

Adding attachments to a procedure with authentication

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;
 - <u>by uploading them in the usual way;</u>
- 2. <u>using the MyGuichet.lu mobile application;</u>
- 3. <u>from the 'My documents' section</u>.





Drag and drop





Page **4** of 43

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



- 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.



(i)!

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

Overview	Attach a supporting document			×	
File Message	My documents in my eSpace	My computer 🕑	My MyGuichet.lu mobile application		Mandatory*
History of the procedure More information on this proce		Click to select or drag ar	nd drop your documents.		Edit
	Document name * : certificat-remuneration-annue certificat-remuneration-annuel.	Attachment type * : Certificat de rémun pdf	nération annuel	elete	+ Attach
	Document name • : contrat-mandat-101 contrat-mandat-101.pdf	Attachment type * : Contrat de mandad	t (Modèle 101 F)	elete	🕂 Attach
	Cancel			Confirm	
					Send

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

File Message History of the procedure Mescainformation on this procedure Video tutorials (2) Document name *: Attachment type *: Certificat remuneration-annuel.pdf	
History of the procedure More information on this proce Video tutorials Document name*: Certificat-remuneration-annuel.pdf Document name*: Certificat-remuneration-annuel.pdf	
Document name *: Certificat-remuneration-annuel certificat-remuneration-annuel.pdf	
Document name *: Attachment type *: contrat-mandat-101 Contrat de mandat (Modèle 101 F) contrat-mandat-101.pdf	
Cancel	
Send	

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

Overview	Attach a supporting document	:		×	
File	My documents in my eSpace	My computer 🕑	My MyGuichet.lu mobile application		Mandatory*
Message History of the procedure More information on this proce		Click to select or drag ar	nd drop your documents.		Edit
<u>Video tutorials</u>	Document name * : certificat-remuneration-annue certificat-remuneration-annue	el Certificat de rémui	nération annuel	Delete	Attach
t	Document name * : contrat-mandat contrat-mandat.pdf	Attachment type * : Contrat du prêt hy	pothécaire	Delete	Attach
	Cancel			Confirm	
					Send

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

Ove	erview	Attach a supporting document				×	
File	200	My documents in my eSpace	My computer 🕑	My MyGuichet.lu mobile ap	plication		
More info	orry of the procedure		Click to select or drag ar	d drop your documents.			ŀ
		Document name * : certificat-remuneration-annuel certificat-remuneration-annuel.p	Attachment type * : Certificat de rémun	rération annuel	Delete		
		Document name * : contrat-mandat contrat-mandat.pdf	Attachment type * : Contrat du prêt hyp	pothécaire .	Delete)	
		Cancel			Confirm	n	L

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

Verview File Message History of the procedu More information on this process Video tutoriais	Certificat de tantièmes Certificat délivré par le Ministre de l'Agriculture, de la Viticulture et du Développement rural (Abattement spécial agricole en cas d'aides à l'installation) Certificat des cotisations sociales payées pour les activités indépendantes Certificat médical attestant le régime diététique Certificat médical attestant le taux de réduction de la capacité de travail Commission unique en relation avec prêt hypothécaire Contrat de paritis et peries Contrat du prêt hypothécaire contrat du prêt hypothécaire contrat du prêt hypothécaire contrat-mandat Cancel
1.000	

Select the **correct attachment type**.

