

A photograph of two elderly women sitting on a couch in a bright, modern living room. They are both smiling and looking at each other, engaged in a conversation. The woman on the left has short grey hair and is wearing a light-colored cardigan over a patterned top. The woman on the right has longer grey hair, wears glasses, and a blue button-down shirt. The background shows a well-lit room with large windows, indoor plants, and a wooden shelving unit.

Setting up a digital power of attorney via my private eSpace

Tutorial for the agent

MyGuichet.lu

Terminology

The person who is **entrusting** another person with the authority to carry out procedures in their name is called '**principal**'.



The person who is **given** the authority to carry out procedures in the name of another person is called '**agent**'.

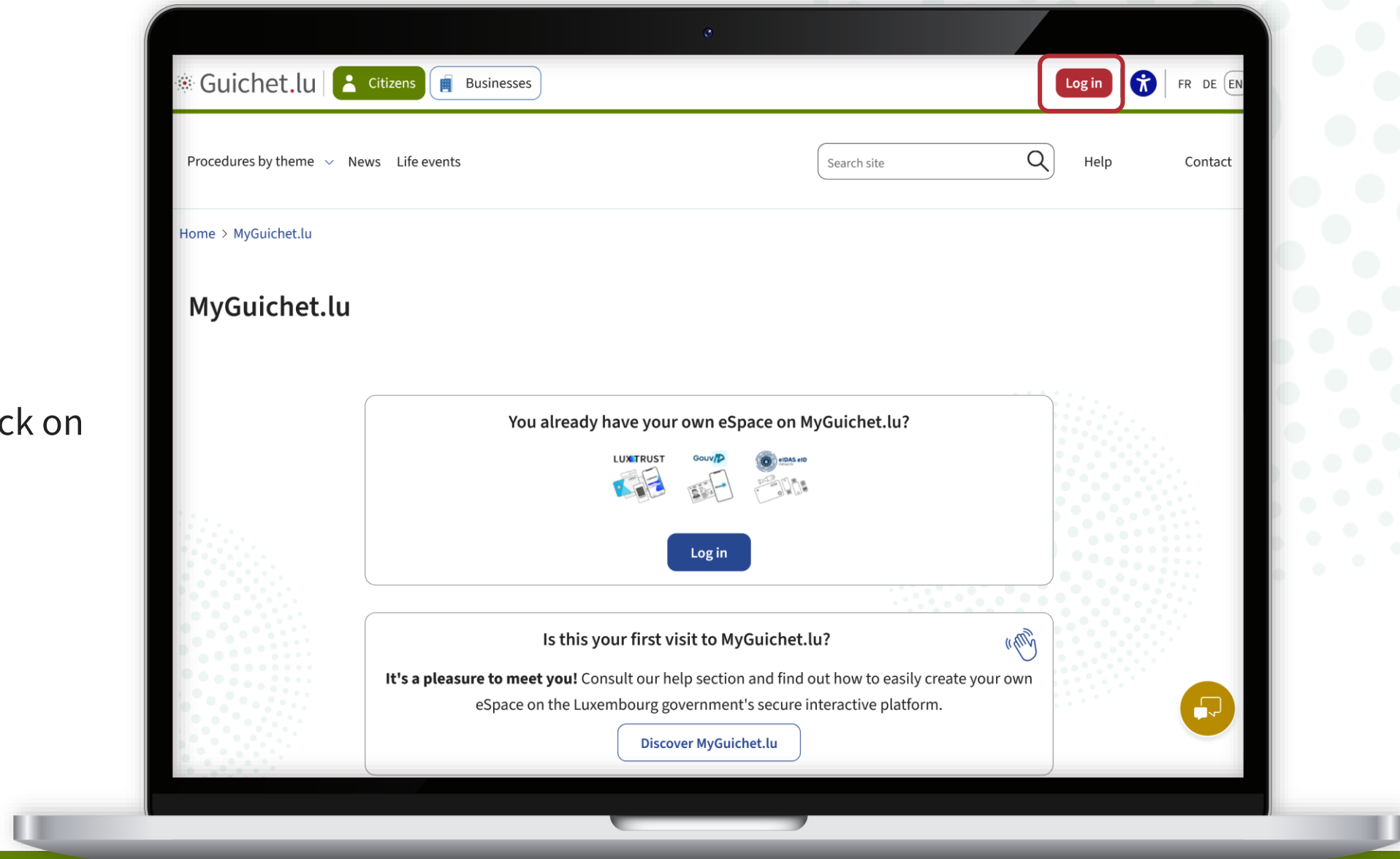


In this tutorial, we will explain to you how you, **in your capacity as agent**, can create a digital power of attorney online via your private eSpace on MyGuichet.lu.

