. Five tabs B organise your file: **Demandés par l'étude** (requested by the office), **Partagés par l'étude** (shared by the office), **Mes envois** (my uploads), **Discussion** and **Tous mes documents** (all my documents). **Retour aux dossiers** takes you back to the list.



7 Use the menu under your name

At the top right, the menu under your name offers **Accueil** (home, back to the choice of office), **Mon guide** (this guide), **Informations personnelles** (personal details, view only: only the office can change your details, at your request) and **Déconnexion** (log out).

STEP 2

I submit the requested documents

In the Demandés par l'étude tab, each card is a document your notary is waiting for, marked À faire (to do). Depending on the request, you simply upload a file (Importer), or you sign it or answer a questionnaire (Répondre).

1

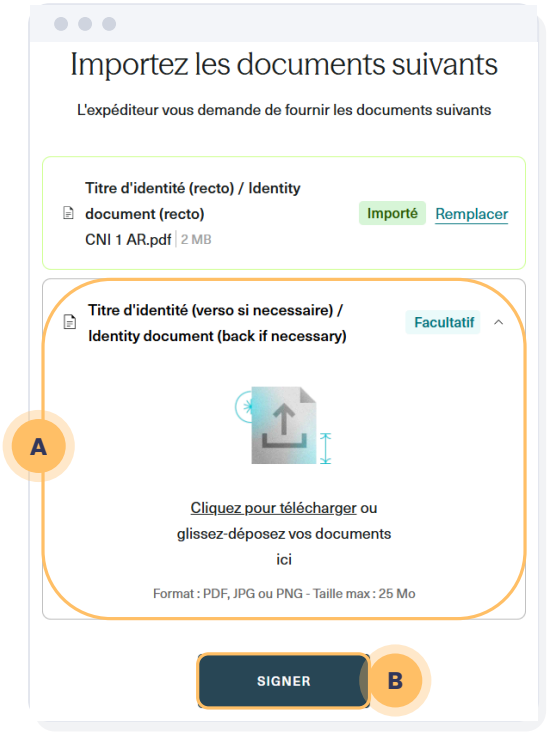
Upload a document

Click **Importer** (upload) B and choose your file on your computer; on a smartphone, you can take a photo of the document. One file per request: PDF, JPG or PNG, 100 MB maximum. The **À faire**, **Fait** (done) and **Tout** (all) filters A let you track progress; **Répondre** (respond) C opens a document to sign or a questionnaire.



2 Upload and sign a document (e.g. ID document, bank details)

Click **Répondre**, then **Commencer** (start). Scroll down to the end of the document and click **Continuer** (continue). Then upload your file **A** (for an ID document: the front, and the back if necessary; PDF, JPG or PNG, 25 MB maximum), and click **Signer** (sign) **B**.



Finally click **Cliquer pour signer** (click to sign) **A**, or **Dessiner ma signature** (draw my signature) **B** to draw your own. After a short finalisation screen, you return to your file: the document moves to the **Fait** filter, marked « Joint et signé. Votre notaire y a accès. » (attached and signed, your notary has access). **Voir le détail** shows its content.



3 Answer a questionnaire (e.g. declaration of the origin of funds)

Click **Répondre**, then **Commencer**. Fill in the mandatory fields and click **Suivant** (next). Add the supporting documents requested if needed (optional), then click **Signer** and **Cliquer pour signer**.

GOOD TO KNOW

Your notary is notified by e-mail of your uploads (hourly notification). There is no need to contact them again.

