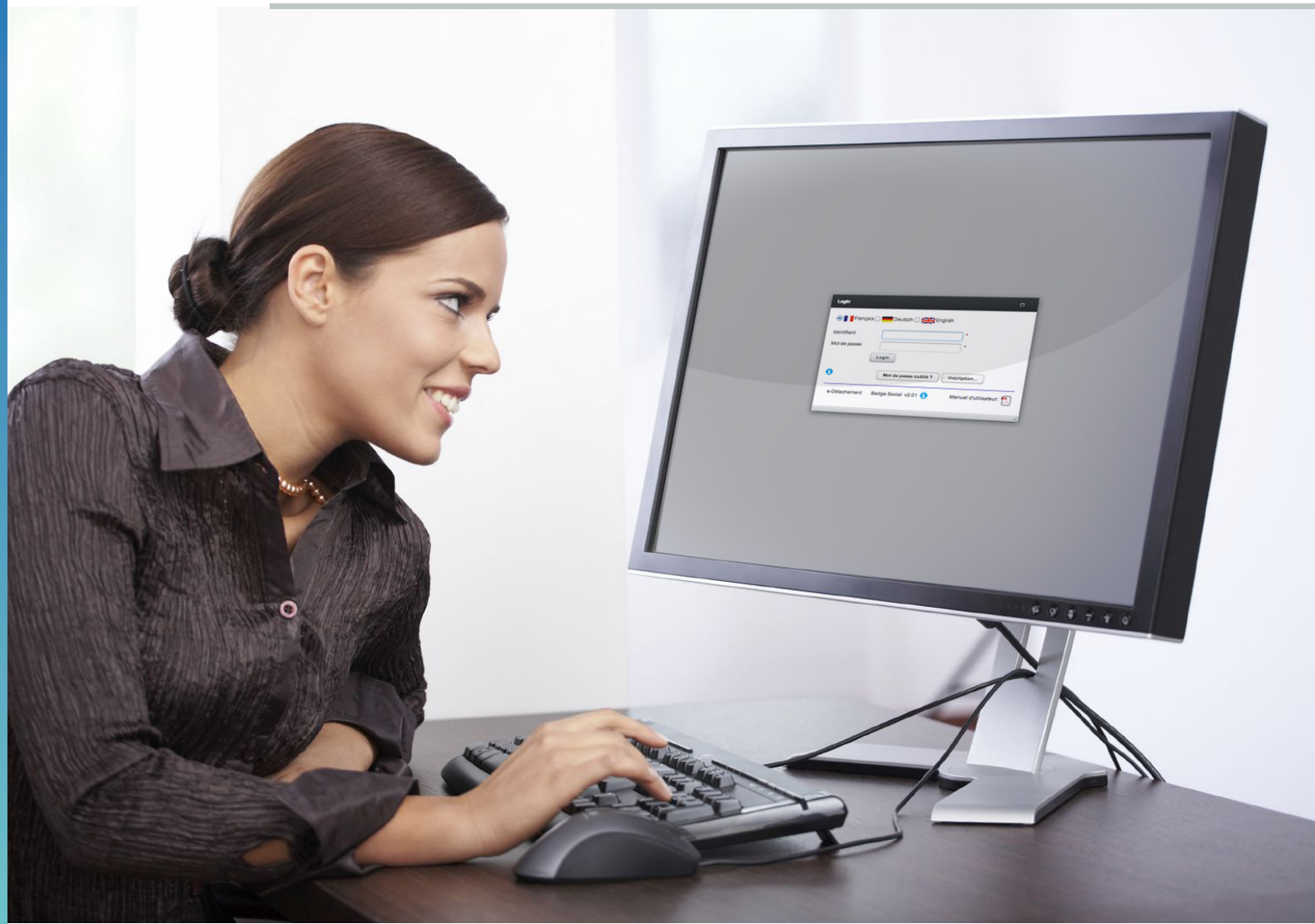


# e-Posting Badge Social





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## 01

## How to register?


On your first visit, register on <https://guichet.itm.lu/edetach/> by clicking «Register...»

**Login** 



 Français   Deutsch   English

User-id:  \*

Password:  \*



---

e-Détachement    Badge Social v2.05     User manual: 

## 01

Pay attention when picking a password: it must contain at least one digit, consist of 7-15 characters and avoid sequences of numbers and letters. Confirm by clicking «Register».

