

A man with a beard and short hair, wearing a green t-shirt, is looking at a laptop screen. The background shows a home office with a wooden shelf holding books and a small plant. A red semi-transparent banner is overlaid on the bottom half of the image.

Add an online service, a theme or a
body to my favourites

MyGuichet.lu

In this tutorial, we will explain to you how to **add an online service, a theme or body to your favourites**, whether in the browser version or in the mobile application of MyGuichet.lu.



What would you like to add to your favourites?

Online service
(data or procedure)



Theme

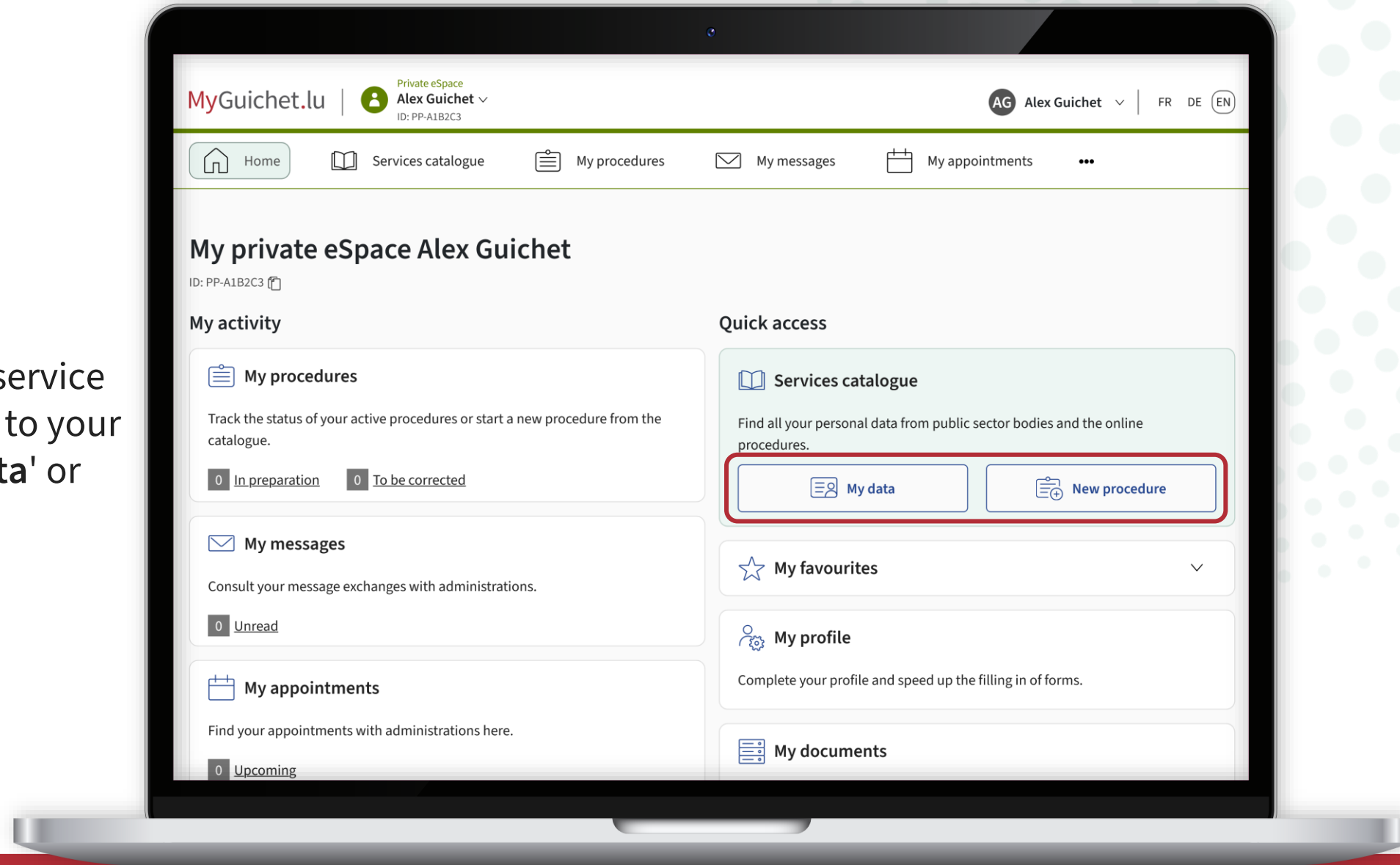


Body



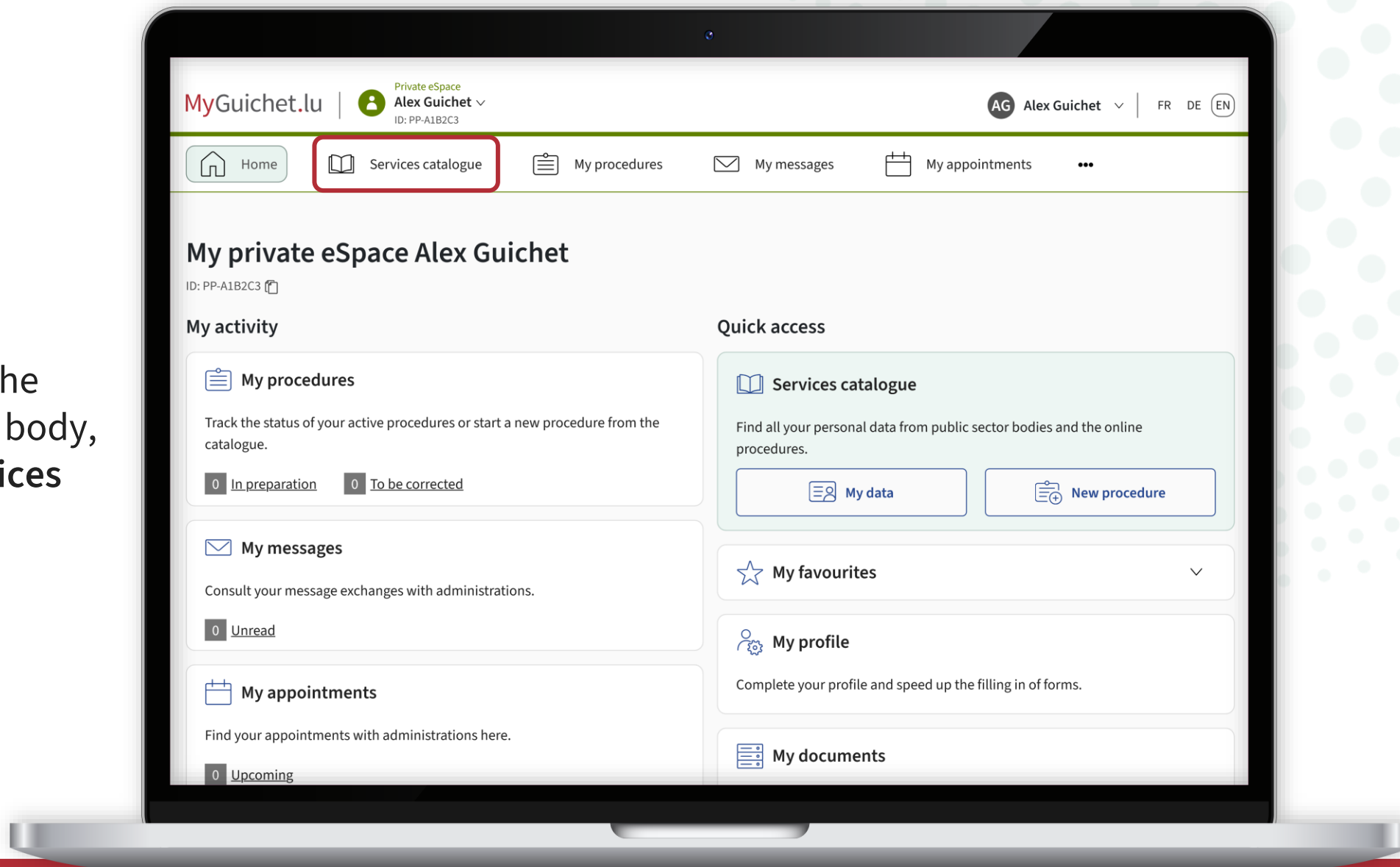
1

Depending on the type of service that you would like to add to your favourites, click on '**My data**' or on '**New procedure**'.



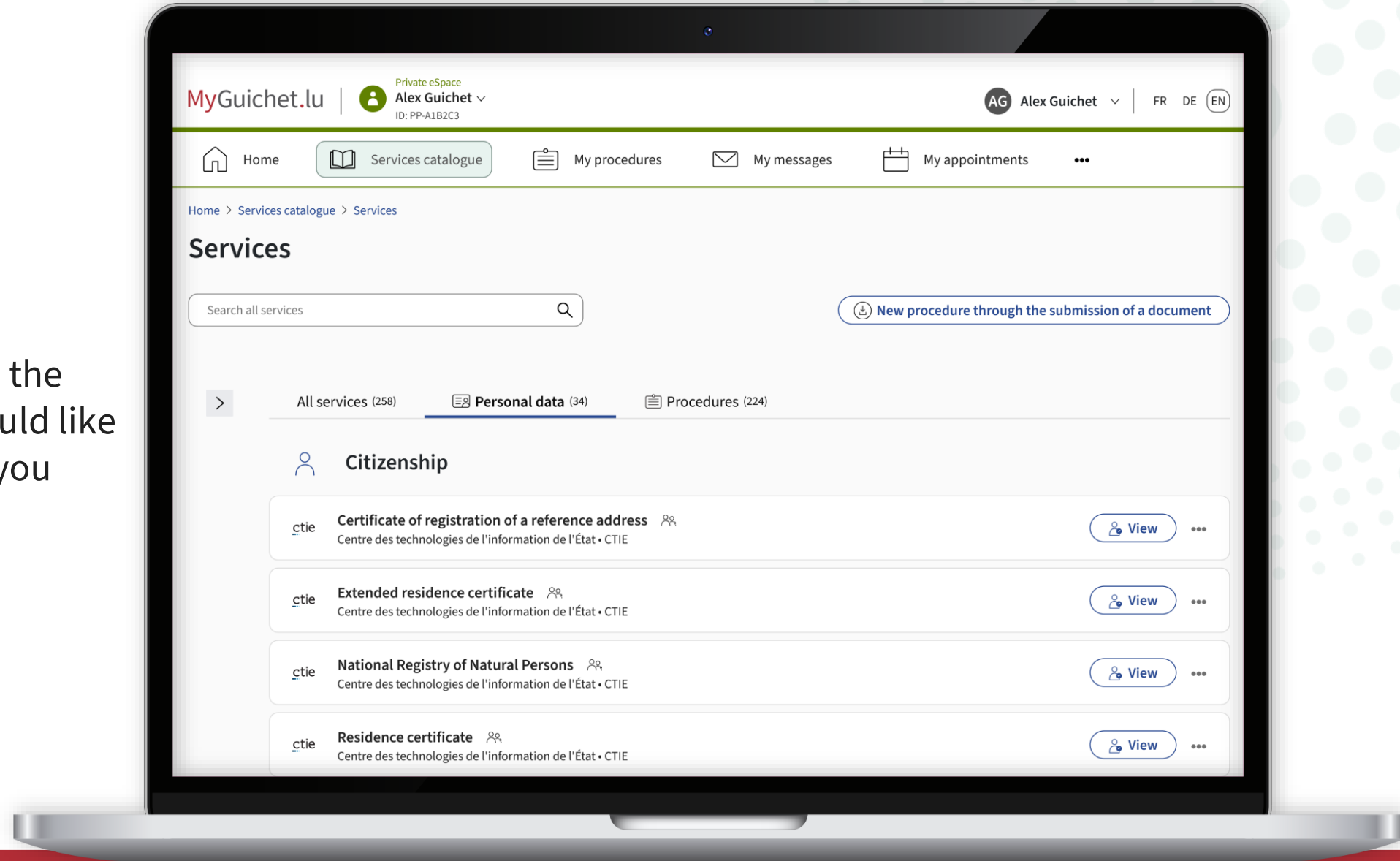


If you prefer to search for the online service by theme or body, you can also click on '**Services catalogue**'.