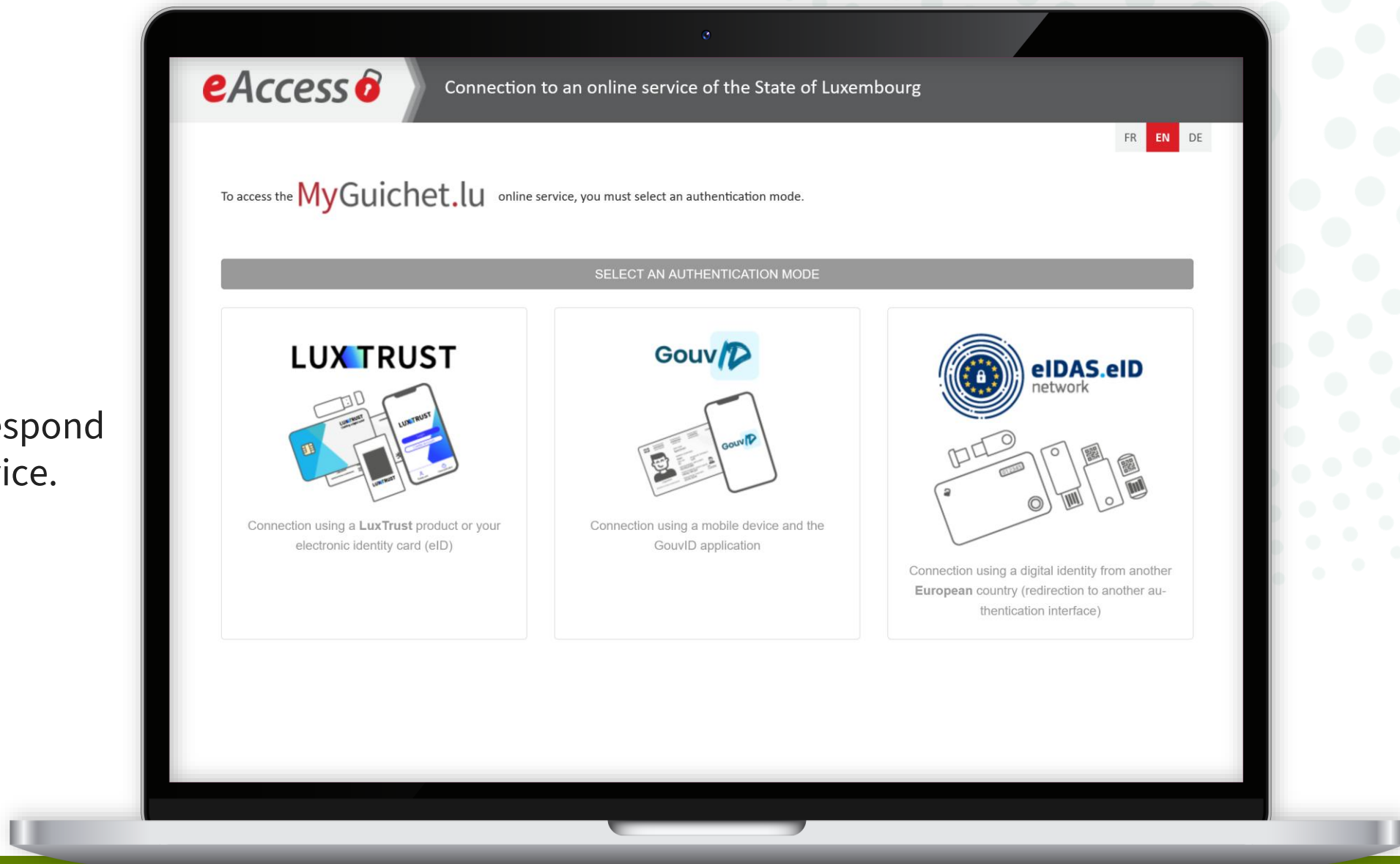


1

Go to MyGuichet.lu and click on 'Log in'.

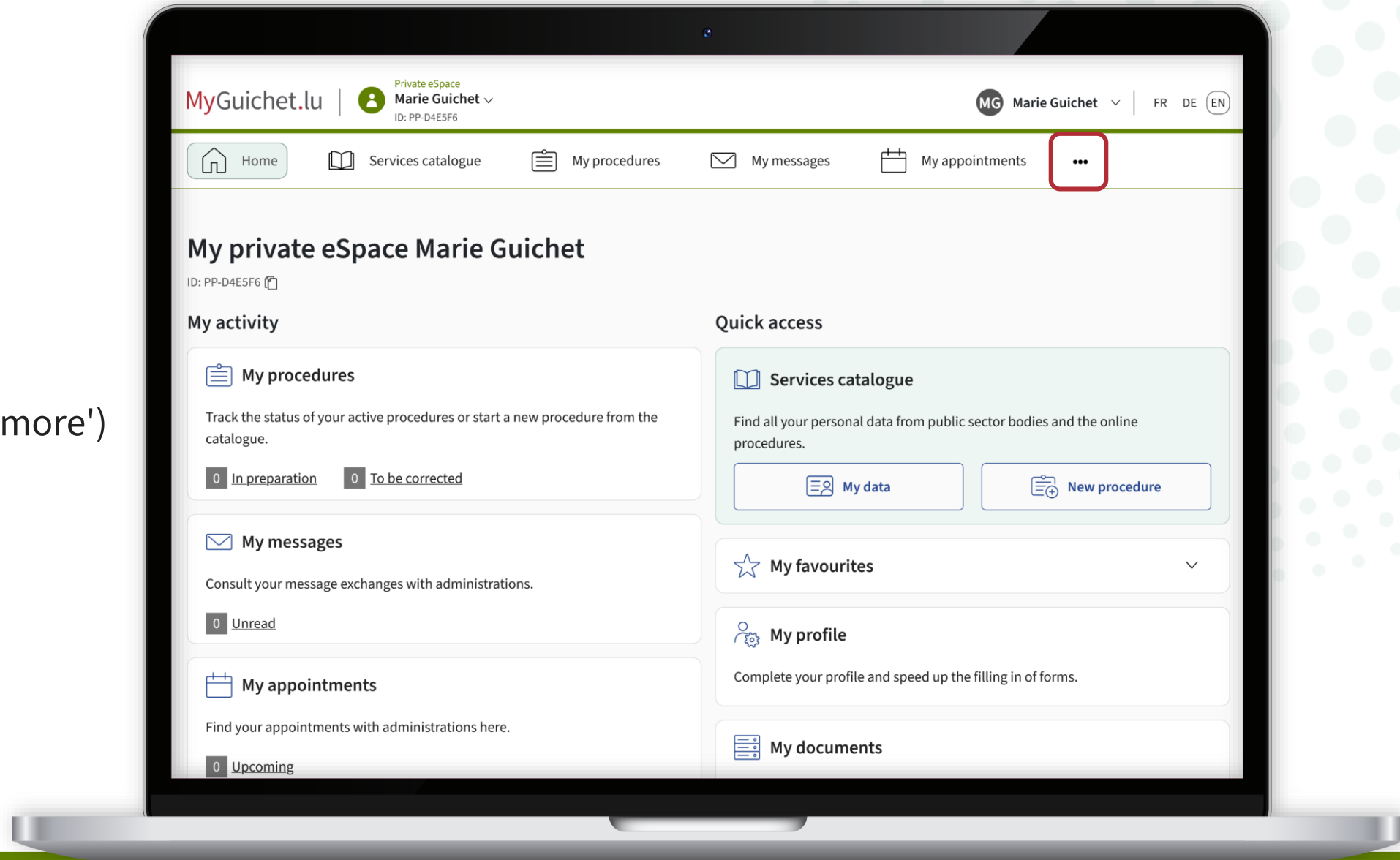


Follow the steps that correspond to your authentication device.



