

A young man with dark skin, wearing a green knit beanie and a yellow jacket, is sitting at a desk and working on a laptop. He is looking slightly to his right. The background is filled with various green plants in pots, creating a lush, indoor garden atmosphere. A semi-transparent red banner is overlaid on the bottom half of the image.

Setting up a business eSpace

New user

MyGuichet.lu

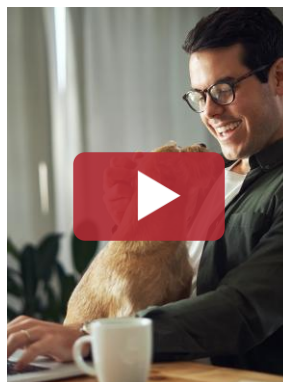
What do I need to set up a business eSpace?

- ☒ I am at least 16 years old.
- ☒ I have a 13-digit Luxembourg national identification number (*Matricule*).
- ☒ I have a computer or mobile device (smartphone or tablet) connected to the Internet.
- ☒ I have an email address.
- ☒ I have activated my authentication product.

Registration on MyGuichet.lu

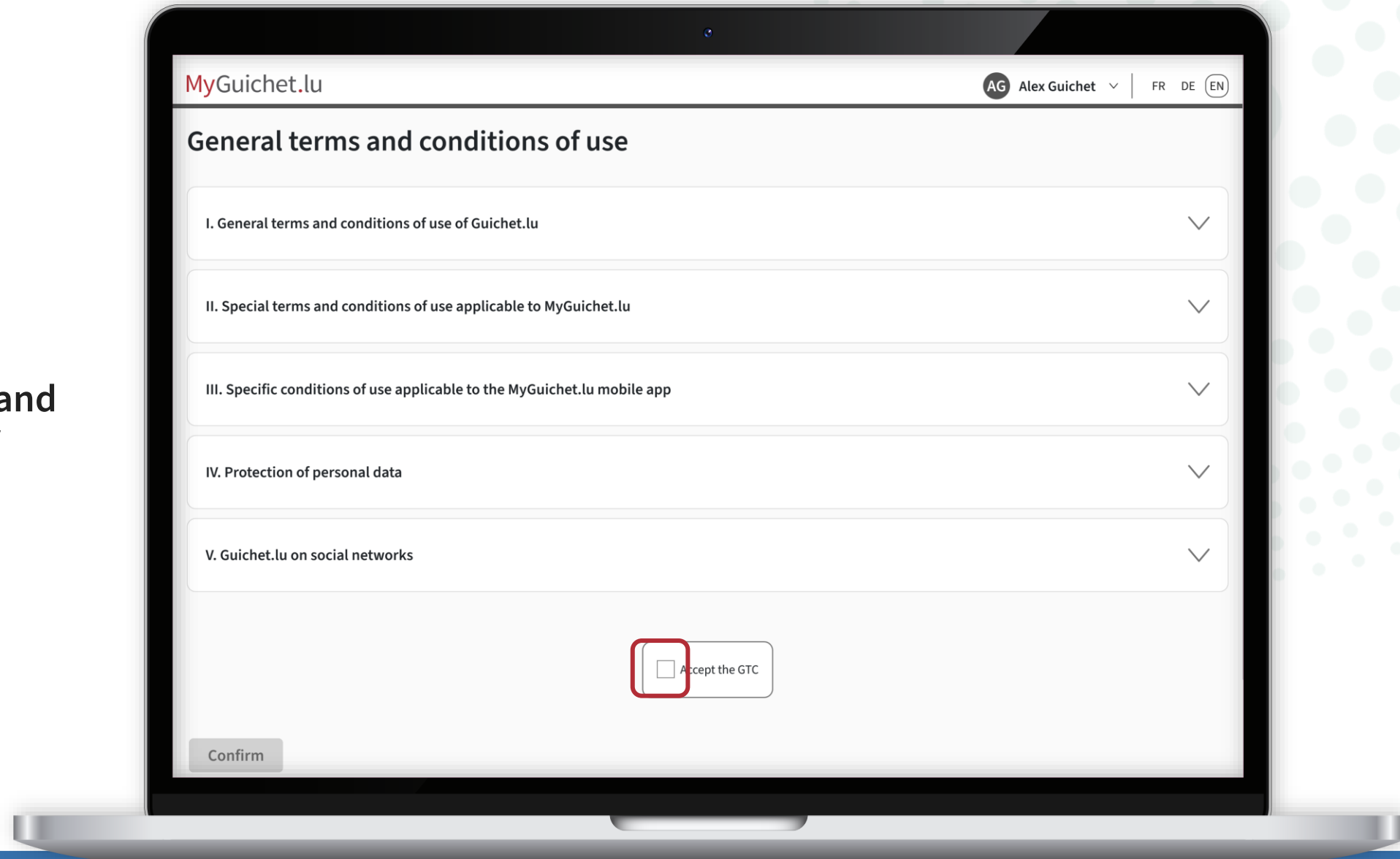
Before you can set up a business eSpace, **you must first register on MyGuichet.lu**. [See our tutorial on this topic](#) to find out how to do this.

