# How to create a business eSpace on MyGuichet.lu

First you have to register for MyGuichet.lu

Choose the LuxTrust device that you want to use to connect.

Click on the corresponding image.

(Most users have a Luxtrust Token, so that's what we'll use as an example)



Enter the User ID and Password of your Token

Click « Next ».



Connection to an online service of the State of Luxembourg

To access the MyGuichet.lu online service, you must authenticate by selecting your device.

#### Change the authentication mode



Connection to LuxTrust for authentication with session identifier 240761.

Press the button of your Token.

Enter the 6 numbers displayed on the screen of the Token.

Click « Authenticate ».

The image displayed on the screen needs to correspond with the one you chose earlier when activating your token.



To access the MyGuichet.lu online service, you must authenticate by selecting your device.

#### Change the authentication mode

Connection to LuxTrust for authentication with session identifier 727534.

Connection to an online service of the State of Luxembourg







Enter

- your email
- your national identification number

Click « Register »

	FR EN	DE
Pagistration		
registration     · : mandatory fields		
You provided a valid electronic certificate but you don't have access to the requested applications of the show form to provide the second sec	tion.	
Prease hill in the autove furth to register.		
Your forename *	Lea	
Your surname *	GUICHET	-6
Your email address *	lea_guichet.0guichet.1u	
Your identification number (Lux. "Matricule") * Legal notice		
	< Cancel Register	
		Z

A confirmation email will be sent to the email-adress you entered



#### Connection to an online service of the State of Luxembourg

#### Your registration request has been submitted.

Please check your mailbox

for an incoming message. You'll find in the message the information needed to validate your registration.

Please do not reply to this automatically generated email.

#### Back to login page

# To confirm the registration email, check your inbox.

Click on the link inside the email to confirm your registration

#### Your request for registration with a State Internet application

Please do not respond to this automatically generated e-mail.

You have just requested registration with an Internet application from the Centre des technologies de l'information de l'État. To complete the procedure and validate your registration, please click on the link below:

Click here to validate your registration

Note that the above link is only valid for a period of 72 hours. Limit is Wednesday 04/01/2020 10:47:12. If you cannot access the page through the link, please copy and paste the following URL in your browser's address bar :

https://saturn-test.cie.etat.lu/securityCode/SCServlet?code=APLX-4XPH-MPFH&xlang=en

On completion of your registration, a letter will be sent via the postal service marked with the following subject line: "Confirmation of your registration with a State Internet application" to the address below:

This address comes from the Registre National des Personnes Physiques. If the address is not correct, contact the Service du Registre Général des Personnes at the Centre des technologies de l'information de l'État at +352 247-82000. You will be told a procedure to follow to modify your personal information.

If you encounter technical difficulties, please contact the Helpdesk of the Centre des technologies de l'information de l'État at (+352) 247-81111.

Choose the device that you want to use to connect.

Click on the corresponding image.

Change the authentication mode	
Connection to LuxTrust for authentication with session identifier 240761.	<ul> <li>You need a luxemburgish ld-card with an activated certificate or a Luxtrust product. Visit the Luxtrust website to learn <u>how to get a Luxtrust product</u>.</li> <li>Select your device, then follow the instruction of the select product.</li> </ul>
PLEASE SELECT YOUR DEVICEImage: Device of the second s	
How to use the Luxembourgish Id-Card? Visit <u>www.eid.lu</u> . For more details about the use of Luxtrust devices, visit <u> www.luxtrust.lu</u> .	

Enter the User ID and Password of the Token

Click « Next ».



Connection to an online service of the State of Luxembourg

To access the MyGuichet.lu online service, you must authenticate by selecting your device.

#### Change the authentication mode





Press the button of your Token.

Enter the 6 numbers displayed on the screen of the Token.

Click « Authenticate ».



Connection to an online service of the State of Luxembourg

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Please accept the usage conditions. **Check the checkbox.** 

Click on « Register ».



# You are successfully registered with MyGuichet.lu

# You can now create your business eSpace

Accept the general terms and conditions of use.

Check « Accept the GTC »

Click « Confirm ».

MyGuichet.lu		Lea Guichet 👻 Help Log	uff
General terms and cond	itions of use		1
I. General terms and co	onditions of use of Guichet.lu		
Any person using the information, doc have accepted, all the provisions of the	uments, products, software and/or services (hereinafter collectively referred to ese general terms and conditions of use.	o as the "Services") offered by the website Guichet.Iu shall be deemed to be aware of, and to	
Definition and objective			
<ol> <li>Guichet.lu is a website run by the Lu administrative procedures which users</li> </ol>	exembourg Government (hereafter the "State"), to facilitate users' access to inf in need to complete with the State and communal administrations.	ormation pertaining to every stage of their life as private citizens and businesses, and simplify	
<ol> <li>Guichet.lu is aimed at two distinct u "Business" section). Each section is ma online. The MyGuichet.lu service is sul</li> </ol>	ser groups, which are clearly differentiated by two sections, one of which relat de up of two parts: a purely informative part and a transactional part ("MyGui oject to its own terms and conditions of use.	es to private individuals (the "Citizens" section) and the other to professional persons (the chet.lu") in which users may deal with all or some of their administrative matters directly	
3. Use of Guichet.lu is free of charge.			
Obligations of the user			
<ol> <li>Guichet.lu is accessible via the inter secure computer configuration.</li> </ol>	net. The user declares that they are aware of the risks involved and accepts the	ose risks. They must guard against the effects of computer hacking by adopting a suitable and	
5. The State accepts no liability for any websites to which it links.	loss or damage the user may suffer, directly or indirectly, in connection with b	rowsing Guichet.lu or using the services which it offers, or from accessing any of the other	
79. Insofar as possible, the Guiche	we will endeavour to answers all questions or comments in the user's own l	anguage.	
Help 2			
Help	About this site		
Contact	Legal notice		
	Accessibility		
renow Copyright			

## Click « Create a business eSpace »

Aanage my eSpaces	S	
	-	
Private eSpaces		Business eSpaces
Create your private eSpace	e for your personal administrative procedures. <u>More informa</u> /ate eSpace	to Create your business eSpace on MyGuichet and invite other users to join while you remain the administrator of the eSpace. <u>More information</u>
		Create a business espace
Delete your private eSpace	e and all its components. <u>More information</u>	Merge two business eSpaces in order to gather all your procedures in one work space. More information
		And the set of the set
		Delete a business eSpace of which you are the administrator. <u>More information</u>
		Delete a business eSpace
Help		
Help	About this site	
Contact	Legal notice	
	Accessibility	

Name your eSpace.

Enter your company information.

Check that your user information is correct.

Business eSpace			1	
Name of the	business eSpace *:	Business eSpace of Lea	0	
nformation sheet on 1	the legal person			
Company name /	Corporate name :	Leas Online Guichet.lu	0	
	RCS number:		0	
	VAT number:		0	
our user information	Name:	Guichet	3	
/our user information	Name: First name:	Guichet Lea	3	
Your user information	Name: First name: Your email *:	Guichet Lea lea.guichet@guichet.lu	<b>3</b>	
Confirm Cancel	Name: First name: Your email *:	Guichet Lea lea.guichet@guichet.lu	2	
Confirm Cancel	Name: First name: Your email •:	Guichet Lea lea.guichet@guichet.lu	2	

You have now created your business eSpace.

You are now ready to fill in your procedure.