		Please sciect	
	Overview	Required attachments	
	File	Contrat de mandat (Modèle 101 F)	
	Message	Certificat de rémunération annuel	
	History of the procedure	Add a new document	
	More information on this proce	Bilan et compte de profits et pertes	
	☐ Video tutorials ☐	Acquisitions d'immobilisations amortissables (Modèle 113)	
		Acte de vente	
		Acte de vente de l'acquisition	
chmont		Acte notarié de l'acquisition à titre onéreux de l'habitation	
ciment		Artistes et intermittents du spectacle (Modèle 145 ou une annexe équivalente)	
		Attestation de vente	
		contrat-mandat Contrat du prêt hypothécaire Contrat du prêt hypothécaire Contrat du prêt hypothécaire	
		contrat-mandat.pdf	
		Cancel	
		Send Send	

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

	Overview	Attach a supporting document		×	
	File	My documents in my eSpace	My computer 📀 My MyGuichet.lu mobile application		Mandatory*
M	History of the procedure		Click to select or drag and drop your documents.		Edit
M	deo tutorials 🕜	Document name * : certificat-remuneration-annue certificat-remuneration-annuel.	Attachment type * : Certificat de rémunération annuel	Delete	+ Attach
		Document name * : contrat-mandat contrat-mandat.pdf	Attachment type *: Contrat de mandat (Modèle 101 F)	Delete	1 Attach
		Cancel		Confirm	
					Send

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



- 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.











Page **16** of 43

Click on '**Attach**'.



Click on '**Browse**'.

Overview	Attach a supporting document	8	
	My documents in my eSpace My computer 🕑 My MyGuichet.lu mobile application		Mandatory*
Message History of the procedure	Attachment type * : Certificat de rémunération annuel		
	Authorised formats: PDF files of less than 7 Mo Select file		Edit •••
	* Mandatory field File * :		
	Browse Browse Document name *:		
		(+)	lttach
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After selecting the file on your computer, click on '**Confirm**'.

Overview	Attach a supporting document	×	
File	My documents in my eSpace My computer 😪 My MyGuichet.lu mobile application		Mandatory*
History of the procedure	Attachment type *:		
	Authorised formats: PDF files of less than 7 Mo		Edit •••
	Select file * Mandatory field		
	File * : certificat-remuneration-ann Browse		
	Document name * : certificat-remuneration-annuel	+ Att	ach
		_	
	Cancel		
		(+) Att	ach
			Send



Mobile app





Page **20** of 43

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.



Click on '**Attach**'.

Overview	File 🕐	
File	TOTAL: 1 form, 0 annex, 2 attached documents	Mandatory*
Message	Form	
History of the procedure	ACD (Modèle 100): Income tax return 2024 Ready	
More information on this procedure	Edited on 02/04/2025 15:58:12 See details ~	Edit ••••
Video tutorials	Attached documents	
	Contrat de mandat (Modèle 101 F) * (i) Contrat de mandat (Modèle 101 F) To attach Created on 02/04/2025 15:56:09	+ Attach
	Certificat de rémunération annuel * Certificat de rémunération annuel To attach Created on 02/04/2025 15:56:09	+ Attach
	Add an attachment or drag and drop your documents.	
		Send

Select 'My MyGuichet.lu mobile application'.

Overview	Attach a supporting document	×	
File	My documents in my eSpace My computer 🕑 My MyGuichet.lu mobile application		Mandatory*
History of the procedu	Attachment type *:		
instally of the procedul	Contrat de mandat (Modèle 101 F)		Edit
More information on this proc	Additional information (i)		
<u>Video tutorials</u>	Select file * Mandatory field		
	File*:		
	Browse Browse Document name * :		+ Attach
	Cancel		
			+ Attach
			/
			Sand



Enter the **document name**

3

File	My documents in my eSpace My computer My My G	iuichet.lu mobile application 🛛 📀	Mandatory*
Message History of the procedure	Attachment type * : Contrat de mandat (Modèle 101 F)		
More information on this proce	Authorised formats: PDF files of less than 7 Mo Additional information		Edit
	You can add a document with your MyGuichet.lu mobile app This functionality is only available in conjunction with the MyGuichet.lu application. After entering the name of the	Would you like to know more?	
	document, click on 'Confirm'. A unique QR code will be generated. Open the 'Add a document' feature of the mobile application and scan the QR code. * Mandatory field	Feel free to download our mobile application from the ususal stores:	+ Attach
	Document name :	Google Play	+ Attach
	Confirm	Find out more about the mobile app	



Click on '**Confirm**'.

