



Adding attachments to a procedure with authentication

MyGuichet.lu

Using the tax return as an example, this tutorial explains how to **add attachments to a procedure with authentication in the browser version of MyGuichet.lu.**

Adding attachments

There are **several ways** to add attachments to a procedure on MyGuichet.lu:

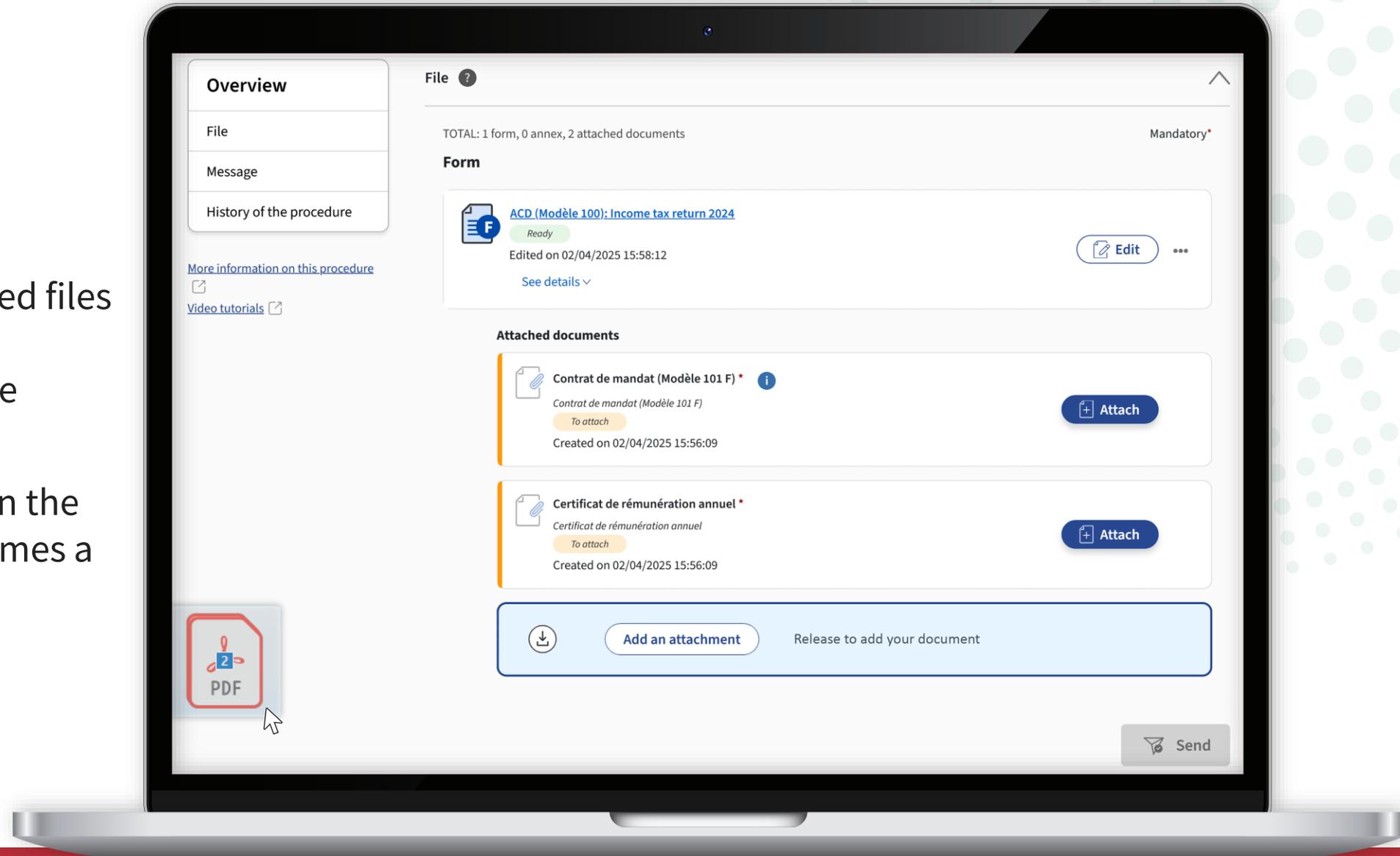
1. from your computer:
 - [by drag and drop](#);
 - [by uploading them in the usual way](#);
2. [using the MyGuichet.lu mobile application](#);
3. [from the 'My documents' section](#).

Drag and drop

The drag and drop function allows you to add **several attachments** simultaneously.

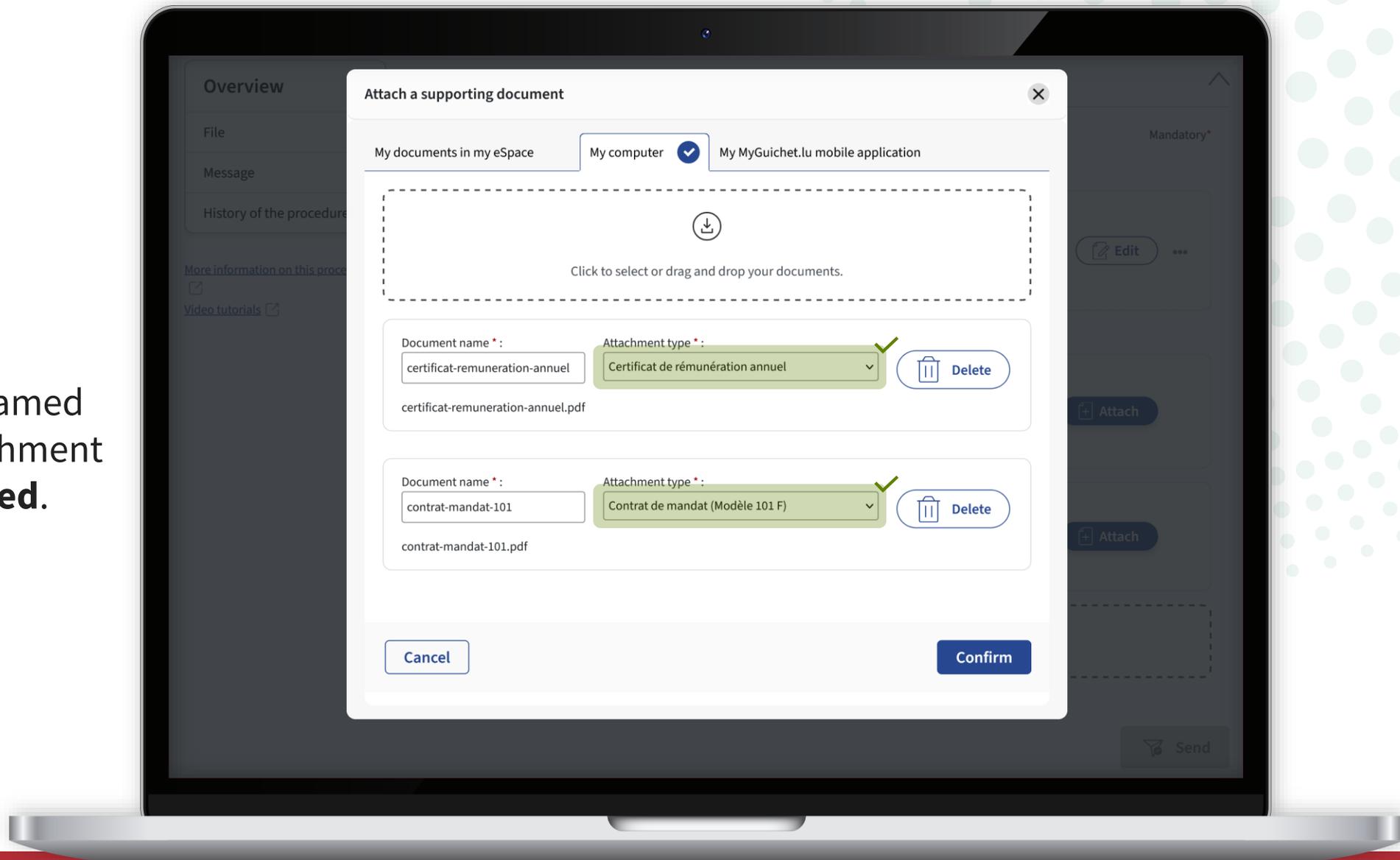
1

1. Drag and drop the desired files into the **last field** while holding down the mouse button.
2. Release the button when the outline of the field becomes a solid line.



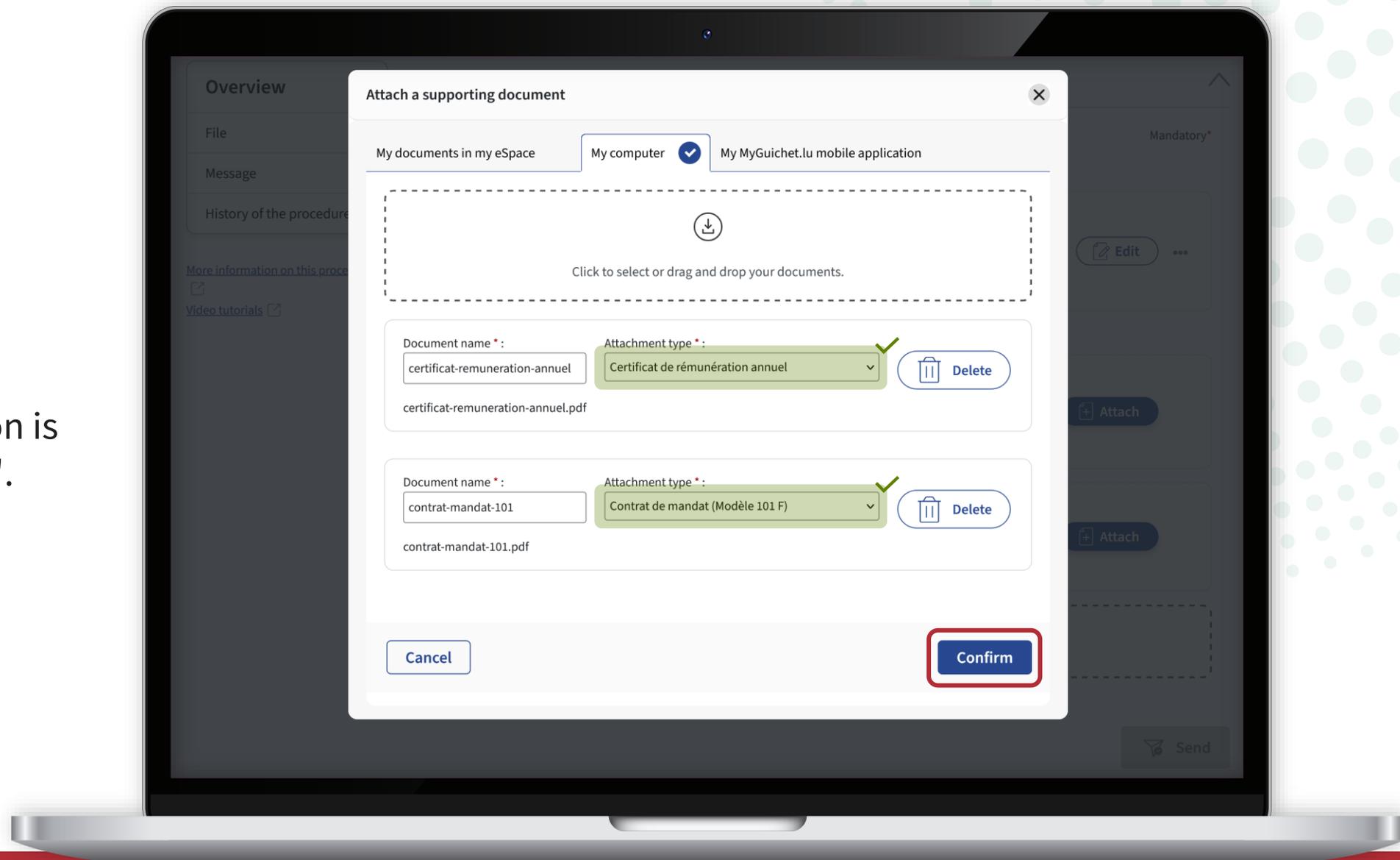


If the files submitted are named correctly, the type of attachment is **automatically recognised**.