### Registration

**User's identity**

Name:  \* First name:  \*

Country (home):  \*

---

**Contact**


Phone 1:  2:


Email:  \* Confirm:  \*


---

**Security**

User-id: ---

Password:  \* Confirm:  \* 

Confirmation code:  \*  **87nry**

e-Détachement Badge Social v2.05 

## 01

Once the registration completed, you will receive a confirmation email indicating your username. Do not forget to activate your subscription by clicking the link.

You recently registered to ITM's e-Détachement application.

User-id: enslr77

This link will complete the operation:

[https://guichet.itm.lu/edetach/?initCode=tf16zgiXg-EFK\\_2zR8303LMdpxk](https://guichet.itm.lu/edetach/?initCode=tf16zgiXg-EFK_2zR8303LMdpxk)

In case you received this message in error, please do not follow the link and delete this message.

Best regards,  
Inspection du Travail et des Mines\

## 02

## How to connect?

After registration, log in with your user name and password.

The screenshot shows a login interface with the following elements:

- A dark header bar with the text "Login" and a small square icon on the right.
- Language selection options: "Français" (with French flag), "Deutsch" (with German flag), and "English" (with UK flag). The "English" option is selected.
- Two input fields: "User-id:" and "Password:". Both labels are circled in red. Each field has a red asterisk to its right.
- A "Login" button below the input fields.
- Below the "Login" button, there are three buttons: an information icon (i), "Forgot password ?" (circled in red), and "Register...".
- At the bottom, there is a footer with links: "e-Détachement", "Badge Social v2.05" (with an information icon), and "User manual:" (with a PDF icon).


If necessary, click «Forgot password?» to generate a new password. Click this button as well if you forgot your user-id.

# 02

Fill in the required information.

**Reset password** □ ×

User-id:  \*


Confirmation code:  \* 

**pwnr7**

Fill in the required information.

**Request user-Id** □ ×

Email:  \*

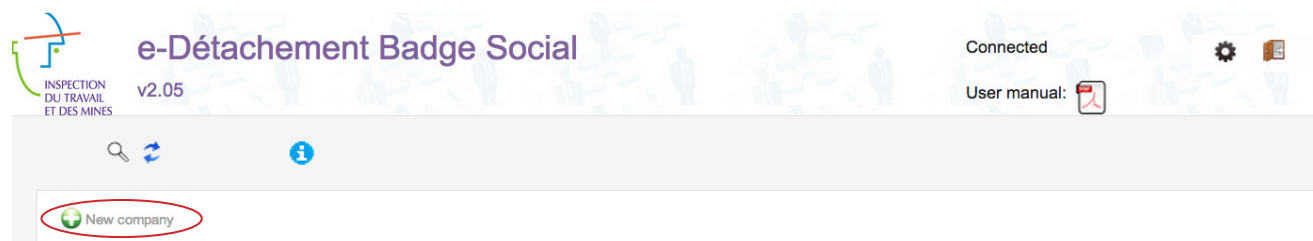
Confirmation code:  \* 

**hy6dp**

## 03

## How to create a first posting?


Once connected to the system, start entering your business data by clicking «New company».





## 03


Fill in all the fields marked with an \*.


Press  to add your Luxembourg VAT number and the notification to the Direction générale PME et Entrepreneuriat du Ministère des Classes Moyennes et du Tourisme or a copy of the respective requests.


**New company** □ ×

(\* : mandatory field)

Nr.:

Name:  \*      Legal form:  \* (Ltd., ...) 

Social security nr.:  \* 

NACE code:  \* 

---

**Address**


Street:  \*      Nr.:  \*

Postal code:       Town:  \*      Country:  \*

---

**Contact**

Manager:       Position:  (manager, director, ...)


Tel.:       Email:  





---


**Supporting documents**




**VAT:**      **Classes moyennes:**

Dispensation ?       Dispensation ?

