



English version

Step by step :

“I’m preparing a video signature
within a sell file”

Customer Document

Requirements and set up

Good to know : In order to use, by Quai des Notaires, the advanced signature, **you must already have :**

- A personal Windows or Mac computer with a [webcam](#)
- [Google Chrome web browser](#) set up by default on your computer
- A good network connection

To use the Quai des Notaires video signature on your computer, [please follow the process below.](#)

FIRST STEP : CREATION OF YOUR QUA DES NOTAIRES ACCOUNT

RECEPTION OF THE INVITATION BY E-MAIL

After your notary has created the appointment to the video signature, you will receive by e-mail “[une invitation à un rendez-vous de visio signature](#)”. If you have already created your account, please click on the link in the e-mail to connect yourself to Quai des Notaires.



Chère Madame,
Cher Monsieur,

Dans le cadre du dossier de vente, vous êtes invités à un rendez-vous de visio-signature le 11-05-2020 à 20.06, par votre notaire, Maître Camille TEST.

Vous pouvez accéder à ce rendez-vous de visio-signature, en cliquant sur le lien suivant :




Nous vous indiquons que la visio-signature ne fonctionne qu'avec les navigateurs Google Chrome et Mozilla Firefox. Elle nécessite la présence sur votre ordinateur d'une caméra et d'un microphone. Vous n'aurez aucun programme à télécharger et à installer.

Toute l'équipe de Quai des Notaires est à votre service.
Veuillez agréer, Chère Madame, Cher Monsieur, l'expression de nos salutations dévouées,

Amandine,
Conseillère relations Particuliers,
Quai des Notaires

If you don't have created your account on Quai des Notaires yet, the link in the e-mail will propose you to create it.

To make the process of the signature ceremony easier, we recommend you [to create your account as soon as you receive the e-mail](#).



**QUAI DES
NOTAIRES.COM**
Abordez l'avenir avec confiance

Chère Madame,
Cher Monsieur,

Dans le cadre du dossier VENTE SANCHEZ/DURAND, vous êtes invités à un rendez-vous de visio-signature le 30-03-2020 à 10:13, par votre notaire, Maître TEST NOTARIA Test Notaria.

Pour pouvoir accéder à ce rendez-vous de visio- signature, vous devez créer votre compte sur Quai des Notaires.

Pour créer votre compte, nous vous invitons à cliquer sur le lien suivant :

[Je crée mon compte sur Quai des Notaires](#)

 ←

Après création et activation de votre compte, vous pourrez rejoindre le rendez-vous en vous rendant dans l'espace VISIO-SIGNATURES de votre compte.

Nous vous indiquons que la visio-signature ne fonctionne qu'avec les navigateurs Google Chrome et Mozilla Firefox. Elle nécessite la présence sur votre ordinateur d'une caméra et d'un microphone. Vous n'aurez aucun programme à télécharger et à installer.

Toute l'équipe de Quai des Notaires est à votre service,

Veuillez agréer, Chère Madame, Cher Monsieur, l'expression de nos salutations dévouées,
Amandine,
Conseillère relations Particuliers,
Quai des Notaires

Besoin d'aide ? Contactez-nous !
support@quaidenotaires.fr - 03.85.82.07.53 - Ou sur notre chat en direct.

2 CREATION OF YOUR ACCOUNT on Quai des Notaires by clicking on the button

Je crée mon compte sur Quai des Notaires

You will be automatically directed to the account creation window. Your name, surname and address are already filled. You will be only asked to create a password.

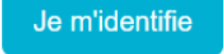


For more security, your password must be composed of 8 characters minimum with at least 1 uppercase, 1 lowercase, 1 figure and 1 symbol such as : ? ! * % @ £ \$

When your password has been created, [check the box](#) related to your agreement of the general use conditions after having read them, and click on “ Valider ”

3 ACTIVATION OF YOUR ACCOUNT

A confirmation e-mail has been sent to you. In order to activate your account, click on the

button  that you will find in the e-mail received.




Before the video signature appointment : The video signature created by Quai des Notaires was developed with new and secured technologies, in accordance with the requirements given by the French upper council of notary profession.

For a better use, we strongly recommend you to use the following web browsers : Google Chrome. You don't need to upload or set up any program.

SECOND STEP : THE SIGNATURE

1 The day when the video signature is planned, please [connect you on your Quai des Notaires account by giving your e-mail address and your 8 characters password](#). When the connection is done, [click on the tab "Dossiers de vente"](#)

MON COMPTE



JEAN DE LATTRE DE TA...

J'ouvre un dossier de vente


Dossiers de vente 1

[Informations personnelles](#)

[Changer le mot de passe](#)
[Changer d'avatar](#)

DOSSIERS DE VENTE VISIO-SIGNATURES

AFFICHER 10 ÉLÉMENTS RECHERCHER :

Référence	Vendeur	Acquéreur	Notaire	Ouvert le	Echéance	
V-140820-1294/CD/LJ	DAY D	CHURCHILL Winston	Camille DUBOIS	14-08-2020	30-10-2020	

Affichage de l'élément 1 à 1 sur 1 éléments

Précédent 1 Suivant

2 Then, [click on the button](#)  related to the file of the planned appointment.

MON COMPTE



JEAN DE LATTRE DE TA...

