

How to create a business eSpace on
MyGuichet.lu

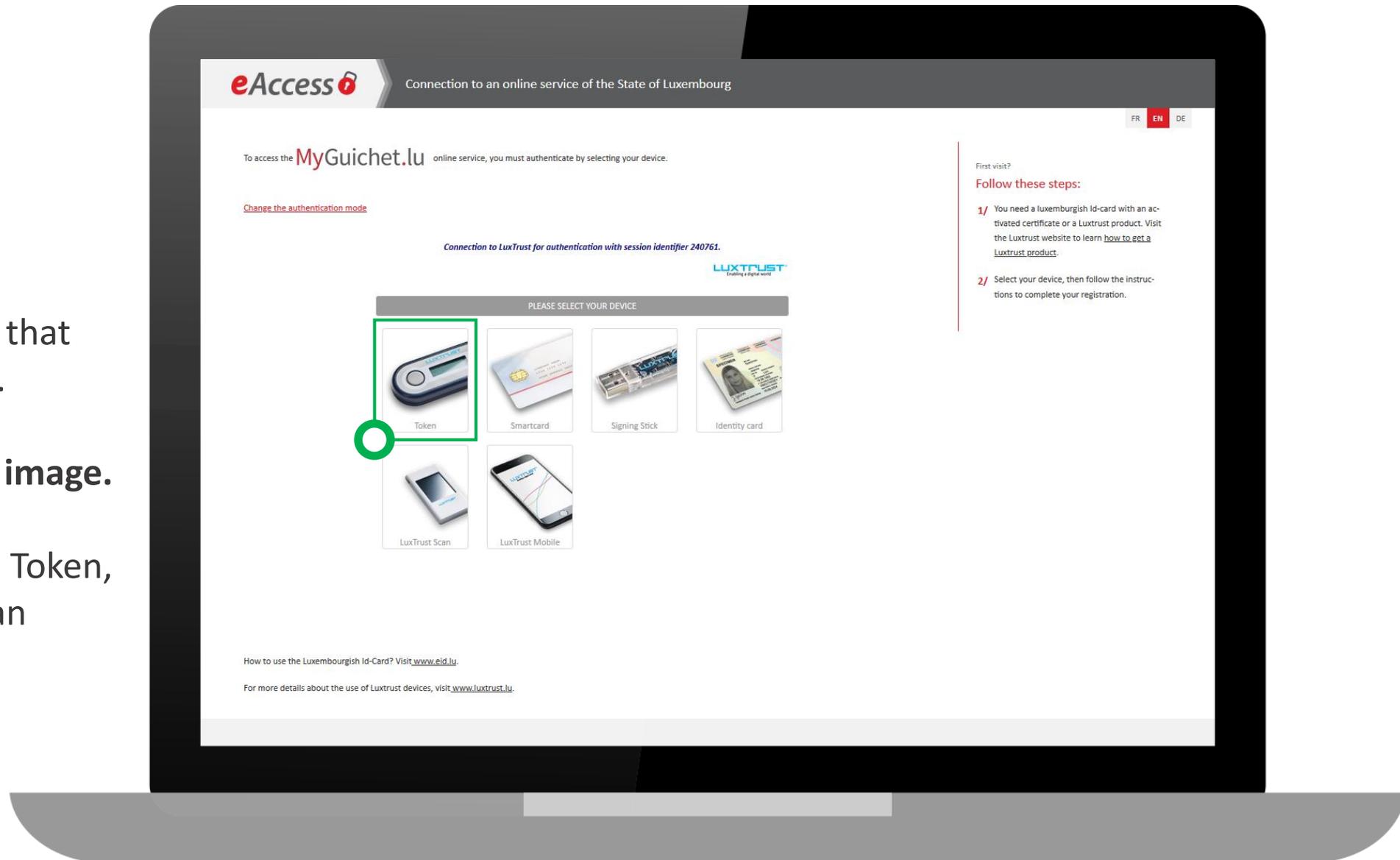
First you have to register for
MyGuichet.lu

1

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

Click on the corresponding image.