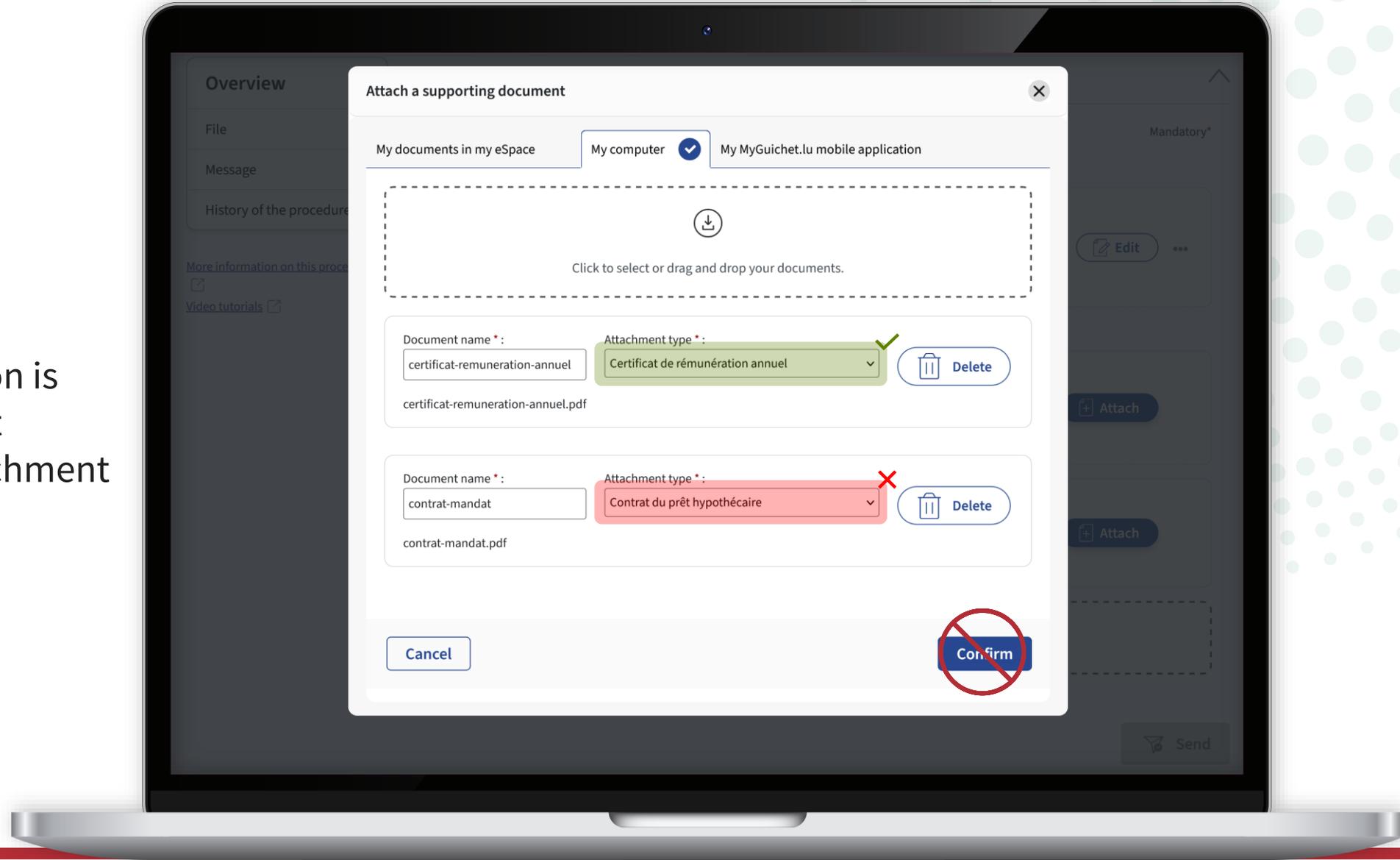
2

If the automatic recognition is **correct**, click on '**Confirm**'.



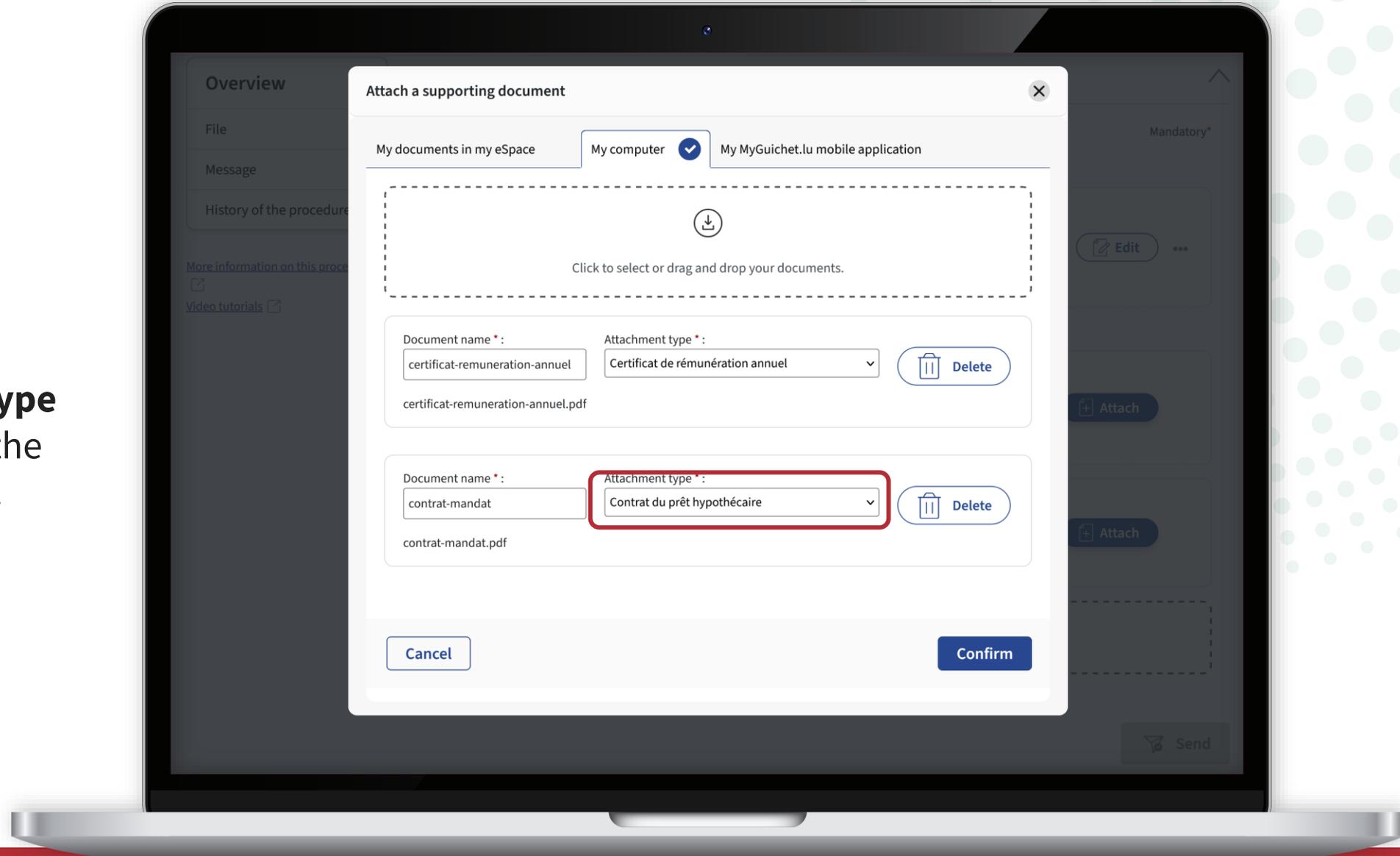


If the automatic recognition is **not correct**, you must first manually change the attachment type.



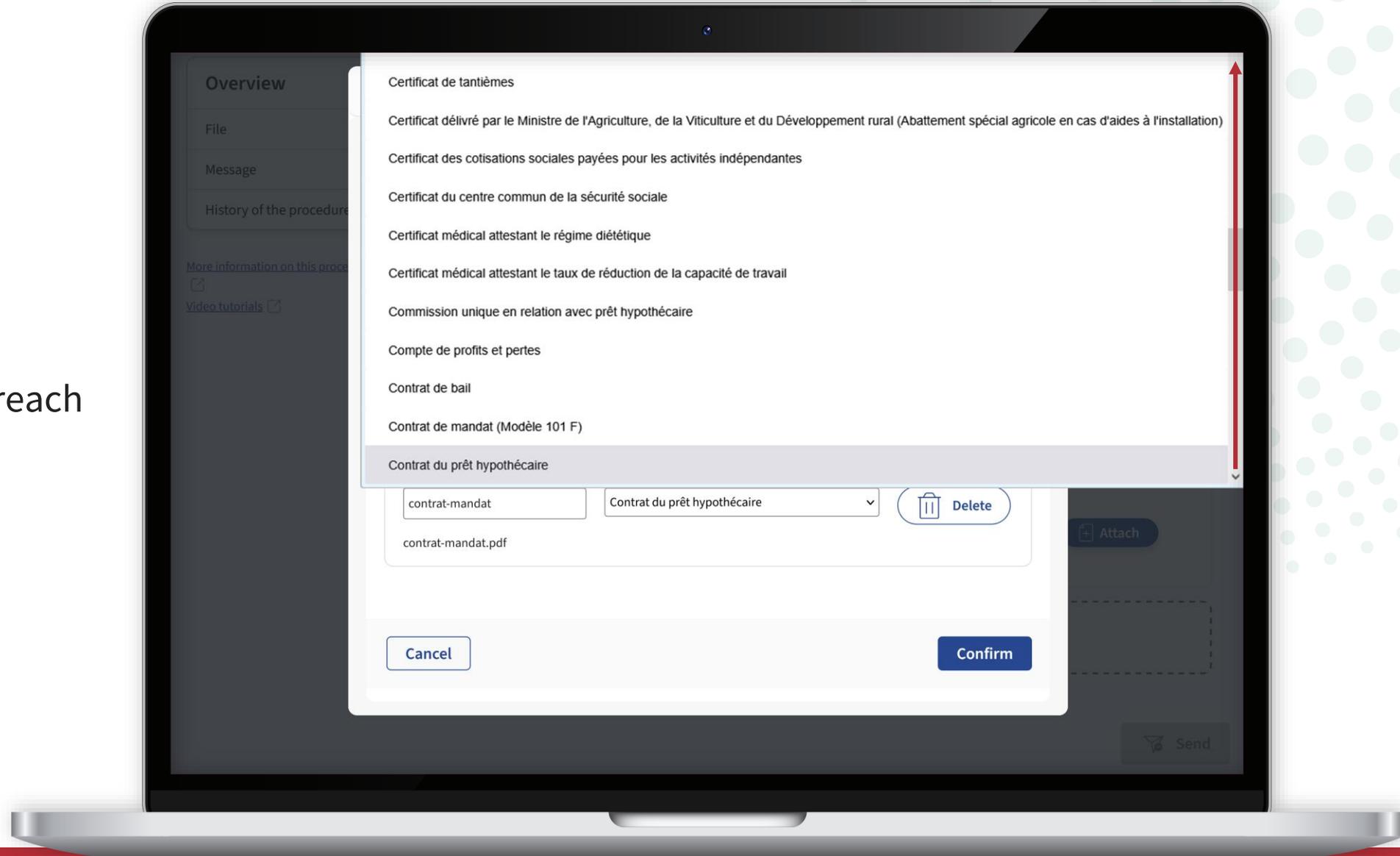
3

Click on the **attachment type selection** box that shows the wrong type of attachment.



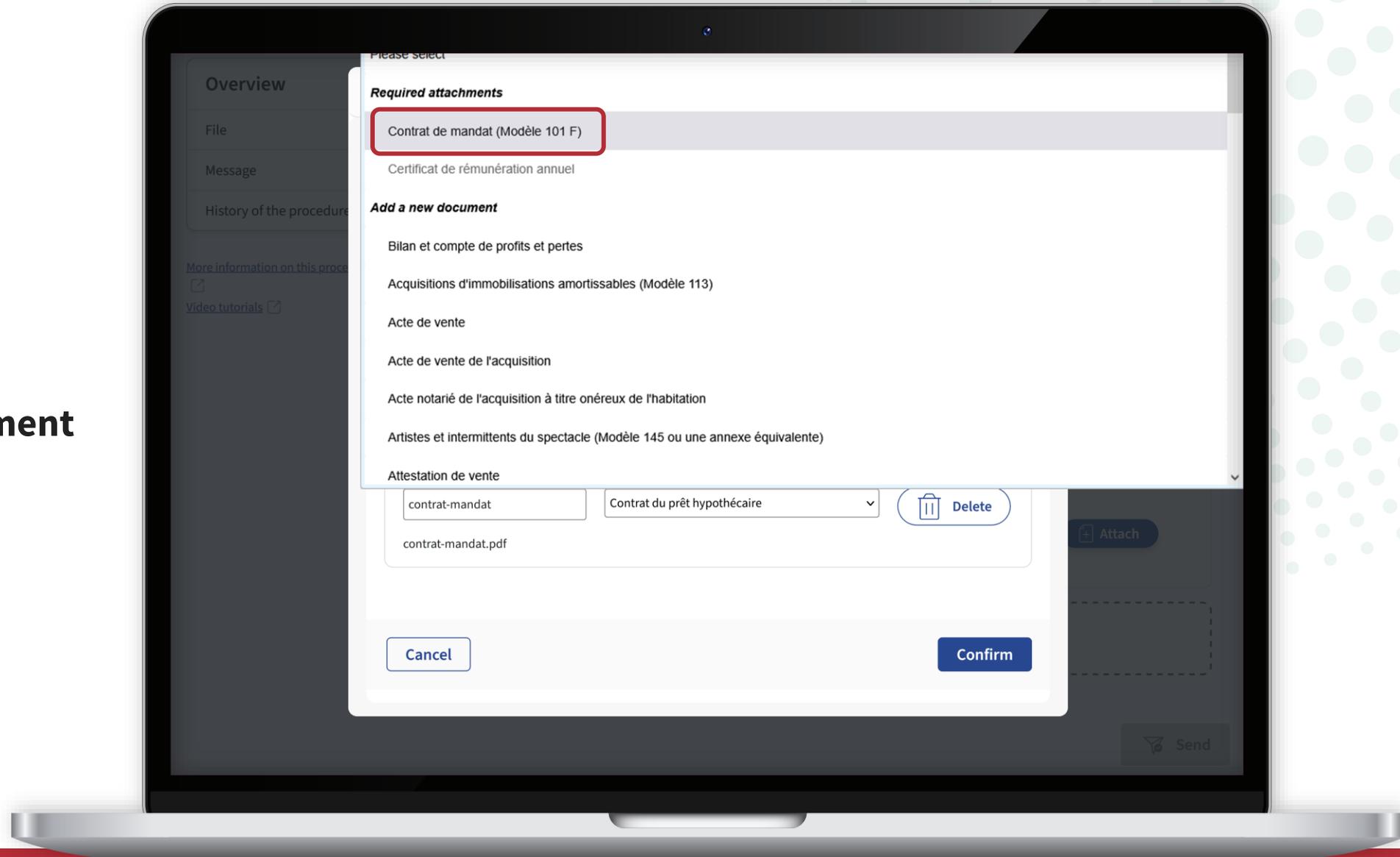
4

Scroll up the list until you reach the section '**Required attachments**'.