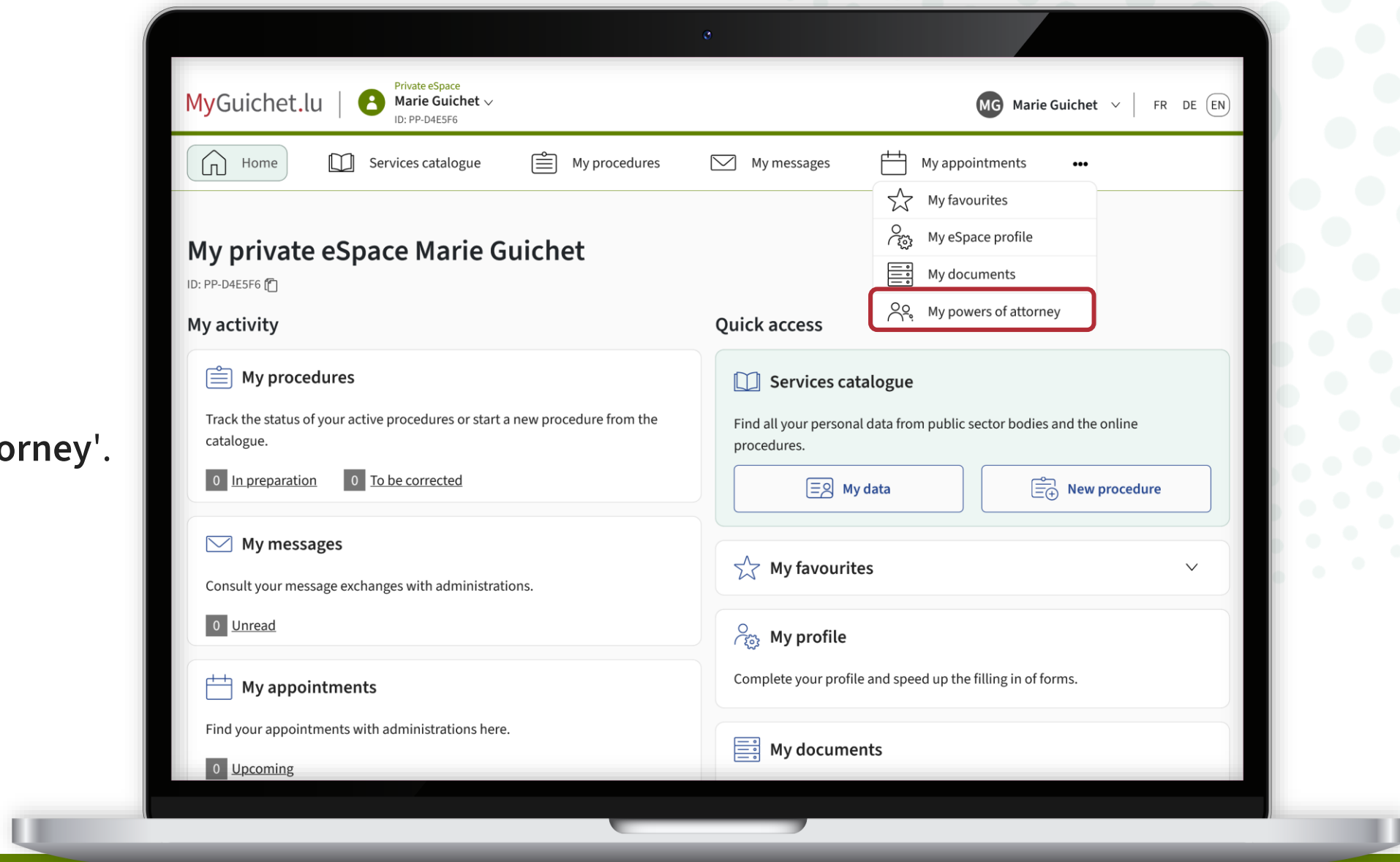
3

Click on the **3 dots** ('Show more')
in the navigation menu.



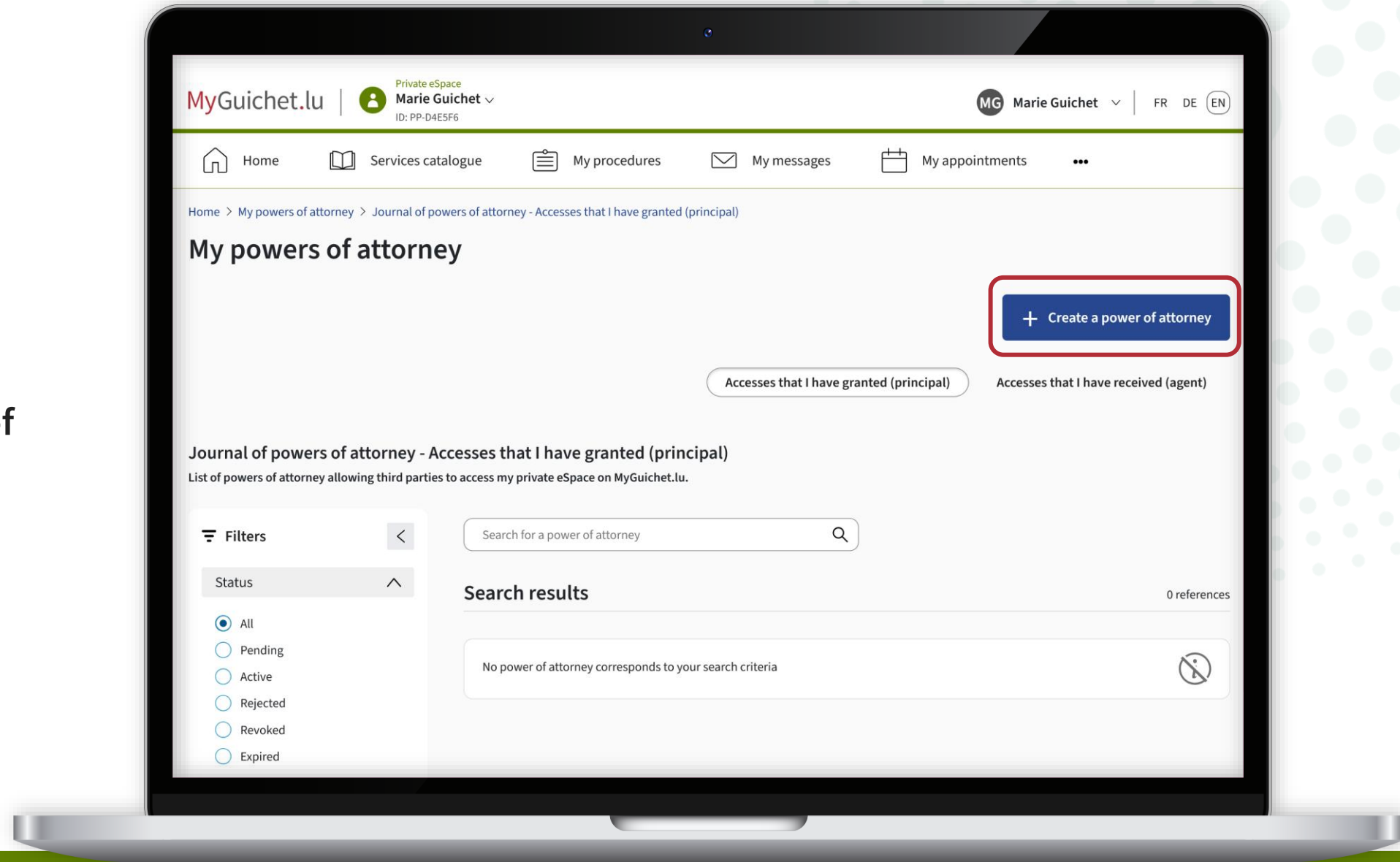
4

Click on 'My powers of attorney'.