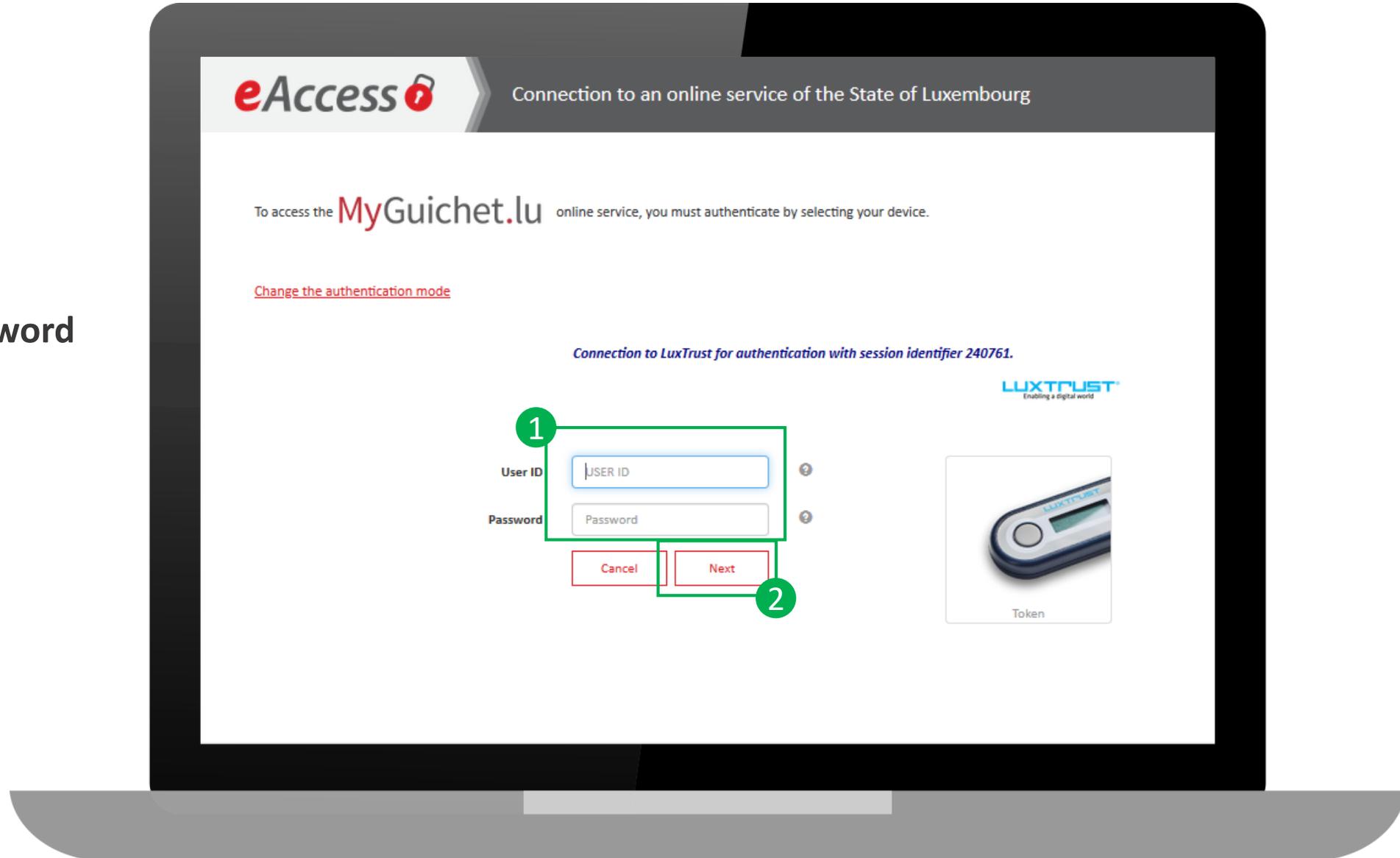
(Most users have a Luxtrust Token, so that's what we'll use as an example)



2

Enter the User ID and Password
of your Token

Click « Next ».