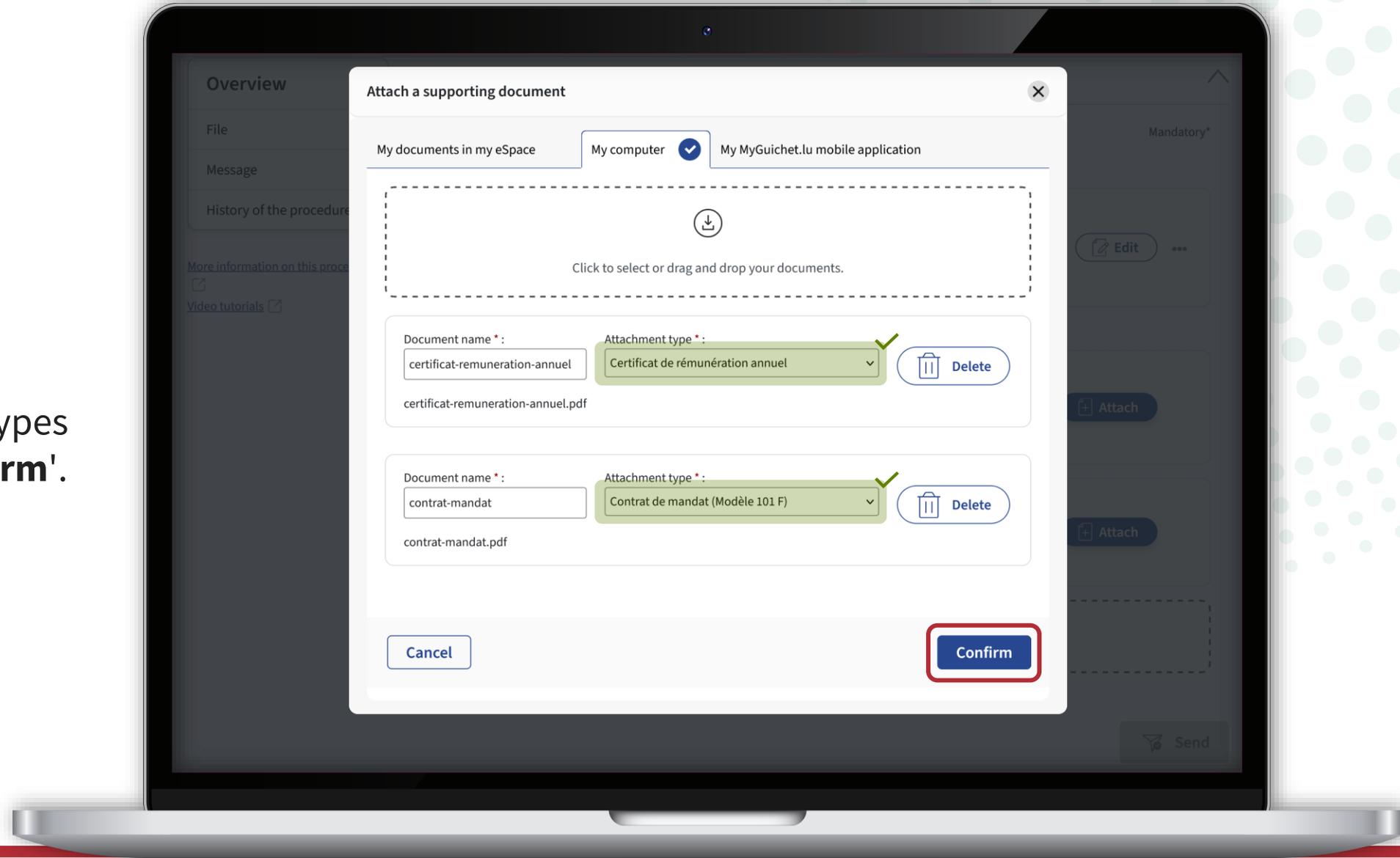
5

Select the **correct attachment type**.



6

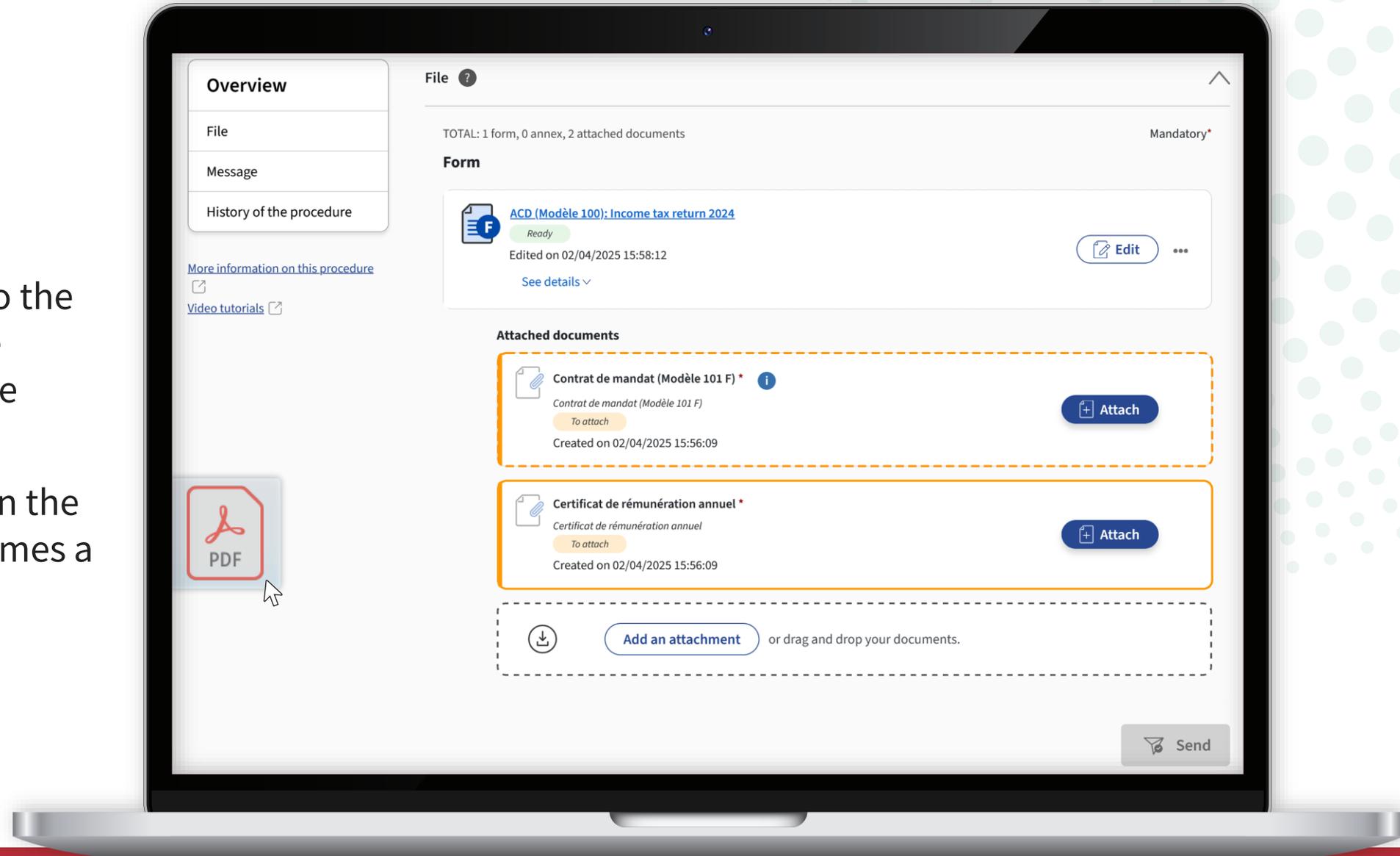
When all the attachment types are correct, click on '**Confirm**'.



You can also add **individual attachments** by drag and drop.

1

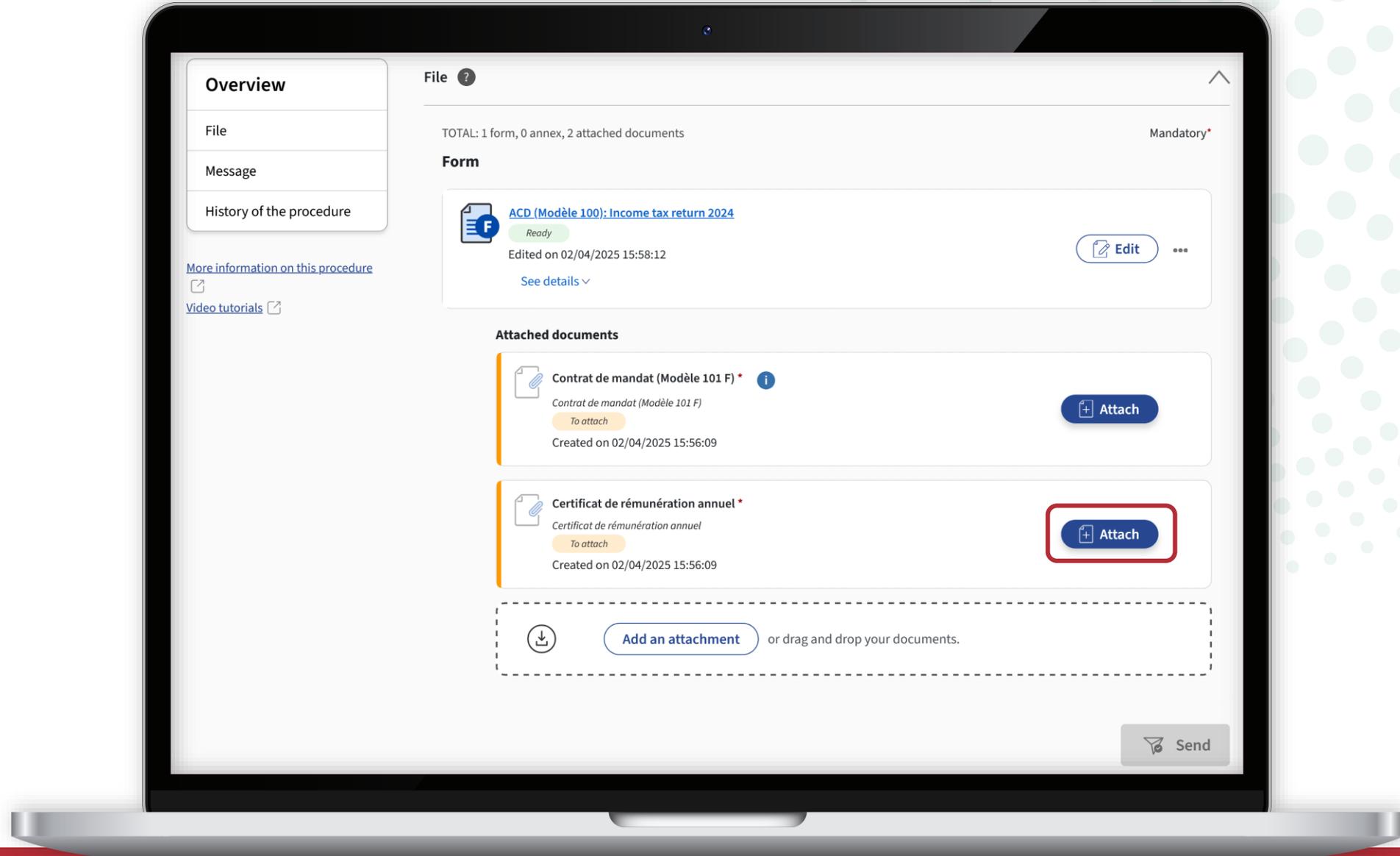
1. Drag the desired file into the **appropriate field** while holding down the mouse button.
2. Release the button when the outline of the field becomes a solid line.