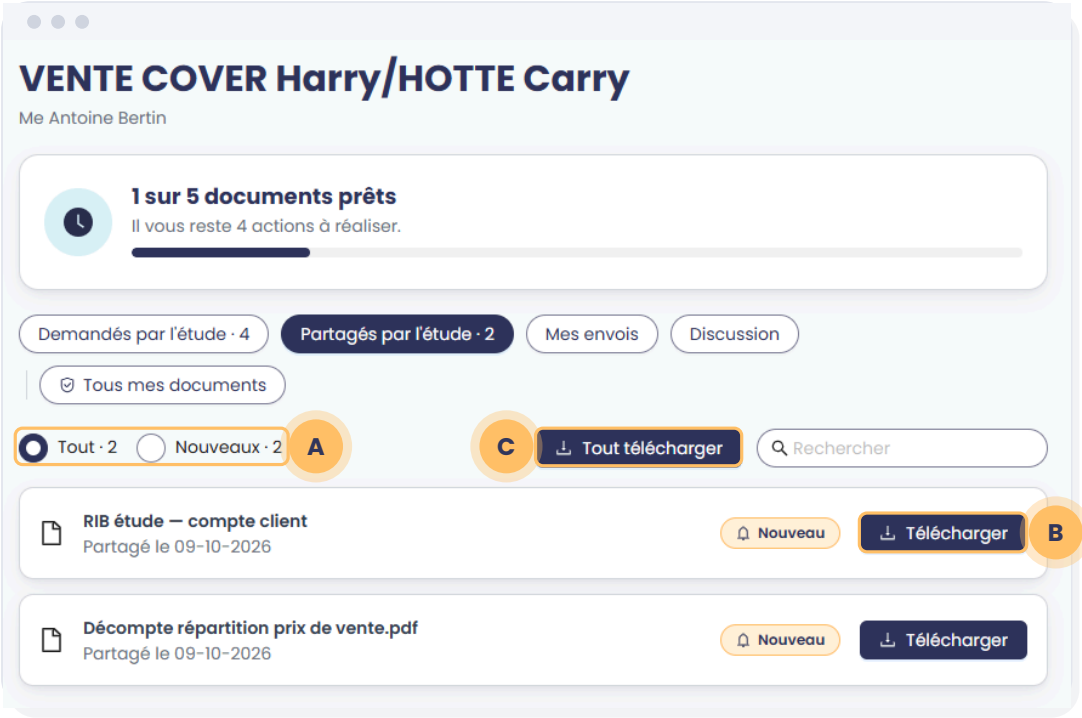
STEP 3

I download and exchange with my notary

1

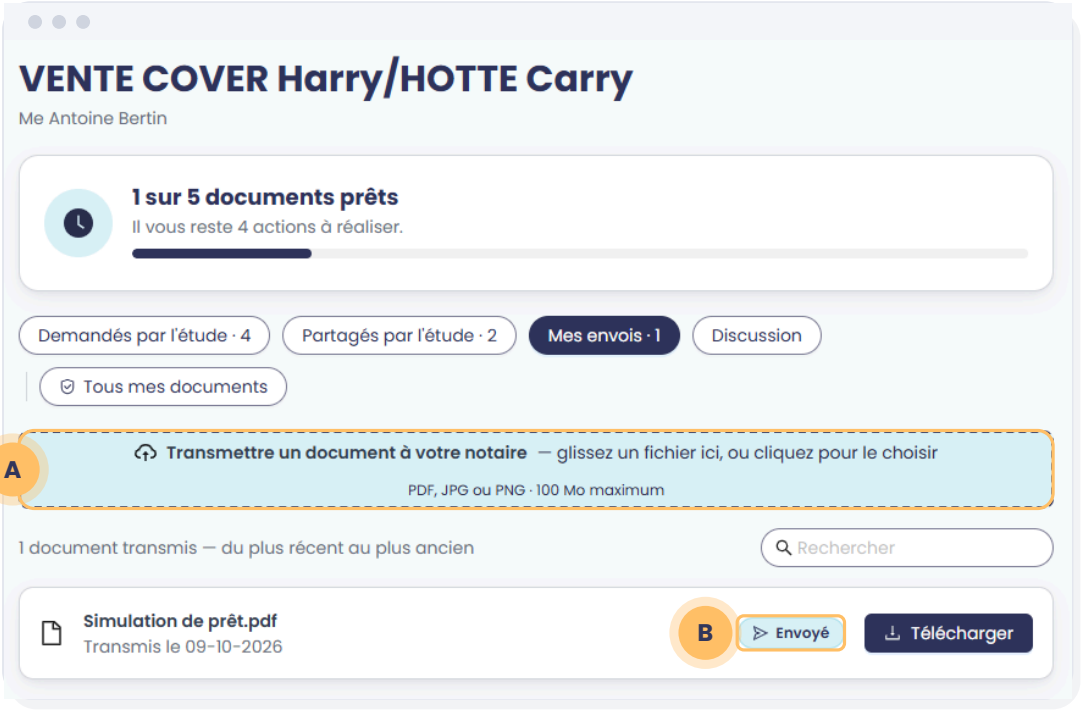
Download the shared documents

In the **Partagés par l'étude** tab, click **Télécharger** (download) B for each document, or **Tout télécharger** (download all) C to get them in one go. The **Nouveaux** (new) filter A shows the ones you have not downloaded yet.