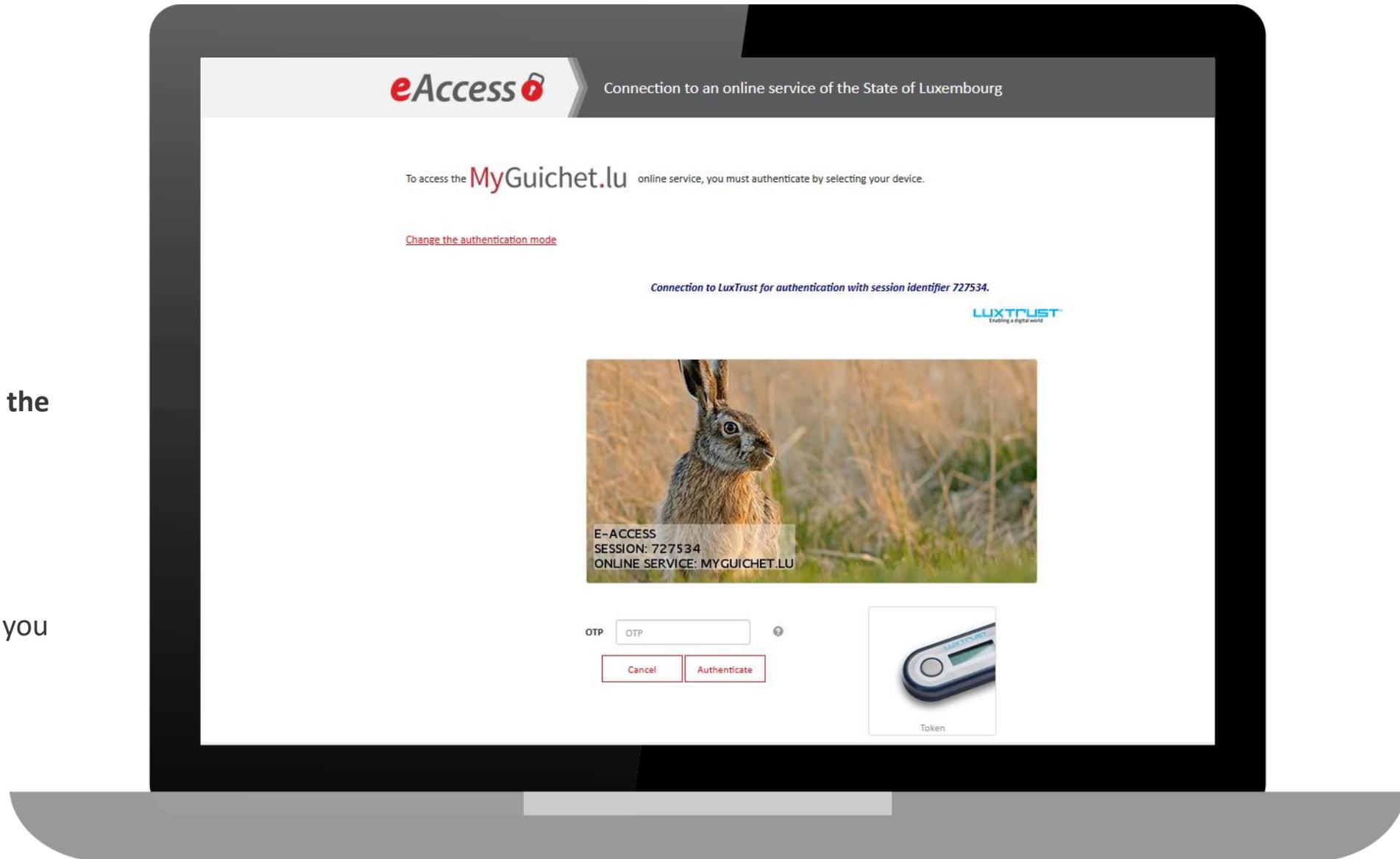
3

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.



4

Enter

- your email
- your national identification number

Click « Register »

eAccess  Connection to an online service of the State of Luxembourg

FR EN DE

Registration

• mandatory fields

You provided a valid electronic certificate but you don't have access to the requested application.
Please fill in the above form to register.

Your forename *

Your surname *

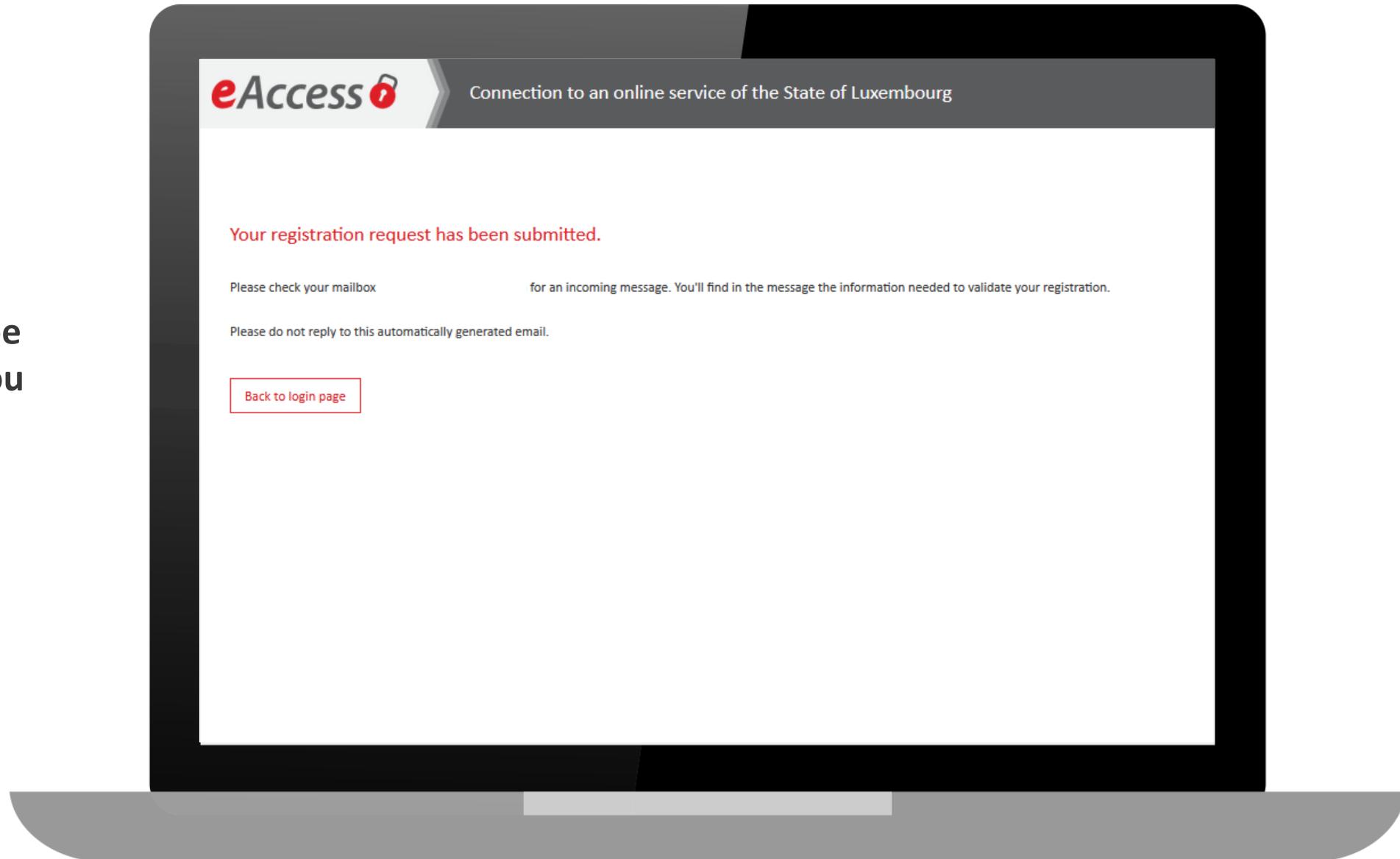
Your email address *

Your identification number (Lux. "Matricule") *

[Legal notice](#)

5

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



To confirm the registration email,
check your inbox.

