

# Remote signing of notarial deeds

## How to prepare for it

Considering the current public health emergency, your notary is exceptionally authorized to finalize a notarial deed remotely using technological means.

### How you can prepare for it.



## What do I need?

- A personal email address (not shared).  
→ If you don't have a personal email address, we recommend that you access the free <https://office.live.com> service, then click "No account? Create one!"
- Good quality Internet connection.
- A computer equipped with a camera and microphone.  
→ If your computer is not equipped with a camera and microphone, you will also need to use a smartphone or tablet equipped with a camera and microphone.
- Earphones or a headset with microphone to maintain confidentiality.
- If you are using a tablet, a smartphone or the Safari web browser on a Mac, the free Microsoft Teams app <https://teams.microsoft.com/downloads>. You don't need to create an account.
- A cellphone or landline to receive an authentication code. If you don't have either, please advise your notary so that he or she can find another solution with you.
- Two or three pieces of ID, including one photo ID.

# What's the process?

First, your notary will make sure to have fully understood your requirements, then send you a contract explaining his or her services and the costs for the services, and answer all your questions. Your notary will recommend solutions to provide you with sound legal advice and lastly he or she will prepare the draft deed. Then:

- 1** Your notary will set up a meeting by videoconference and explain the technology that will be used. Note that more than one videoconference session may be required, depending on the mandate entrusted to your notary.
- 2** Your notary will send you an email invite to “Join Microsoft Teams Meeting.” In such case, you must authorize your notary to share your email with the other videoconference participants, as applicable. Click on the link only at the scheduled appointment time.
- 3** Before starting the meeting, make sure you are in a quiet, confidential space and that your equipment and devices are working properly.

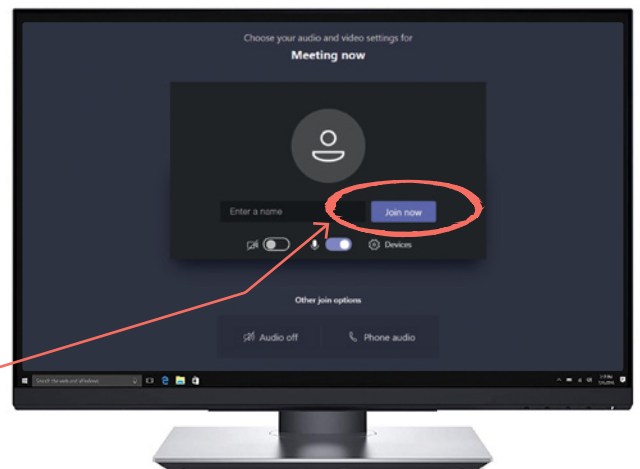
## **4** Join the Microsoft Teams meeting:


### IF YOU'RE USING A COMPUTER:

- Click “**Join on the web instead.**”
- Enter your name and make sure to switch on the camera and microphone using the button to the right of each icon, then click “**Join now.**”

### IF YOU'RE USING A MOBILE PLATFORM:

- Click “**Join as guest.**”
- Enter your full name, then click “**Join meeting.**”
- If you're asked to give access to your camera or microphone be sure to allow it.



 *If your image or the sound is not working, click on the “Devices” gear icon. A window will open on the right of the screen. Make sure the right speaker, microphone and camera are selected.*

## DURING THE VIDEOCONFERENCE, THE TASK BAR BELOW APPEARS ON SCREEN.



- On your computer, the **first box** indicates the time elapsed for the videoconference. In the mobile app, the time elapsed is indicated at the top of the screen.
- The **camera icon** with a bar across it means the camera is not turned on (the other participants cannot see you). To turn it on, click the camera icon.
- The **microphone icon** with a bar across it means the microphone is muted (the other participants cannot hear you). To unmute it, click the microphone icon.
- On the desktop version only: the **Share icon** (screen with arrow) allows you to share your computer screen with other participants.
- The **speech bubble icon** opens the messaging space with participants.
- The **people silhouette** allows you to see who is participating in the videoconference and to invite more participants.
- Lastly, the **red handset** allows you to end the videoconference.

**5** During the videoconference, the notary will proceed with the usual steps, such as ascertaining your identity.

As such, the notary can take screenshots for his or her records and ask you to move your piece of ID in front of the camera to check the security features.

Your notary will also make sure that there is no fraud or undue influence from a third party, and that you are giving your informed consent. As such, your notary might ask you if you are alone in the room and ask you to pan the camera around to see for him or herself.