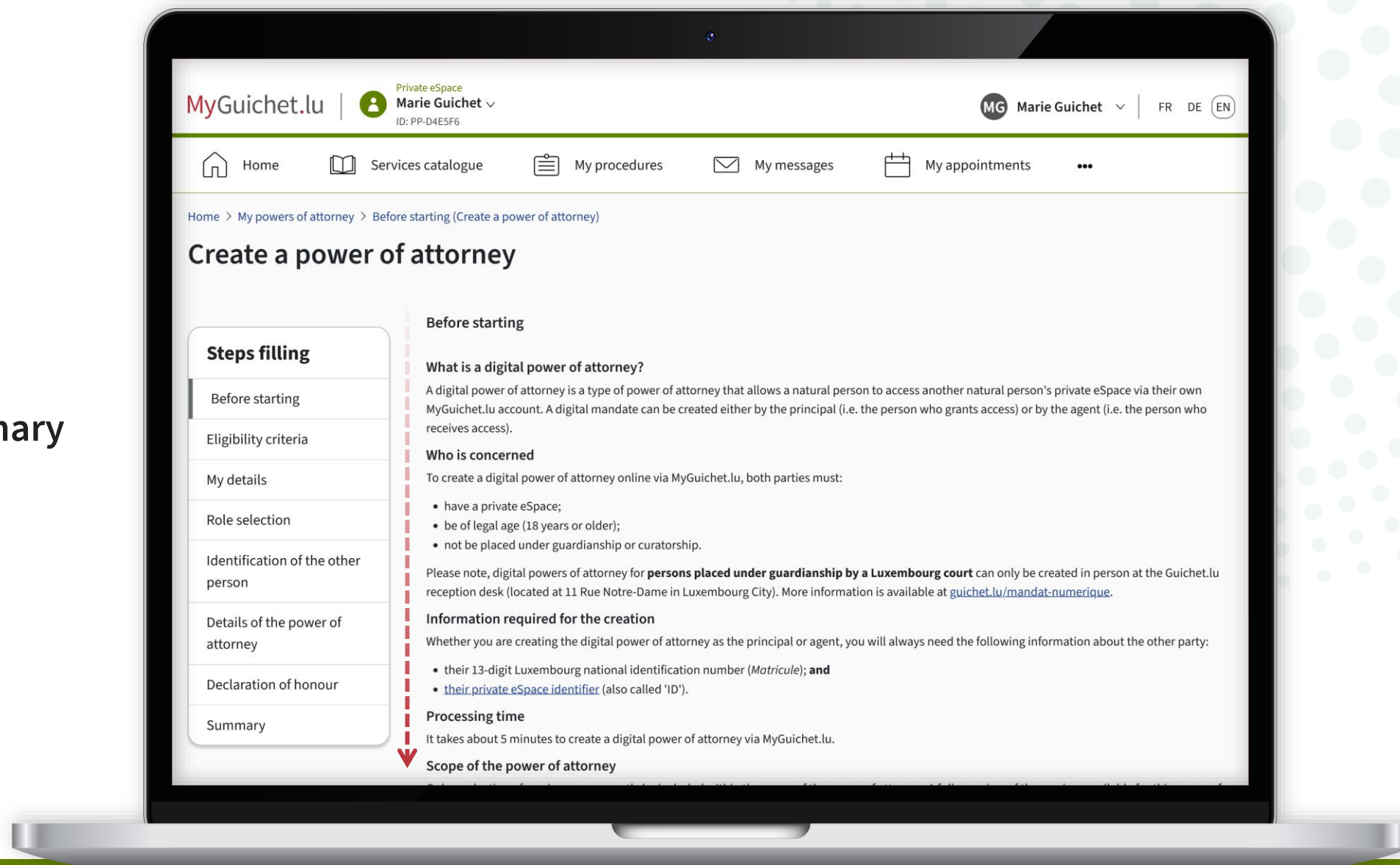


5

Click on 'Create a power of attorney'.



Carefully read the **preliminary information**.



Click on 'Next'.

Steps filling

- Before starting
- Eligibility criteria
- My details
- Role selection
- Identification of the other person
- Details of the power of attorney
- Declaration of honour
- Summary

Before starting

What is a digital power of attorney?

A digital power of attorney is a type of power of attorney that allows a natural person to access another natural person's private eSpace via their own MyGuichet.lu account. A digital mandate can be created either by the principal (i.e. the person who grants access) or by the agent (i.e. the person who receives access).

Who is concerned

To create a digital power of attorney online via MyGuichet.lu, both parties must:

- have a private eSpace;
- be of legal age (18 years or older);
- not be placed under guardianship or curatorship.

Please note, digital powers of attorney for **persons placed under guardianship by a Luxembourg court** can only be created in person at the Guichet.lu reception desk (located at 11 Rue Notre-Dame in Luxembourg City). More information is available at guichet.lu/mandat-numerique.

Information required for the creation

Whether you are creating the digital power of attorney as the principal or agent, you will always need the following information about the other party:

- their 13-digit Luxembourg national identification number (*Matricule*); **and**
- [their private eSpace identifier](#) (also called 'ID').

Processing time

It takes about 5 minutes to create a digital power of attorney via MyGuichet.lu.

Scope of the power of attorney

Only a selection of services can currently be included within the scope of the power of attorney. A full overview of the services available for this power of attorney can be viewed by clicking [here](#).

Additional information

More information on the digital power of attorney is available at guichet.lu/mandat-numerique.

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renow

Answer 'No' to all 4 eligibility questions.

MyGuichet.lu | Private eSpace Marie Guichet ID: PP-D4E5F6

Home Services catalogue My procedures My messages My appointments

Home > My powers of attorney > Eligibility criteria (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria
- My details
- Role selection
- Identification of the other person
- Details of the power of attorney
- Declaration of honour
- Summary

Eligibility criteria

* Mandatory field

- In the case of **guardianship**, it is not possible to create a digital power of attorney online via MyGuichet.lu.

Do you want to grant access to your private eSpace (you are a principal)?
In which case, you must go to the Guichet.lu reception desk in person, if you have been placed under guardianship by a Luxembourg court. Guardianship orders issued by a foreign court are not currently recognised under the digital power of attorney.

Do you want to gain access to another person's private eSpace (you are an agent)?
In this case, it is not possible to create a digital power of attorney, because individuals placed under guardianship are not permitted to act as agents.