Id nr.:  (LU-----)      Notification nr.:  (C-----/-) 

Document(s):  (\*)       Document(s):  \* 

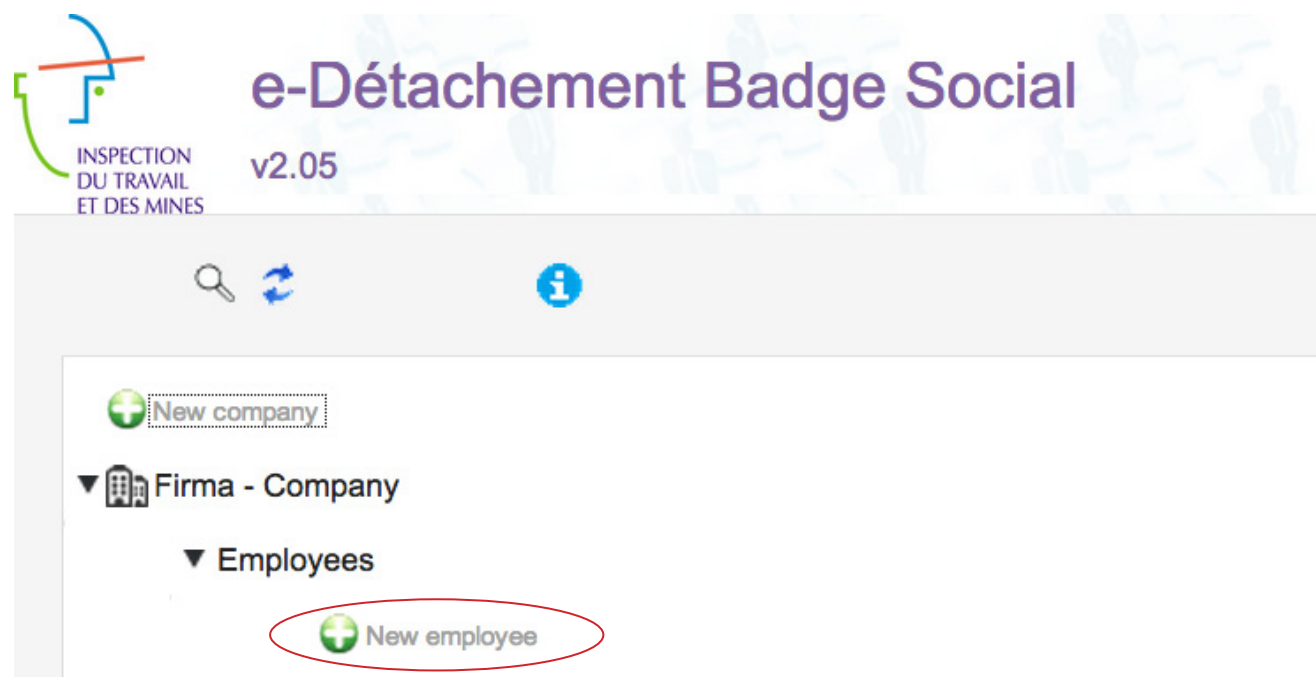


Save your file by clicking 

## 03

Then, create a record for each employee to be posted by clicking «New employee».



# 03

Complete the form and attach the required documents by clicking 

**New employee** □ ×

(\* : mandatory field)

Nr:  Company:

Badge code:

Badge printout:


Name:  \* First name:  \*


female  male \*


Born:  \* (dd/mm/yyyy)

Social security nr.:  \*





Qualification:  \*





Job task:  \* 

Carried out activity:  \* 

Temporary employee from company:  

Nationality:  \*

A1 (E101):   \* Certificate of fitness for work:   \*

Contract of employment:   \* Work permit:   \*

---

## 03

**New employee** □ ×

(\* : mandatory field)

Nr:  Company:

Badge code:

Badge printout:


Name:  \* First name:  \*


female  male \*


Born:  \* (dd/mm/yyyy)

Social security nr.:  \*





Qualification:  \*





Job task:  \* 




Carried out activity:  \* 

Temporary employee from company:  \* 

Nationality:  \*

A1 (E101):   \* Certificate of fitness for work:   \*

Contract of employment:   \* Work permit:   \*

In case of temporary workers:

- If the company is already registered, select it
- If the company does not exist yet, first register and then select it on «Temporary employee from company» in the «New employee» screen.