1

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>

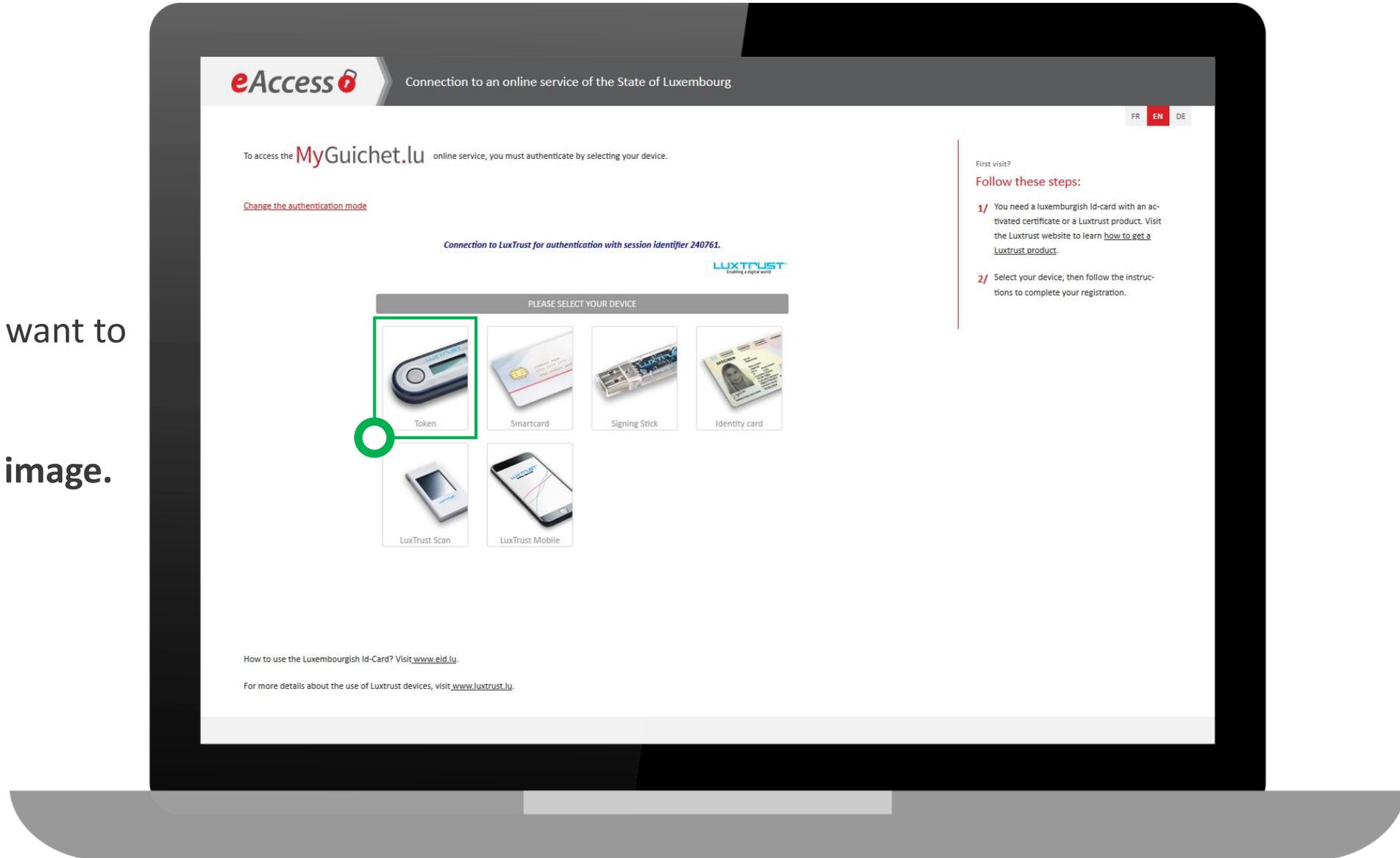
On completion of your registration, a letter will be sent via the postal service marked with the following subject line: "Confirmation of your registration with a State Internet application" to the address below:

*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.*

2

Choose the device that you want to use to connect.

Click on the corresponding image.



First visit?

Follow these steps:

- 1/ You need a Luxembourgish Id-card with an activated certificate or a Luxtrust product. Visit the Luxtrust website to learn [how to get a Luxtrust product](#).
- 2/ Select your device, then follow the instructions to complete your registration.