- In the case of **curatorship**, it is not possible to create a digital power of attorney.

Information about you

Are you under guardianship? *

☐ Yes ☐ No

Are you under curatorship? *

☐ Yes ☐ No

To create a power of attorney online via MyGuichet.lu, neither you nor the person for whom you want to carry out procedures **must be under guardianship or curatorship.**

Click on 'Next'.

Eligibility criteria

My details

Role selection

Identification of the other person

Details of the power of attorney

Declaration of honour

Summary

i Guardianship orders issued by a foreign court are not currently recognised under the digital power of attorney.

Do you want to gain access to another person's private eSpace (you are an agent)?
In this case, it is not possible to create a digital power of attorney, because individuals placed under guardianship are not permitted to act as agents.

- In the case of **curatorship**, it is not possible to create a digital power of attorney.

Information about you

Are you under guardianship? * **i**

☐ Yes

☒ No

Are you under curatorship? * **i**

☐ Yes

☒ No

Information concerning the other person

Is the other person under guardianship? * **i**

☐ Yes

☒ No

Is the other person under curatorship? * **i**

☐ Yes

☒ No

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Some of your **details** (personal information) are automatically retrieved from the RNPP.

The screenshot shows the MyGuichet.lu website interface. At the top, the header includes the MyGuichet.lu logo, a user profile for Marie Guichet (Private eSpace, ID: PP-D4E5F6), and language options (FR, DE, EN). The navigation bar contains links for Home, Services catalogue, My procedures, My messages, and My appointments.

The main content area is titled 'Create a power of attorney' and includes a breadcrumb trail: Home > My powers of attorney > My details (Create a power of attorney).

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details**
- Role selection
- Identification of the other person
- Details of the power of attorney
- Declaration of honour
- Summary

My details

Surname: **Guichet**

First name(s): **Marie**

Date of birth: **23/06/1957**

Place of birth: **LUXEMBOURG**

National identification number: [REDACTED]

Email: **marie.guichet@ctie.etat.lu**

eSpace identifier (ID): **PP-D4E5F6**

Suggested service if your details are incorrect

RNPP : Application for rectification of data from the national registry of natural persons

ctie Centre des technologies de l'information de l'État • CTIE

[Create](#)



Your **email address** is automatically retrieved from your eSpace profile.

MyGuichet.lu | Private eSpace **Marie Guichet** ID: PP-D4E5F6 | MG Marie Guichet | FR DE EN

Home Services catalogue My procedures My messages My appointments

Home > My powers of attorney > My details (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details**
- Role selection
- Identification of the other person
- Details of the power of attorney
- Declaration of honour
- Summary

My details

Surname Guichet	First name(s) Marie
Date of birth 23/06/1957	Place of birth LUXEMBOURG
National identification number [REDACTED]	Email marie.guichet@ctie.etat.lu
eSpace identifier (ID) PP-D4E5F6	

Suggested service if your details are incorrect

RNPP : Application for rectification of data from the national registry of natural persons
Centre des technologies de l'information de l'État • CTIE

Create ...

Click on 'Next'.

Home > My powers of attorney > My details (Create a power of attorney)

Create a power of attorney

Steps filling

Before starting ✓

Eligibility criteria ✓

My details

Role selection

Identification of the other person

Details of the power of attorney

Declaration of honour

Summary

My details

Surname
Guichet

First name(s)
Marie

Date of birth
23/06/1957

Place of birth
LUXEMBOURG

National identification number
[REDACTED]

Email ⓘ
marie.guichet@ctie.etat.lu

eSpace identifier (ID)
PP-D4E5F6

Suggested service if your details are incorrect

ctie

RNPP : Application for rectification of data from the national registry of natural persons

Centre des technologies de l'information de l'État • CTIE

Create ...

Cancel

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Because you want to carry out procedures on behalf of another person, select the option 'Agent'.

The screenshot shows the 'Create a power of attorney' page on the MyGuichet.lu website. The user is Marie Guichet, logged in as 'Private eSpace' with ID: PP-D4E5F6. The page has a navigation bar with links to Home, Services catalogue, My procedures, My messages, and My appointments. The main heading is 'Create a power of attorney'. On the left, there is a 'Steps filling' sidebar with a list of steps: 'Before starting' (checked), 'Eligibility criteria' (checked), 'My details' (checked), 'Role selection' (current step), 'Identification of the other person', 'Details of the power of attorney', 'Declaration of honour', and 'Summary'. The 'Role selection' section has a mandatory field indicator and asks 'I want to create a digital power of attorney as the *'. There are two radio button options: 'Principal' (I am granting access to my private eSpace to another natural person in order to allow them to access it via their own MyGuichet.lu account.) and 'Agent' (I am requesting access to the private eSpace of another natural person in order to access it via my own MyGuichet.lu account.). The 'Agent' option is highlighted with a red box. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

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Click on 'Next'.

MyGuichet.lu | Private eSpace Marie Guichet ID: PP-D4E5F6

Home Services catalogue My procedures My messages My appointments

Home > My powers of attorney > Role selection (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details ✓
- Role selection**
- Identification of the other person
- Details of the power of attorney
- Declaration of honour
- Summary

Role selection

* Mandatory field

I want to create a digital power of attorney as the *

☐ **Principal**
I am granting access to my private eSpace to another natural person in order to allow them to access it via their own MyGuichet.lu account.

☒ **Agent**
I am requesting access to the private eSpace of another natural person in order to access it via my own MyGuichet.lu account.

Cancel

< Back **Next** >

Enter the **national identification number** (*Matricule*) of the person for whom you want to carry out procedures.

The screenshot shows the 'MyGuichet.lu' website interface. The user is logged in as 'Marie Guichet' (ID: PP-D4E5F6). The navigation bar includes links for Home, Services catalogue, My procedures, My messages, and My appointments. The current page is 'Create a power of attorney', with a breadcrumb trail: Home > My powers of attorney > Identification of the other person (Create a power of attorney).

The main heading is 'Create a power of attorney'. On the left, a 'Steps filling' sidebar lists the following steps with green checkmarks: 'Before starting', 'Eligibility criteria', 'My details', 'Role selection', 'Identification of the other person' (currently selected), 'Details of the power of attorney', 'Declaration of honour', and 'Summary'.