Upload

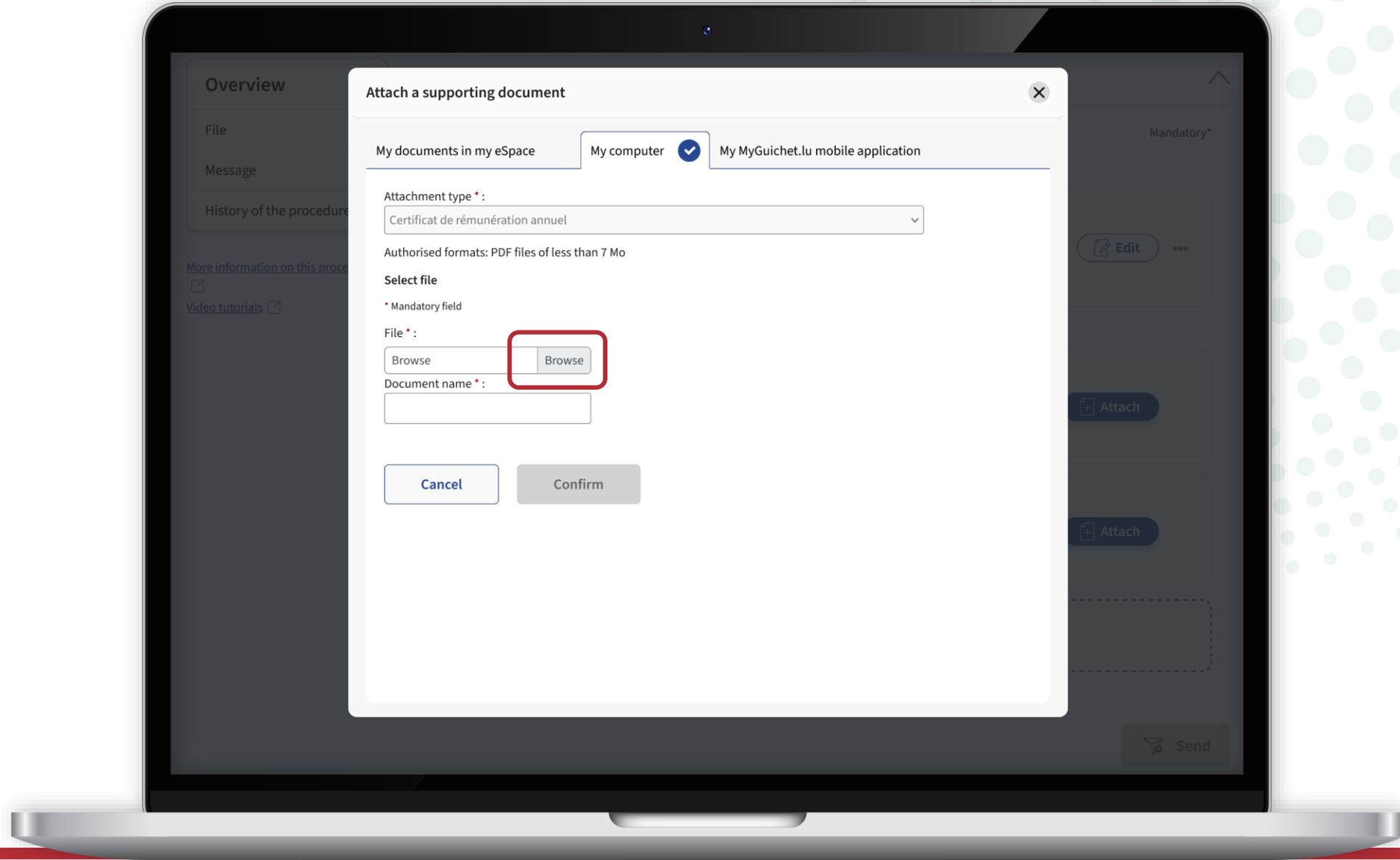
1

Click on '**Attach**'.



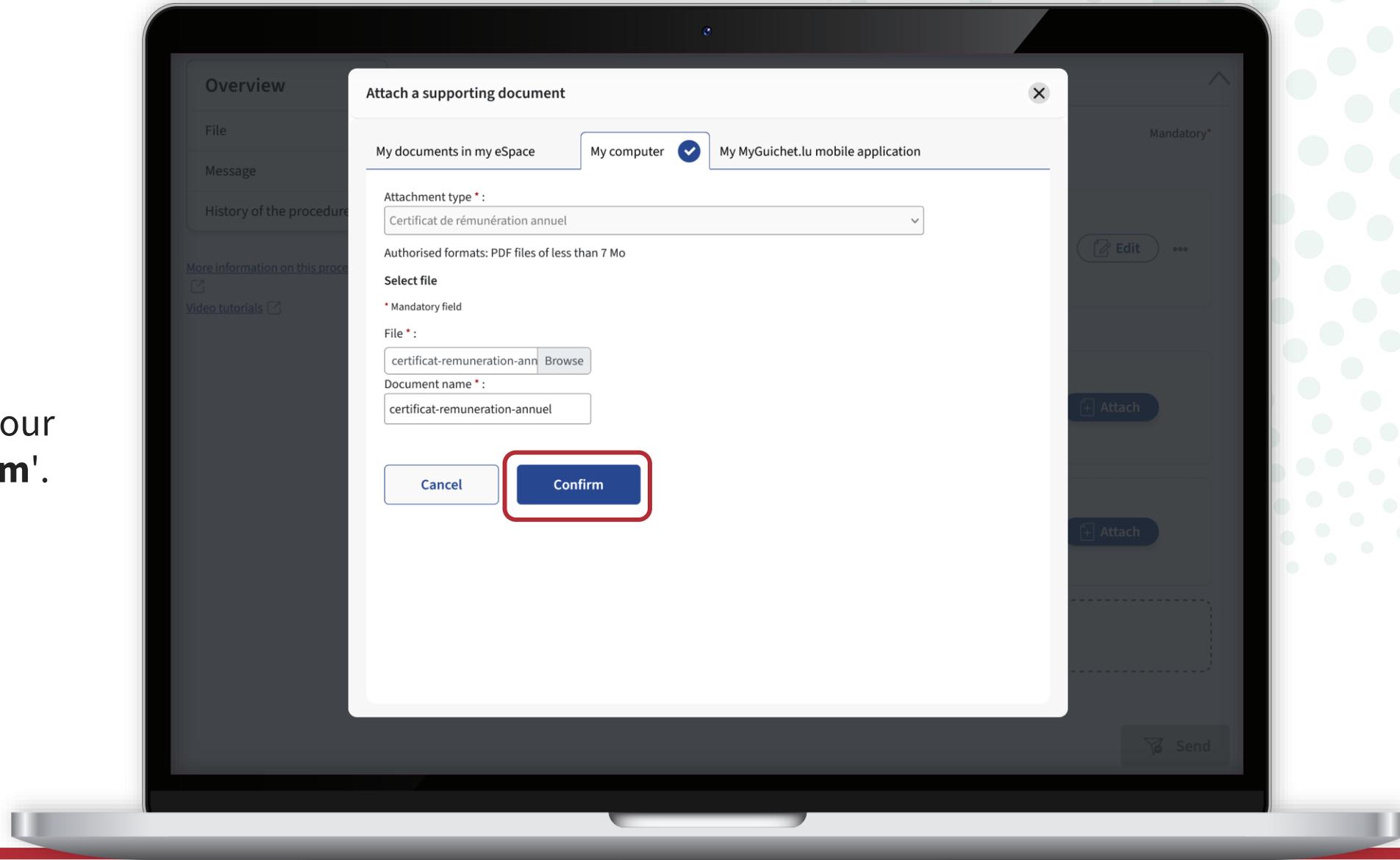
2

Click on '**Browse**'.



3

After selecting the file on your computer, click on '**Confirm**'.





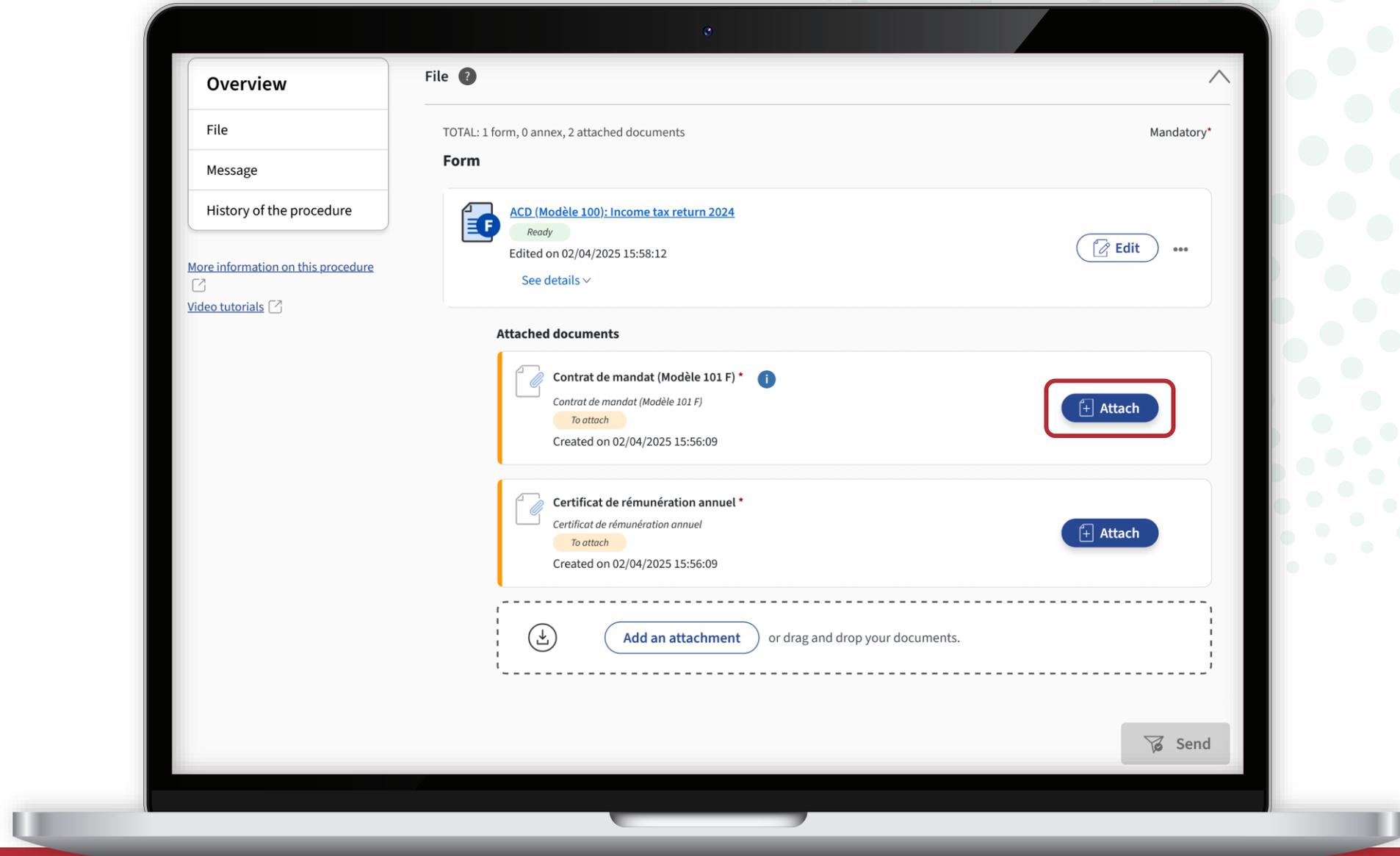
Mobile app

If you don't have a scanner, you can take a photo using the MyGuichet.lu mobile app, which will then convert the photo into a **PDF document**.

This feature is available **with or without linking** the mobile device to your MyGuichet.lu account.