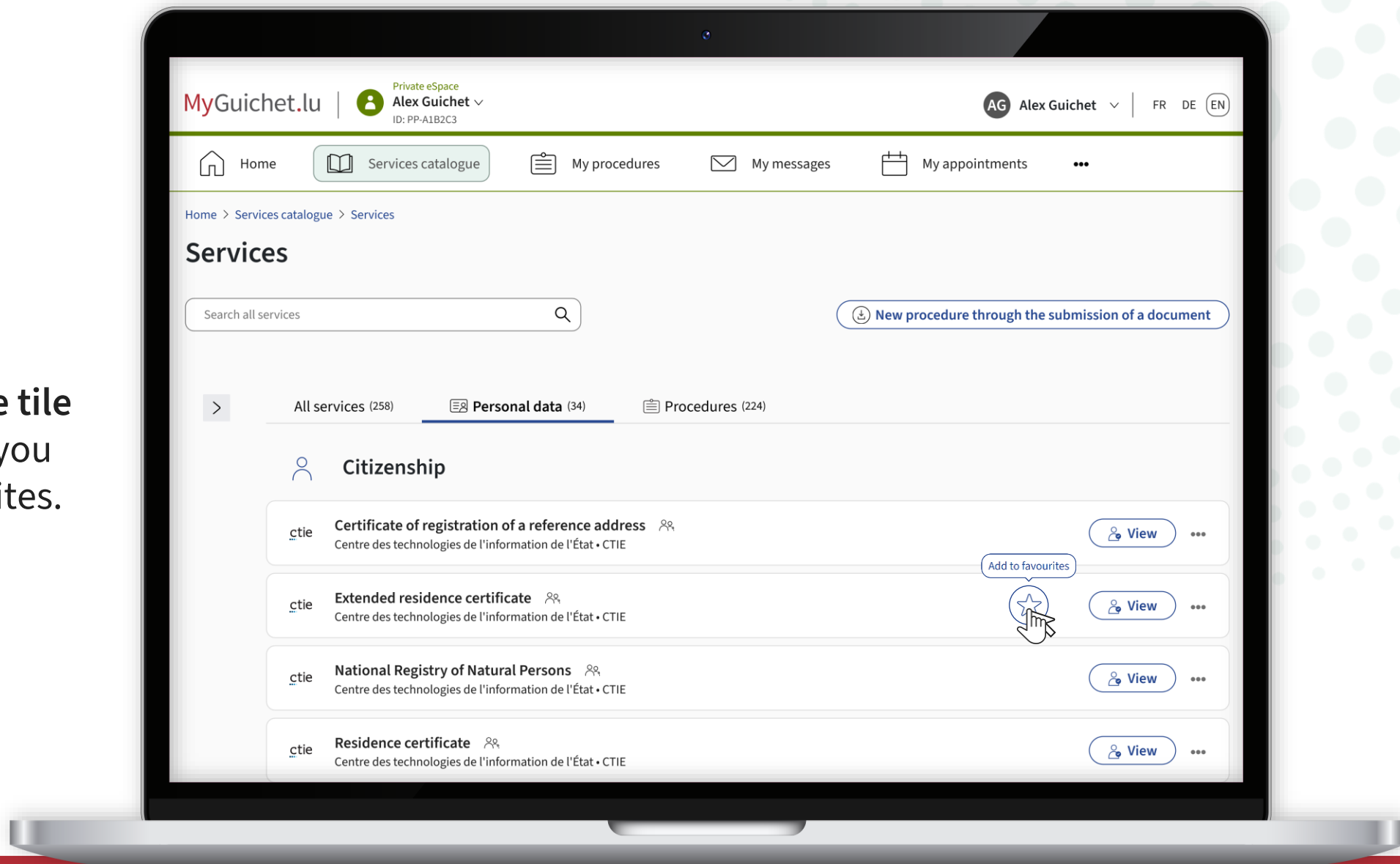
As soon as you have found the online service that you would like to add to your favourites, you have **2 options**.



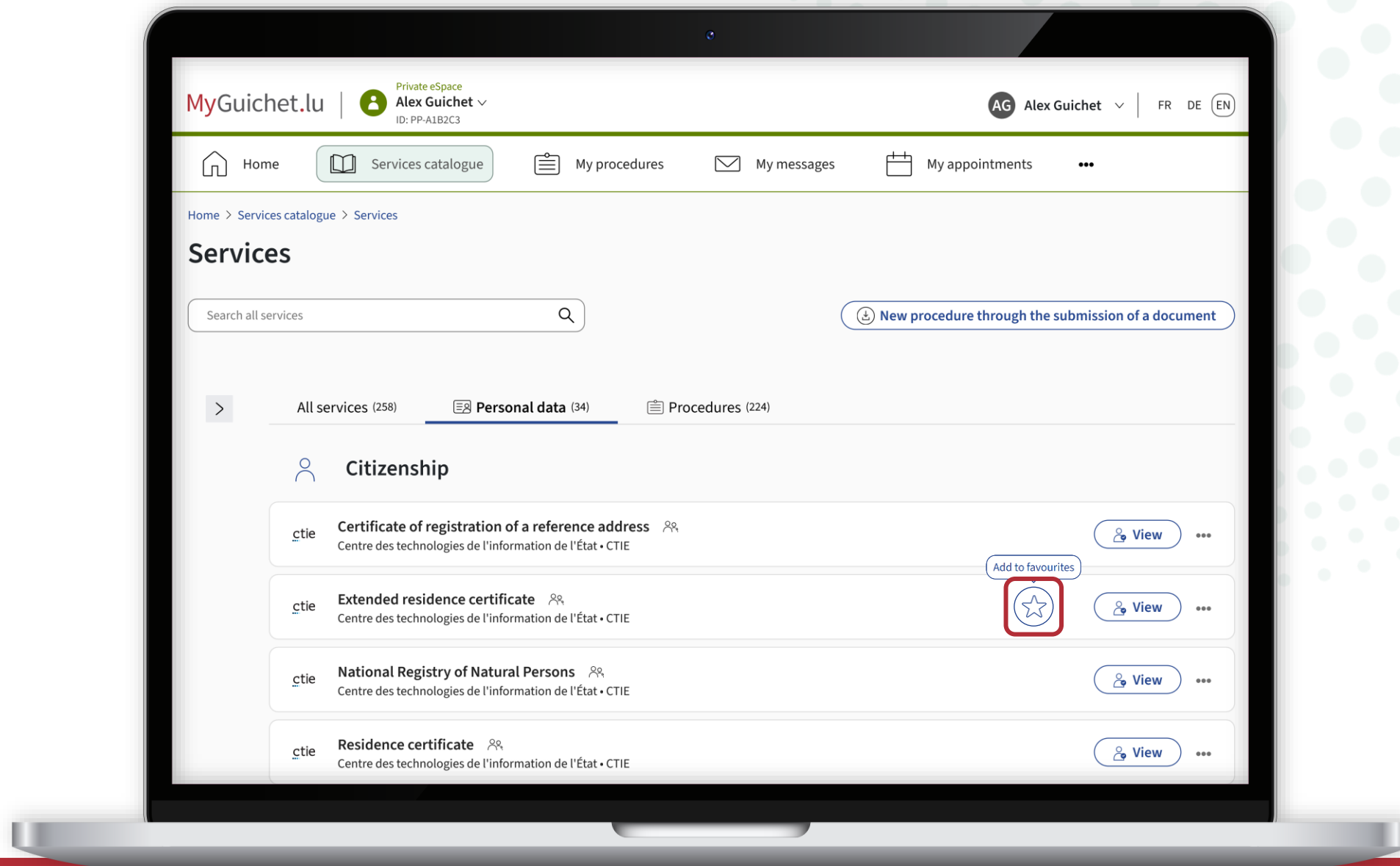
Option 1

Option 1
2

Move your mouse over the tile for the online service that you wish to add to your favourites.



