Would you like to create a **private eSpace** on MyGuichet.lu?

To create your **private eSpace**, you must complete **several steps**:

Step 1

Register with MyGuichet.lu





Visit us at MyGuichet.lu <u>http://MyGuichet.lu/en</u>

1

Click on "Log on to MyGuichet.lu".



2



Choose the device you want to use to log in.

Click on the image that corresponds to that device.





The LuxTrust Token that you use for your e-banking transactions also allows you to connect to MyGuichet.lu.

If you do not have an authentication device yet, you can order one from LuxTrust.



- 1. Enter your User ID and Password.
- 2. Click on "Next".

eAccess 0

To access the MyGuichet.lu online service, you must authenticate by selecting your device.

Change the authentication mode

Connection to LuxTrust for authentication with session identifier 538880.





FR EN DE

2/ Select your device, then follow the instructions to complete your registration.

- 1. Press the **button on your token**.
- 2. Enter the **6-digit code** displayed on the token in the OTP field.
- 3. Click on "Authenticate".



!

The image must match the secret image you have chosen.

To access the MyGuichet.lu online service, you must authenticate by selecting your device.

Change the authentication mode

Connection to LuxTrust for authentication with session identifier



Token

First visit?

Follow these steps:

FR EN DE

1/ You need a luxemburgish Id-card with an activated certificate or a Luxtrust product. Visit the Luxtrust website to learn how to get a Luxtrust product.

2/ Select your device, then follow the instructions to complete your registration.

Enter:

- your email address; and
- your **13-digit national** identification number (*matricule*).

Click on "*S'enregistrer*" ("Register").

Connexion à un service en ligne de l'I	Etat luxembourgeois		
			FR E
Enregistrement			
• : champs obligatoires.			
Vous avez fourni un certificat électronique valide, mais vous n'avez pas accès à cette applicatio Veuillez renseigner les champs ci-dessous pour vous enregistrer.	n.		
Votre prénom *	LEA		
Votre nom *	GUICHET		
Votre adresse e-mail *	lea.guichet@guichet.lu		
Votre numéro d'identification (Matricule Lux.) * <u>Mention légale</u>	1983081974925		
		< Annuler	S'enregistrer

A **confirmation email** will be sent to the address you have provided.

This confirmation email is sent by usermanagement@security.public.lu.



Connexion à un service en ligne de l'Etat luxembourgeois

Votre demande d'enregistrement a été soumise.

Veuillez vérifier votre boîte aux lettres (lea.guichet@guichet.lu) pour un message. Il contiendra les informations nécessaires à la validation de votre inscription

Merci de ne pas répondre à cet email.

Retour à l'écran de connexion

To continue, check the mailbox of the email address you provided.

The email contains:

- some instructions; and
- a link which is valid **for 72 hours** to confirm your registration.

Click on "Click here to validate your registration".

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 If you cannot access the page through the link, please copy and paste the following URL in your browser's address bar :

https://saturn-test.cie.etat.lu/securityCode/

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:



Authenticate again using your token:

Click on the image that corresponds to the device.





- 1. Enter your User ID and Password.
- 2. Click on "Next".

eAccess 0

To access the MyGuichet.lu online service, you must authenticate by selecting your device.

Change the authentication mode

Connection to LuxTrust for authentication with session identifier 538880.





FR EN DE

2/ Select your device, then follow the instructions to complete your registration.

- 1. Press the **button on your** token.
- Enter the 6-digit code displayed on the token in the OTP field.
- 3. Click on "Authenticate"



!

The image must match the secret image you have chosen.

To access the MyGuichet.lu online service, you must authenticate by selecting your device.

Change the authentication mode

Connection to LuxTrust for authentication with session identifier



Token

First visit?

Follow these steps:

FR EN DE

1/ You need a luxemburgish Id-card with an activated certificate or a Luxtrust product. Visit the Luxtrust website to learn how to get a Luxtrust product.

2/ Select your device, then follow the instructions to complete your registration.

 Accept the terms of use of the Government IT Centre (CTIE) website by ticking the box provided.

2. Click on "*S'enregistrer*" ("Register").



You are now registered with MyGuichet.lu.





Creation of a private eSpace





- 1. Accept the **terms of use of MyGuichet.lu** by ticking the box provided.
- 2. Click on "*Valider*" ("Validate").



Click on "**Create my private** eSpace".

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Private eSpaces		Business eSpaces
Create your private eSpace informatio	e for your personal administrative procedures. <u>More</u>	Create your business eSpace on MyGuichet and invite other users to join while you remain the administrator of the eSpace. More information \Box
Leate my priv	vate eSpace	Create a business eSpace
Delete your private eSpace	e and all its components. <u>More information</u>	Merge two business eSpaces in order to gather all your procedures in one work space. More information
Delete my private eSpace		A Merge business eSpaces
		Delete a business eSpace of which you are the administrator. <u>More information</u>
		Delete a business eSpace



3

- 1. Fill in the **mandatory fields**.
- 2. Click on "Confirm".

Private eSpace		
Name:		
First name:		
Your email *		
Would you like to use the data from the National Registry to pre- fill procedures ?	Yes No	0
Confirm Cancel		
Help		
Help	About this site	
Contact	Legal notice	
	Accessibility	

You have now created your private eSpace on MyGuichet.lu.



A **letter** confirming the registration with MyGuichet.lu will be sent to you by post.

You **do not need** to wait until you receive this letter to use your private eSpace.



MyGuichet.lu, the secure platform on 🕸 Guichet.lu

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Need help? Use our online form.