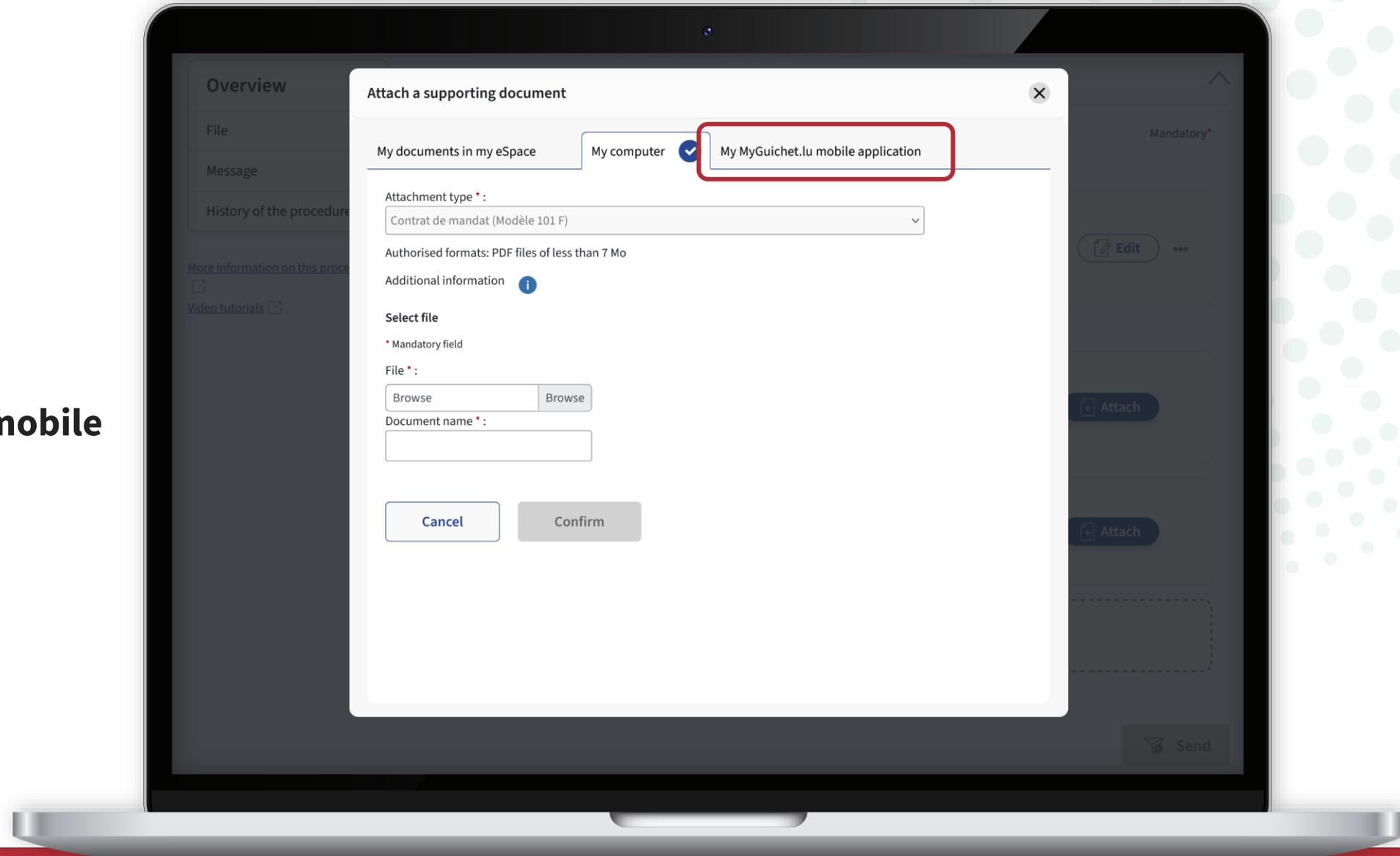
1

Click on '**Attach**'.



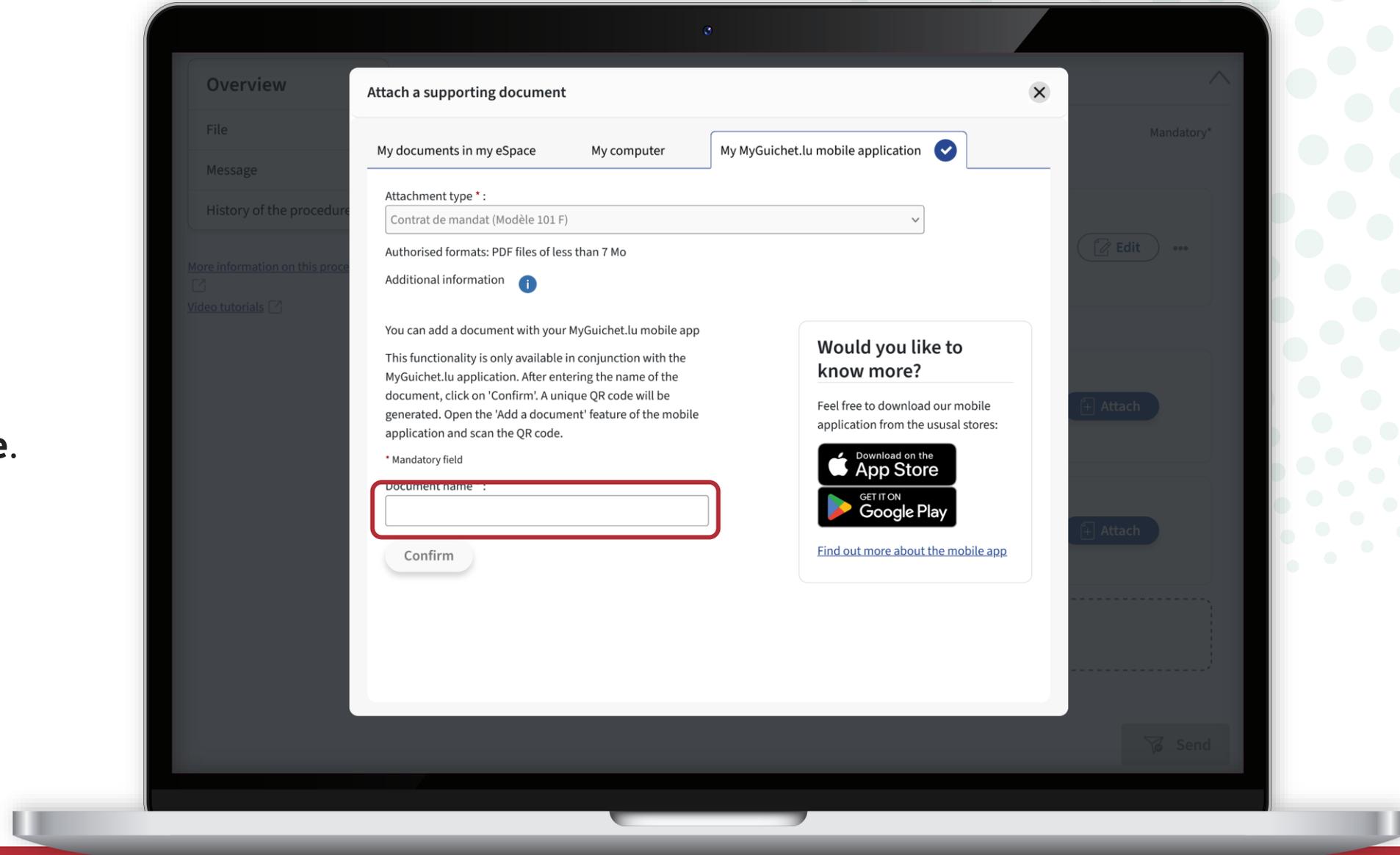
2

Select 'My MyGuichet.lu mobile application'.



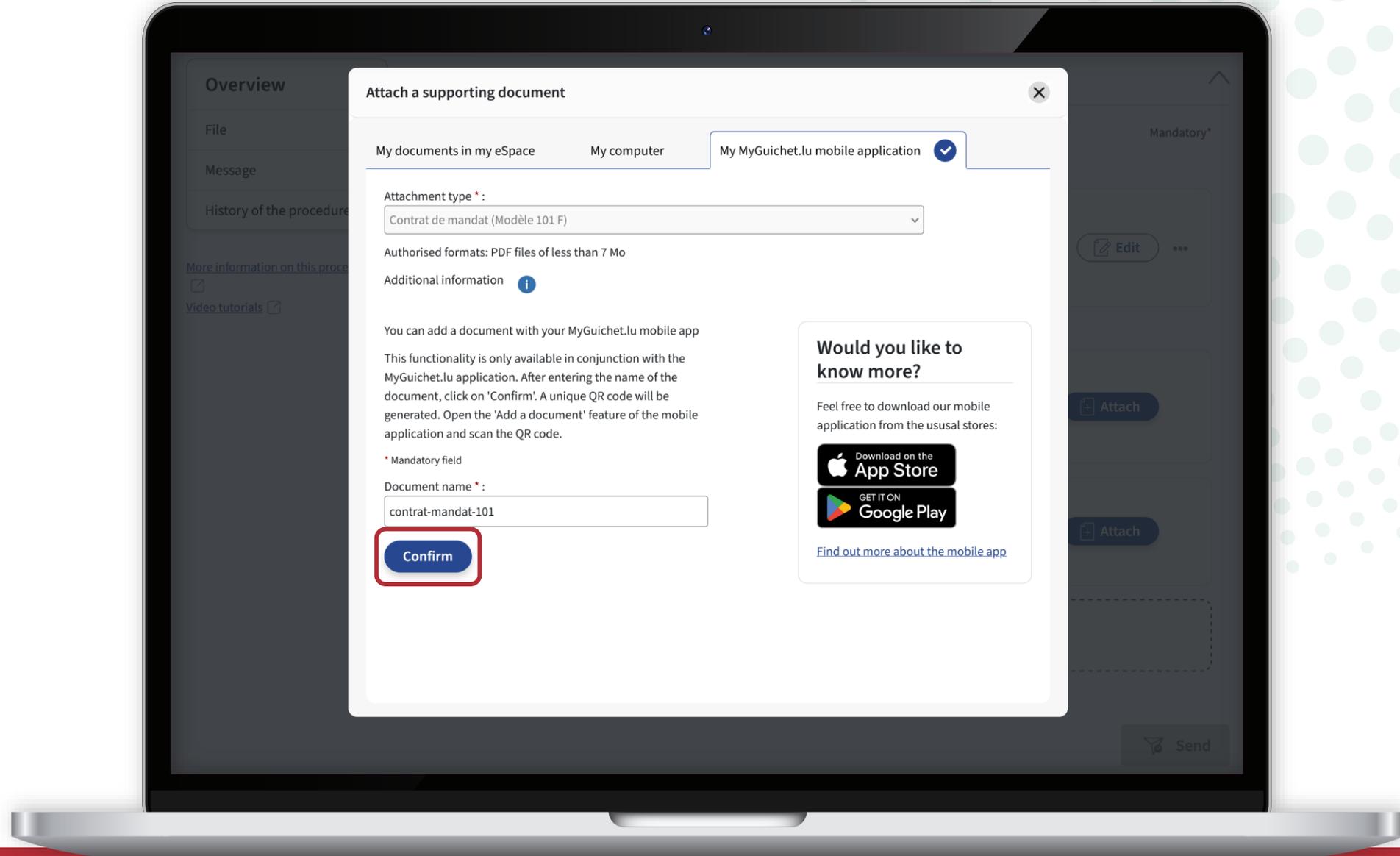
3

Enter the **document name**.



4

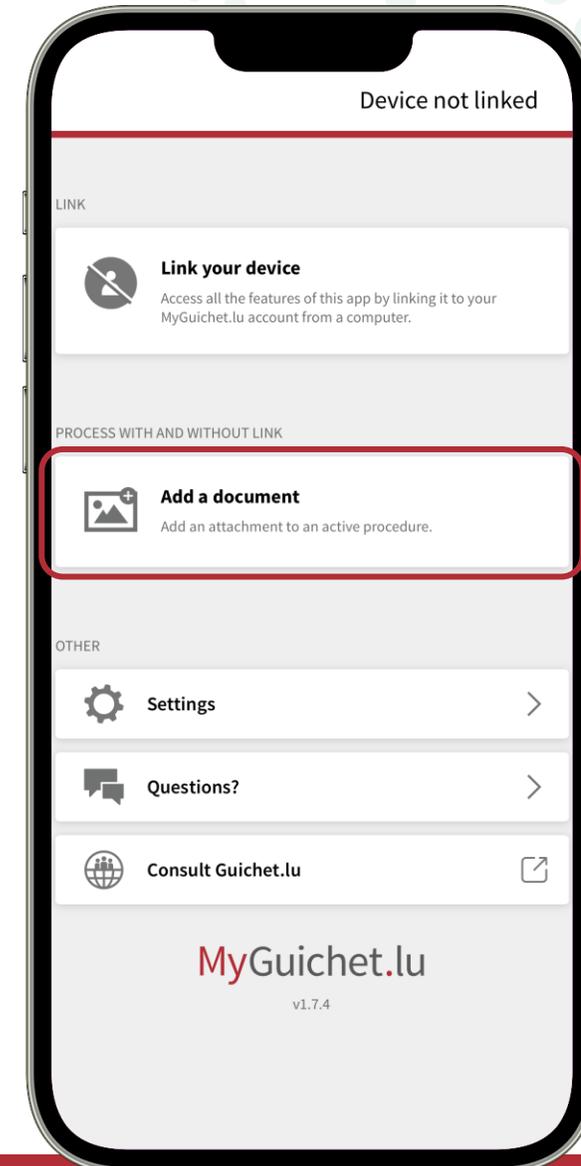
Click on '**Confirm**'.



