

Are you already a
MyGuichet.lu user?

Do you want to create
a business eSpace?

1

Connect to MyGuichet.lu

The screenshot shows the eAccess website interface for connecting to MyGuichet.lu. At the top, the eAccess logo is on the left, and the text "Connection to an online service of the State of Luxembourg" is on the right. Language options for FR, EN, and DE are in the top right corner. The main content area includes a heading "To access the MyGuichet.lu online service, you must authenticate by selecting your device." Below this is a link "Change the authentication mode" and a specific instruction: "Connection to LuxTrust for authentication with session identifier 240761." The LuxTrust logo is displayed. A section titled "PLEASE SELECT YOUR DEVICE" contains six options: Token, Smartcard, Signing Stick, Identity card, LuxTrust Scan, and LuxTrust Mobile. At the bottom, there are two informational links: "How to use the Luxembourgish Id-Card? Visit [www.eid.lu](\"http://www.eid.lu\")." and "For more details about the use of Luxtrust devices, visit [www.luxtrust.lu](\"http://www.luxtrust.lu\")."

eAccess

Connection to an online service of the State of Luxembourg

FR EN DE

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.

LUXTRUST
Trusting a digital world

PLEASE SELECT YOUR DEVICE

Token Smartcard Signing Stick Identity card

LuxTrust Scan LuxTrust Mobile

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

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

2

Access the eSpaces management section.

The screenshot displays the MyGuichet.lu website interface. At the top, the logo 'MyGuichet.lu' is visible, along with user information 'Lea Guichet' and 'Private eSpace'. A green box with the number '1' highlights the 'Lea Guichet' dropdown menu. Below the navigation bar, the 'My procedures' section is active. It features two main options: 'Select a procedure' (among all the procedures in the catalogue) and 'Submit a completed document' (in PDF or XML format). Below these, there is a section to 'Monitor my administrative procedures' with a filter menu (All, In preparation, Sent, More) and a search bar. A table with columns 'Updated', 'Name', 'Status', 'Ref.', and 'Contributor' is shown, currently displaying 'No procedure(s)'. On the right side, there are sections for 'Frequent procedures' (with a note 'No frequent procedures available.') and 'News on guichet.lu' containing a list of news items with links and checkboxes.

1

MyGuichet.lu

Lea Guichet

Private eSpace

FR DE EN

My procedures My documents Procedures catalogue My data My messages Profile of Danièle Thielen

My procedures

Initiate a new administrative procedure

Select a procedure
among all the procedures in the catalogue

Submit a completed document
in PDF or XML format

Monitor my administrative procedures

All In preparation Sent More

0 procedure(s)

Updated	Name	Status	Ref.	Contributor
No procedure(s)				