## 03

**Employee** □ ×

(\* : mandatory field)

Nr:  Company:

Badge code:

Badge printout:  (Please print the A4 formatted badge here)


Name:  \* First name:  \*


female  male \*


Born:  \* (dd/mm/yyyy)

Social security nr.:  \*





Qualification:  \*





Job task:  \* 




Carried out activity:  \* 

Temporary employee from company:  

Nationality:  \*

A1 (E101):   \* Certificate of fitness for work:   \*

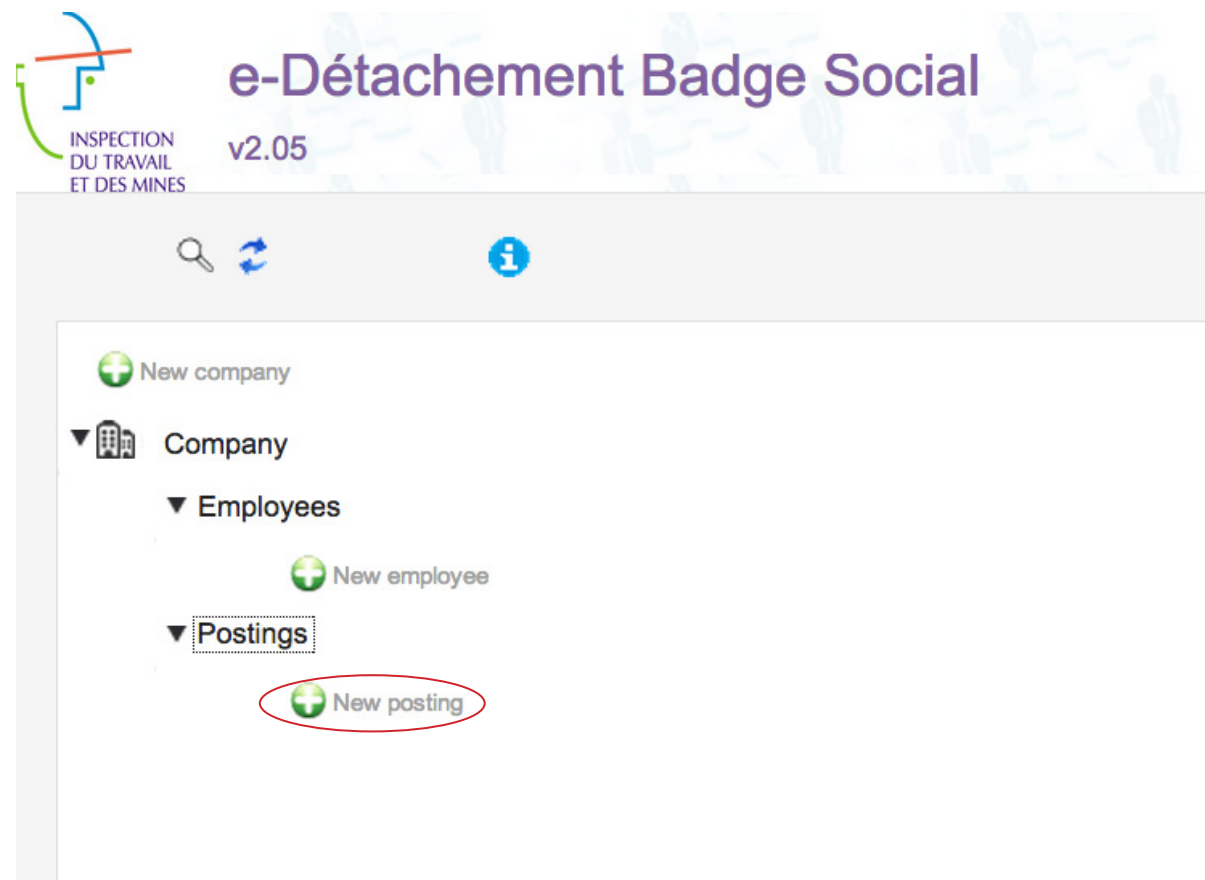
Contract of employment:   \* Work permit:   \*

Saving the file allows to create a badge that the employee will always need to carry with him/her. To this purpose, click «Please print the A4 formatted badge here». This badge is valid for all of this employee's postings.

## 03

Once the badge is printed, leave the file. Then click «New posting».



