



English version

Step by step :

I'm preparing

a video signature (out of a
file)

Customer document

Requirements and set up :

Good to know : To use the Quai des notaires advanced signature, the following requirements listed below must be filled :

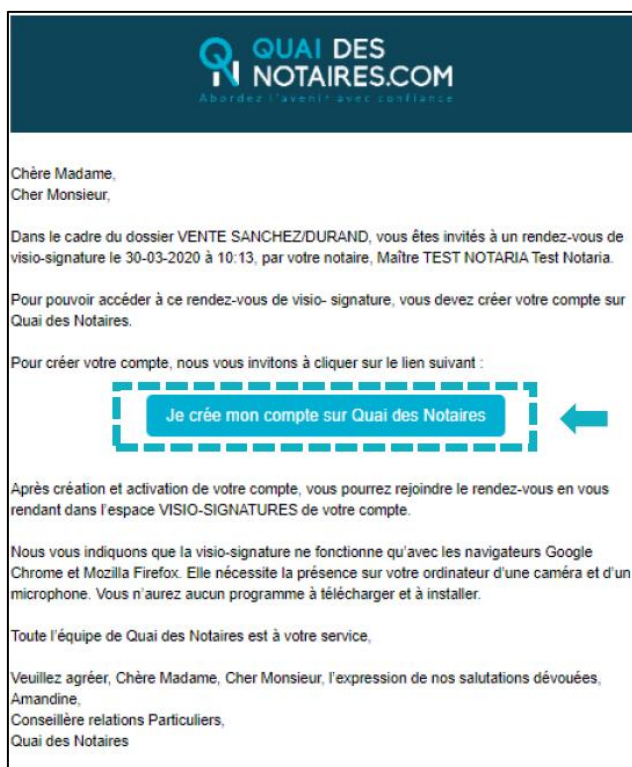
- A computer Windows or MAC, with a webcam
- Web browser by default : Google Chrome
- Good network connexion

In order to use the Quai des notaires' video signature on your computer, you will have to follow the process below :

FIRST STEP : CREATE AN ACCOUNT ON QUAI DES NOTAIRES

1 When your notary will have created an appointment for the video signature, you will receive by e-mail an invitation for “**un rendez-vous de visio signature**”.

In order to make the process of the signature ceremony easier, we advise you to create your account directly after having received the link by e-mail and by clicking on this link.



2 Create your account on Quai des Notaires by clicking on the button

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

You will be automatically directed on a window for the creation of your account. Your name, surname and e-mail address are automatically filled. You are 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 A confirmation e-mail has been sent to you. In order to activate your account, [click on the](#)

[Je m'identifie](#)

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 WITH YOUR NOTARY

1

The day of the appointment concerning the video signature, please connect you on your Quai des Notaires account in filling your e-mail address and your password of 8 characters.

Then, when you are connected, click on the tab

VISIO-SIGNATURES



2 Click on the button **REJOINDRE** related to the signature appointment.

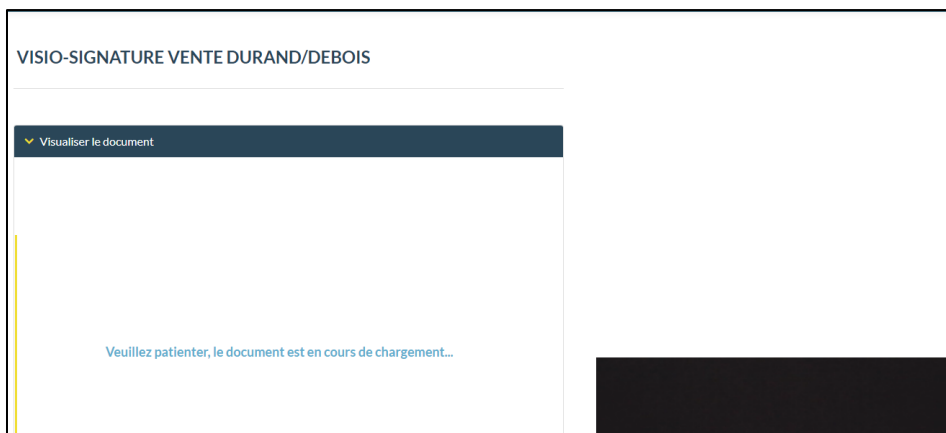


3 After having clicked on the button, a new window is appearing on your screen and the video is starting.

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.