1

Frequent procedures

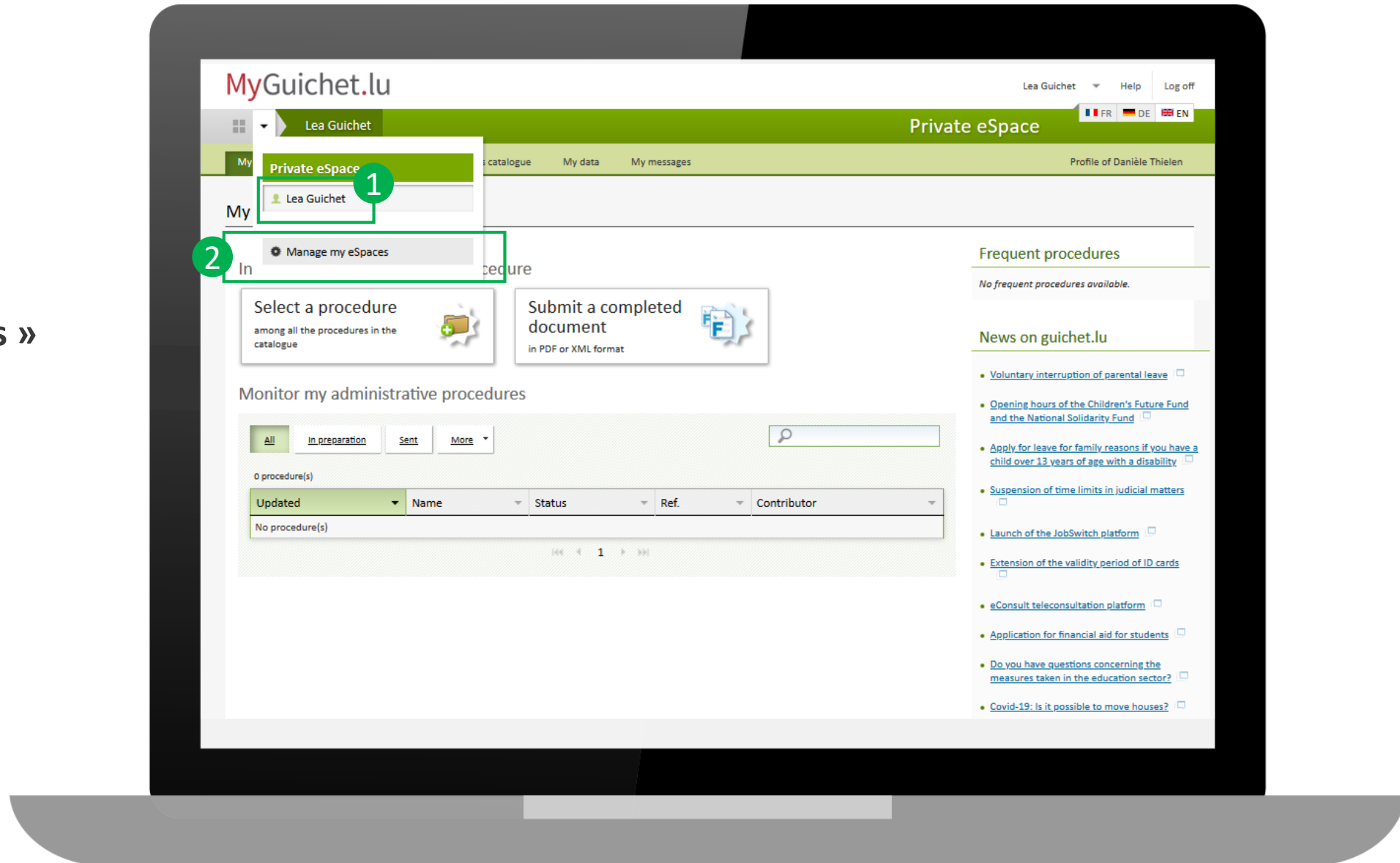
No frequent procedures available.

News on guichet.lu

- Voluntary interruption of parental leave
- Opening hours of the Children's Future Fund and the National Solidarity Fund
- Apply for leave for family reasons if you have a child over 13 years of age with a disability
- Suspension of time limits in judicial matters
- Launch of the JobSwitch platform
- Extension of the validity period of ID cards
- eConsult teleconsultation platform
- Application for financial aid for students
- Do you have questions concerning the measures taken in the education sector?
- Covid-19: Is it possible to move houses?
- Covid-19: your monthly appointments with ADEM are suspended
- Compulsory registration for health professionals on GovJobs