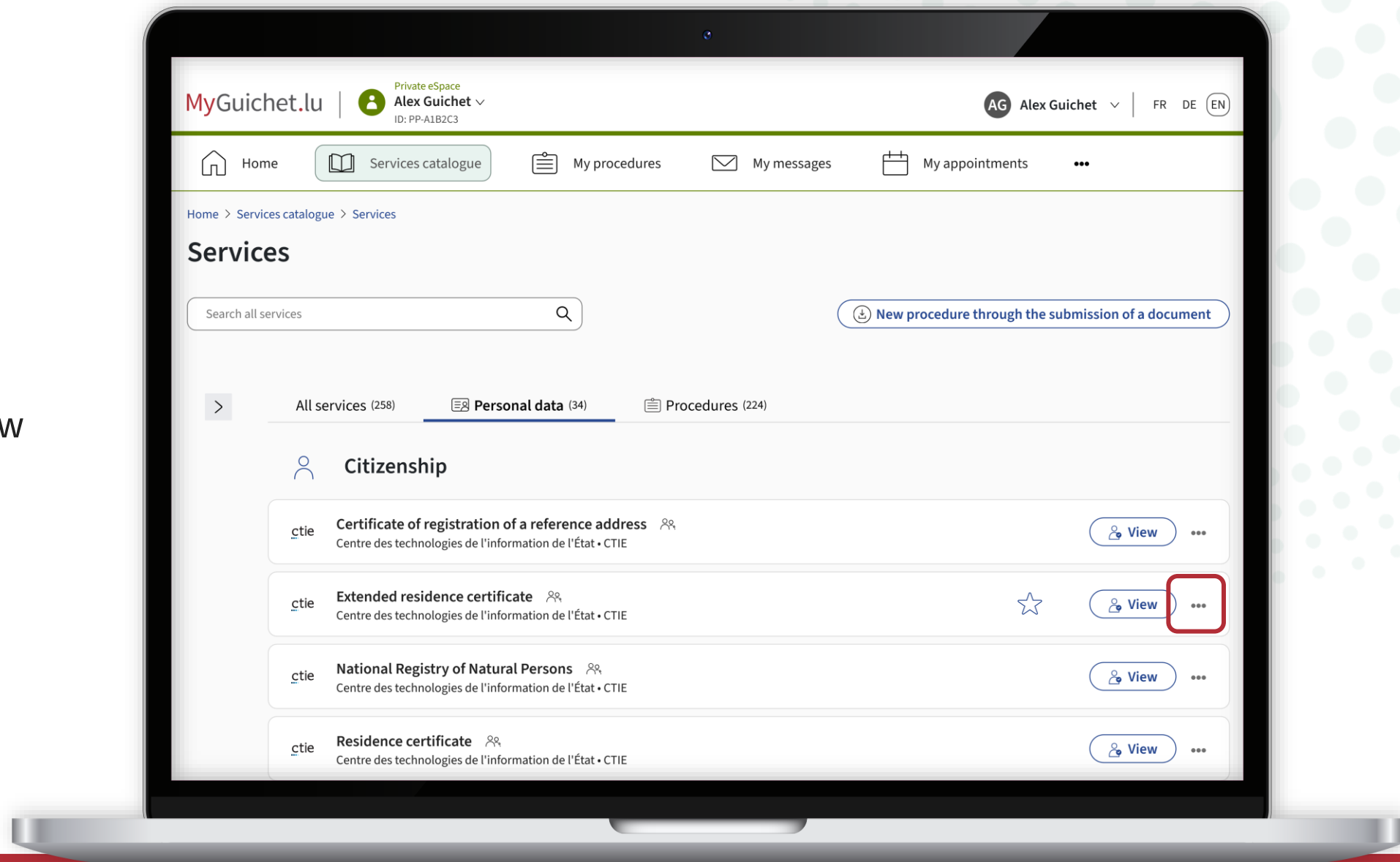
Click on the **star** icon.