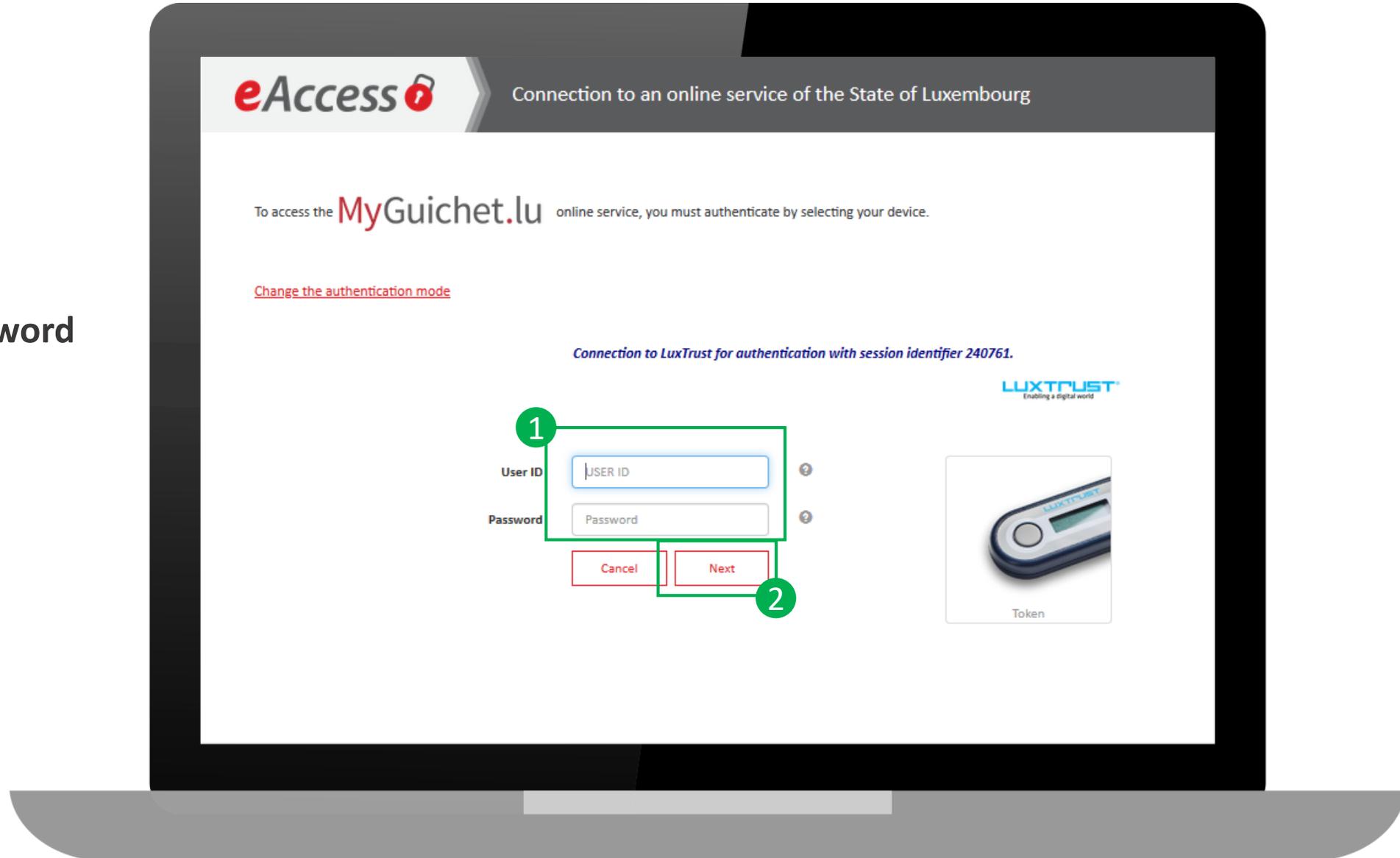
How to use the Luxembourgish Id-Card? Visit www.eid.lu.

For more details about the use of Luxtrust devices, visit www.luxtrust.lu.

3

Enter the User ID and Password of the Token

Click « Next ».