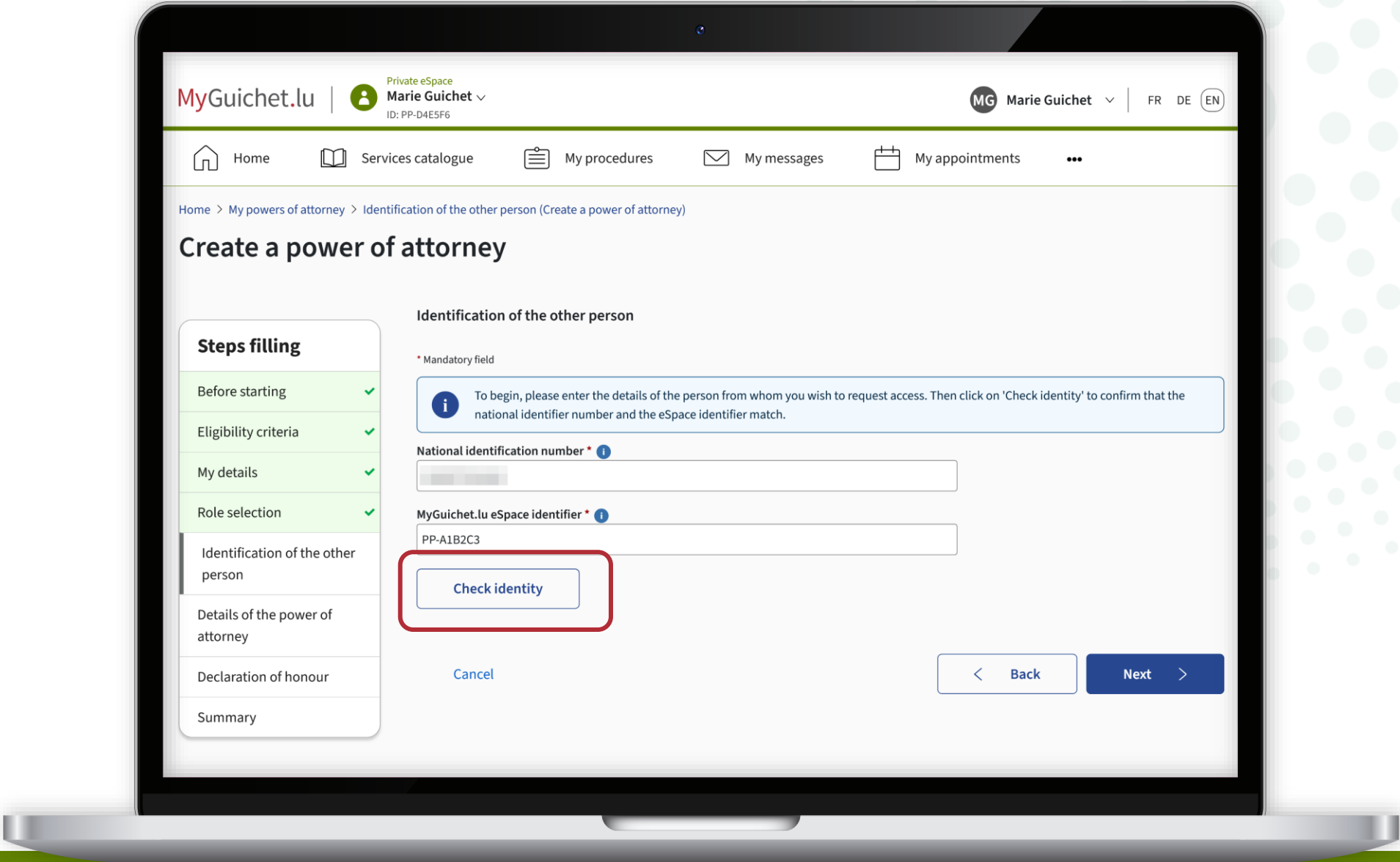
The 'Identification of the other person' section contains a mandatory field notice: '* Mandatory field'. An information box states: 'To begin, please enter the details of the person from whom you wish to request access. Then click on 'Check identity' to confirm that the national identifier number and the eSpace identifier match.'

There are two input fields: 'National identification number *' (highlighted with a red box) and 'MyGuichet.lu eSpace identifier *'. Below these fields is a 'Check identity' button. At the bottom of the form, there are 'Cancel', 'Back', and 'Next' buttons.

Enter the **eSpace identifier** (also called 'Espace-ID') of the person for whom you want to carry out procedures.

The screenshot shows the 'MyGuichet.lu' website interface. The user is logged in as 'Marie Guichet' (ID: PP-D4E5F6). The navigation bar includes links for Home, Services catalogue, My procedures, My messages, and My appointments. The current page is 'Create a power of attorney', specifically the 'Identification of the other person' step. A sidebar on the left lists the steps: 'Before starting', 'Eligibility criteria', 'My details', 'Role selection', 'Identification of the other person' (current step), 'Details of the power of attorney', 'Declaration of honour', and 'Summary'. The main form area is titled 'Identification of the other person' and includes a mandatory field notice: 'To begin, please enter the details of the person from whom you wish to request access. Then click on 'Check identity' to confirm that the national identifier number and the eSpace identifier match.' Below this, there are two input fields: 'National identification number' and 'MyGuichet.lu eSpace identifier'. The 'MyGuichet.lu eSpace identifier' field is highlighted with a red rectangular box. Below the input fields are buttons for 'Check identity', 'Cancel', 'Back', and 'Next'.

Click on 'Check identity'.



Click on 'Next'.

Home > My powers of attorney > Identification of the other person (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details ✓
- Role selection ✓
- Identification of the ot...
- Details of the power of at...
- Declaration of honour
- Summary

Identification of the other person

* Mandatory field

i To begin, please enter the details of the person from whom you wish to request access. Then click on 'Check identity' to confirm that the national identifier number and the eSpace identifier match.

National identification number * **i**

MyGuichet.lu eSpace identifier * **i**

Delete

Surname
Guichet

First name(s)
Charlotte

Date of birth
14/07/1960

Cancel

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renow

Click on the field '**Duration**' to select the validity period (minimum 1 month and maximum 12 months).

The screenshot shows the 'Create a power of attorney' page on MyGuichet.lu. The user is Marie Guichet, logged in as 'Private eSpace' with ID: PP-D4E5F6. The page has a navigation bar with links to Home, Services catalogue, My procedures, My messages, and My appointments. The main heading is 'Create a power of attorney'. On the left, there is a 'Steps filling' sidebar with the following steps: 'Before starting' (checked), 'Eligibility criteria' (checked), 'My details' (checked), 'Role selection' (checked), 'Identification of the ...' (checked), 'Details of the power of ...' (active), 'Declaration of honour', and 'Summary'. The main content area is titled 'Details of the power of attorney'. It contains several fields: 'Date of creation (dd/mm/yyyy)' with a calendar icon and the value '03/08/2026'; 'Select a period of validity *' (mandatory field) with a dropdown menu showing 'Duration'; 'Expiry date (dd/mm/yyyy)' with a calendar icon and the value 'dd/mm/yyyy'; and 'Scope of the power of attorney' with a dropdown menu showing 'Generic'. Below these fields, there is a blue box containing information about the scope of the digital power of attorney, stating that it cannot be changed and provides access to the principal's whole private eSpace and their personal data and the personal data of their family members (ascendants, descendants, spouse) recorded in the National Registry of Natural Persons (RNPP). It also mentions that it includes all past, present and future online services eligible for a power of attorney, carried out by the principal or other agents, in particular the management of administrative procedures including the pre-filling of personal data as well as the consultation of personal data. It expressly excludes acts of disposition, such as last wills and testaments or transfers of ownership.