J'ouvre un dossier de vente

Dossiers de vente 1

[Informations personnelles](#)

[Changer le mot de passe](#)
[Changer d'avatar](#)

DOSSIERS DE VENTE VISIO-SIGNATURES

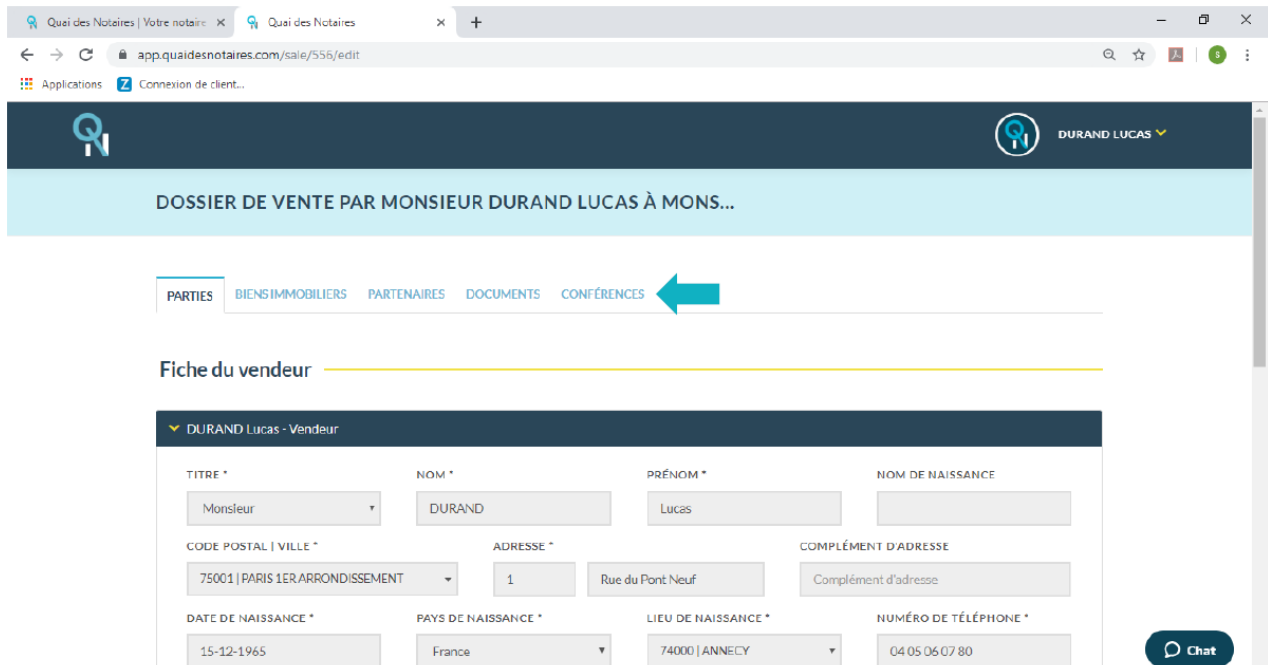
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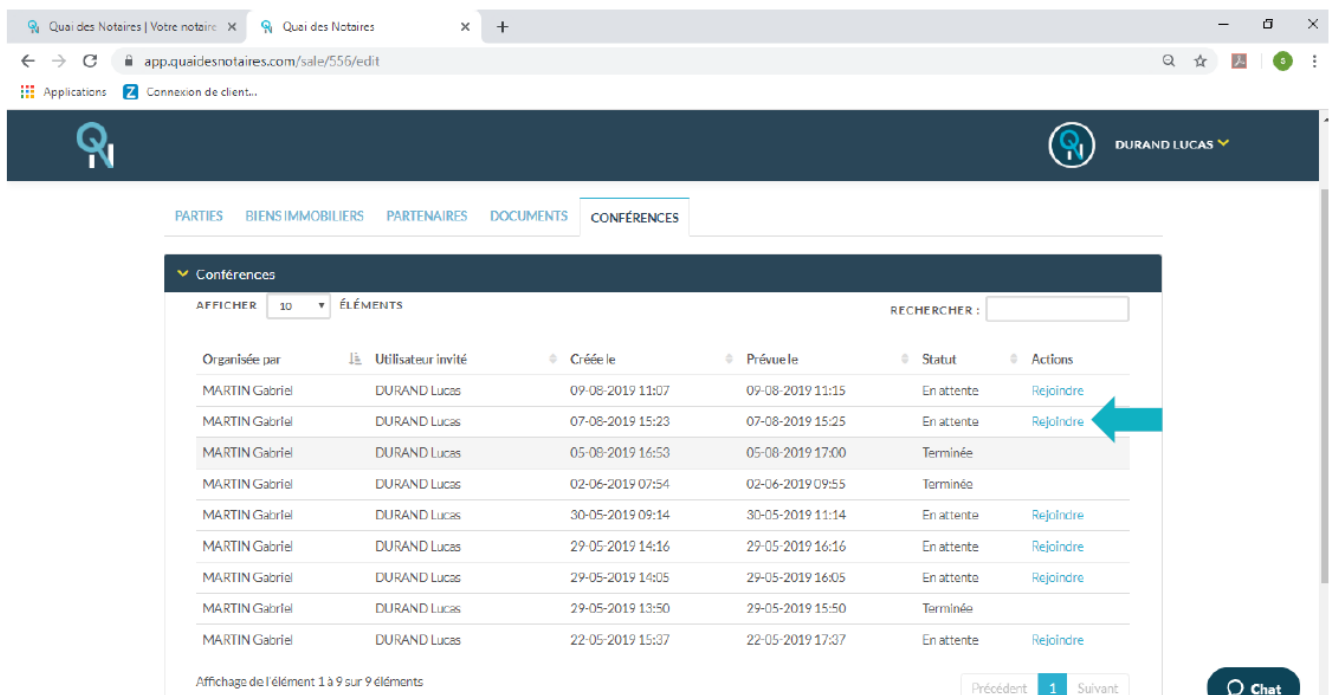
Affichage de l'élément 1 à 1 sur 1 éléments

Précédent 1 Suivant

3 Click on the tab "Conférences"



4 Click on the button "Rejoindre" related to the signature appointment.





THIRD STEP : THE DOCUMENT SIGNATURE

After having clicked on the button, a new window is appearing on your screen and the video is starting.