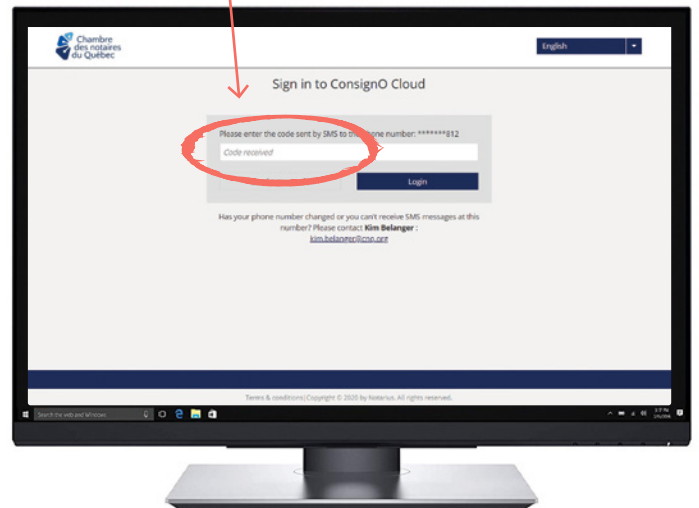
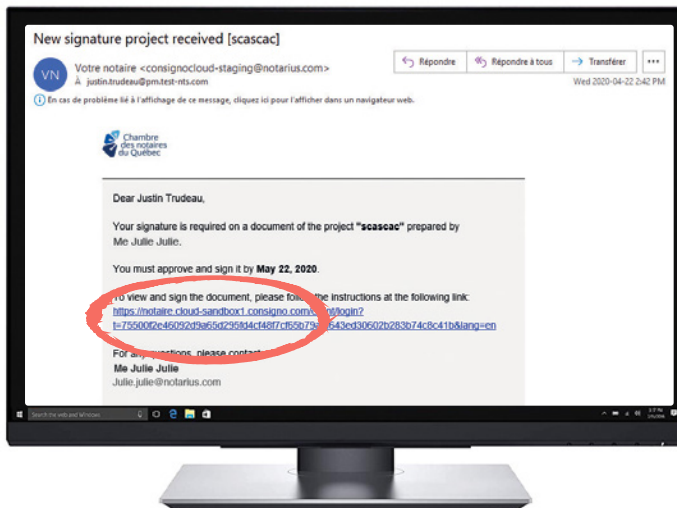
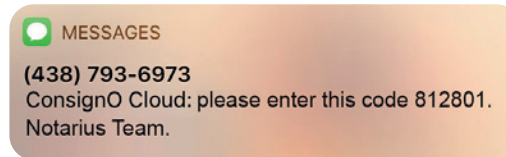


**6** Feel free to ask any questions or ask for further explanation. It is your notary's duty to ensure you fully understand everything.

**7** After the explanations and making the necessary verifications, your notary will start the signature process. Your notary will guide you through the various steps while accompanying you online.

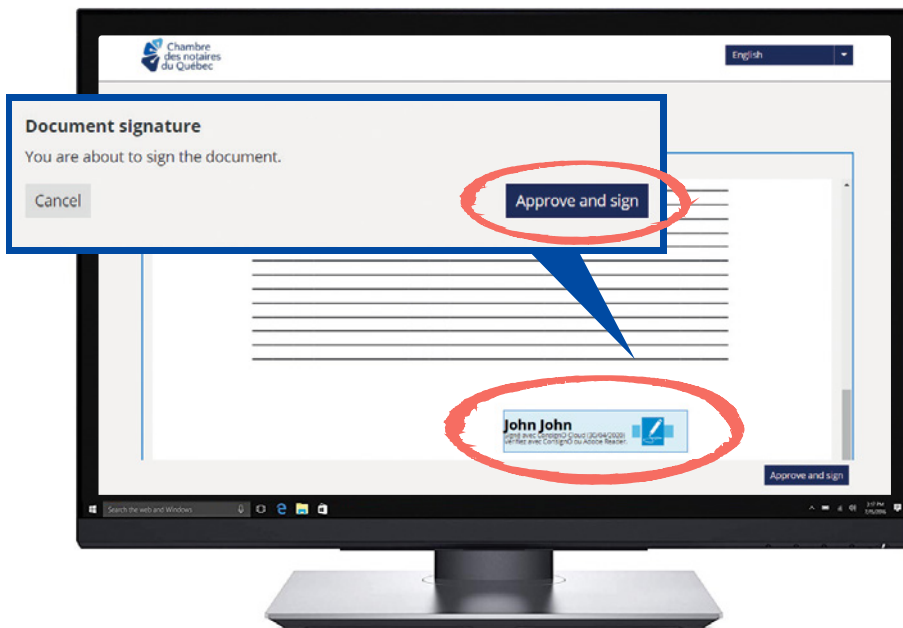
You will receive an email invite with the subject heading "New signature project received."

**8** In order to authenticate yourself, enter the code you received by text message, by phone or the password agreed upon with your notary.



**9** After completing the previous step, you can view and sign the draft deed. The notary will ask you to share your screen so that he or she may witness the process leading to the signing of the deed.

**A.** Go over the document until you see a blue square appear with your name.



**B.** To digitally sign the draft deed, click the **blue square** or click directly on the **“Approve and sign”** box at the bottom right of the window.

**C.** In the window that will open, do not enter any information in the personalization field, rather click directly on the **“Approve and sign”** box.

**D.** To finalize the signing process: read the terms of use then click **“I have read, understood and agreed to these Terms of Use.”**

Your notary can explain these terms to you as he or she will be online with you.

**That’s it, you’re done!  
Your notary will  
send you your  
certified true copy.**