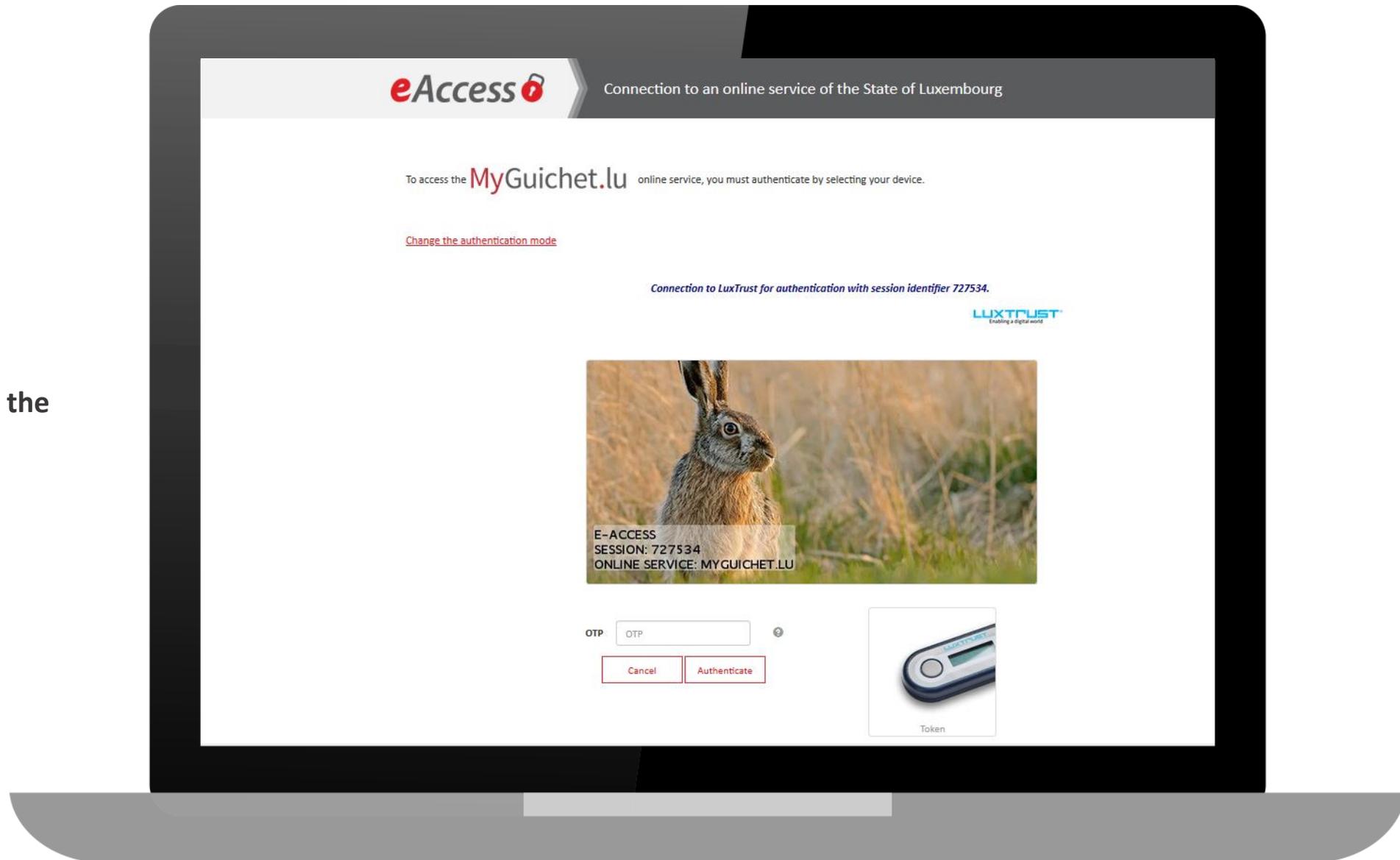


4

Press the button of your Token.

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

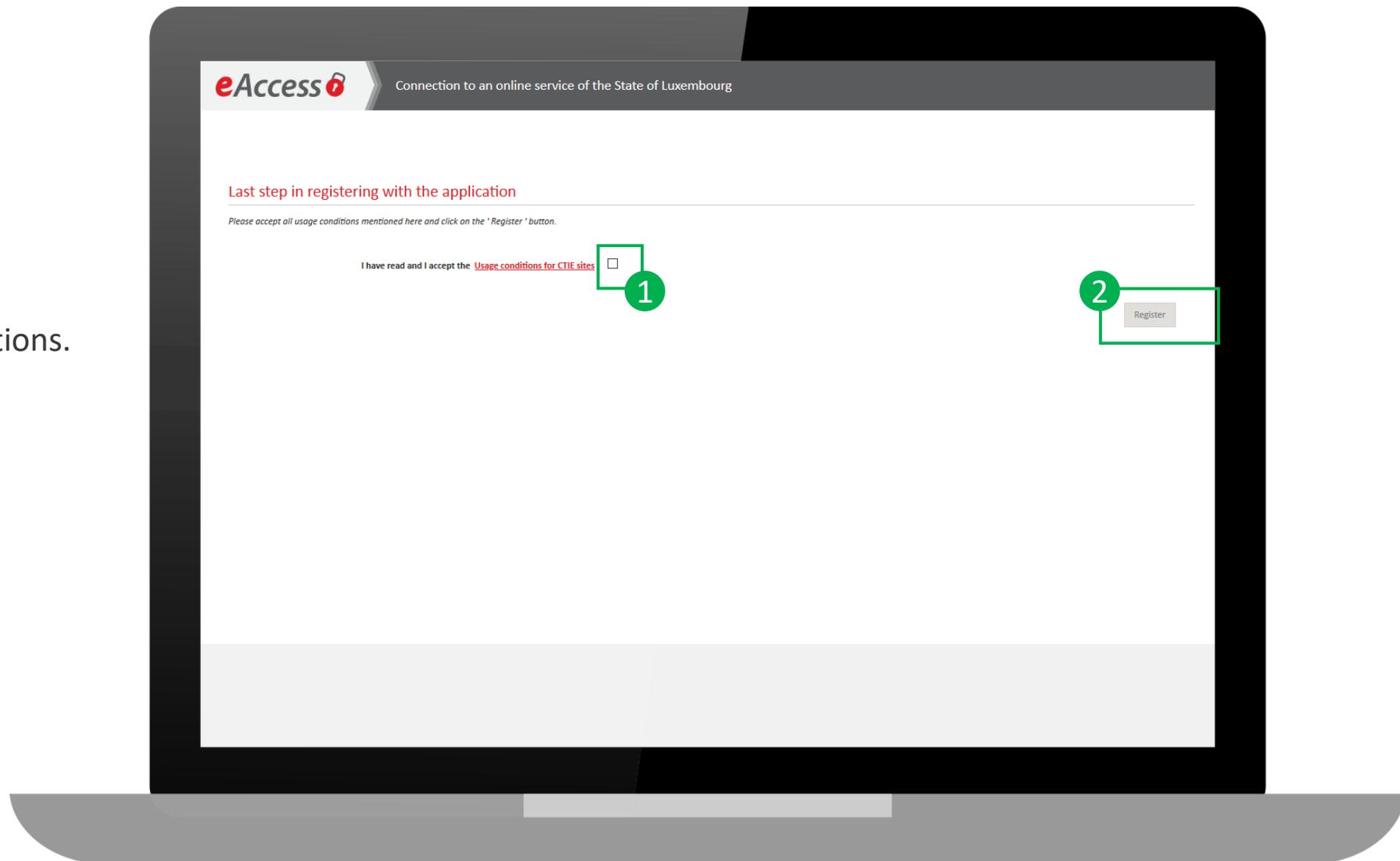
Click « Authenticate ».