## 03

Fill in the requested information. Every place of work needs to be separately registered as a posting.

**New posting** □ ×

(\* : mandatory field)

Nr.:  Company:

Start date:   \* End:   \* (dd/mm/yyyy)

Type of provided service:  \*


Street:  \* Nr.:  \*

Postal code:  Town:  \*

Employees to be posted:  \*

Select the employees to be posted by clicking 



## 03



 allows you to fill in the form for an employee who is not yet registered. If the employees of a posting are already registered, select them. Several employees may be selected at the same time.

**Add employees to be posted** □ ×

Multiple employees can be selected

\*









## 03

**New posting** □ ×

(\* : mandatory field)

Nr.:  Company:




Start date:   \* End:   \* (dd/mm/yyyy)

Type of provided service:  \*




Street:  \* Nr.:  \*


Postal code:  Town:  \*

Employees to be posted:

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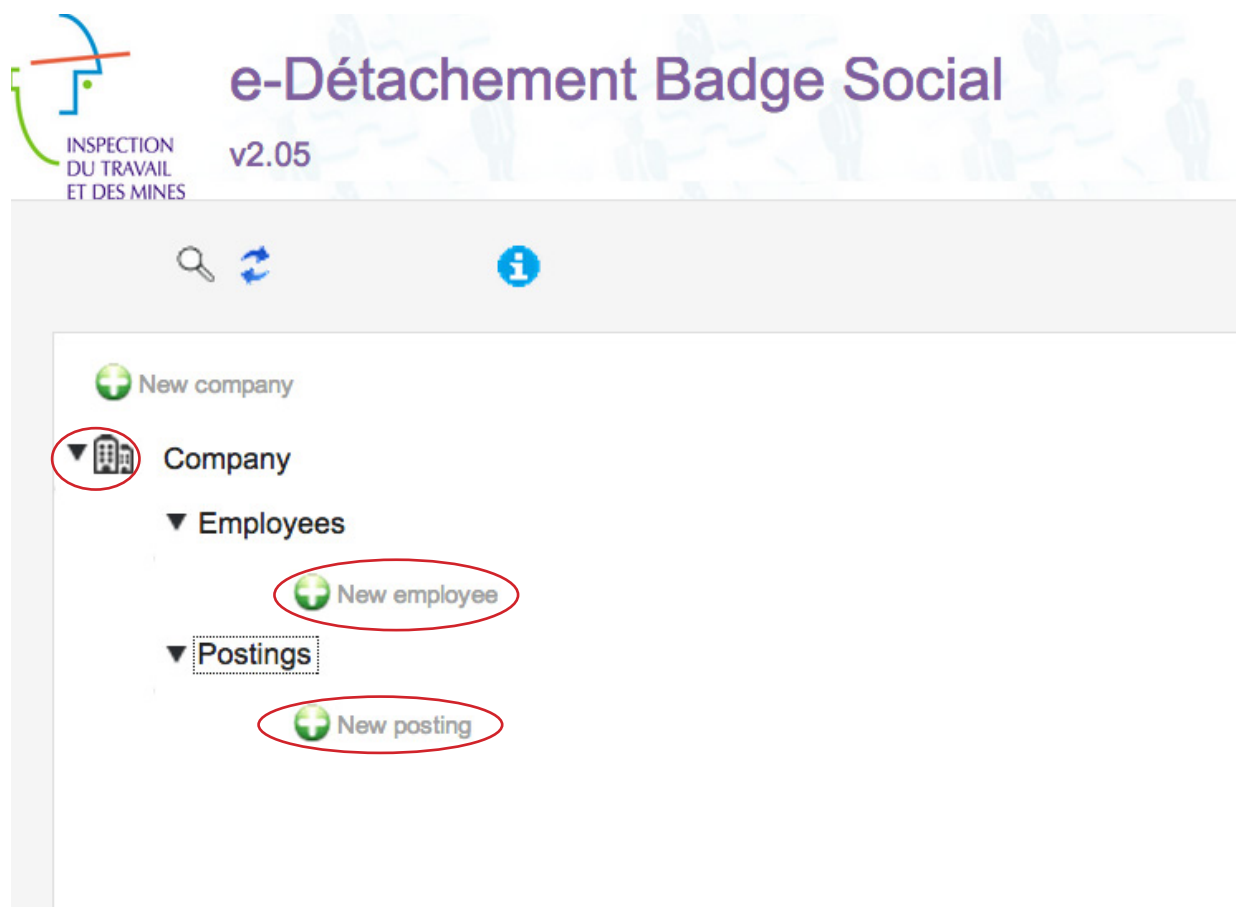
  

Once all employees for a posting have been selected, click  to save it. Your posting communication is now completed.