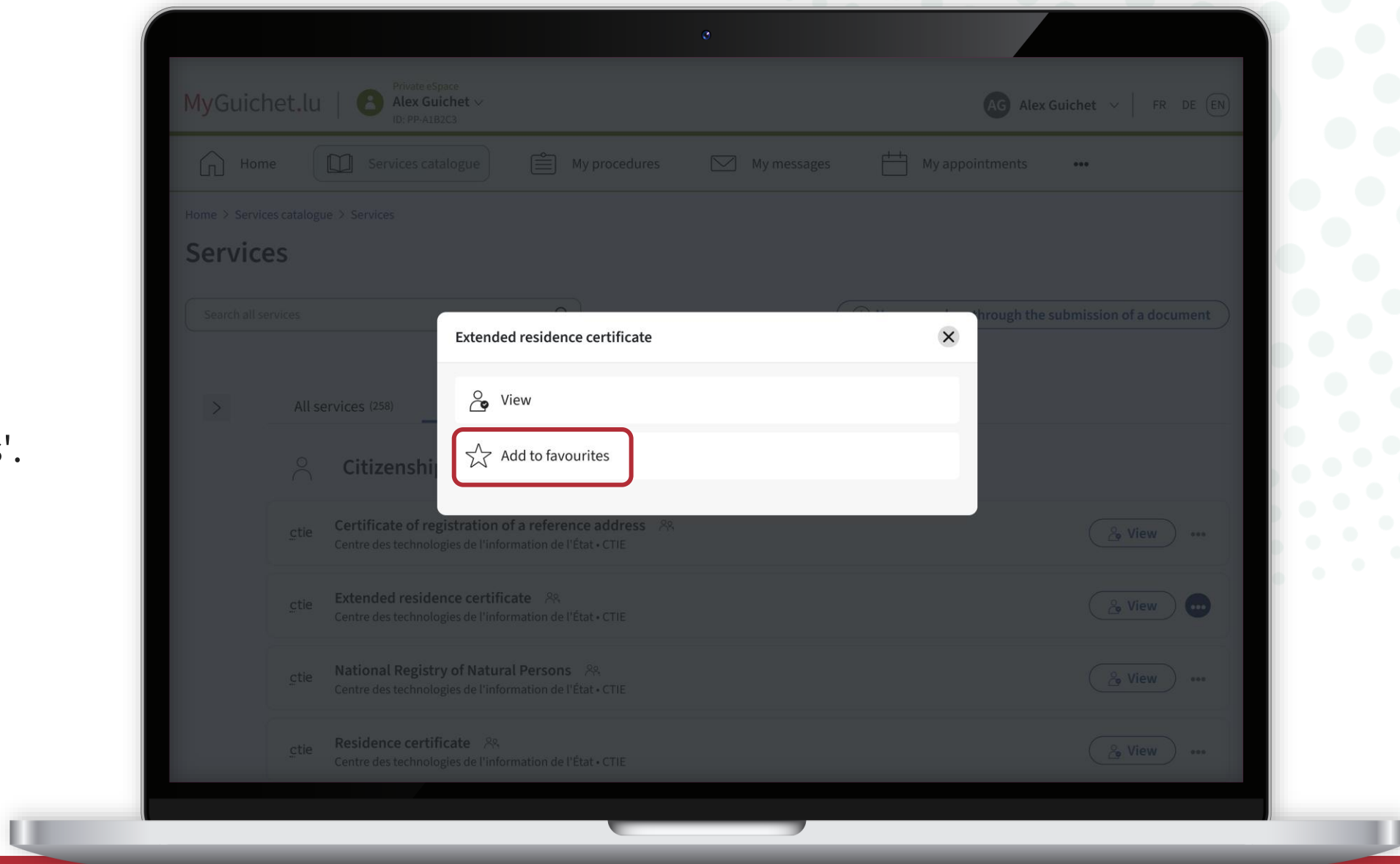
Option 2

Option 2

Click on the 3 points ('Show more').

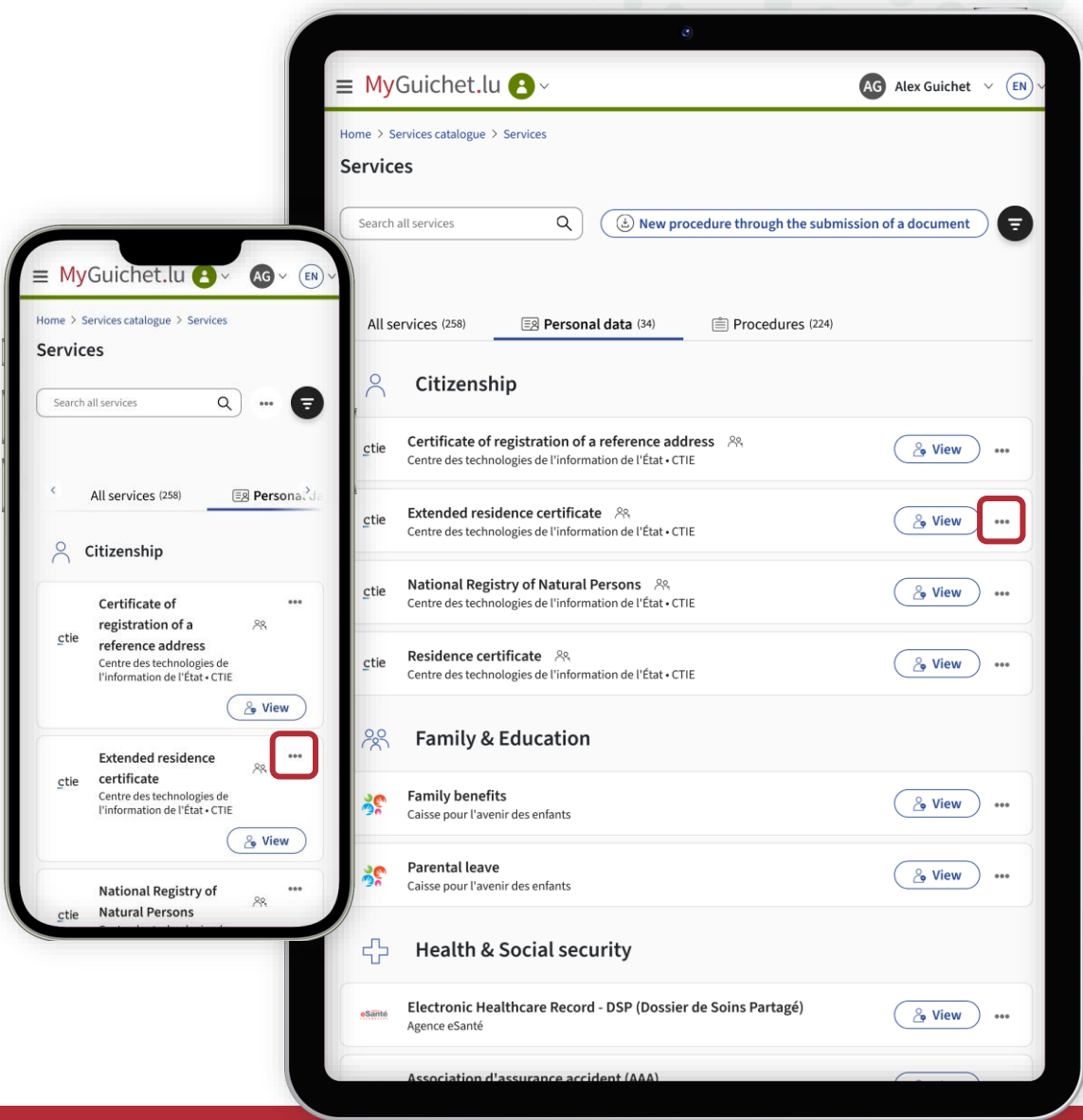


Click on 'Add to favourites'.