Overview	Attach a supporting document	×	
File	My documents in my eSpace My computer My My	AyGuichet.lu mobile application 🛛 📿	Mandatory*
History of the procedure	Attachment type * : Contrat de mandat (Modèle 101 F)	~	
More information on this proce	Authorised formats: PDF files of less than 7 Mo Additional information		Edit
	 You can add a document with your MyGuichet.lu mobile app This functionality is only available in conjunction with the MyGuichet.lu application. After entering the name of the document, click on 'Confirm'. A unique QR code will be generated. Open the 'Add a document' feature of the mobile application and scan the QR code. * Mandatory field Document name * : Contrat-mandat-101 	<section-header><section-header><text><text></text></text></section-header></section-header>	Attach
			Send



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

	Dev	vice not linked	
LINK			
×	Link your device Access all the features of this app by I MyGuichet.lu account from a comput	inking it to your er.	
PROCESS WIT	TH AND WITHOUT LINK		
	Add a document Add an attachment to an active proce	edure.	
OTHER			
\$	Settings	>	
	Questions?	>	• • •
	Consult Guichet.lu	C	
	MyGuichet.	lu	



Tap 'Continue'.







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





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

		×	
	ake a picture		
	Local file		
Contrat de m	nandat (Modèle 101 F)		
Accepted formats		PDF 7,00 MB	
Procedure	ACD (Modèle 100): Income tax ret 2025-A0	turn 2024 74-C306	





Tap 'Add a picture'.

	•					
				×		
				Ī		
				l		
		+	Add a picture			
Cancel			Gene	rate		





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'.

Cancel	Generate





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







Tap 'Generate'.

	Enerate a PDF with 1 image(s) Cancel	
Cancel		Generate





Tap 'Confirm'.

		×	
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e1f749b 58	d-e7db-40d8-ad12-a12118d85356.pdf 2.57 KB 1 page(s) <u>Delete</u>		
	Other		
Accepted formats		PDF 15.00 MB	
Procedure	ACD (Modèle 100): Income tay 202	x return 2024 5-A074-C306	
	Confirm		





'My documents' section





Page **38** of 43

Click on '**Attach**'.



Select '**My documents in my** eSpace'.



Click on '**Please select**'.

Overview	Attach a supporting docume	ent	×	
File	My documents in my eSpace	My computer My MyGuichet.lu mobile applicat	ion	Mandatory*
History of the procedure	Attachment type * : Certificat de rémunération ann	nuel	~	
More information on this proce	Authorised formats: PDF files of	less than 7 Mo		Edit
<u>Video tutorials</u>	∓ Filters <	Search my documents		
	Sort 🔨	Search results	3 documents	
	 Update Document File Type Reverse 	Permis de conduire Document Update 02/04/2025, 1 File permis-conduire	Please select	Attach
	Deschategoring	Relevé d'identité bancaire (RIB) Document Update 02/04/2025, File rib.pdf (25.16 KB)	Please select	Attach
		Certificat de rémunération annuel Document	Please select	
				Send



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

Overview	File 🚱	^
File Message	TOTAL: 1 form, 0 annex, 2 attached documents Form	Mandatory*
History of the procedure	ACD (Modèle 100): Income tax return 2024 Ready Edited on 02/04/2025 15:58:12 See details ~	Edit
Video tutorials (2)	Attached documents	
	Contrat-mandat-101 * Contrat de mandat (Modèle 101 F) Attached Edited on 03/04/2025 14:55:09	Replace •••
	Certificat-remuneration-annuel * Certificat de rémunération annuel Attached Edited on 03/04/2025 14:55:08	Replace •••
	(4) Add an attachment or drag and drop your documents.	



Do you need help?

E Contact form

Physical reception desk

11, rue Notre-DameL-2240 Luxembourgopen 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





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