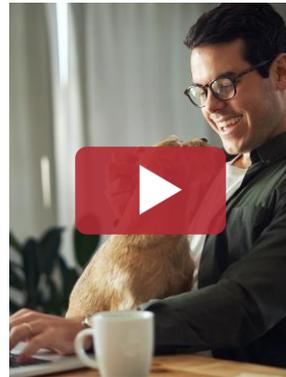# Setting up a business eSpace

New user

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.
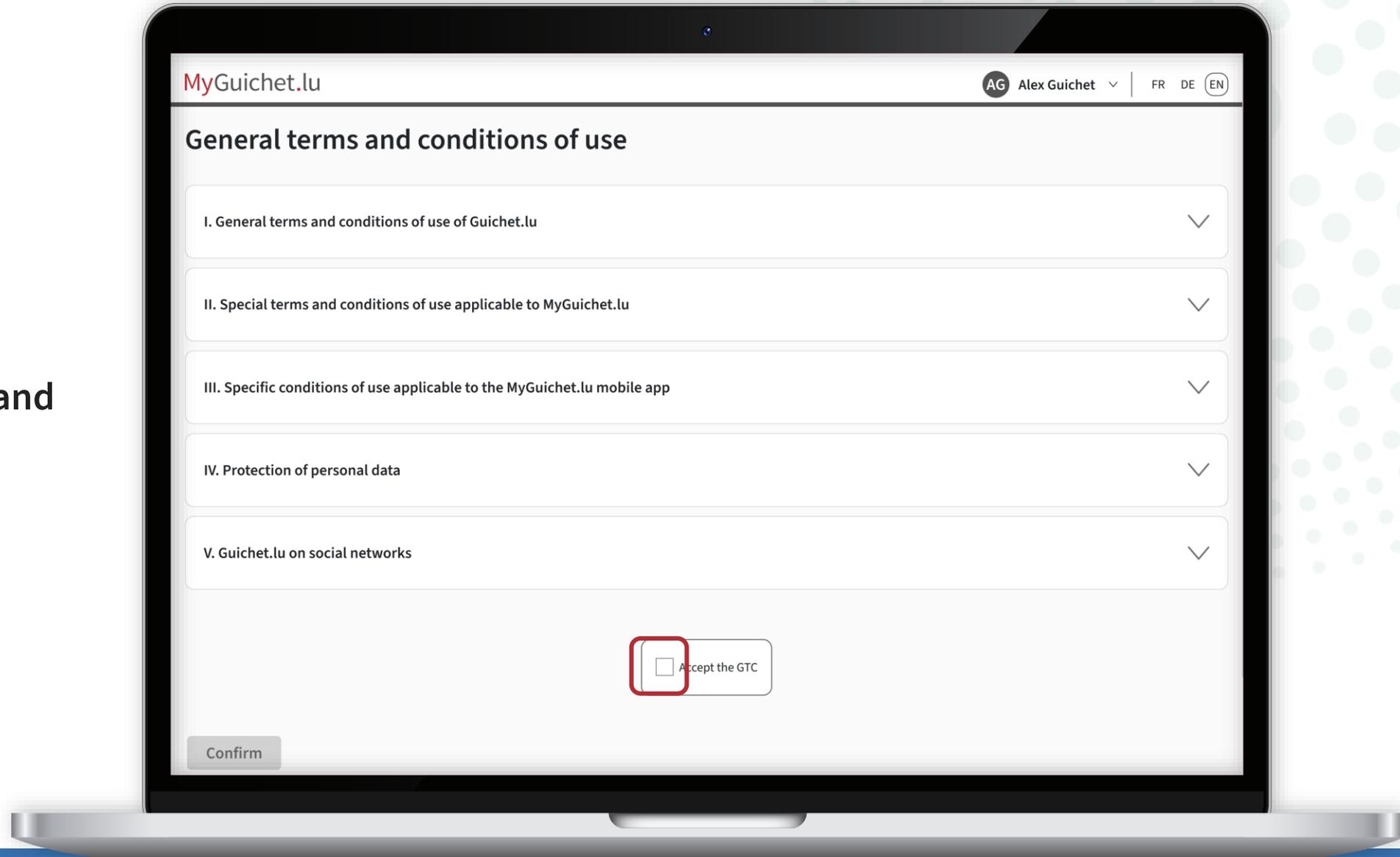
MyGuichet.lu