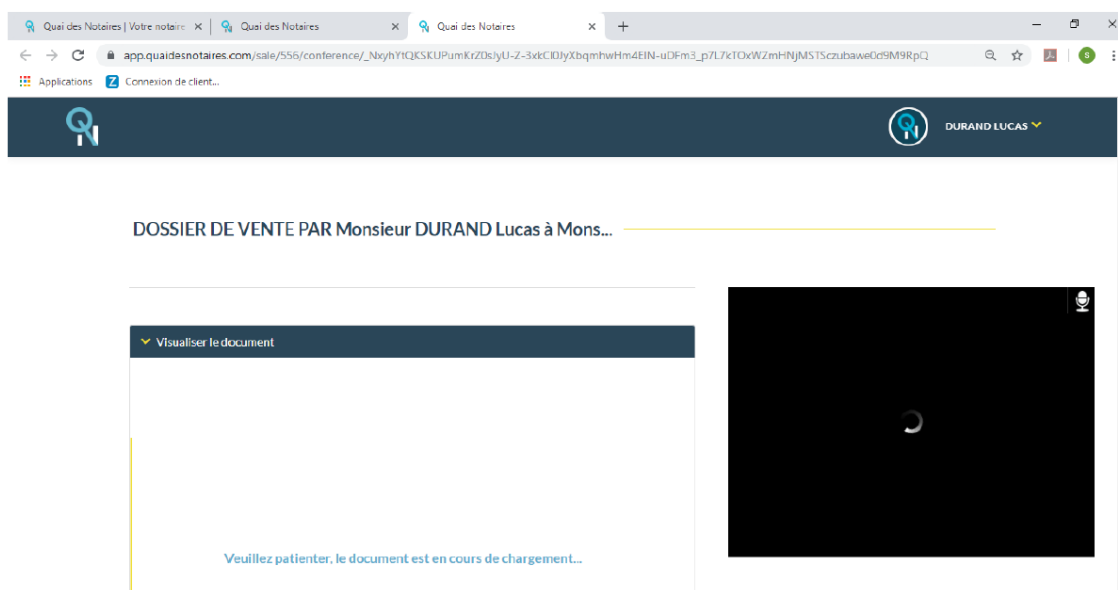
1

SENDING OF THE DOCUMENT

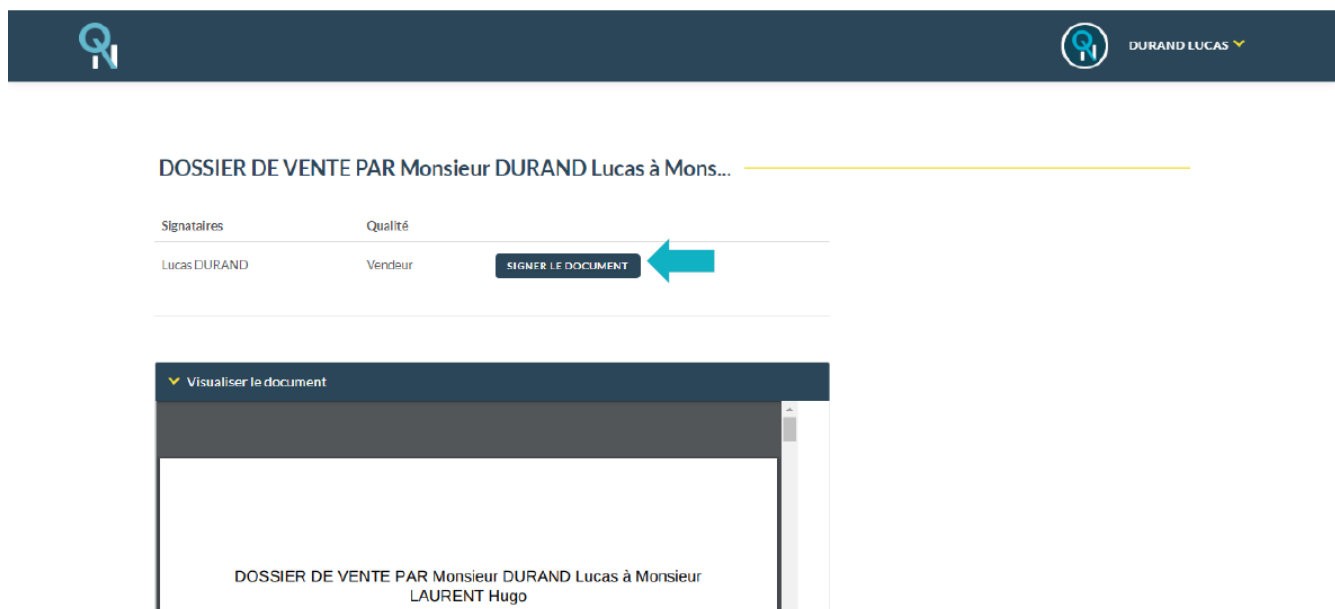
Your notary will send you the document to sign.