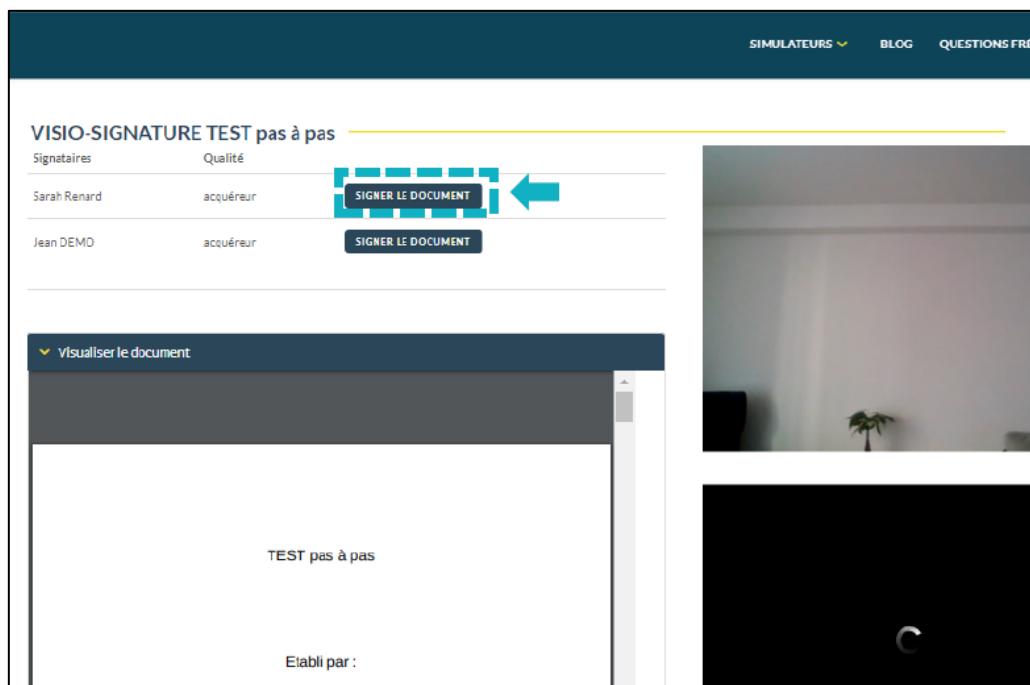
At that time, the reading of the document can be done with your notary.



4 After having read the document and having asked potential queries, you can sign the document by [clicking on the button](#) **SIGNER LE 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.



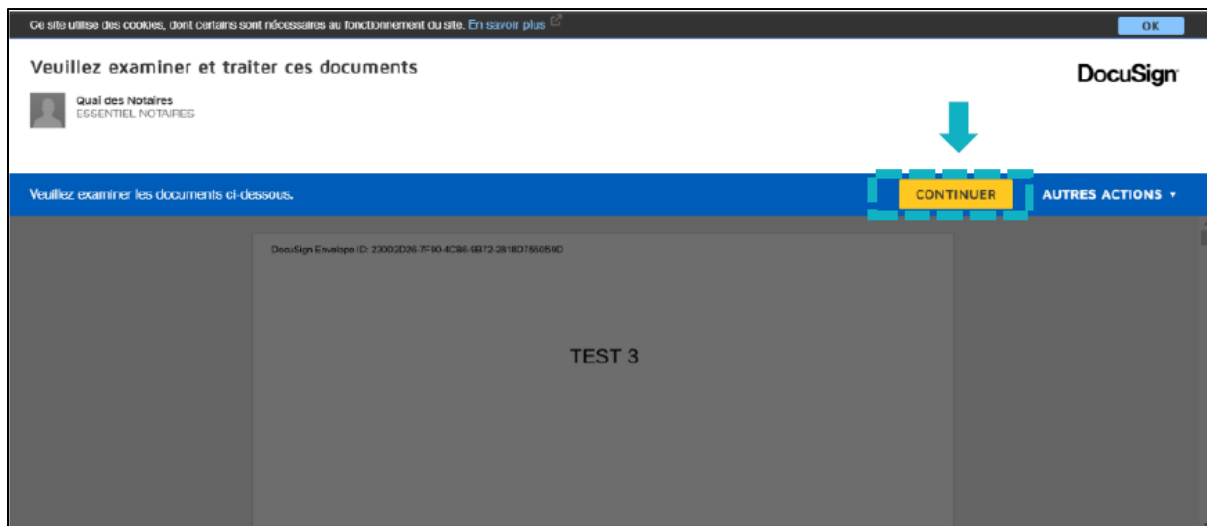
THIRD STEP : SIGNATURE WITH DOCUSIGN

- 1 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 :