5

Please accept the usage conditions.
Check the checkbox.

Click on « Register ».



You are successfully registered with
MyGuichet.lu

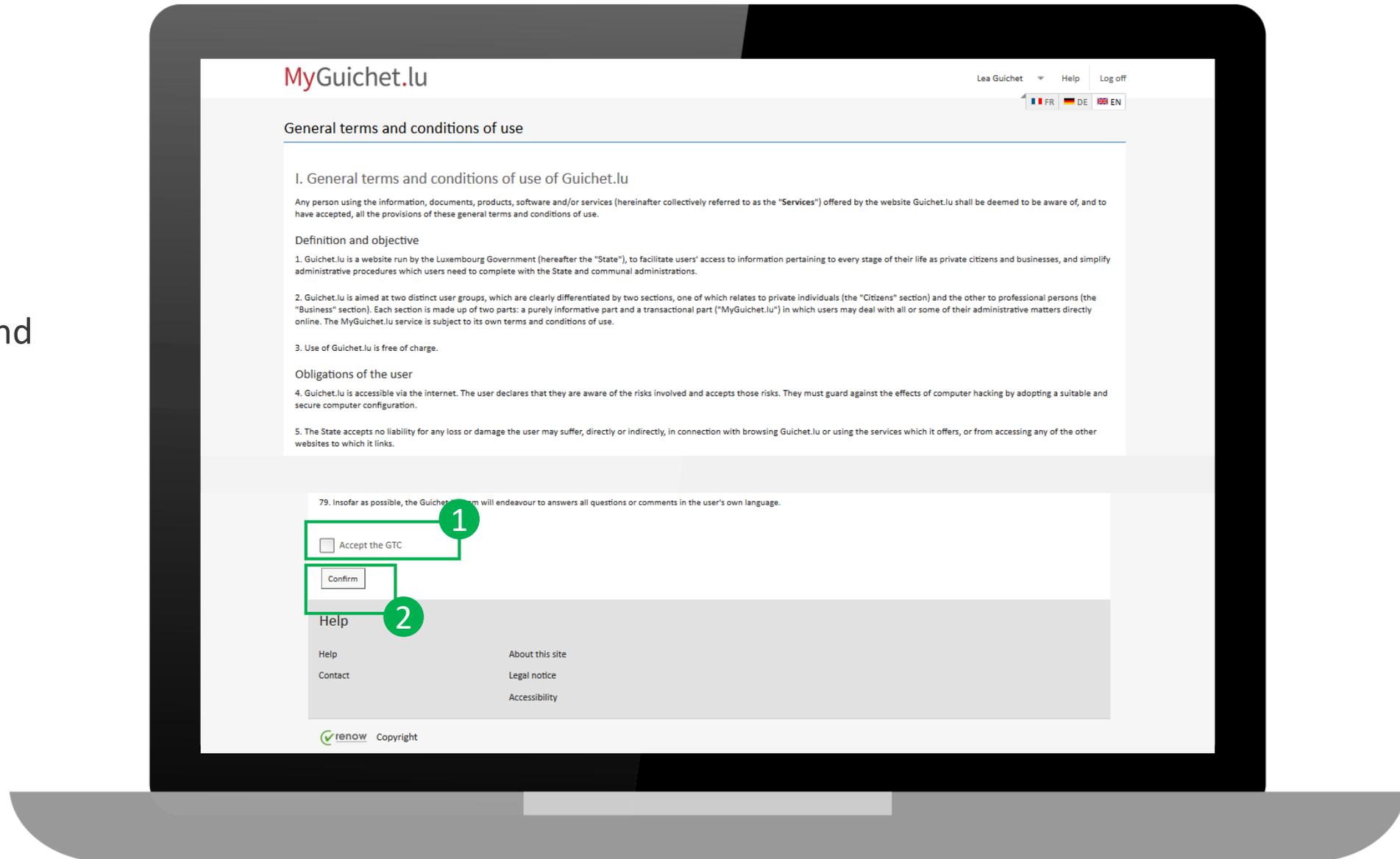
You can now create your business
eSpace

1

Accept the general terms and conditions of use.