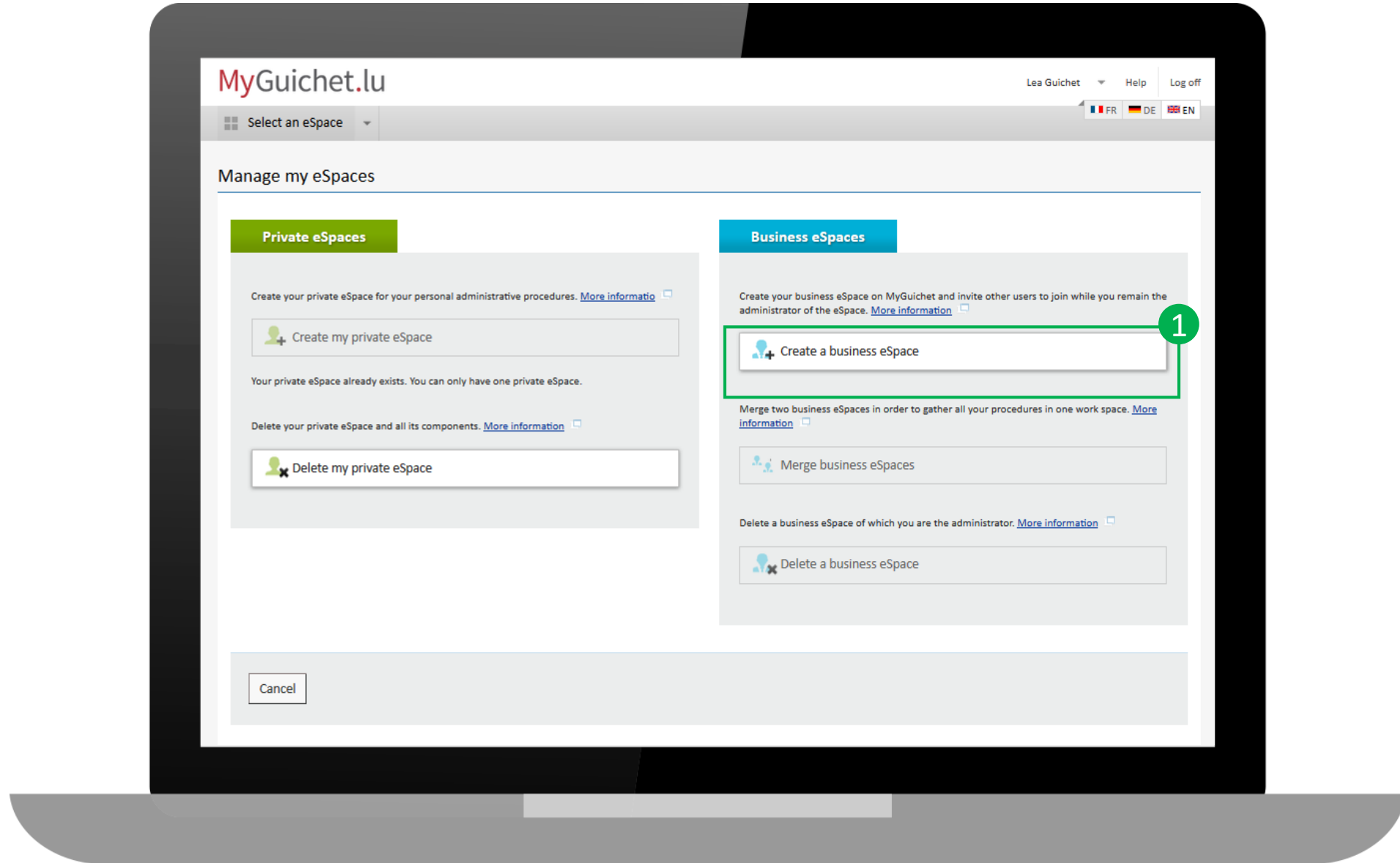
3

Click « Manage my eSpaces »



4

Click on
«Create a business eSpace »



5

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

Name of the business eSpace *: Business eSpace of Lea

Information sheet on the legal person

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

RCS number:

VAT number:

Your user information

Name: Guichet

First name: Lea

Your email *: lea.guichet@guichet.lu

Confirm Cancel

* Mandatory field

Help

You have 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 logo 'MyGuichet.lu' is visible on the left, and user information 'Lea Guichet', 'Help', and 'Log off' are on the right. Below this, a navigation bar shows 'Beruflicher Bereich von Lea' and 'Business eSpace'. A secondary navigation bar includes 'My procedures', 'My documents', 'Procedures catalogue', 'My business data', and 'Messages'. The main content area is titled 'My procedures' and features a section for 'Initiate a new administrative procedure'. This section contains two primary actions: 'Select a procedure among all the procedures in the catalogue' (highlighted with a green box) and 'Submit a completed document in PDF or XML format'. Below these is a 'Monitor my administrative procedures' section with a filter menu (All, In preparation, Sent, More) and a search bar. A table below shows 0 procedures with columns for Updated, Name, Status, Ref., and Contributor. On the right side, there are sections for 'Frequent procedures' (noting no frequent procedures are available) and 'News on guichet.lu' with a list of news items.

MyGuichet.lu

Lea Guichet Help Log off

Beruflicher Bereich von Lea Business eSpace

My procedures My documents Procedures catalogue My business data Messages Management of Business eSpace of Lea

My procedures

Initiate a new administrative procedure

Select a procedure among all the procedures in the catalogue

Submit a completed document in PDF or XML format

Monitor my administrative procedures

All In preparation Sent More

0 procedure(s)

Updated	Name	Status	Ref.	Contributor
No procedure(s)				

Frequent procedures

No frequent procedures available.

News on guichet.lu

- Short-time working in the event of force majeure related to the coronavirus: online application available!
- Voluntary interruption of parental leave
- Apply for leave for family reasons if you have a child over 13 years of age with a disability
- State guarantee scheme for new bank loans for companies
- Suspension of time limits in judicial matters
- Launch of the JobSwitch platform
- eConsult teleconsultation platform
- Emergency fund for very small businesses and self-employed persons
- OCEIT: internal compliance programme: guidelines for Luxembourg exporters
- Covid-19: is it possible to move houses?