## 04

## How to retrieve the stored data?

Click the arrows to open the folders «Company» «Employees» and «Postings», find your recorded files.



## 05

## How to create other business files?

A single account can manage multiple companies. Just click «New company». The information will be found in each company's file, without any risk of mixing them up.

New company
□ ×

(\* : mandatory field)

Nr.:

Name:  \*      Legal form:  \* (Ltd., ...) i

Social security nr.:  \* i

NACE code:  \* i

---

Address

Street:  \*      Nr.:  \*

Postal code:       Town:  \*      Country:  \* i

---

Contact

Manager:       Position:  (manager, director, ...)

Tel.:       Email:  i

---

Supporting documents

VAT:      Classes moyennes:

Dispensation ?       Dispensation ?

Id nr.:  (LU-----)      Notification nr.:  (C-----/)

Document(s): + i (\*) i      Document(s): + i \* i

✖
💾
📄

# 06

## How to create a second posting for an already registered employee?

---

Click «New posting», and repeat the procedure.

## 07

## How to change existing files?

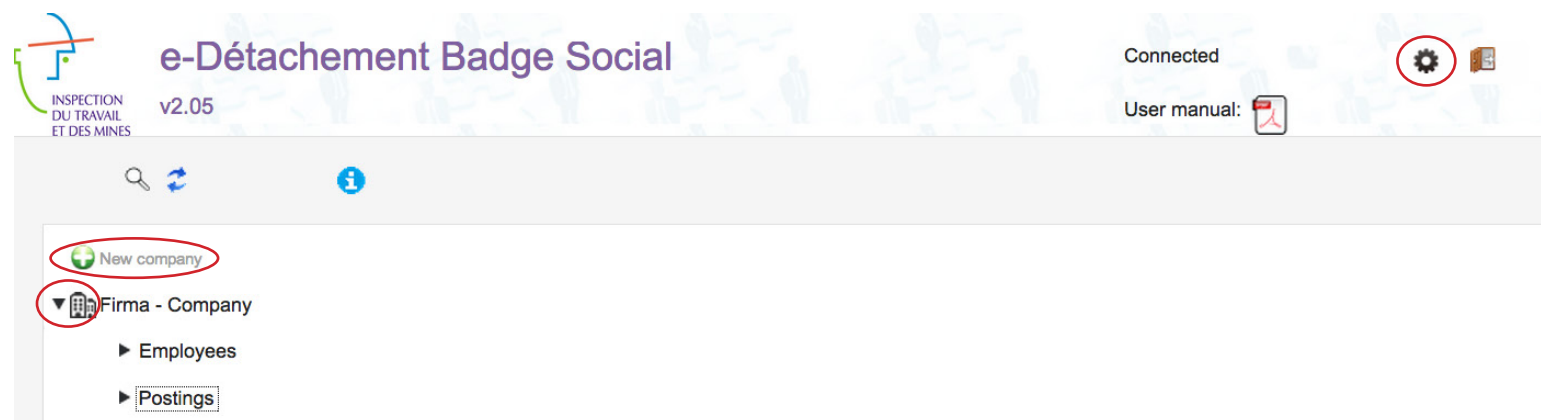
---

Below each heading reside existing records. Just click the corresponding record, then  to edit it.



## 08

## How to access my data?

Click  to modify your data, password or email address.