Select the **validity period** in the drop-down menu.

MyGuichet.lu | Private eSpace **Marie Guichet** ID: PP-D4E5F6 | MG Marie Guichet | FR DE EN

Home Services catalogue My procedures My messages My appointments

Home > My powers of attorney > Details of the power of attorney (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details ✓
- Role selection ✓
- Identification of the ... ✓
- Details of the power of ...**
- Declaration of honour
- Summary

Details of the power of attorney

* Mandatory field

Date of creation (dd/mm/yyyy)
03/08/2026

Select a period of validity *

Duration

- 1 month(s)
- 2 month(s)
- 3 month(s)
- 4 month(s)
- 5 month(s)
- 6 month(s)**
- 7 month(s)
- 8 month(s)

It includes all past, present and future online services eligible for a power of attorney*, carried out by the principal or other agents, in particular the management of administrative procedures including the pre-filling of personal data as well as the consultation of personal data. It expressly excludes acts of disposition, such as last wills and testaments or transfers of ownership.

descendants, spouse) recorded in the National



The **expiry date** is automatically calculated in accordance with the selected period of time.

The screenshot shows the 'Create a power of attorney' page on the MyGuichet.lu website. The user is Marie Guichet, logged in as 'Private eSpace' with ID PP-D4E5F6. The page has a navigation bar with links to Home, Services catalogue, My procedures, My messages, and My appointments. The breadcrumb trail is 'Home > My powers of attorney > Details of the power of attorney (Create a power of attorney)'. The main heading is 'Create a power of attorney'. On the left, a 'Steps filling' sidebar shows progress: 'Before starting', 'Eligibility criteria', 'My details', 'Role selection', and 'Identification of the ...' are all marked with green checkmarks. 'Details of the power of ...' is the current step, followed by 'Declaration of honour' and 'Summary'. The main form area is titled 'Details of the power of attorney'. It includes a legend for mandatory fields (*). The 'Date of creation (dd/mm/yyyy)' is 03/08/2026. The 'Select a period of validity *' dropdown is set to '6 month(s)'. The 'Expiry date (dd/mm/yyyy)' is 03/02/2027, highlighted with a yellow background and an information icon. The 'Scope of the power of attorney' dropdown is set to 'Generic'. A light blue box contains the following text: 'The scope of the digital power of attorney cannot be changed and provides access to: • the principal's whole private eSpace; **and** • the principal's personal data and the personal data of their family members (ascendants, descendants, spouse) recorded in the National Registry of Natural Persons (RNPP). It includes all past, present and future online services eligible for a power of attorney*, carried out by the principal or other agents, in particular the management of administrative procedures including the pre-filling of personal data as well as the consultation of personal data. It expressly excludes acts of disposition, such as last wills and testaments or transfers of ownership.' An information icon is next to this text.

Click on 'Next'.

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details ✓
- Role selection ✓
- Identification of the ... ✓
- Details of the power of ...**
- Declaration of honour
- Summary

* Mandatory field

Date of creation (dd/mm/yyyy)
03/08/2026

Select a period of validity *
6 month(s) × ▾

Expiry date (dd/mm/yyyy) ⓘ
03/02/2027

Scope of the power of attorney
Generic

The scope of the digital power of attorney cannot be changed and provides access to:

- the principal's whole private eSpace; **and**
- the principal's personal data and the personal data of their family members (ascendants, descendants, spouse) recorded in the National Registry of Natural Persons (RNPP).

It includes all past, present and future online services eligible for a power of attorney*, carried out by the principal or other agents, in particular the management of administrative procedures including the pre-filling of personal data as well as the consultation of personal data. It expressly excludes acts of disposition, such as last wills and testaments or transfers of ownership.

Further details on the scope are available at guichet.lu/mandat-numerique.

*eligible for a power of attorney: services/procedures for which a power of attorney can be granted to a person authorised to act in the name and on behalf of another person.

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Check the relevant box to accept the **declaration of honour**.

MyGuichet.lu | Private eSpace Marie Guichet ID: PP-D4E5F6

Home Services catalogue My procedures My messages My appointments

Home > My powers of attorney > Declaration of honour (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details ✓
- Role selection ✓
- Identification of the ... ✓
- Details of the power ... ✓
- Declaration of honour**
- Summary

Declaration of honour

Mandatory field

☐ In my capacity as the agent, I hereby give my explicit consent to the digital power of attorney and to the terms and conditions set out above. I hereby declare on my honour that I am not placed under guardianship or curatorship, and I understand that the digital power of attorney granted will be revoked if the Government IT Centre (CTIE) is made aware of the existence of such a measure.

I consent to the National Registry of Natural Persons (RNPP) being consulted in order to verify my data.

I understand that the digital power of attorney only takes effect once it has been accepted by the principal, and that I am only authorised to act within the limits of the digital power of attorney entrusted to me by the principal.

When the principal has accepted the digital power of attorney, they will be informed of the actions that I will carry out on their behalf and they will retain full access to their private eSpace on MyGuichet.lu.

[Cancel](#) [< Back](#) [Next >](#)

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Click on 'Next'.

MyGuichet.lu | Private eSpace Marie Guichet ID: PP-D4E5F6

Home Services catalogue My procedures My messages My appointments

Home > My powers of attorney > Declaration of honour (Create a power of attorney)

Create a power of attorney

Steps filling

- Before starting ✓
- Eligibility criteria ✓
- My details ✓
- Role selection ✓
- Identification of the ... ✓
- Details of the power ... ✓
- Declaration of honour**
- Summary

Declaration of honour

* Mandatory field

☒ In my capacity as the agent, I hereby give my explicit consent to the digital power of attorney and to the terms and conditions set out above. *

I hereby declare on my honour that I am not placed under guardianship or curatorship, and I understand that the digital power of attorney granted will be revoked if the Government IT Centre (CTIE) is made aware of the existence of such a measure.

I consent to the National Registry of Natural Persons (RNPP) being consulted in order to verify my data.

I understand that the digital power of attorney only takes effect once it has been accepted by the principal, and that I am only authorised to act within the limits of the digital power of attorney entrusted to me by the principal.