After having been uploaded by your notary, the document is appearing automatically on the left of your screen.

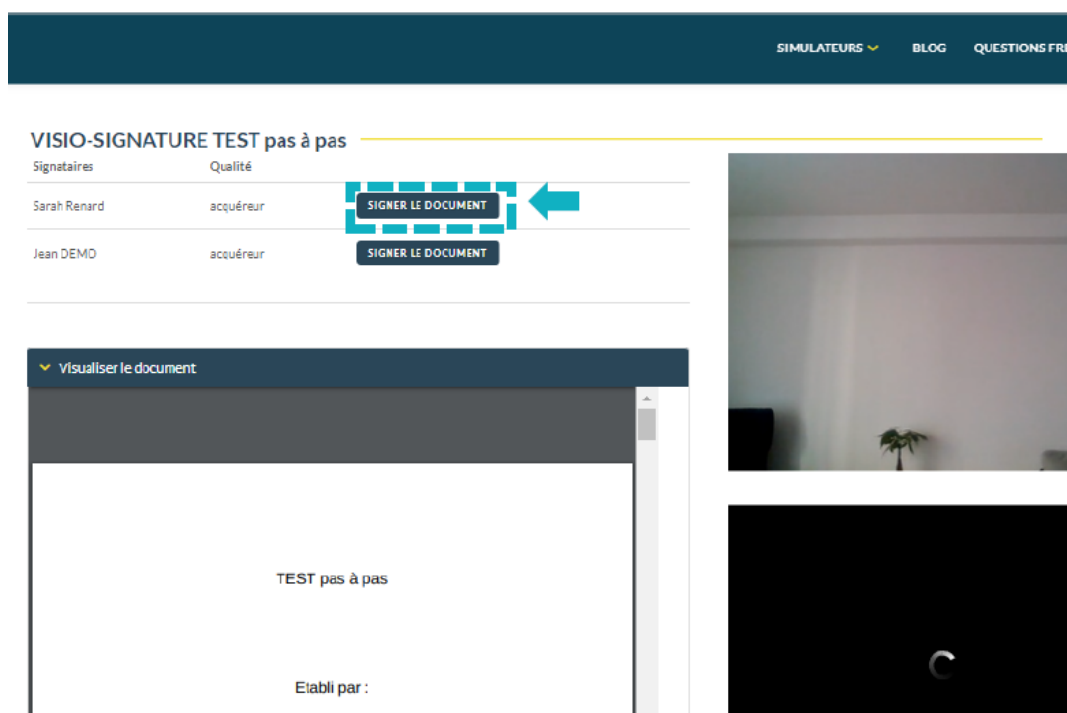
At that time, the reading of the document can be done with your notary.



After having read the document and having asked potential queries, you can sign the document by [clicking on](#) the button **SIGNEZ CE DOCUMENT**



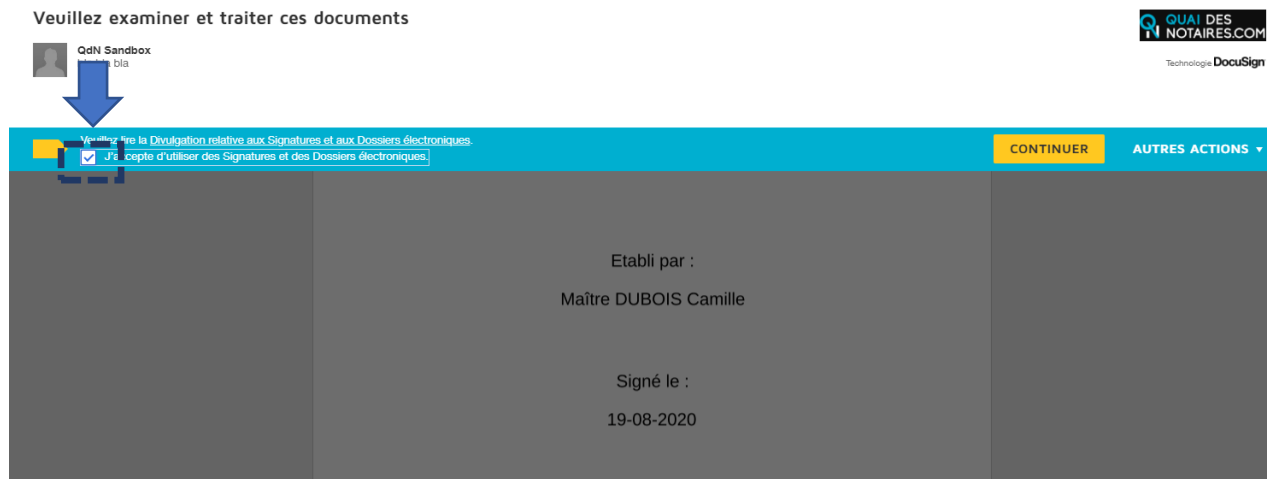
If many persons have to sign the document, each person will have to click on the button **SIGNER LE DOCUMENT** corresponding to their name, after the notary has asked for it.