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.
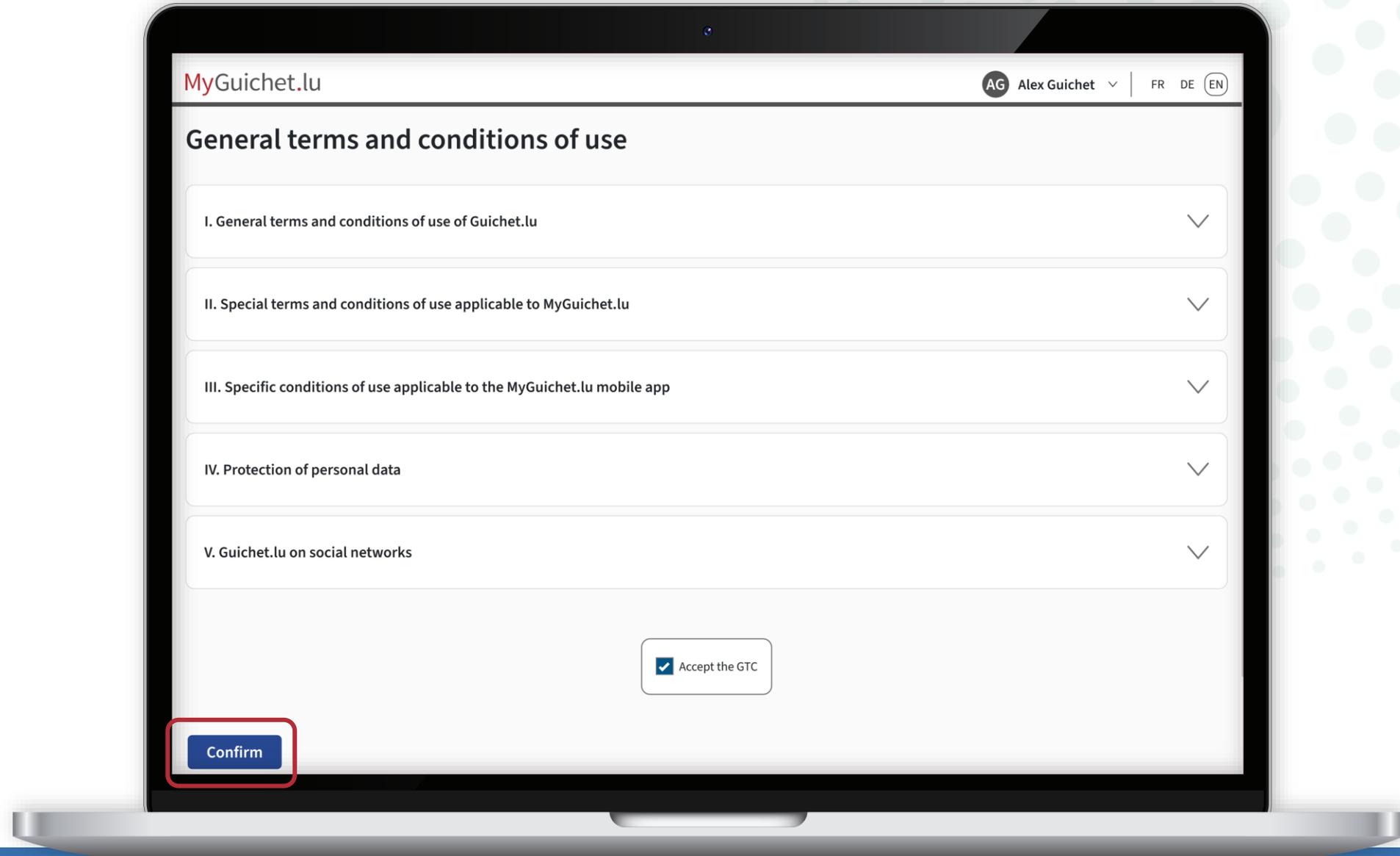
Registering on MyGuichet.lu