Registering on
MyGuichet.lu



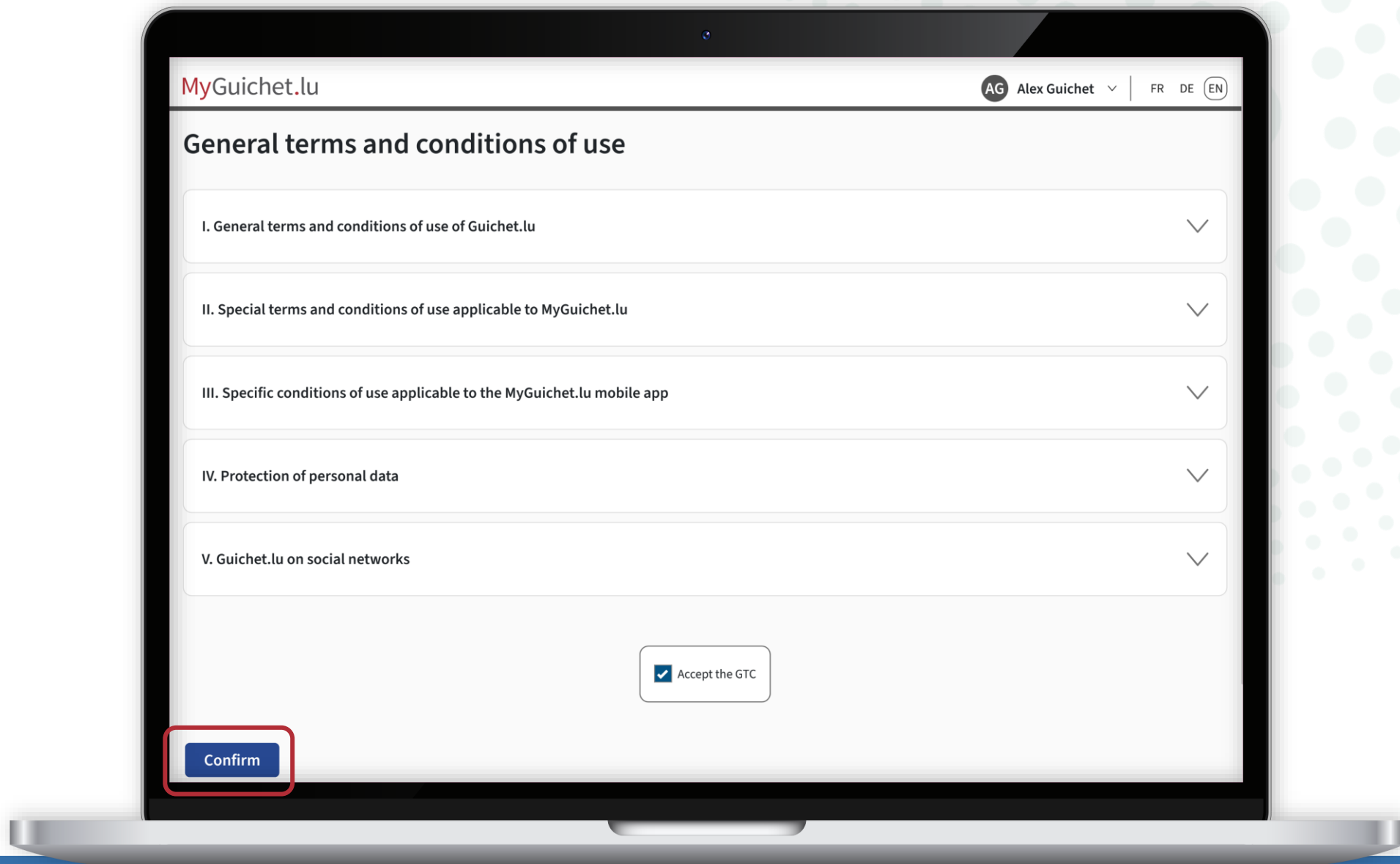
1

Accept the **general terms and conditions of use (GTC)** of MyGuichet.lu.