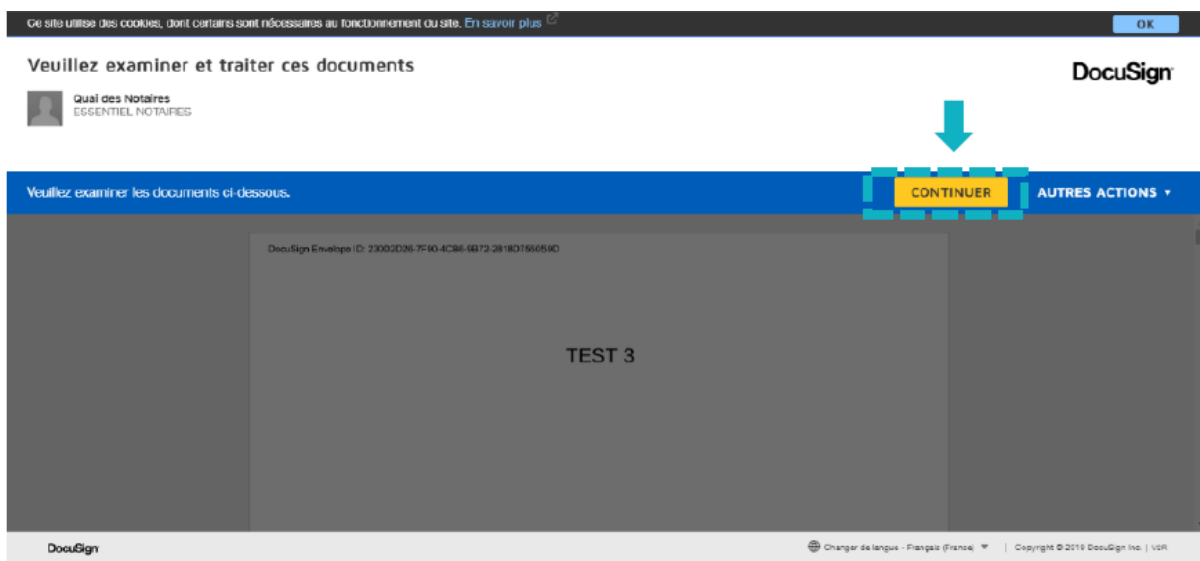
2 SIGNATURE WITH DOCUSIGN

The “DocuSign” tool is opening in a new window.

Check the box related to your agreement for signing electronic documents after having read the corresponding file about the collect of your personal data for this process :