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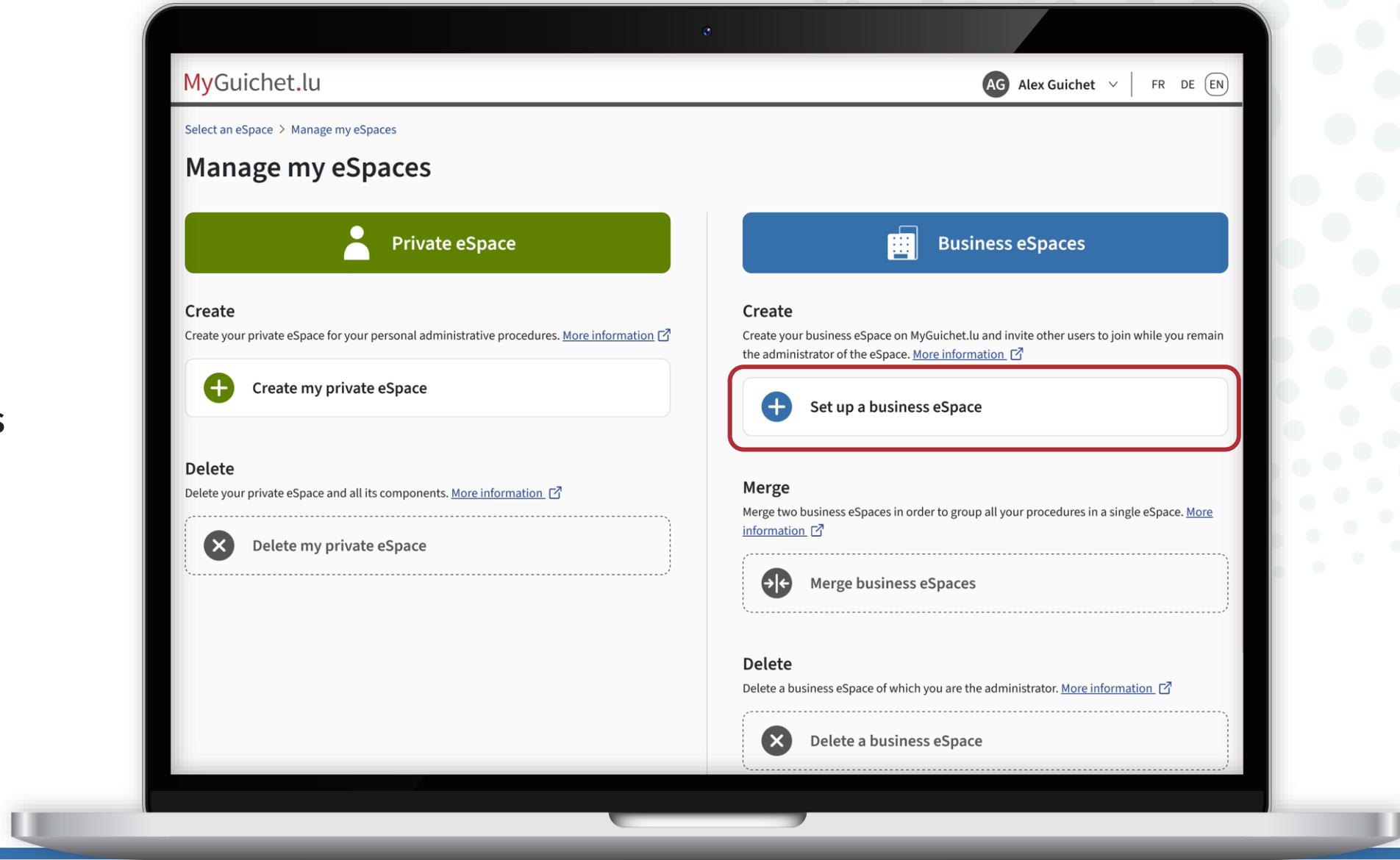Accept the **general terms and conditions of use (GTC)** of MyGuichet.lu.

MyGuichet.lu

General terms and conditions of use

I. General terms and conditions of use of Guichet.lu ∨

II. Special terms and conditions of use applicable to MyGuichet.lu ∨

III. Specific conditions of use applicable to the MyGuichet.lu mobile app ∨

IV. Protection of personal data ∨

V. Guichet.lu on social networks ∨

☐ Accept the GTC

Confirm

MyGuichet.lu

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Click on '**Confirm**'.

MyGuichet.lu

General terms and conditions of use

I. General terms and conditions of use of Guichet.lu ⌄

II. Special terms and conditions of use applicable to MyGuichet.lu ⌄

III. Specific conditions of use applicable to the MyGuichet.lu mobile app ⌄

IV. Protection of personal data ⌄

V. Guichet.lu on social networks ⌄

☑ Accept the GTC

Confirm

MyGuichet.lu

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Click on 'Set up a business eSpace'.