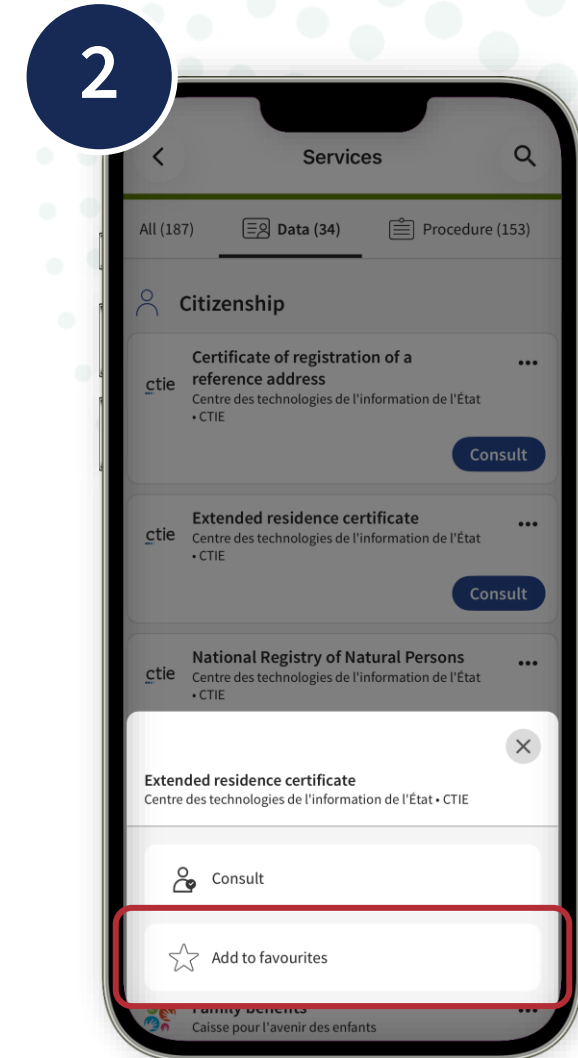
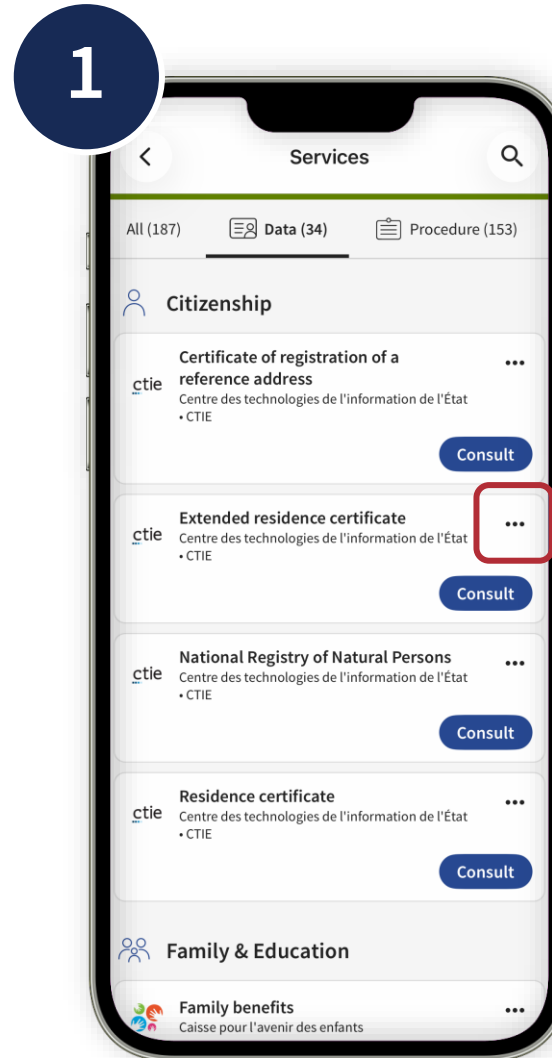
If you use MyGuichet.lu in your smartphone or tablet browser, you will also find the step '**Add to favourites**' behind the 3 points.





Also, in the mobile application, you must:

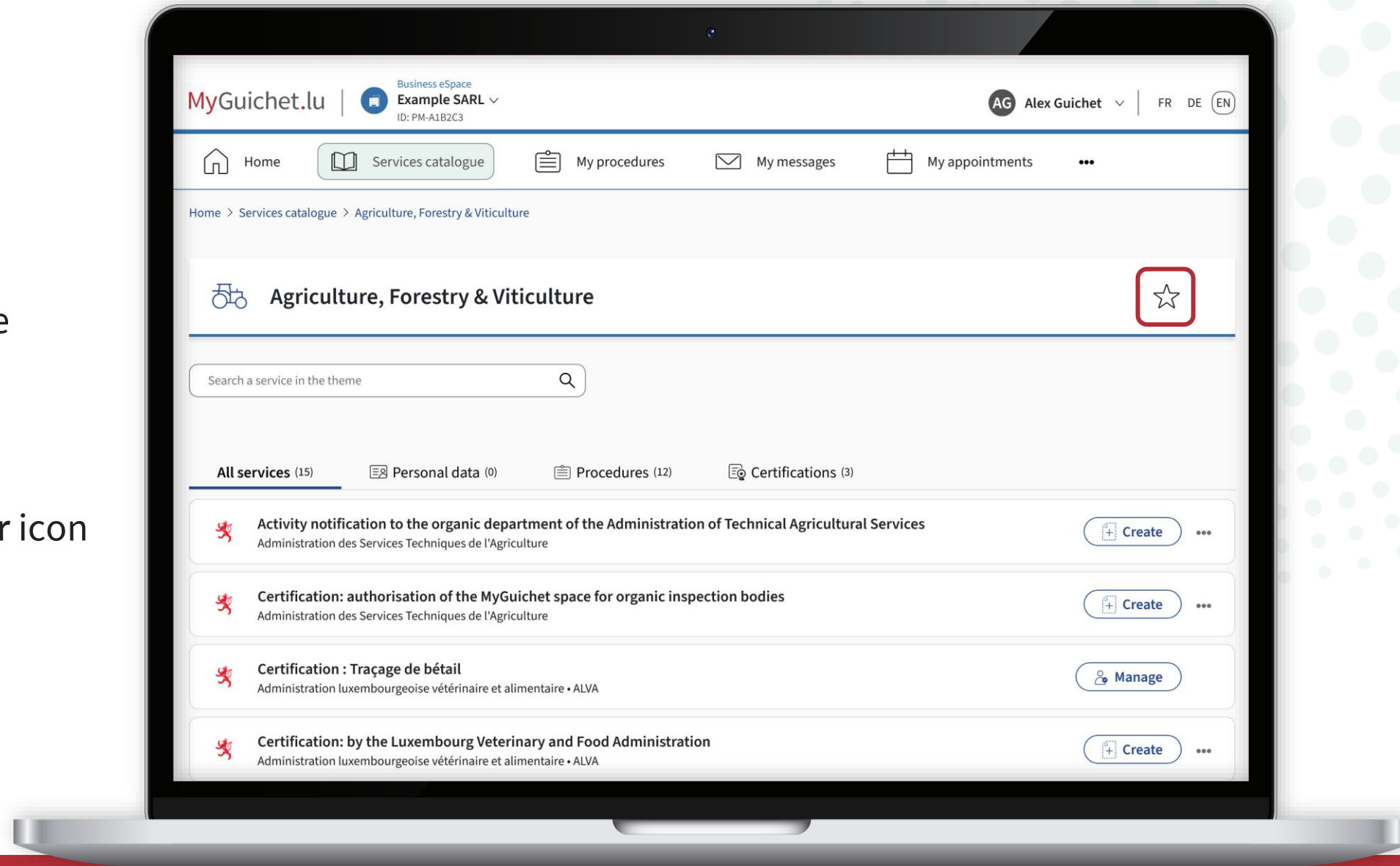
- first click on the **3 points** ('Show more'); and
- then click on '**Add to favourites**'.