5



1. Open the MyGuichet.lu mobile application.
2. Tap '**Add a document**'.



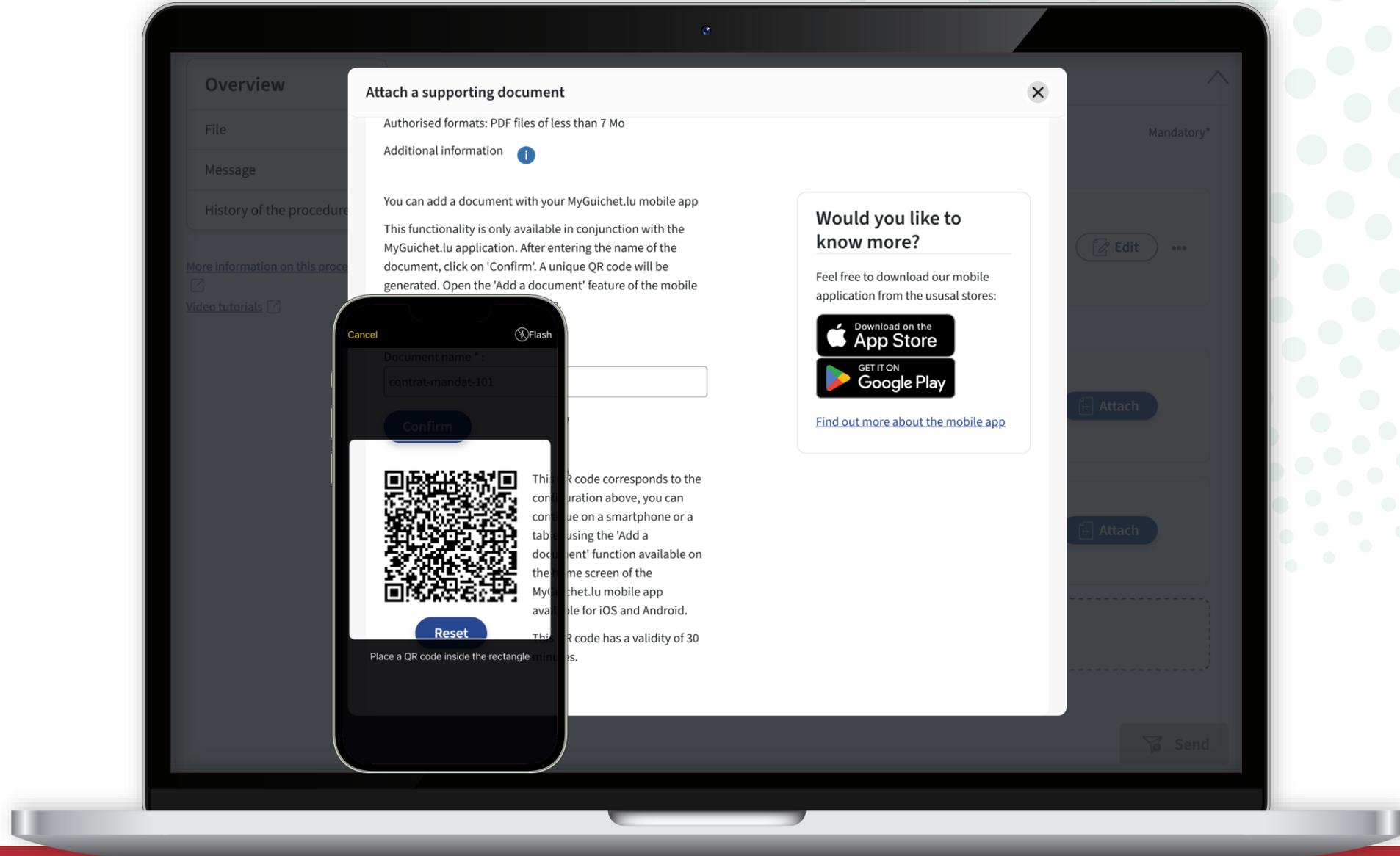


Tap '**Continue**'.



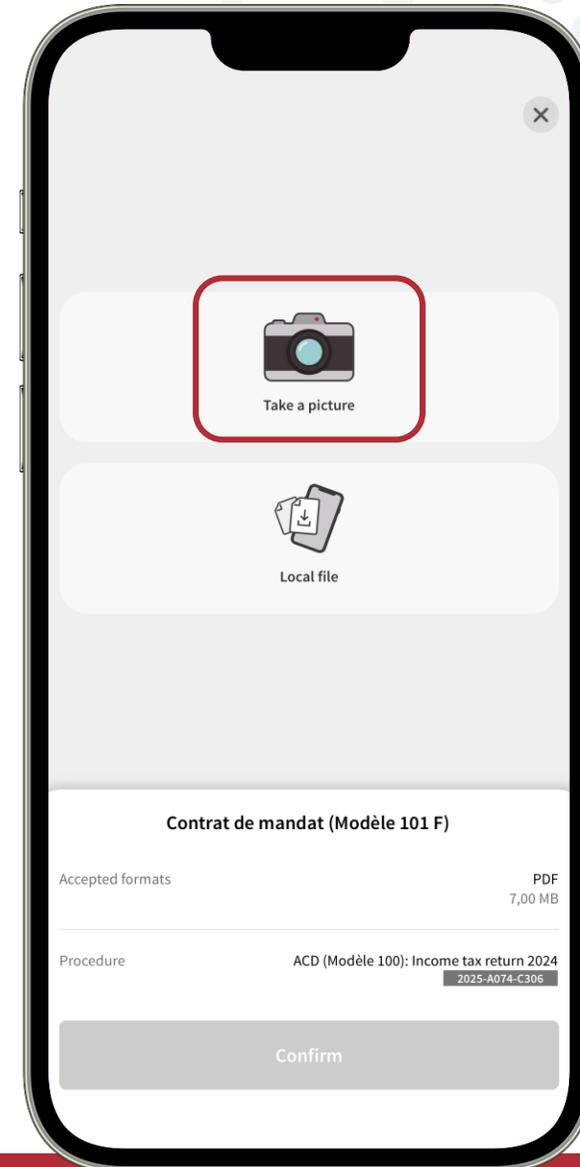


Scan the **QR code** with the mobile app.



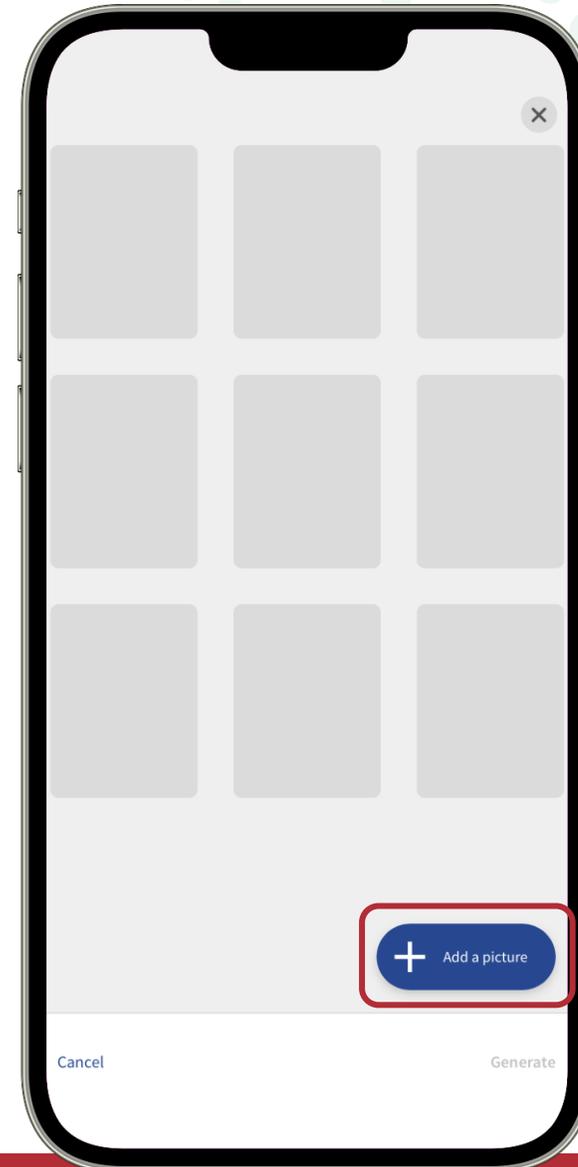


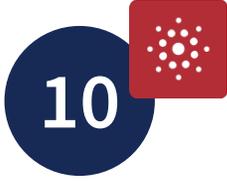
Tap '**Take a picture**' to activate the camera of your smartphone or tablet.



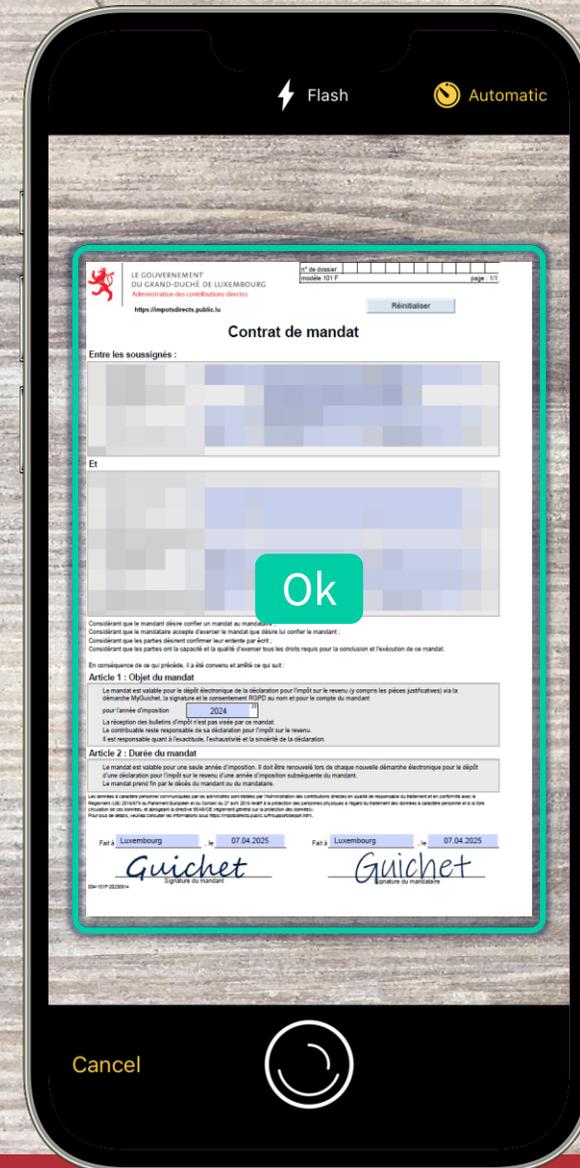


Tap '**Add a picture**'.





Place the **camera** over the document you want to add to your procedure and wait a few moments.

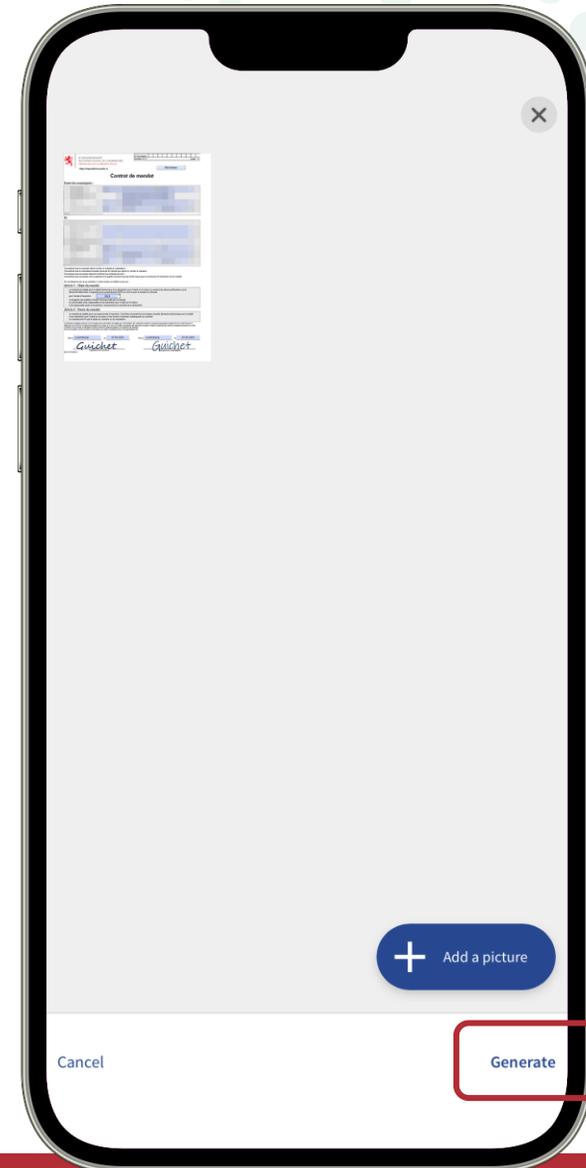




If the selection is correct, tap '**End**'.