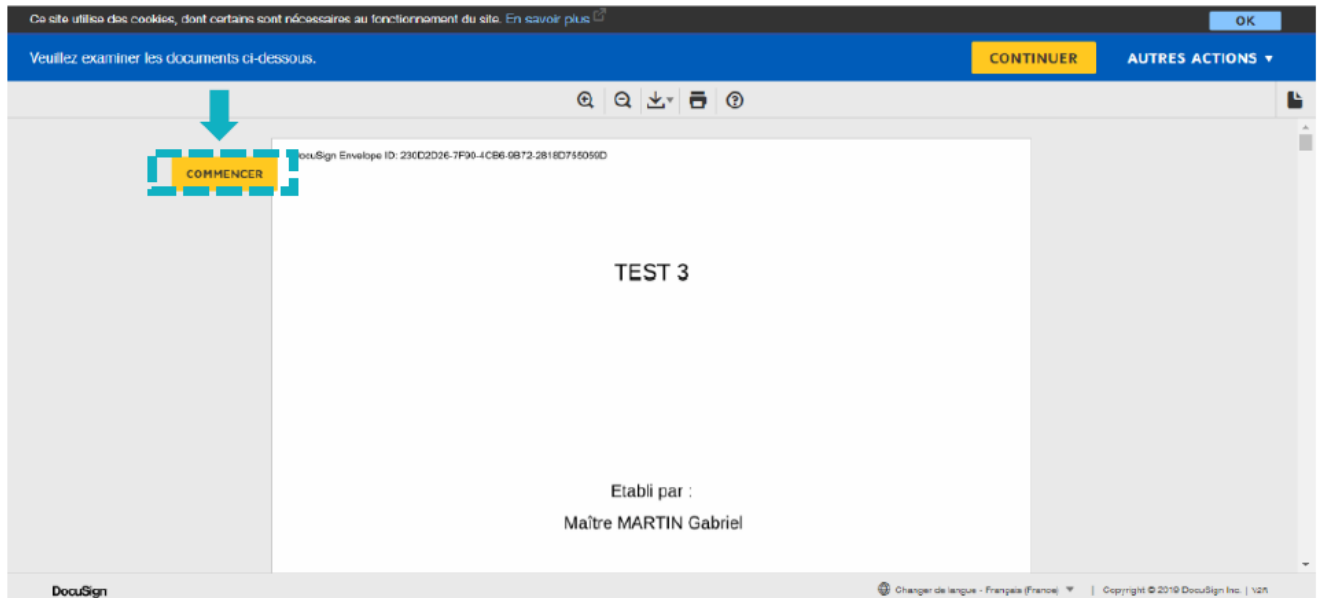


Click on the button



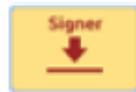


Then, click on the button

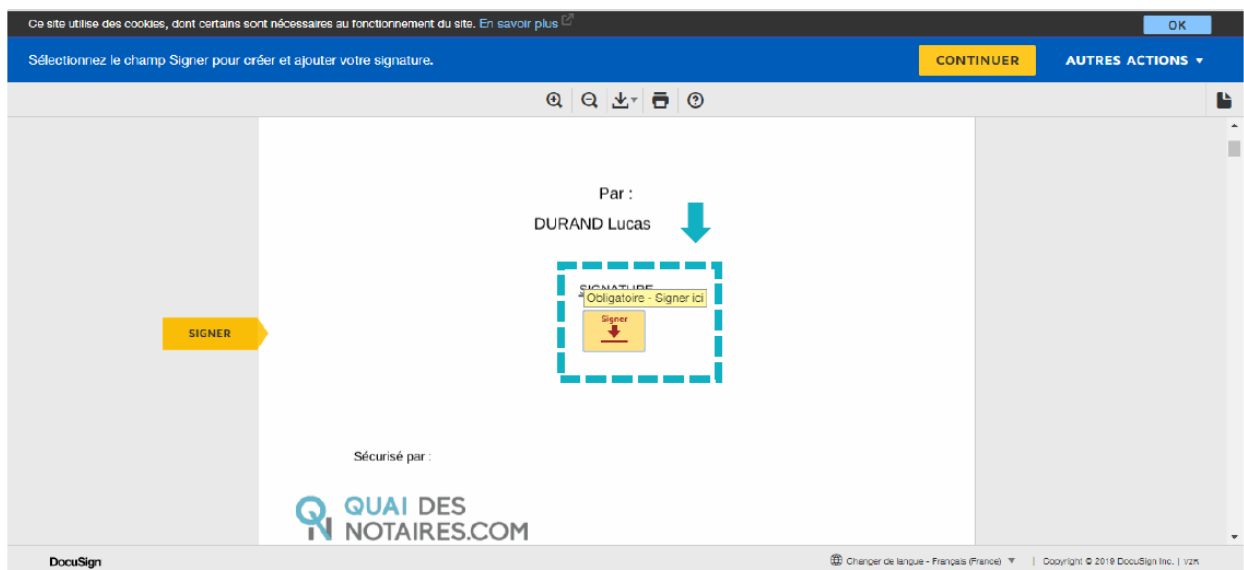


3

Click on the button



a first time and a second one.



4 The “DocuSign” tool proposes you different signature templates, you will have to choose :

- Either a template with your name and surname already filled
- Or a signature written by yourself thanks to the mouse of your computer with the tab “Ecrire”

If your signature has already been generated during a last video signature, then it will be automatically implemented.

Choisir votre signature

Confirmez votre nom, votre paraphe et votre signature

* Obligatoire

Nom complet* Sarah Renard Paraphe* SR

SÉLECTIONNER UN STYLE ÉCRIRE

APERCU

DocuSigned by: Sarah Renard DS F0044BFB63E34A7...

Modifier le style


En sélectionnant Choisir et signer, j'accepte que la signature et le paraphe constitueront la représentation électronique de ma signature et de mon paraphe à toutes fins utiles lorsque moi (ou mon mandataire) les utiliserons sur des documents, y compris des contrats à valeur exécutoire, à l'identique d'une signature ou d'un paraphe manuscrit.


CHOISIR ET SIGNER ANNULER

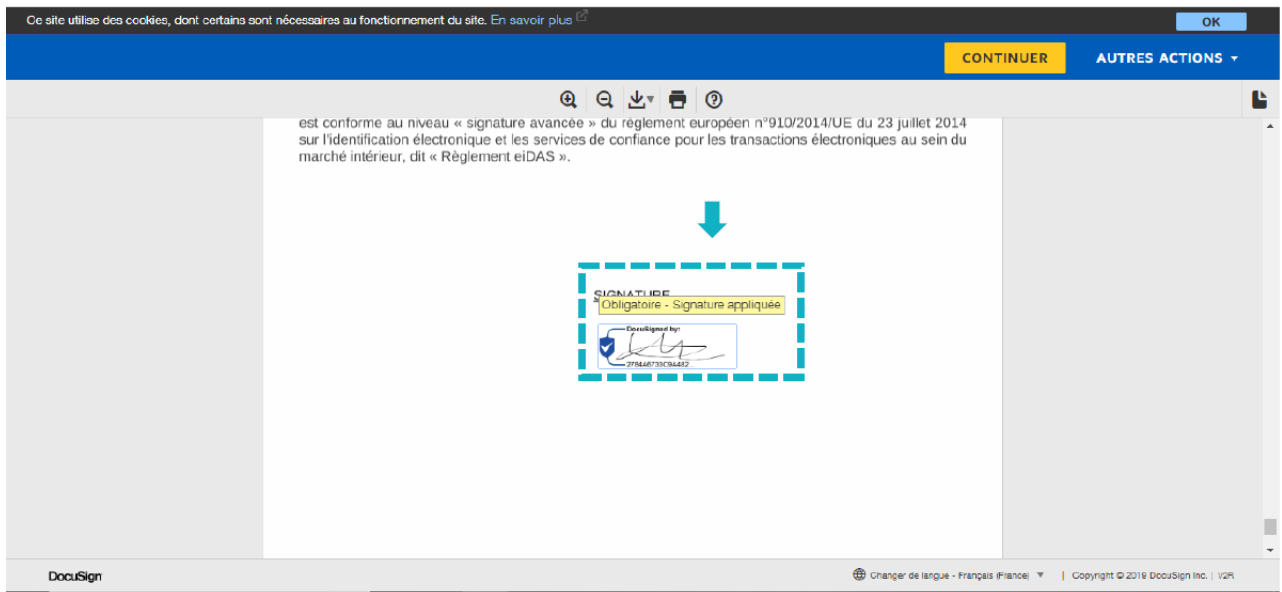
Click here for signing

To sign with the mouse of your computer

To change the style

5 After having selected your signature, click on the button 

6 On the document to be signed, click once again on the button  because the document is composed of 2 signatures : a first one at the beginning and a second one at the end. The signature is implemented to the document.