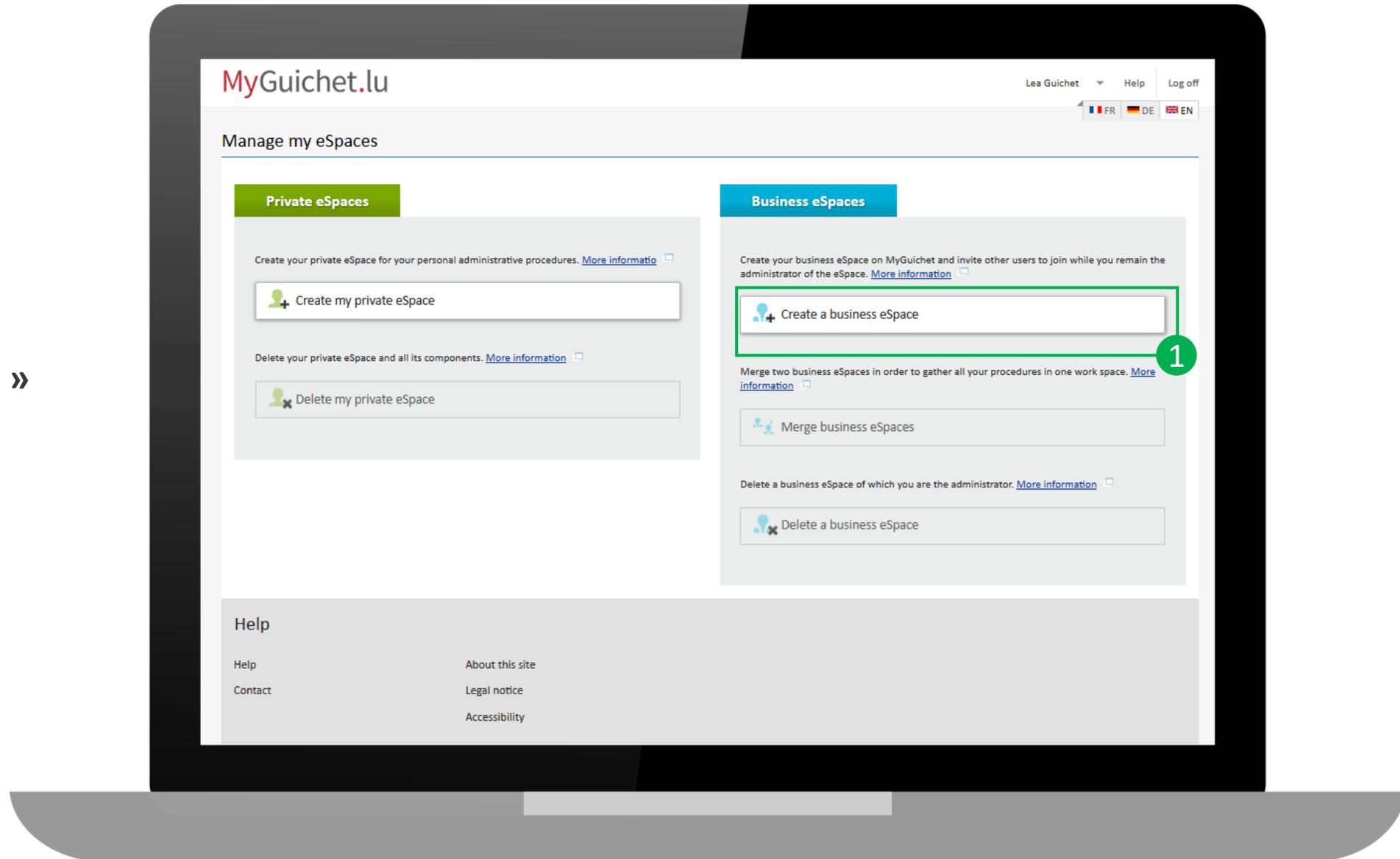
Check « Accept the GTC »

Click « Confirm ».



2

Click
« Create a business eSpace »



3

Name your eSpace.

Enter your company information.

Check that your user information is correct.

MyGuichet.lu

Lea Guichet Help Log off

FR DE EN

Creation of a business eSpace

Business eSpace 1

Name of the business eSpace *: Business eSpace of Lea ?

Information sheet on the legal person 2

Company name / Corporate name *: Leas Online Guichet.lu ?

RCS number: ?

VAT number: ?

Your user information 3

Name: Guichet

First name: Lea

Your email *: lea.guichet@guichet.lu ?

Confirm Cancel

* Mandatory field

Help

You have now created your
business eSpace.

1

You are now ready to fill in your procedure.

The screenshot displays the MyGuichet.lu Business eSpace interface. At the top, the user is identified as 'Lea Guichet' with options for 'Help' and 'Log off'. The user's name 'Beruflicher Bereich von Lea' is shown in the header. The main navigation bar includes 'My procedures', 'My documents', 'Procedures catalogue', 'My business data', and 'Messages'. The 'My procedures' section is active, showing options to 'Initiate a new administrative procedure' (with a 'Select a procedure' button highlighted by a green box) and 'Submit a completed document'. Below this, there is a 'Monitor my administrative procedures' section with a table showing 0 procedures. The table has columns for 'Updated', 'Name', 'Status', 'Ref.', and 'Contributor'. On the right side, there are sections for 'Frequent procedures' (with a note 'No frequent procedures available.') and 'News on guichet.lu' containing several news items with checkboxes.