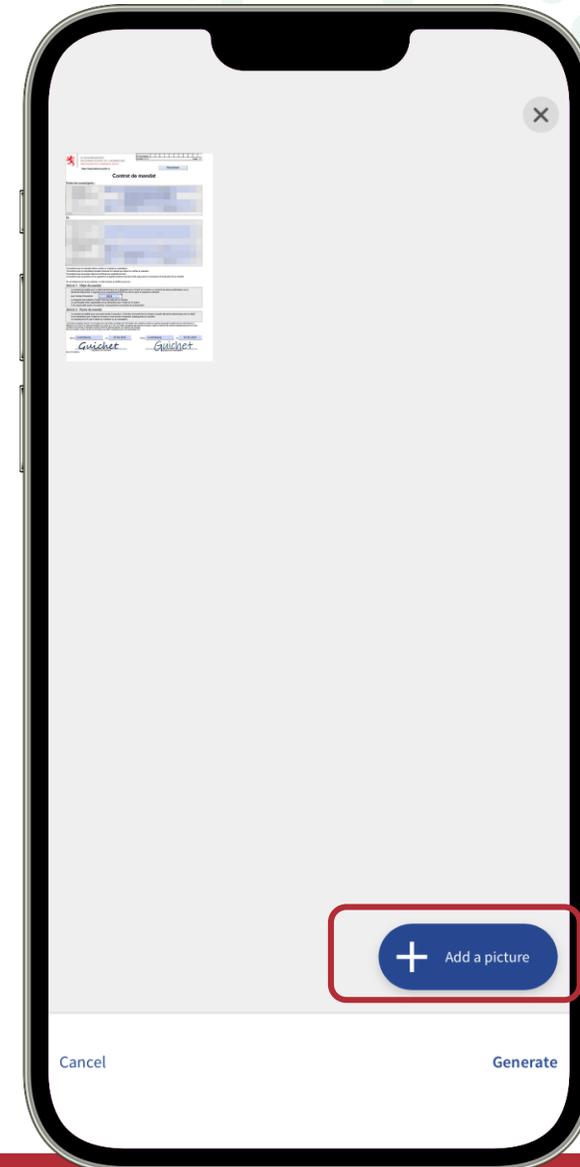


Tap '**Generate**'.

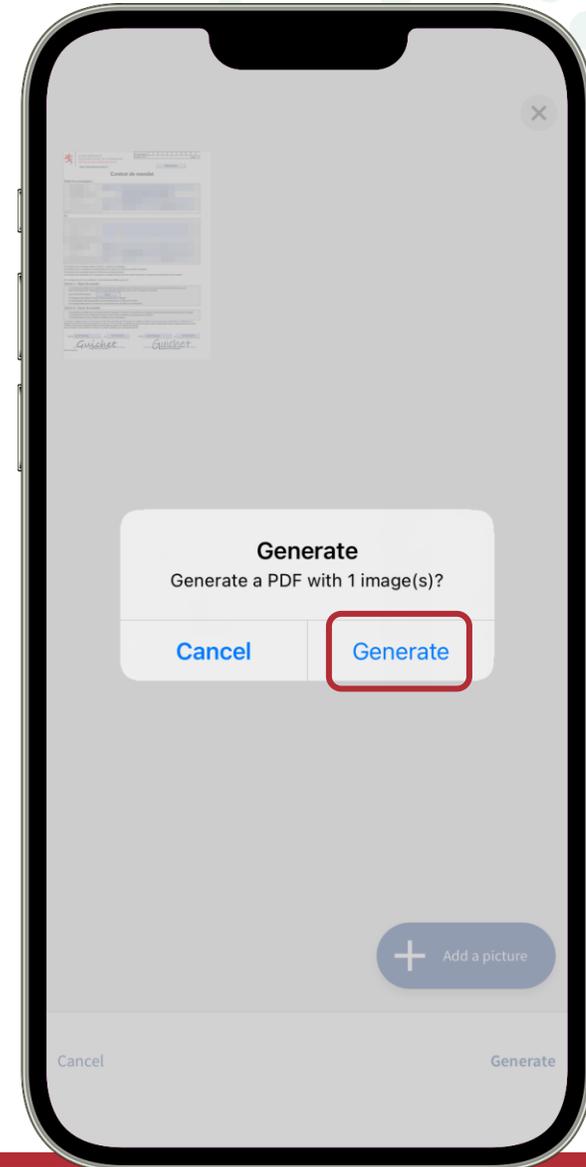




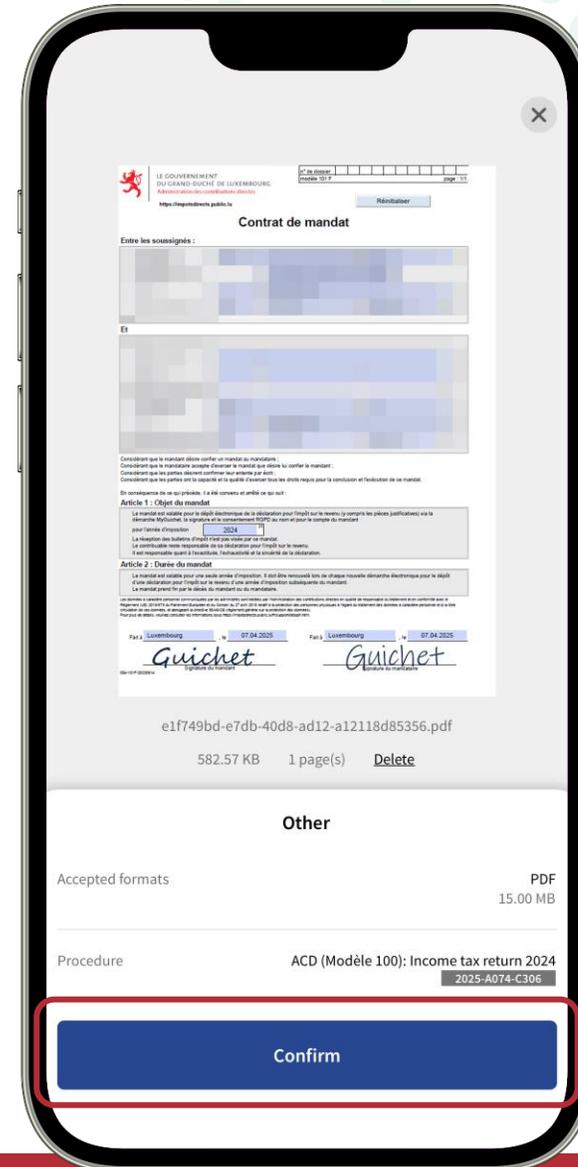
If the document consists of multiple pages, tap '**Add a picture**' to create a multi-page PDF document.



Tap '**Generate**'.



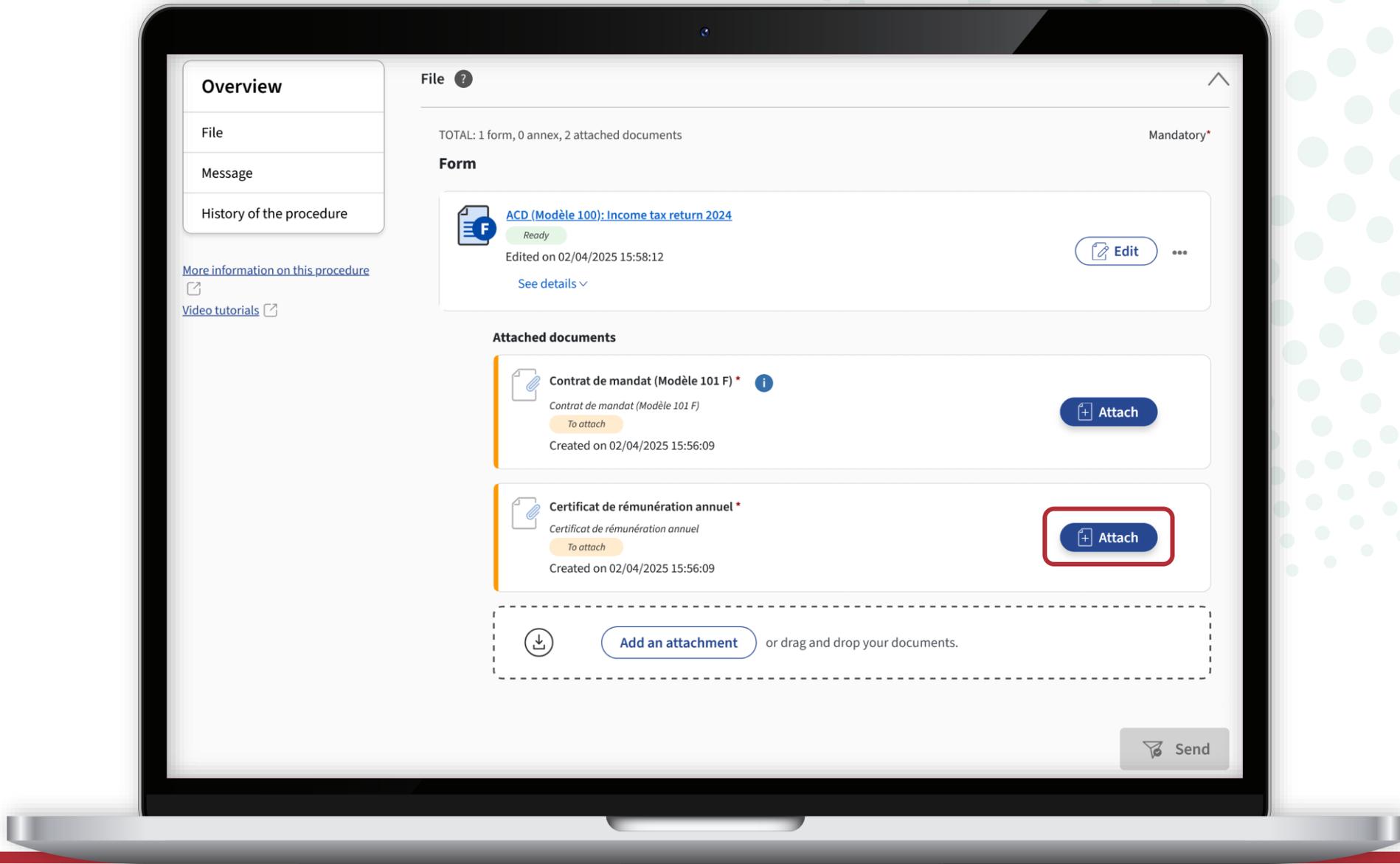
Tap 'Confirm'.



'My documents' section

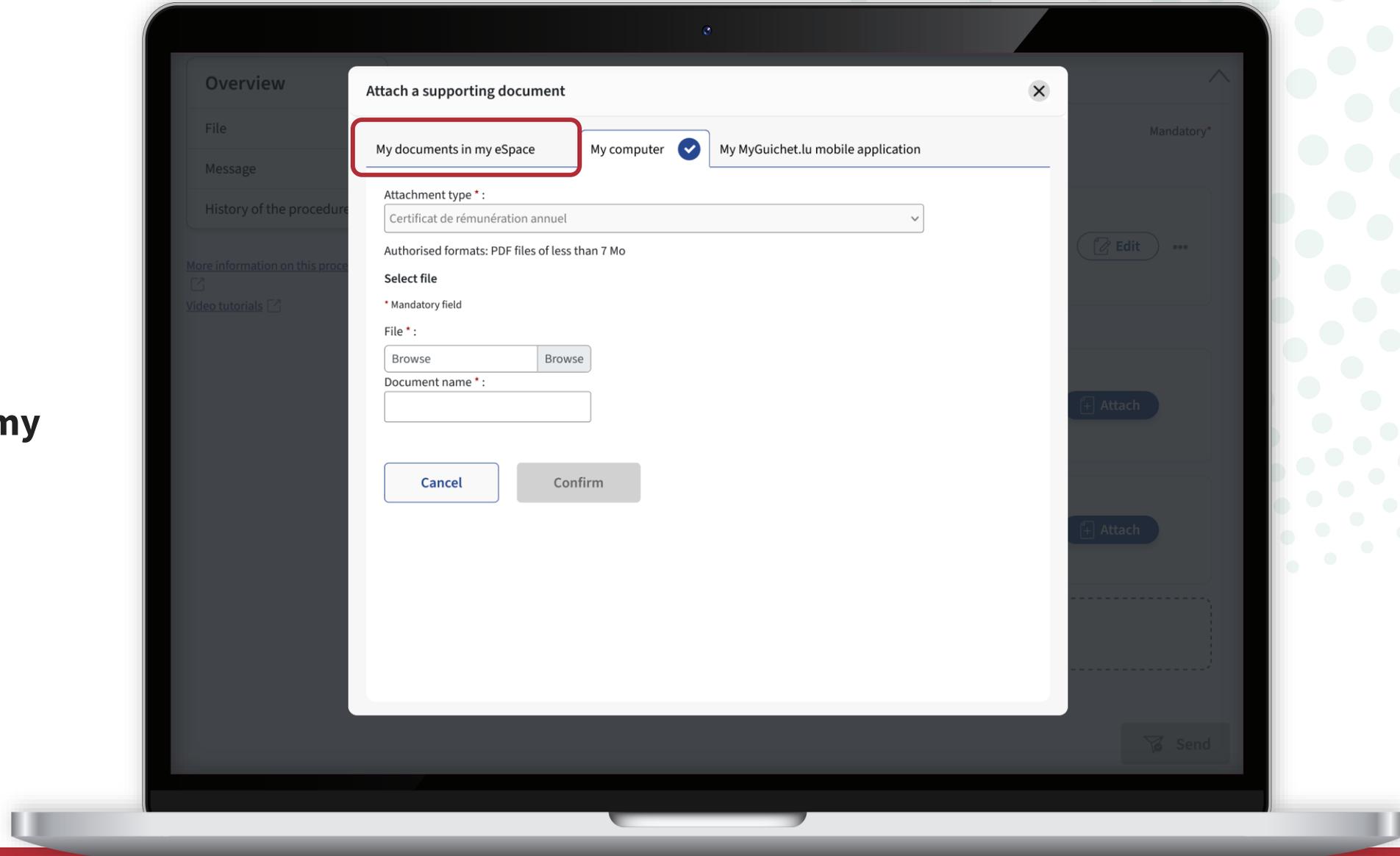
1

Click on 'Attach'.