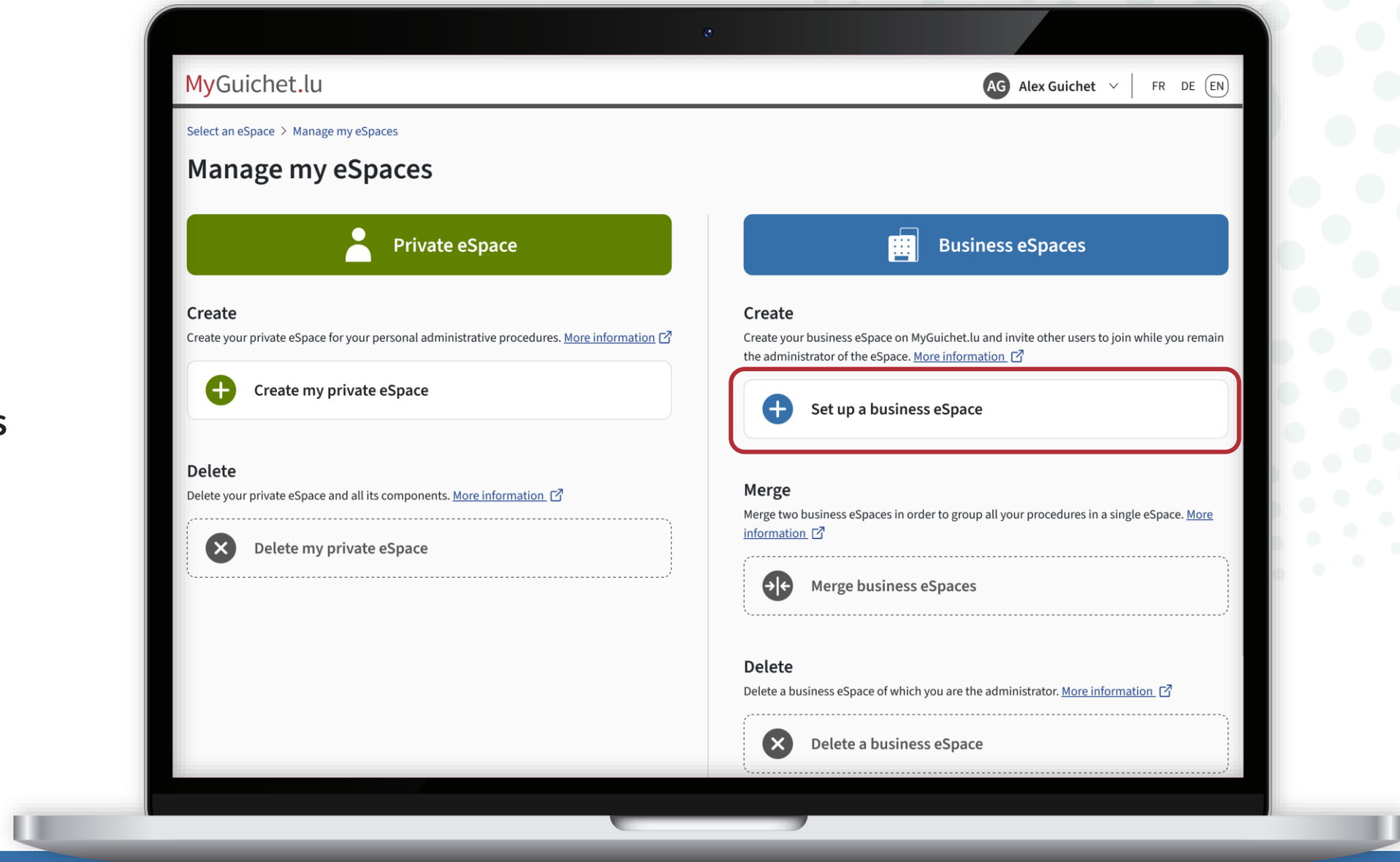
2

Click on 'Confirm'.