MyGuichet.lu

Select an eSpace > Manage my eSpaces

Manage my eSpaces

| 👤 **Private eSpace** | 🏢 **Business eSpaces** |

Create

Create your private eSpace for your personal administrative procedures. More information ⬀

➕ Create my private eSpace

Create

Create your business eSpace on MyGuichet.lu and invite other users to join while you remain the administrator of the eSpace. More information ⬀

➕ Set up a business eSpace

Delete

Delete your private eSpace and all its components. More information ⬀

✖ Delete my private eSpace

Merge

Merge two business eSpaces in order to group all your procedures in a single eSpace. More information ⬀

⊳|◁ Merge business eSpaces

Delete

Delete a business eSpace of which you are the administrator. More information ⬀

✖ Delete a business eSpace

MyGuichet.lu

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

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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

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

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.

MyGuichet.lu

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Click on '**Confirm**'.

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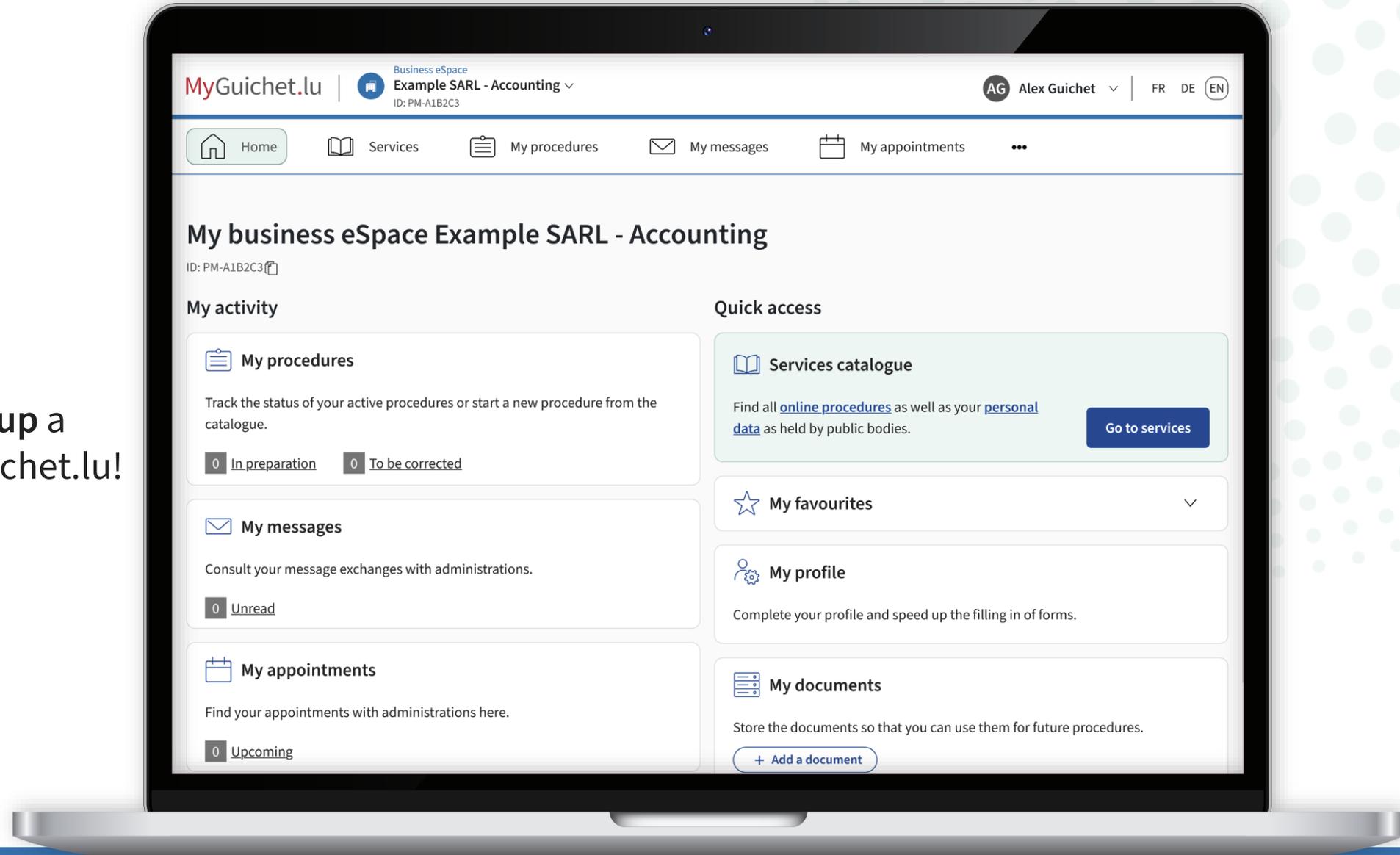
MyGuichet.lu

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Need help?

Further information:

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de l'information de l'État