Quai des notaires

STEP-BY-STEP GUIDE · CLIENT

ELECTRONIC SIGNATURE

Signing a document for agreement

Your notary has asked you to approve a document? Sign it online in just a few minutes, from your computer, tablet or smartphone.

New platform · October 2026 version

BEFORE YOU START

Prerequisites

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

What you need

- A computer (**Windows** or **Mac**), a tablet or a smartphone (**Android** or **iPhone**)
- A browser: **Chrome, Safari, Firefox or Edge**
- A good internet connection
- 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.

Chinese mobile numbers (Chinese country code)

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

Several signatories?

Each signatory receives their own e-mail at the same time and signs independently. The order of signatures does not matter.

At a glance

The simple signature, or “pour accord” signature, lets you approve a document sent by your notary remotely. Your identity is confirmed with a code sent by text message. You do not need to create an account on Quai des Notaires.

1

I receive the e-mail

Sent at your notary's request

2

I verify my number

Test code sent by text message

3

I sign the document

Reading, SMS code, signature

YOUSIGN IS NOW YOUTRUST

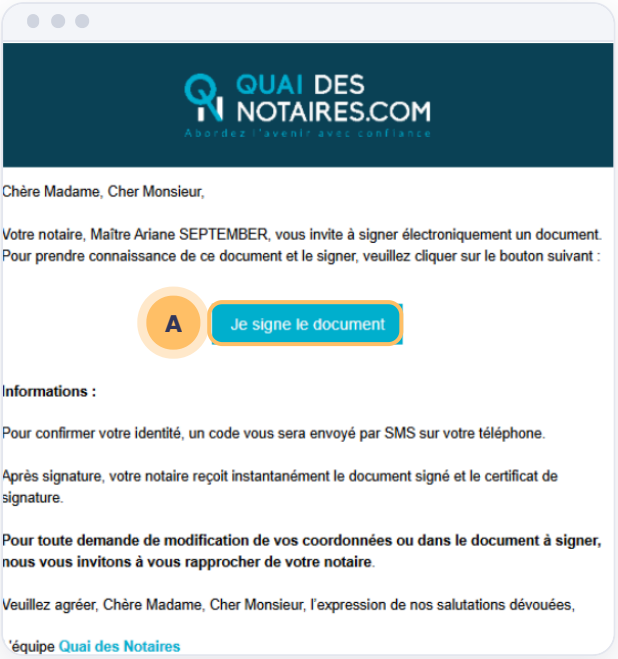
The electronic signature provider **Yousign** became **Youtrust** in 2026. Some screenshots in this guide still show the old name: the process is the same.

STEP BY STEP

I sign the document

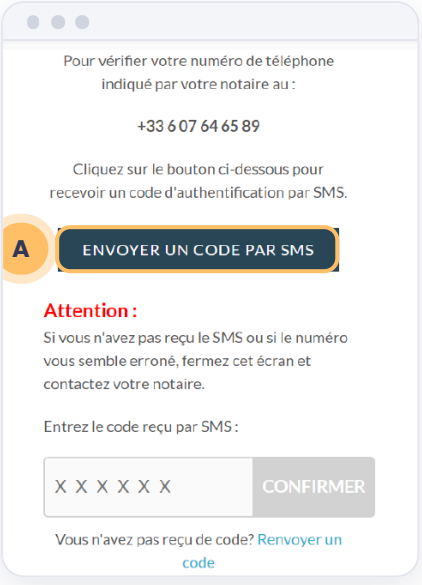
1 Open the e-mail from Quai des Notaires

Once your notary has sent the request, you receive an e-mail. Click **Je signe le document** A to open the Youtrust signing tool.



2 Verify your mobile number

A window shows the number your notary entered. Click **ENVOYER UN CODE PAR SMS** A. Then enter the code you received and click **CONFIRMER**. This test checks that you receive text messages.



3 Open and read the document

Click **Commencer**, then **Signer**. The document opens: scroll through all its pages to the end.

4 Confirm your identity

Enter the **6-digit security code** sent by text message to your mobile (A). No code received? Click **Essayez à nouveau**.



5 Sign the document

Your signature is displayed as it will appear on the document. Click **CLIQUER POUR SIGNER** (A).



6 Download your signed document

After a short processing time, a screen confirms that your signature has been recorded. Click **TÉLÉCHARGER LE DOCUMENT** (A). You also receive an e-mail so you can download it later.



WHAT HAPPENS NEXT?

Your notary immediately receives the signed document and the signature certificate.

Troubleshooting

Wrong number or no text message

Close the verification window and contact your notary. They can correct your number from their Quai des Notaires platform.

Error in your details or the document

For any change to your contact details or to the document to sign, please contact your notary.

Any questions? Our team is here to help.

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