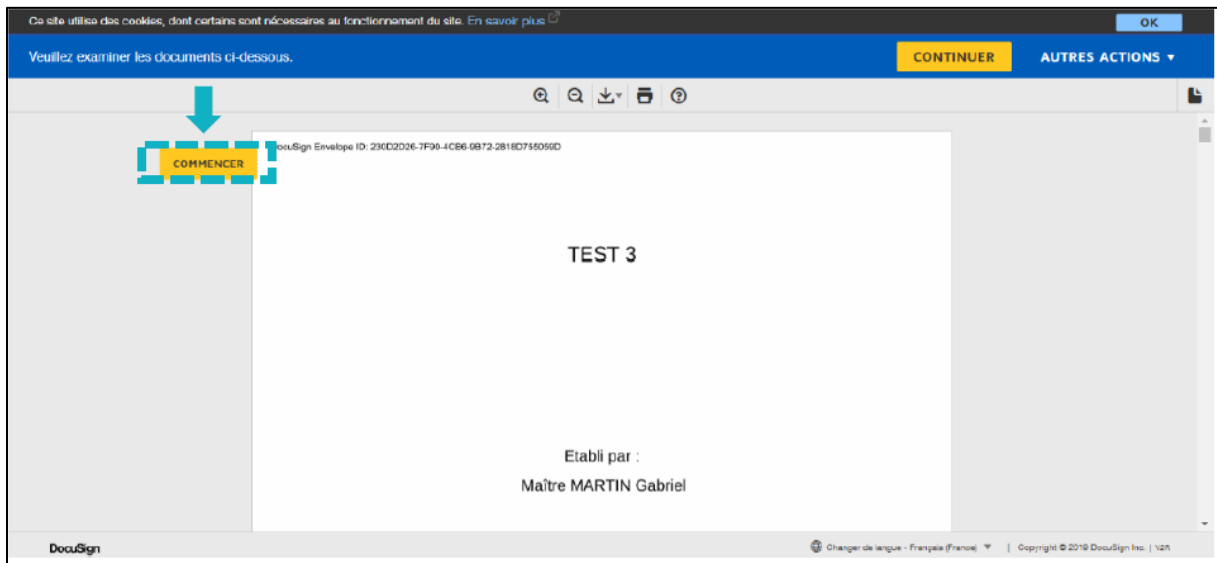


- 2 Click on the button 





Then, click on the button

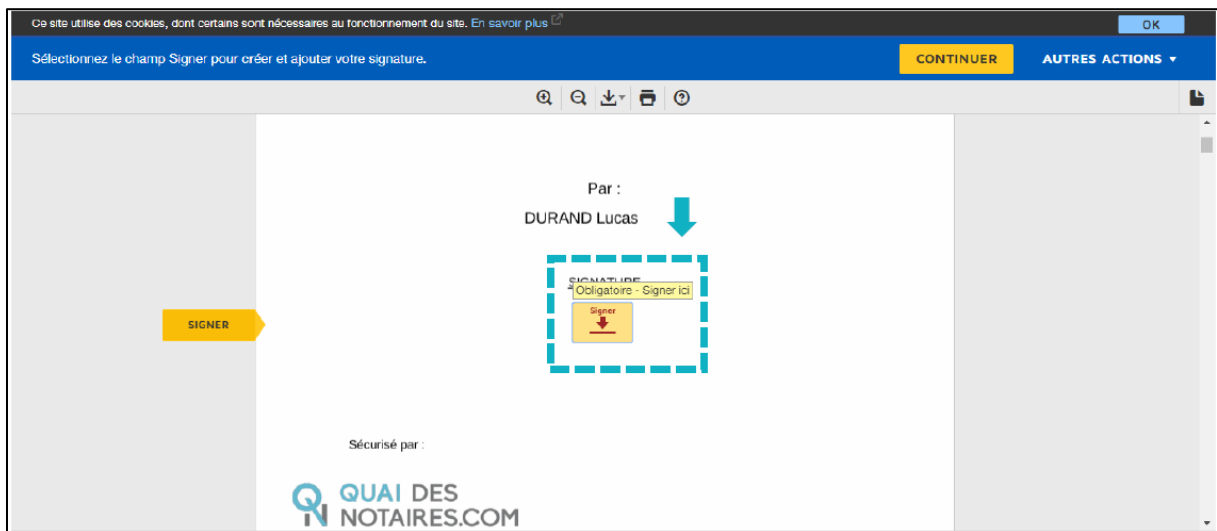


3

Click on the button



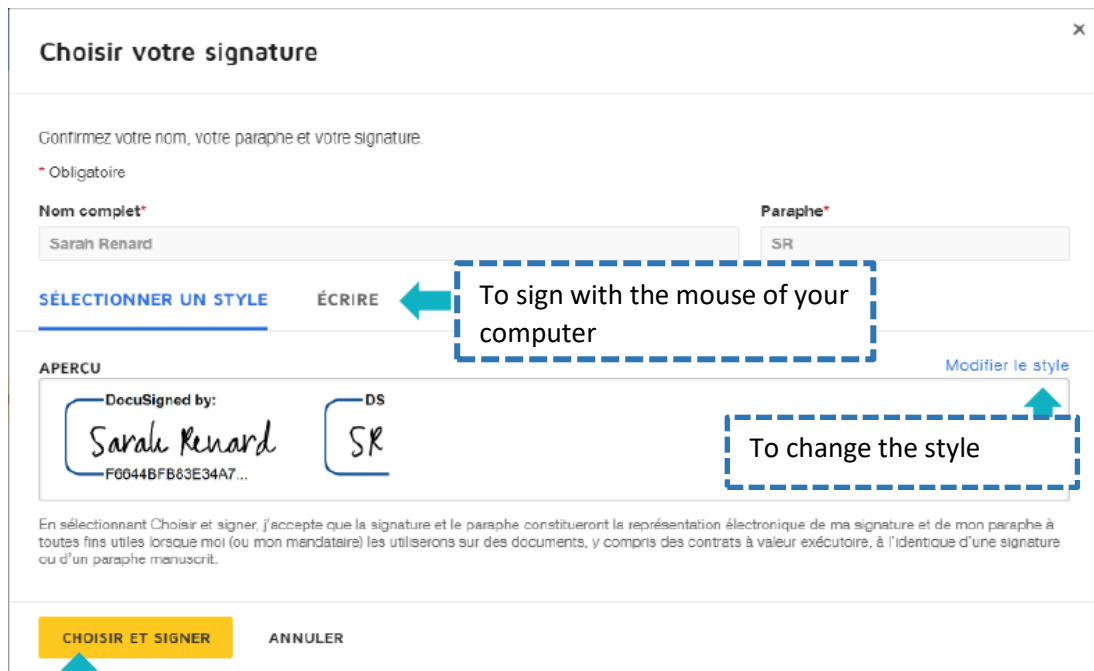
a first time and a second one.




4 The "DocuSign" tool proposes you different signature templates. You will also have to choose between :


- 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"