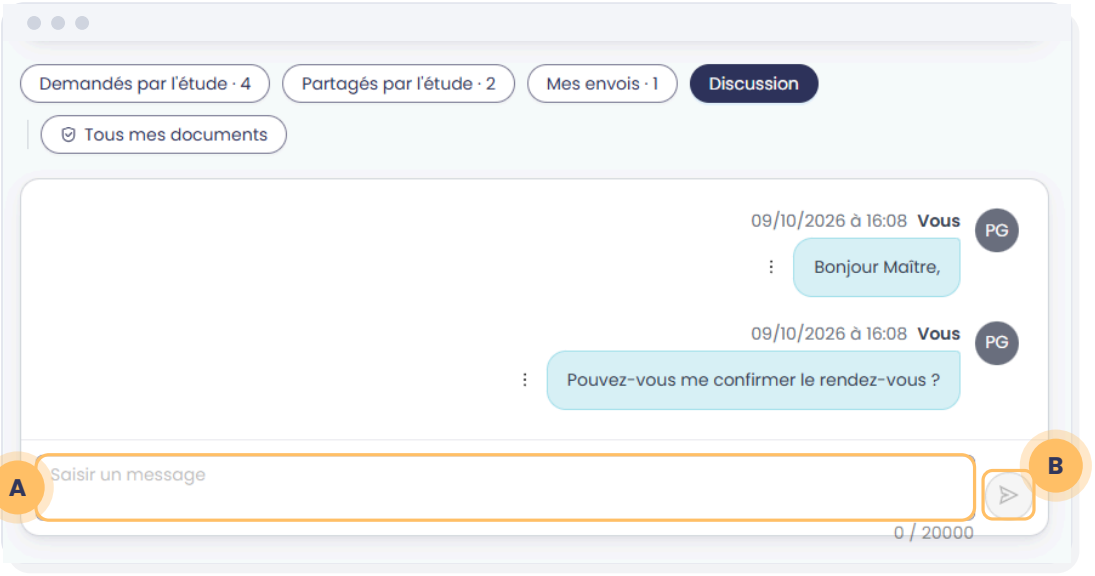
2 Send a document to your notary

In the **Mes envois** tab, drag your file into the **Transmettre un document à votre notaire** area (send a document to your notary) A, or click it to choose a file: PDF, JPG or PNG, up to 100 MB. The documents you have sent appear below, marked **Envoyé** (sent) B.



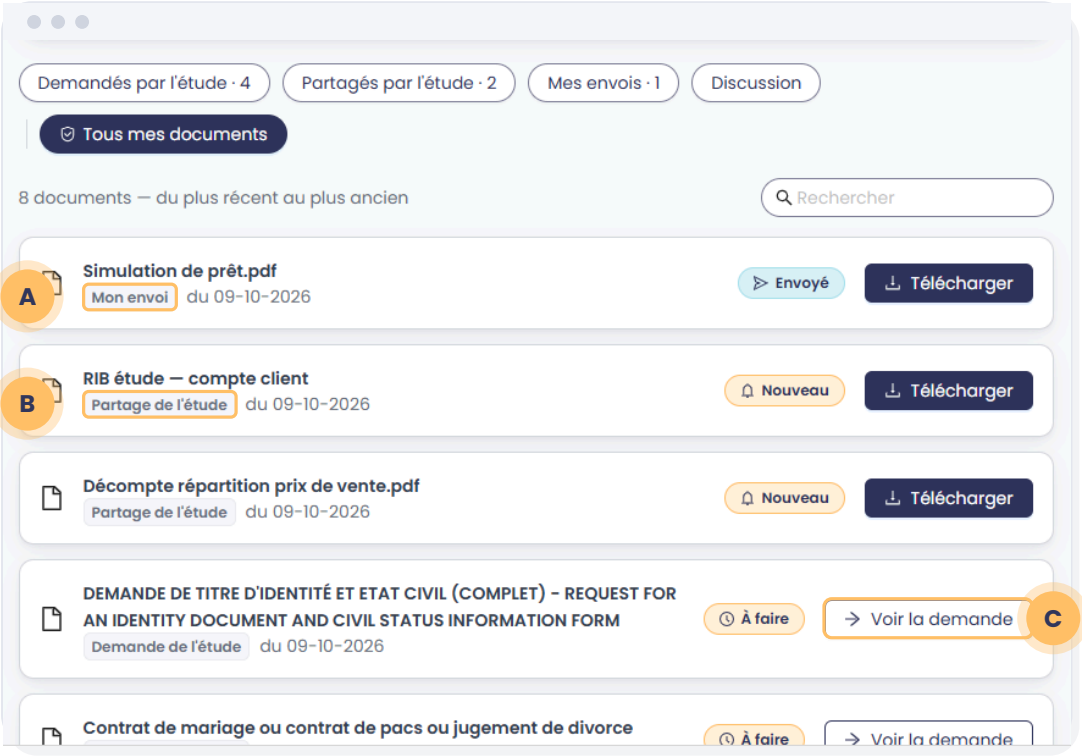
3 Exchange messages

The **Discussion** tab lets you write to your notary A and read their replies. Click the arrow B to send your message.



4 Find all your documents

The **Tous mes documents** tab brings together in a single list your uploads, the documents shared by the office and the pending requests. A label shows where each one comes from: **Mon envoi** (my upload) A, **Partage de l'étude** (shared by the office) B or **Demande de l'étude** (requested by the office). **Voir la demande** (view the request) C takes you to the document to provide.



Troubleshooting

I don't receive the SMS code

Click **Je n'ai rien reçu, renvoyer un code**. If your mobile number has changed, contact your notary: only they can update it.

My file is not accepted

Check the format: PDF, JPG or PNG, 100 MB max (25 MB for a document to sign). Only one file per request.

Any questions? Our team is here to help.

Click **Assistance** in your space, or write to us at **support@quaidesnotaires.fr**