When the principal has accepted the digital power of attorney, they will be informed of the actions that I will carry out on their behalf and they will retain full access to their private eSpace on MyGuichet.lu.

[Cancel](#)

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Review all information entered.

The screenshot shows the 'Create a power of attorney' summary page on the MyGuichet.lu website. The user is Marie Guichet, with ID: PP-D4E5F6. The page is titled 'Create a power of attorney' and shows a progress bar with steps: Before starting, Eligibility criteria, My details, Role selection, Identification of the..., Details of the power..., Declaration of honour, and Summary. The Summary step is currently selected, indicated by a red dashed arrow pointing down to the 'Principal' section. The 'My details' section contains the following information:

Summary	
My details	
Surname Guichet	First name(s) Marie
Date of birth 23/06/1957	Place of birth LUXEMBOURG
National identification number [REDACTED]	Email marie.guichet@ctie.etat.lu
eSpace Identifier (ID) PP-D4E5F6	Under curatorship No
Under guardianship No	

The 'Principal' section is partially visible at the bottom, showing fields for Surname and First name(s).

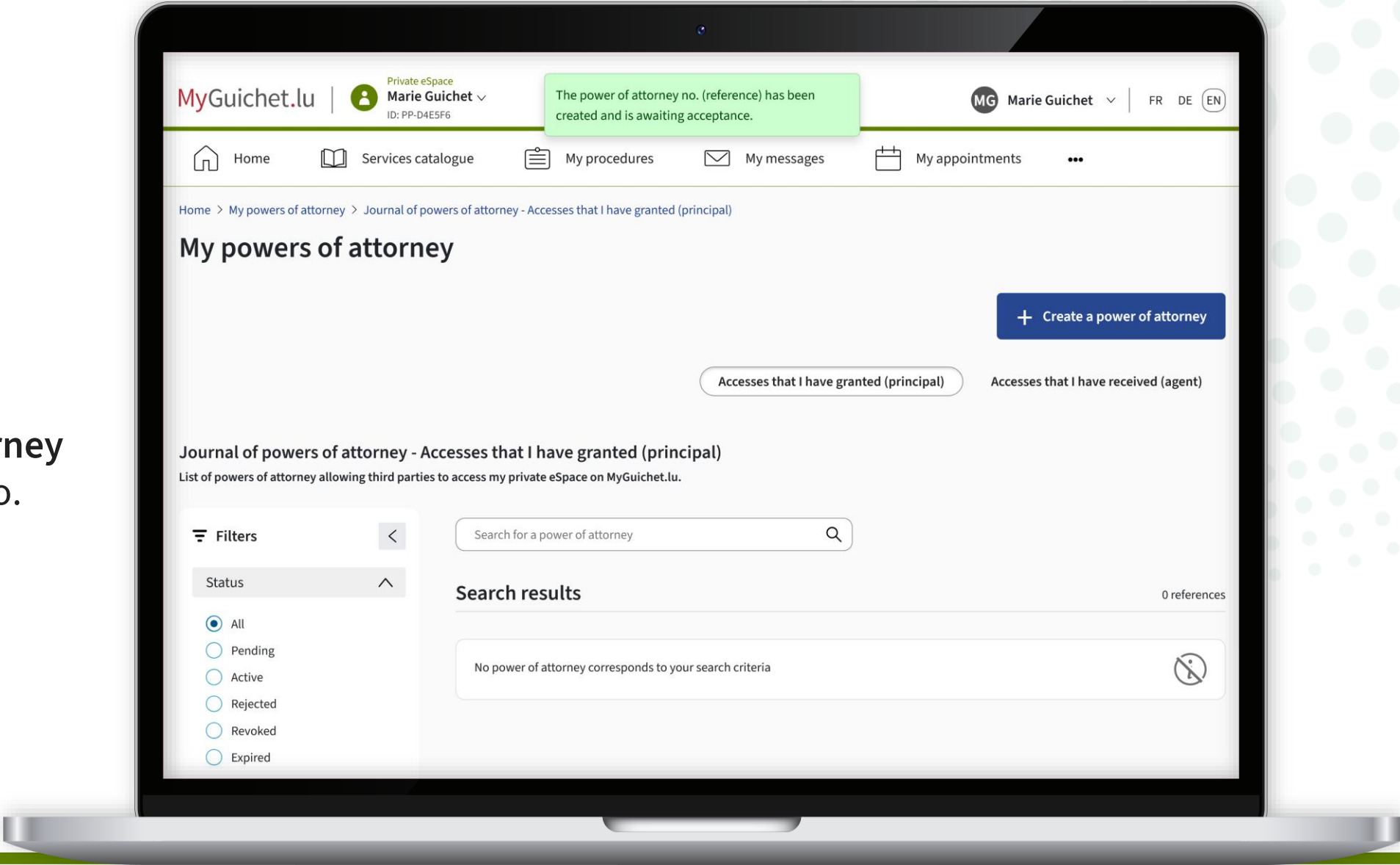
Click on 'Create'.

The screenshot shows a web form for creating a digital power of attorney. The form is displayed on a laptop screen. The form fields are as follows:

- Date of birth:** 14/02/1960
- Under curatorship:** No
- Under guardianship:** No
- Power of attorney:**
 - Scope of the power of attorney:** Generic (with an information icon)
 - Expiry date:** 03/02/2027
- Declaration of honour:**
 - A text box containing the declaration: "In my capacity as the agent, I hereby give my explicit consent to the digital power of attorney and to the terms and conditions set out above. I hereby declare on my honour that I am not placed under guardianship or curatorship, and I understand that the digital power of attorney granted will be revoked if the Government IT Centre (CTIE) is made aware of the existence of such a measure."
 - An information icon (i) followed by the text: "I consent to the National Registry of Natural Persons (RNPP) being consulted in order to verify my data."
 - Another information icon (i) followed by the text: "I understand that the digital power of attorney only takes effect once it has been accepted by the principal, and that I am only authorised to act within the limits of the digital power of attorney entrusted to me by the principal."
 - A final line of text: "When the principal has accepted the digital power of attorney, they will be informed of the actions that I will carry out on their behalf and they will retain full access to their private eSpace on MyGuichet.lu."

At the bottom of the form, there are two buttons: "Cancel" and "Create". The "Create" button is highlighted with a red rectangle. Below the form, there is a footer with links: "Help", "Contact", "Legal notice", "Accessibility", and "Sitemap". The "renow" logo is also visible in the footer.

You have now **successfully created the power of attorney** and have nothing else to do.



The person for whom you want to carry out procedures will receive an **automatic email** which will inform them that they have been sent a power of attorney.

They must accept it for the power of attorney to enter into force.





LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
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de l'information de l'État

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intelligence (AI).