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 ».
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.
Enter
• your email
• your national identification number

Click « Register »
A confirmation email will be sent to the email-address you entered.
To confirm the registration email, check your inbox.
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:


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.
Enter the User ID and Password of the Token

Click « Next ».
Press the button of your Token.

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

Click « Authenticate ».
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 ».
2
Click « Create a business eSpace »
3

Name your eSpace.

Enter your company information.

Check that your user information is correct.
You have now created your business eSpace.
You are now ready to fill in your procedure.