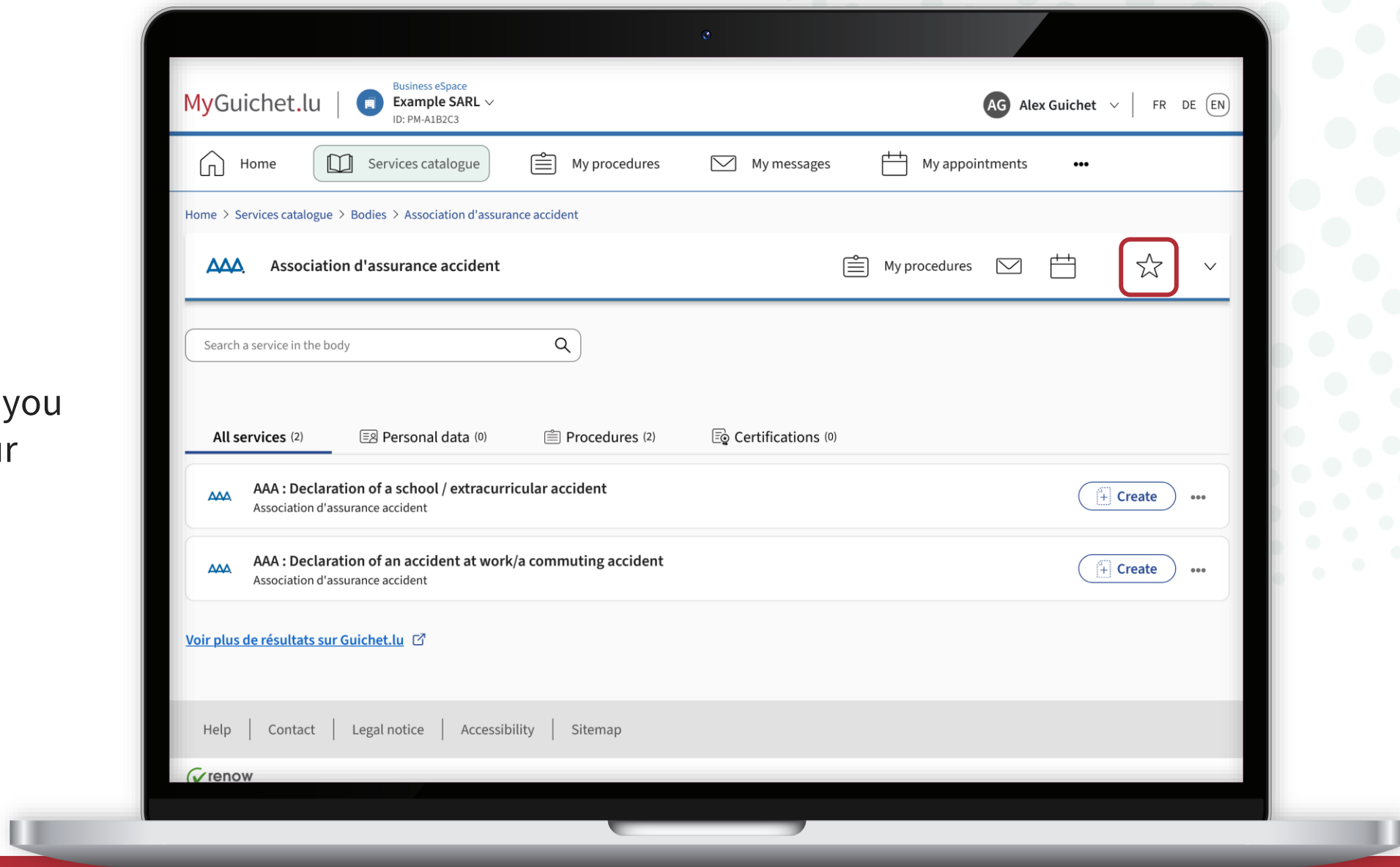
As well as individual online services, you can also add complete **themes** to your favourites.

To do this, click on the **star** icon ('Add to favourites').