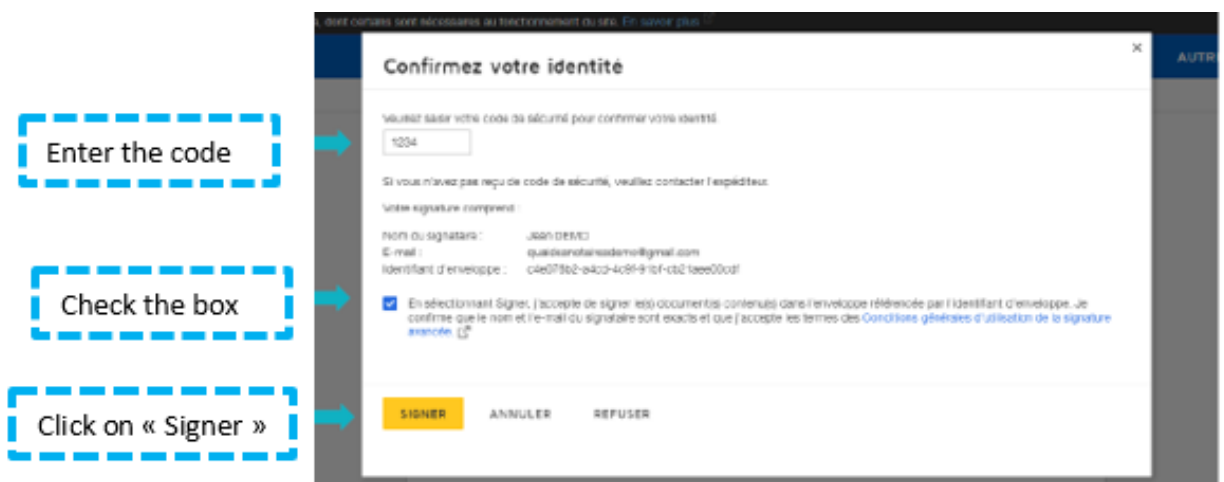
7 Click on the button **CONTINUER**

8 You will then be asked to confirm your identity.

Enter the security code that your notary will give you orally.

In checking the box, you agree to sign the sent documents, confirm your name and your e-mail address and you agree with the general conditions of use related to the advanced signature.

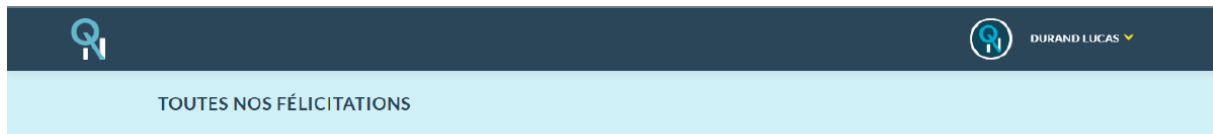
Then click on the button **SIGNER**



9 A message will inform you once the document is signed.

Click on the button

FERMER L'ONGLET EN COURS

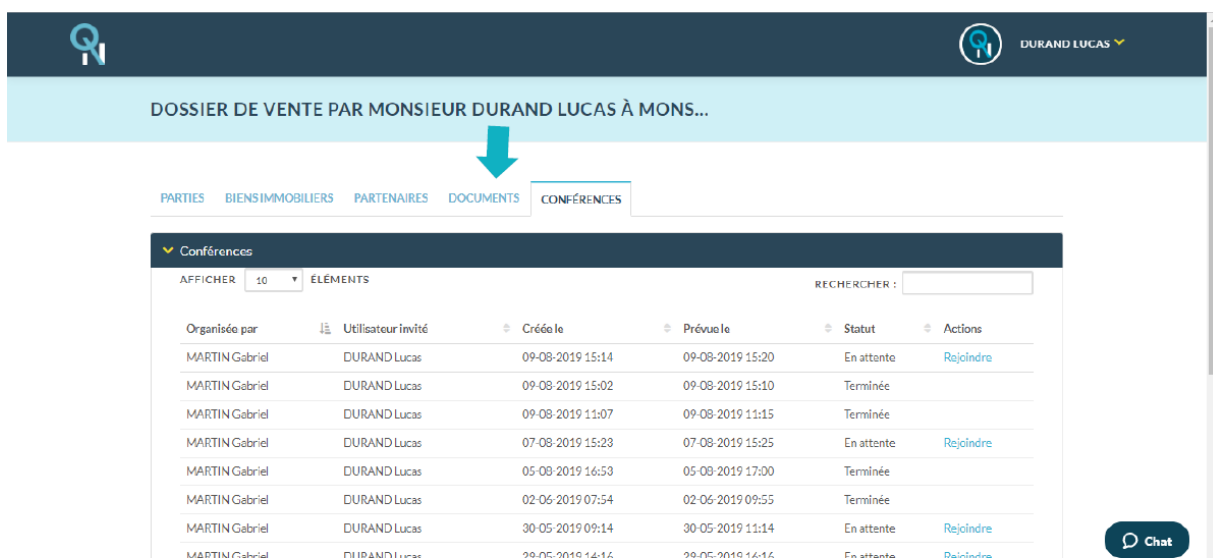


Vous avez signé le document avec succès ! Veuillez fermer cet onglet et revenir à la conférence.