The screenshot displays the user interface for "e-Détachement Badge Social" (version 2.05) by the "INSPECTION DU TRAVAIL ET DES MINES". The interface includes a search bar, a refresh button, and an information icon. The main content area shows a sidebar menu with the following items:



-  New company
-  Firma - Company
  - ▶ Employees
  - ▶ Postings

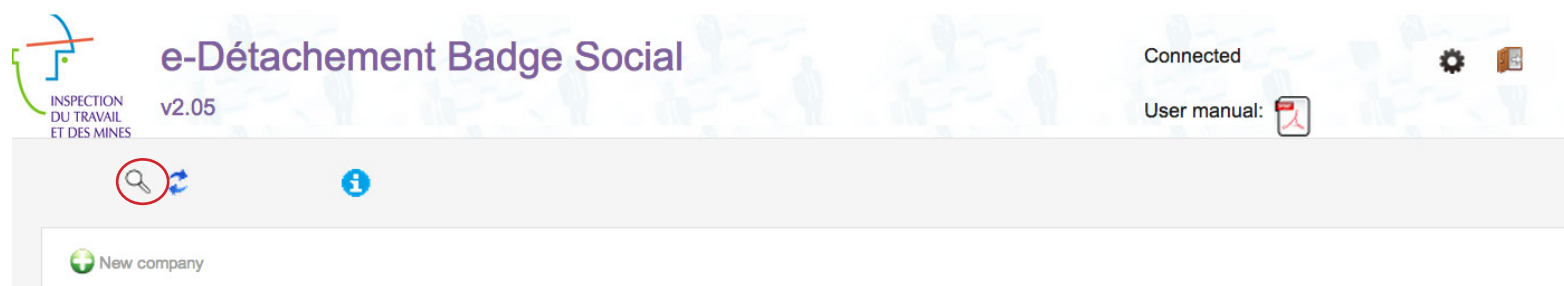
In the top right corner, the user is "Connected" and there is a "User manual:" link with a PDF icon. A gear icon (settings) is circled in red, indicating where to click to access user data.

## 09

## How to conduct a search?

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You can search by category (company, employee, posting) by clicking .  
To clear the search, click the  in the search window.



# 10

## How to add or delete an employee from a posting?

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As long as the posting has not been concluded, you can add or delete an employee. Deleting a posting is possible while the activity has not yet started.



## 11

## Which are the compulsory documents?

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### **VAT register**

Luxembourg VAT certificate issued by the Administration de l'Enregistrement et des Domaines or a certificate of exemption.

### **Notification of the Classes moyennes**

Copy of the notification or the acknowledgement of receipt issued by the Direction Générale PME et Entrepreneuriat.

### **A1**

Form A1 (formerly E101) providing information on the membership to a social security network in the country of origin or the full contact details of the social security body to which the posted workers are affiliated during their stay in Luxembourg.

### **Contract of employment**

Written contract of employment or certificate of compliance issued by the competent authority of the employer's country of origin.

### **Health fitness certificate for work**

Certificate issued by the sectorially qualified health services in the country of origin, or, only exceptionally and at the expense of the employer, by one of the approved related services in Luxembourg:

All sectors: <http://www.stm.lu>

Industry: <http://www.sti.lu>

Finance: <http://www.astf.lu>

### **Work permit**

Work and residence permit for citizens outside the European Economic Space to be issued by the "Directorate of Immigration" (<http://www.mae.lu>) or the competent authority of the country of the European Union in which the employer has its registered office.

## 12


## Who to contact if I have a problem?

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Please contact the Posted Work Department of the ITM on +352 247 86232 or by email to [posted.work@itm.etat.lu](mailto:posted.work@itm.etat.lu) or check [www.itm.lu](http://www.itm.lu)

## 13

## How to cancel posting data?

It is impossible to delete posting data if the activity has already begun. If this is not the case, simply open the document and click  .

**Posting** □ ×

(\* : mandatory field)

Nr.:  Company:




Start date:  \* End:  \* (dd/mm/yyyy)

Type of provided service:  \*




Street:  \* Nr.:  \*

Postal code:  Town:  \*

Employees to be posted:

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# 14

## How to delete data of an employee?

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Only the data of employees not yet posted can be deleted.

## 15

## What type of files can be inserted?

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Files in JPEG, PDF, GIF, TIFF, TXT, PNG, XLS, XLSX, DOC, DOCX are accepted. Up to 4 files can be inserted per category, but these should not exceed 4 MB.

# 16

## Important information

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Once an e-posting has been registered, the posting company no longer needs to send a CDS form (communication of posting of an employee) to the ITM. In this case, the ITM takes the role of the temporary holding person for the required documents.