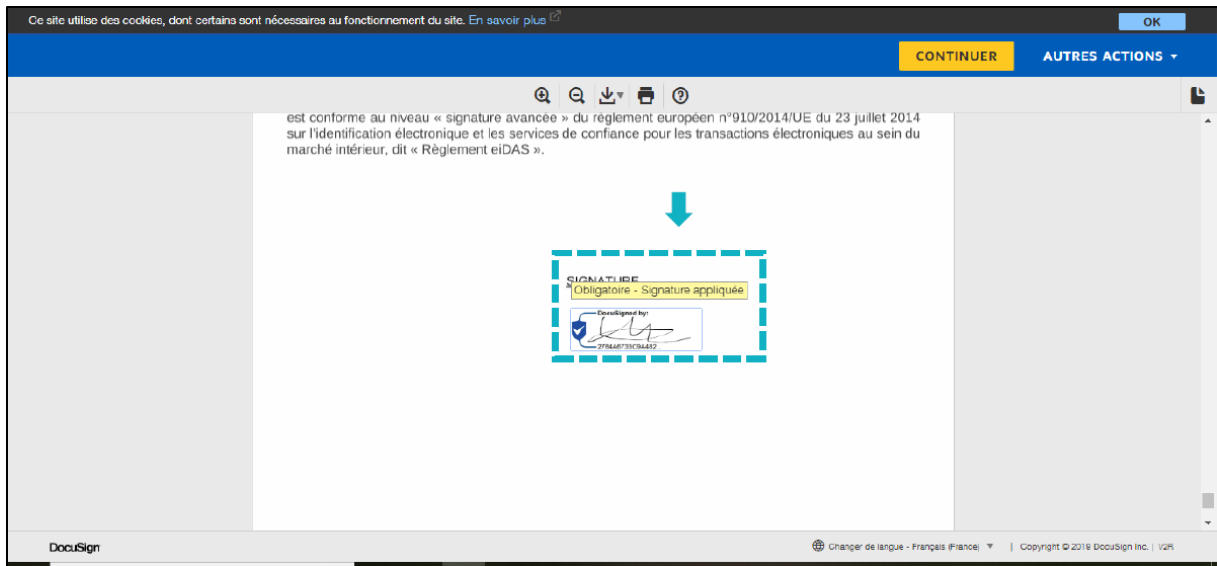
If your signature has already been generated during a last video signature, then it will be automatically implemented.



Click here for signing

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.



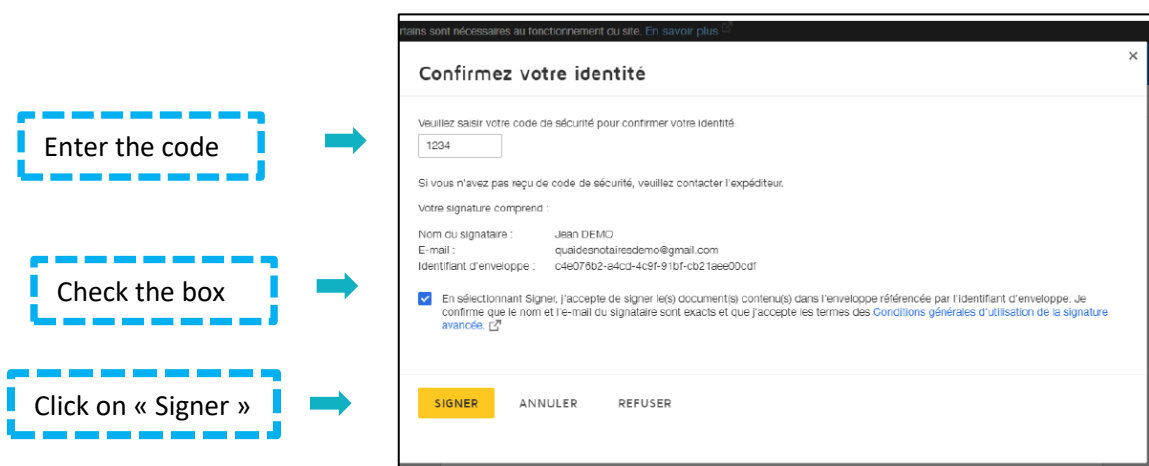
7 Click on the button **CONTINUER**

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**



FOURTH STEP : CHECKING OF THE SIGNED DOCUMENT

- 1 When you close the window, you are automatically directed to the tab **VISIO-SIGNATURES**

Click on the button **DOCUMENTS** related to the file.



You can also see :

- The signed documents (the first ones are related to each signatory signature, and the last one is the document which implements every signature of each signatory including the notary's one)
- The non-signed document
- The signature certificate corresponding to the signed document (the first ones are related to each signatory signature, and the last one is the document which implements every signature of each signatory including the notary's one)

Document(s) signé(s)			
Nom de fichier	Taille du fichier	Extension	Actions
Procuration pour vendre-signé.pdf	443.45 KB	pdf	VOIR TÉLÉCHARGER

Document(s) signé(s)			
Certificat de signature			
Nom de fichier	Taille du fichier	Extension	Actions
Procuration pour vendre-certificat.pdf	292.15 KB	pdf	VOIR TÉLÉCHARGER
Document(s) non signé(s)			

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@quaidesnotaires.fr