3

Click on 'Set up a business eSpace'.



Fill in the **mandatory fields** marked with an asterisk (*).

The screenshot shows a laptop displaying the MyGuichet.lu website. The page title is 'Setting up a business eSpace'. The breadcrumb trail is 'Select an eSpace > Manage my eSpaces > Setting up a business eSpace'. The user is logged in as 'Alex Guichet' (AG) with language options for FR, DE, and EN. The form contains several sections with mandatory fields marked with an asterisk (*):

- Business eSpace**: A section with the instruction 'Enter the name you will use to identify your business eSpace.' and a mandatory field 'Name of the business eSpace *' with the example 'Example SARL - Accounting'.
- Information sheet on the legal person, a self-employed or an association**: A section with the instruction 'Enter your company details' and a mandatory field 'Company name / Corporate name *' with the example 'Example SARL'.
- Your user information**: A section with fields for 'Surname' (Guichet), 'First name' (Alex), and 'Your email *' (alex.guichet@ctie.etat.lu).

At the bottom of the form are 'Cancel' and 'Confirm' buttons.



Your **first name(s)** and **surname(s)** are automatically read from your authentication device and cannot be changed.

MyGuichet.lu

AG Alex Guichet FR DE EN

Select an eSpace > Manage my eSpaces > Setting up a business eSpace

Setting up a business eSpace

* Mandatory field

Business eSpace

Enter the name you will use to identify your business eSpace.

Name of the business eSpace * :

Example SARL - Accounting

Information sheet on the legal person, a self-employed or an association

Enter your company details

Company name / Corporate name * :

Example SARL

Your user information

Surname:
Guichet

First name:
Alex

Your email * :

alex.guichet@ctie.etat.lu

Cancel Confirm



The **email** address field is pre-filled.

However, you can change it if you prefer to receive notifications from MyGuichet.lu at a different address.

The screenshot shows a laptop displaying the MyGuichet.lu website. The user is logged in as 'Alex Guichet' (AG). The breadcrumb trail is 'Select an eSpace > Manage my eSpaces > Setting up a business eSpace'. The main heading is 'Setting up a business eSpace'. A note indicates that fields with an asterisk are mandatory. The form is divided into three sections: 'Business eSpace', 'Information sheet on the legal person, a self-employed or an association', and 'Your user information'. The 'Business eSpace' section has a sub-heading 'Enter the name you will use to identify your business eSpace.' and a text input field for 'Name of the business eSpace *' containing 'Example SARL - Accounting'. The 'Information sheet...' section has a sub-heading 'Enter your company details' and a text input field for 'Company name / Corporate name *' containing 'Example SARL'. The 'Your user information' section contains fields for 'Surname' (Guichet) and 'First name' (Alex). The 'Your email *' field is pre-filled with 'alex.guichet@ctie.etat.lu' and is highlighted with a red dashed rectangular box. At the bottom of the form are 'Cancel' and 'Confirm' buttons.

5

Click on 'Confirm'.

The screenshot shows the 'Setting up a business eSpace' page on the MyGuichet.lu website. The page is displayed on a laptop screen. The breadcrumb trail at the top reads: 'Select an eSpace > Manage my eSpaces > Setting up a business eSpace'. The page title is 'Setting up a business eSpace'. A note indicates that fields marked with an asterisk (*) are mandatory. The form is divided into three main sections: 'Business eSpace', 'Information sheet on the legal person, a self-employed or an association', and 'Your user information'. The 'Business eSpace' section contains a text input field for the 'Name of the business eSpace' with the placeholder text 'Example SARL - Accounting'. The 'Information sheet' section contains a text input field for the 'Company name / Corporate name' with the placeholder text 'Example SARL'. The 'Your user information' section contains three fields: 'Surname' (Guichet), 'First name' (Alex), and 'Your email' (alex.guichet@ctie.etat.lu). At the bottom of the form, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangular box.

MyGuichet.lu

AG Alex Guichet FR DE EN

Select an eSpace > Manage my eSpaces > Setting up a business eSpace

Setting up a business eSpace

* Mandatory field

Business eSpace

Enter the name you will use to identify your business eSpace.