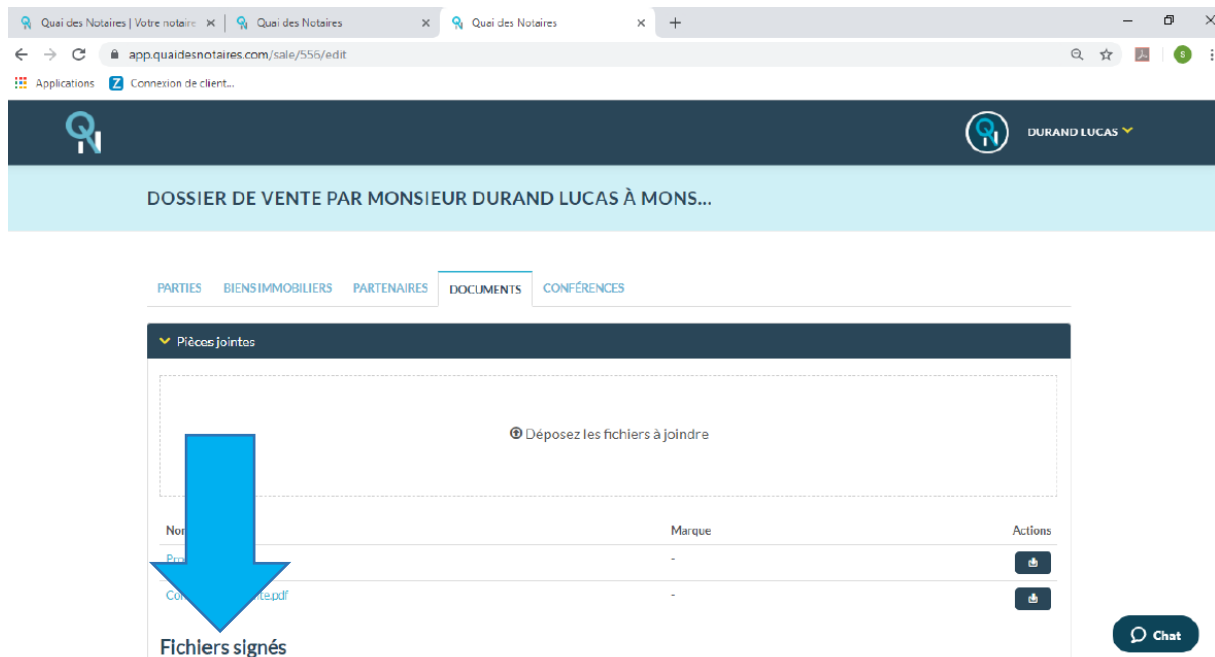


FOUTH STEP : CHECKING OF THE SIGNED DOCUMENT

To see the signed document, please [click on the tab "Documents"](#) in the corresponding file.

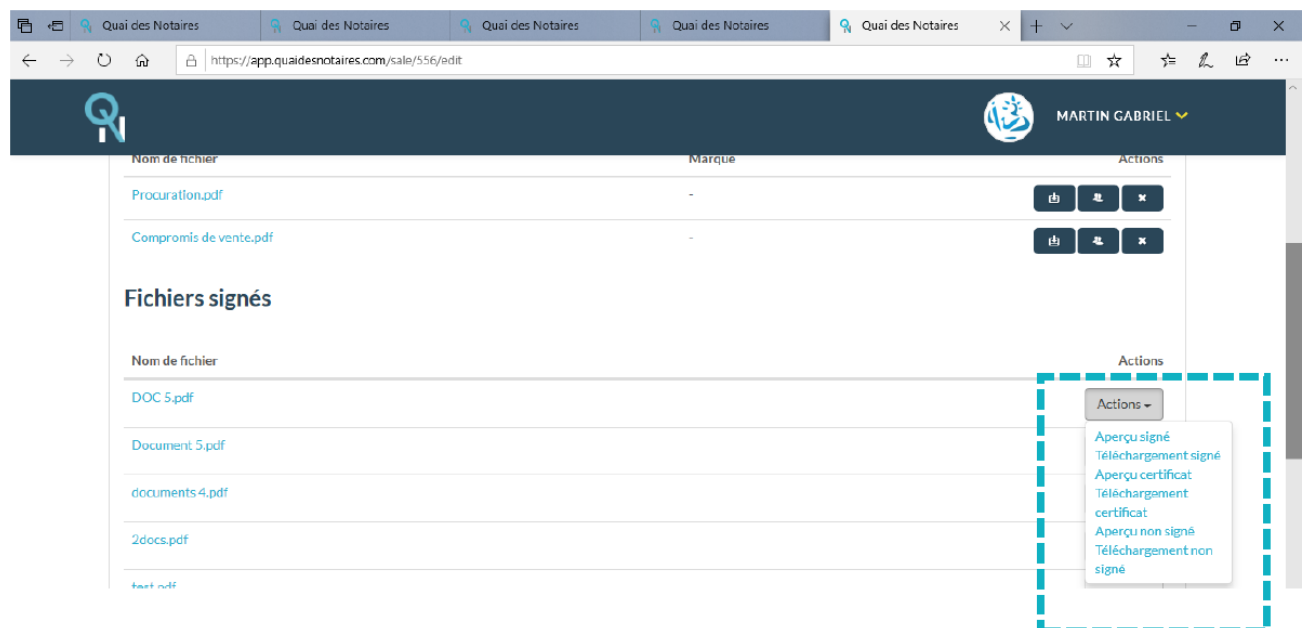


- The signed documents are put in the area called **“Fichiers signés”**



Click on the button **“Actions”** corresponding to your document, to see :

- The signed document
- The non signed document
- The signature certificate



For every further information, the Quai des notaires team stays at your disposal.

Feel free to contact our support service by chat in using the button from your Quai des notaires account, by e-mail : support@quaidenotaires.fr, or even by phone : 03.85.82.07.53