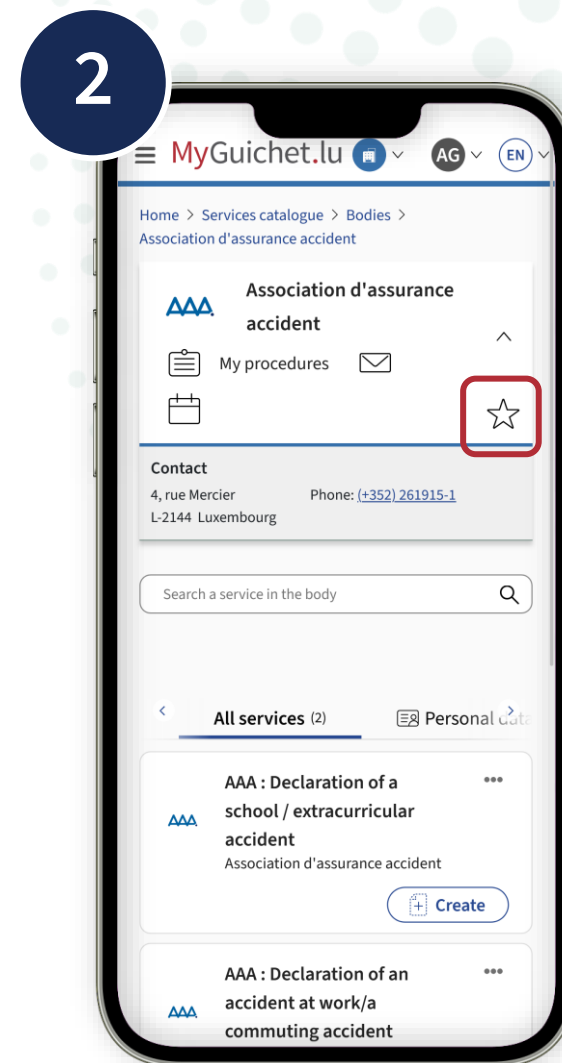
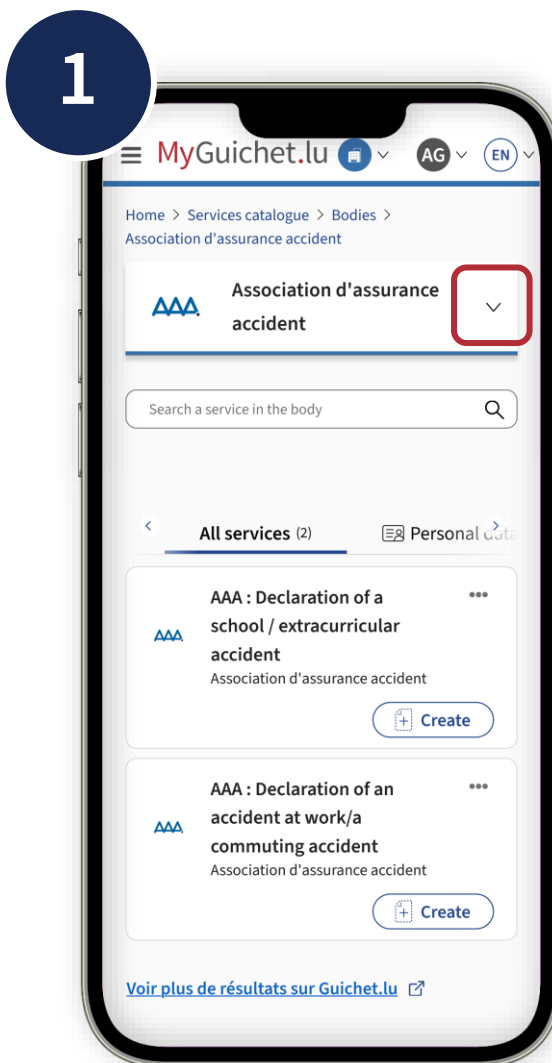


Depending on your needs, you can also add a **body** to your favourites.





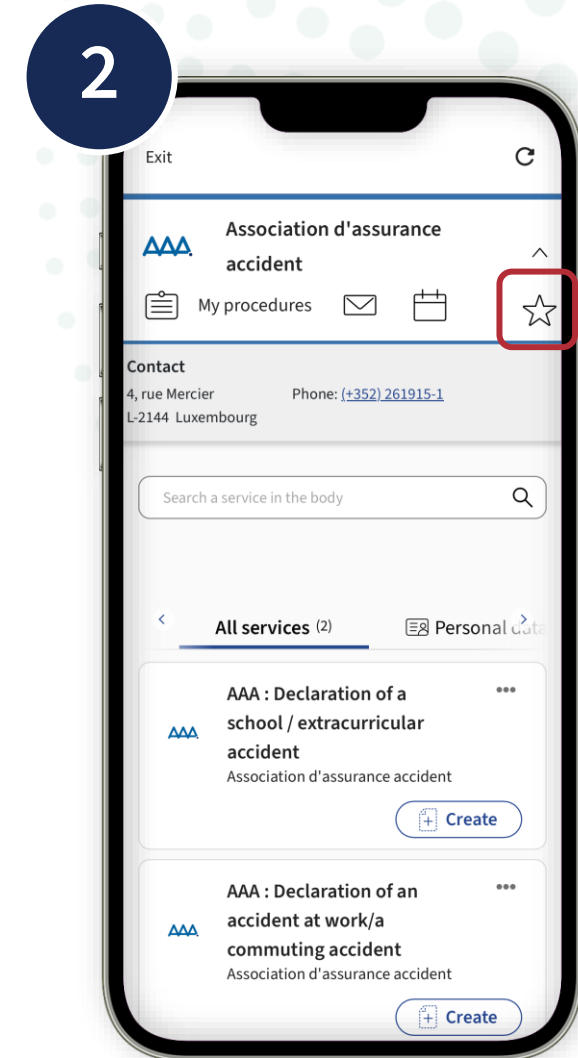
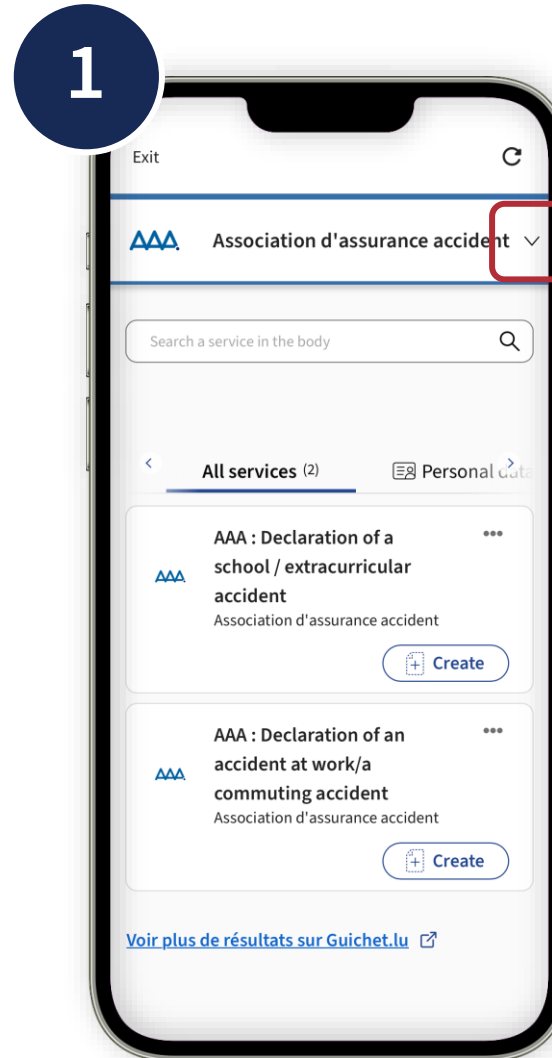
If you use MyGuichet.lu in your smartphone browser, you will find the star icon behind the **down-arrow symbol** ('Show the contact administration and/or more actions').





Also, in the mobile application, you must:

- first click on the **down-arrow symbol** ('Show the contact administration and/or more actions'); and
- then click on the star icon ('Add to favourites').



You will find all online services, themes and bodies that you have marked with a star in the '**My favourites**' section, which can be accessed directly from the homepage of your personal eSpace.



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Need help?



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