



Website address:

https://graefewirtschaft.clients.pca.de

Institution no.:

Scan me! 107C01

How to use the Cafeteria Portal for grades 0 to 6

Step 1: Registration

Please visit the **website address** of the cafeteria portal listed above or simply scan the QR-code. If necessary, select a different language. **1** Please click on **"New registration"**. **2** Enter the string of characters listed above under **"Institution no."** into the corresponding text input field **3**. Then click on the **"Next >>"** button. **4**

Next click on the button **"Registration: parents and child"**. **5**

Please fill out the form **6**. First enter the child's details. When specifying the school class, please also select the correct year. Complete your entry by clicking on **"Next >>"**. **7**

Enter your own data on the next page **8** and complete your entry by clicking on **"Next >>"**. **9**

If you have other children attending the same school, you can add them directly to your contract in the next step. This allows you to manage meals for all your children via one account. If you would like to add a sibling, click on the **"Yes"** button. **10**

Then enter the data for this child **11** and confirm your entry by clicking on the **"Add"** button. **12**

The name of the child you have added will be listed again in the next window. **13** You can add more children at any time later when you are logged in. To do so, go to the menu item **"My customer account"**, then click on **"Change person"** and then on **"Add person"**.

Note: If you would like to register additional children in your family who attend a different municipal school, you will need to complete a separate registration for each school (see step 1).

If you do not wish to add another child, click on the **"Next >>"** button. **14**

Step 2: Log in at the web portal

Log in to the web portal with your access data. **20**

You will now receive a one-time PIN by email to the email address stored in the system, which you enter in the next window in the field provided. **15**

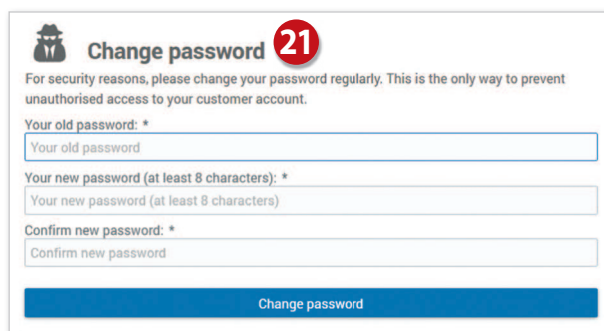
Then tick the box next to **"Privacy Policy"** **16** and **"General Terms and Conditions"**. **17** Then click on **"Next >>"**. **18**

You can then provide information about allergens and menu reservations. Once you have completed the registration process, your login details for the web portal will be displayed. **19**

You will also receive your login details by email.

You will be prompted to change your password the first time you log in. **21**

You now have access to the different areas of the web portal via the menu on the left. **22**



Change password **21**

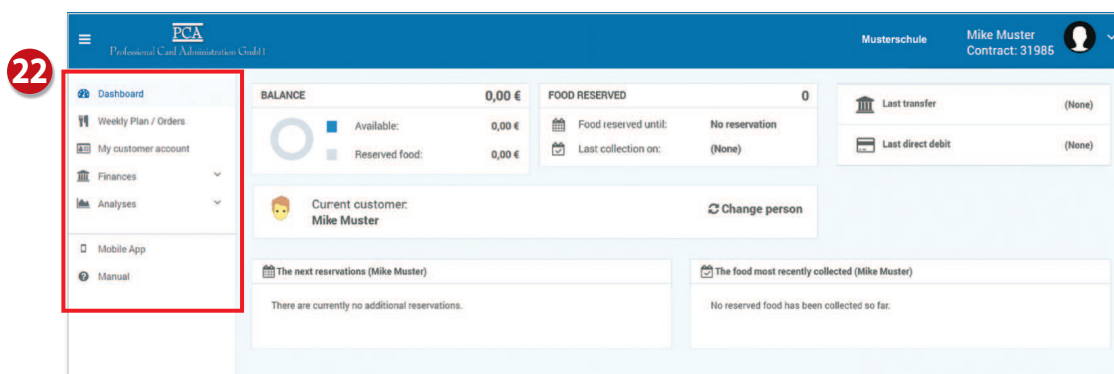
For security reasons, please change your password regularly. This is the only way to prevent unauthorised access to your customer account.

Your old password: *

Your new password (at least 8 characters): *

Confirm new password: *

Change password



General information about food reservations

Since August 1, 2019, all children attending elementary schools in Berlin (grades 0-6) are entitled to a free school lunch. This service is provided by the state of Berlin.

A permanent reservation has been set up for you. It is possible to cancel lunch for individual days.

Operation via app

Most of the functions are also available in the “**PCA Kantine**” app. The app can be downloaded free of charge from the Google Android Playstore or the Apple App Store. To do so, simply scan the appropriate QR code with your cell phone:

Android:



Apple:



After successful registration and login, it is recommended to use the application. To use the app, the same credentials (username and password) are used as for the PCA web portal.

More information

Much more information about ordering meals is available in multiple languages at the following link:
<https://doc.pca.de/canteen/user>.

Service in case of questions

If you have any questions, the team at the PCA Service Center will be happy to answer them at **schule@pca.de** or by calling **040-654 983 64**.