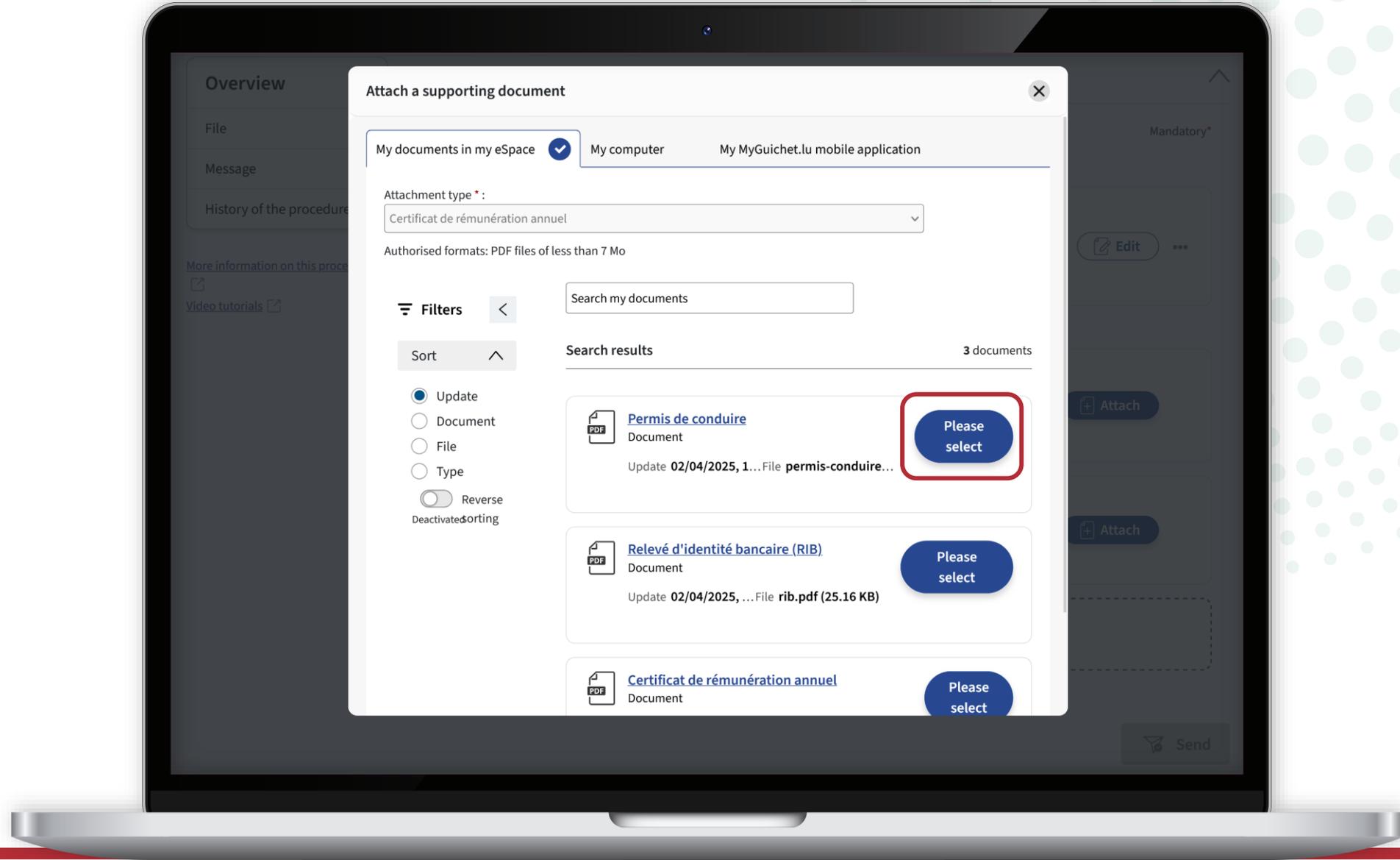
2

Select 'My documents in my eSpace'.



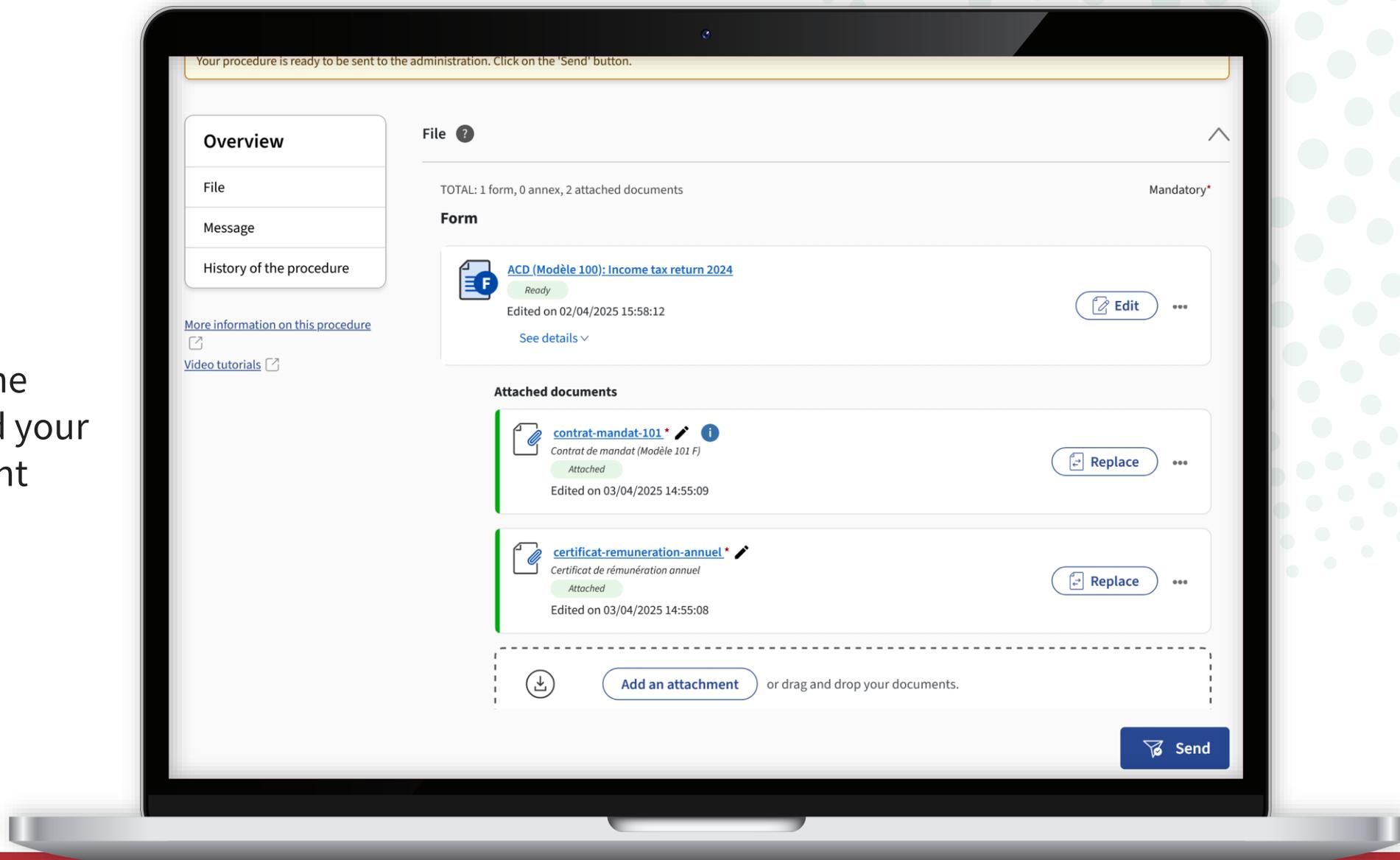
3

Click on 'Please select'.





Once you have added all the attachments, you can send your procedure to the competent organisation.



Do you need help?



Contact form



Physical reception desk

11, rue Notre-Dame
L-2240 Luxembourg
open on working days from 8.00 to 17.00
(with or without appointment)



Phone

(+352) 247 82 000
available on working days from 8.00 to 18.00



Video call with the Guichet.lu Helpdesk

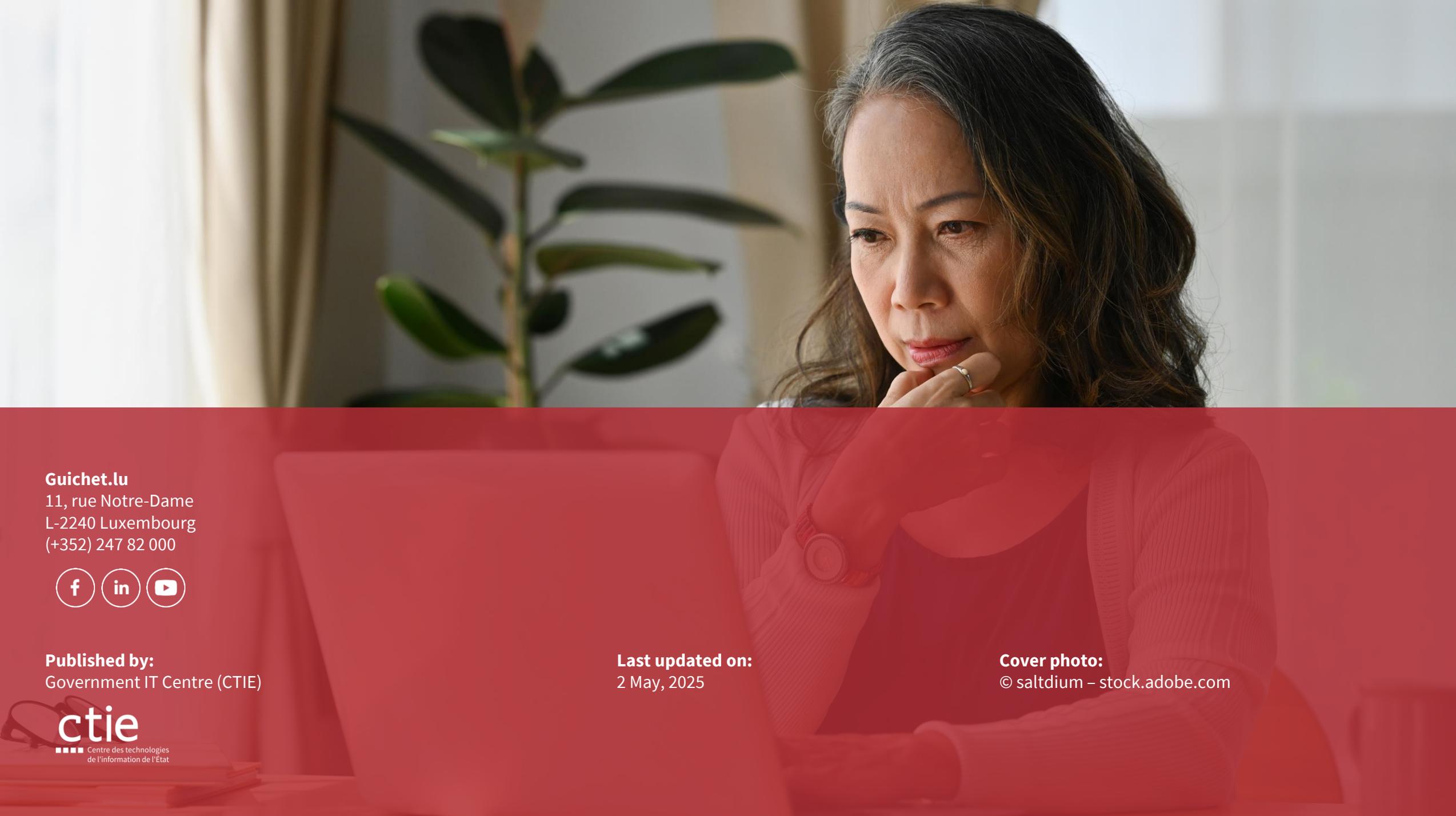
by appointment, on working days from 8.30 to
17.30



Appointment



via [MyGuichet.lu](#) 



Guichet.lu

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