Name of the business eSpace * :

Example SARL - Accounting

Information sheet on the legal person, a self-employed or an association

Enter your company details

Company name / Corporate name * :

Example SARL

Your user information

Surname:
Guichet

First name:
Alex

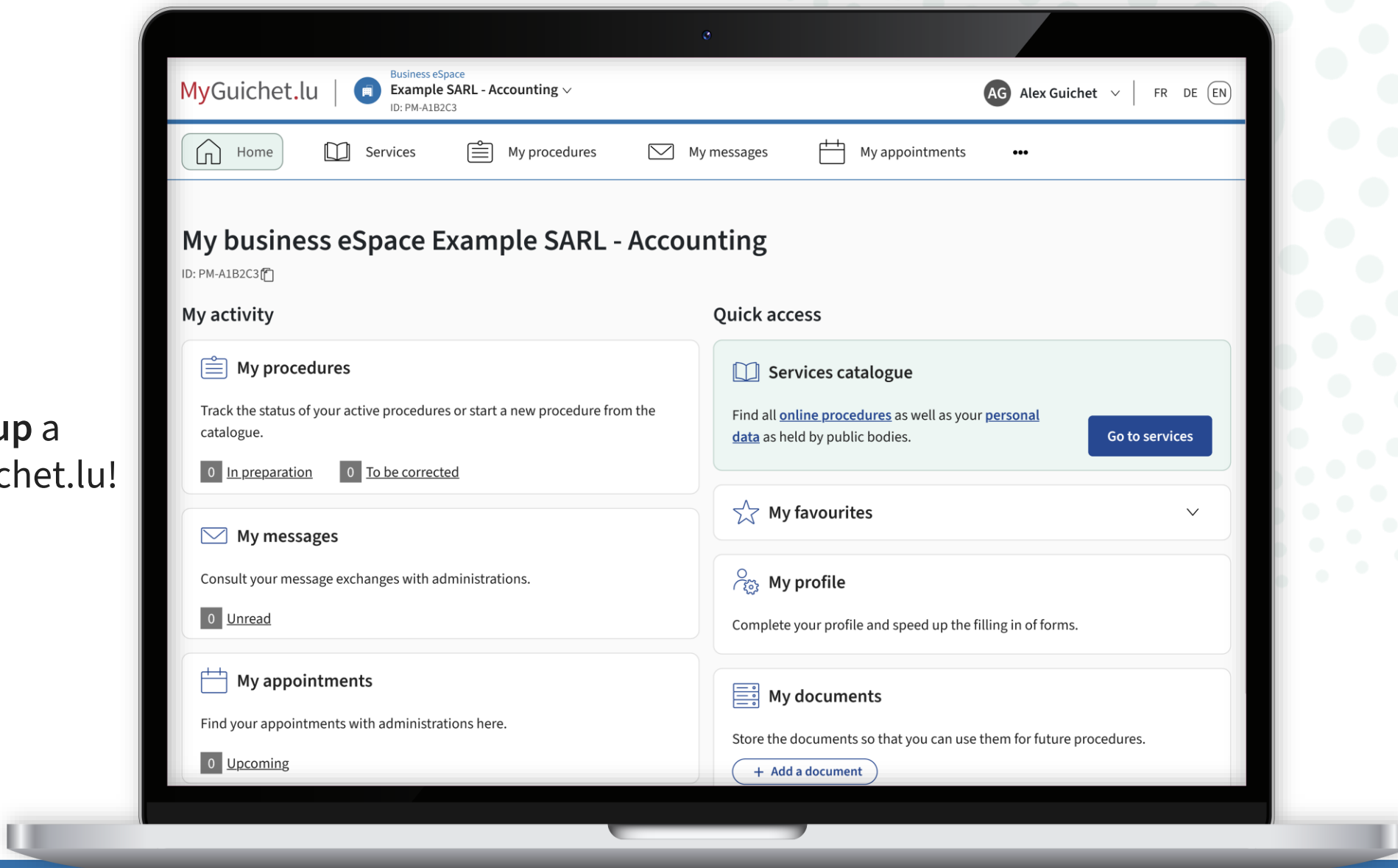
Your email * :

alex.guichet@ctie.etat.lu

Cancel Confirm



You have **successfully set up** a business eSpace on MyGuichet.lu!



Guichet.lu

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Need help?



Further information:



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