



Scan me!

Website address:

https://graefewirtschaft.clients.pca.de

Institution no.:

107C01

How to use the Cafeteria Portal starting in 7th grade

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 "Next >>". **4**

Next click on the button

"Registration: parents and child". **5**

Please fill out the form **6**: First enter the child's details and then click "Next >>". **7**

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

You will then receive a one-time PIN by e-mail to the e-mail address stored in the system.

On the next page, enter this PIN in the field provided. 10

Please tick "Private Policy" 11 and "General Terms and Conditions". 12
Continue by clicking on "Next >>". 13

On the following page, fill in the remaining fields of the registration form (e.g. on allergens).

After completing your registration your access data will be displayed. 14

You will also receive the access data by email.

Data protection / GTC

Please read the Privacy Policy and relevant GTC carefully and confirm you have done so.

Confirm email address: (muster@email.de)

Please check your emails for the confirmation mail with the PIN. Then, enter the PIN from the email in the following field. The registration can only be completed once the email address has been confirmed.

Confirmation PIN: 10 PIN not received? [Send new PIN](#)

Privacy Policy

☒ I give the consent to process and use my data detailed in the Privacy Policy: [Privacy Policy](#)

General Terms and Conditions

☒ I have read, understood and accepted the GTC: [GTC](#)

< << Back 13 Next >> >

Step 2: Log in at the web portal

Log in to the web portal with your access data. 15

Graefewirtschaft

PCA Cafeteria Portal

Graefewirtschaft GmbH

User log in

Language: English

User name *

User name

Password *

Password

Log in

New registration

Forgotten password

Registration complete

Your registration has been successfully completed. You can now log in to the web portal using the access data given below. To go to the log-in page, click on the button below.

Parents' access data

User name: muster3a

Password: y%1

Finish

You will be prompted to change your password the first time you log in. 16

Change password

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 old password

Your new password (at least 8 characters): *

Your new password (at least 8 characters)

Confirm new password: *

Confirm new password

Change password

You now have access to the different areas of the web portal via the menu on the left. 17

PCA
Professional Card Administration GmbH

Musterschule Mike Muster Contract: 31985

17

Dashboard

Weekly Plan / Orders

My customer account

Finances

Analyses

Mobile App

Manual

BALANCE

0,00 €

Available: 0,00 €

Reserved food: 0,00 €

FOOD RESERVED

0

Food reserved until: No reservation

Last collection on: (None)

Last transfer (None)

Last direct debit (None)

Current customer: Mike Muster

Change person

The next reservations (Mike Muster)

There are currently no additional reservations.

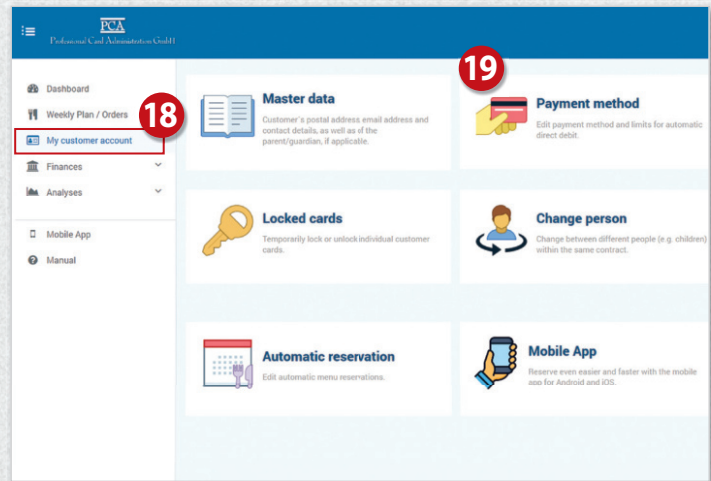
The food most recently collected (Mike Muster)

No reserved food has been collected so far.

Recharge credit

Your customer account at PCA is managed exclusively on a **credit basis**. So that your children can take part in the meal as desired, please ensure that you always have **sufficient credit**.

Click on **"My customer account"** in the menu on the left **18** and then on **"Payment method"** on the right. **19**

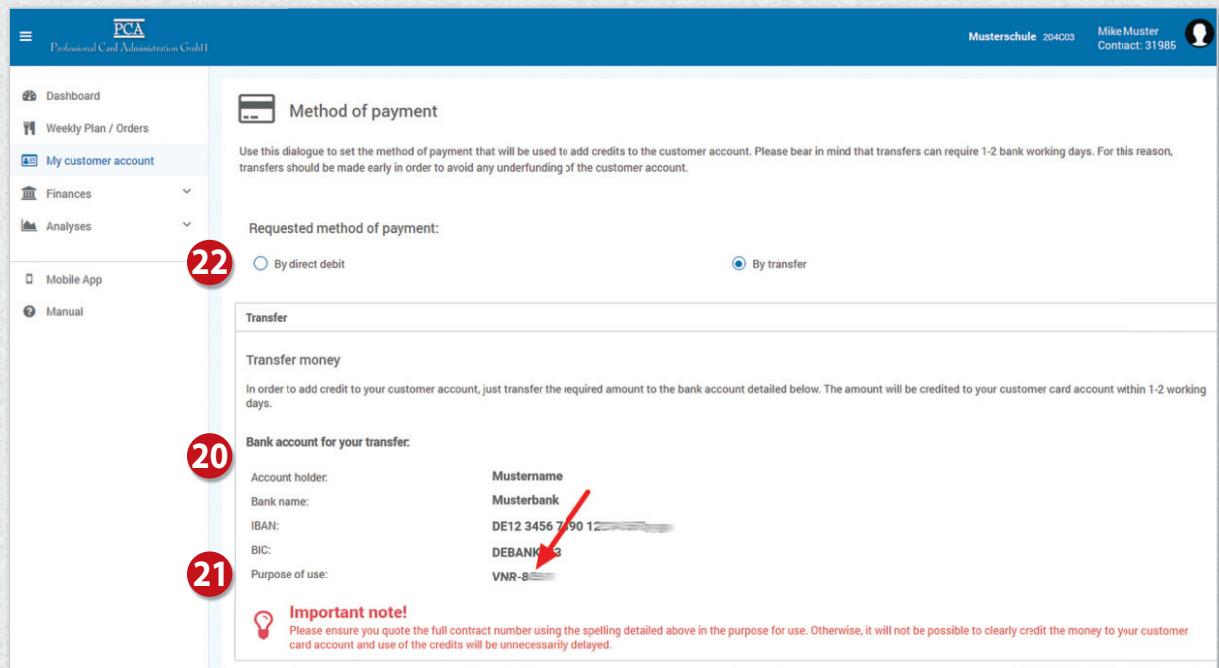


On the next page, you will see your bank details. You can use these to top up your credit. **20**

Important Note!

When making a bank transfer or setting up a standing order, please be sure to specify the purpose of the transfer **21**, so that the money is credited to your account promptly.

You also have the option to automatically fund your account by direct debit. At least one transfer must have been made from your account before your bank details can be used for the direct debit. To use direct debit, select the **"By direct debit"** option on the **"Payment method"** page. **22**



Bildung und Teilhabe (BuT/Education and Participation)

If you have a BuT authorization number, you can enter it directly into the online portal. You will also be able to upload your credentials directly. If you have any questions, please contact the PCA Service Center.

Book a meal

Click on "**Weekly plan / Orders**" in the menu on the left ²³. Select the desired menus ²⁴.
Clicking on the menu again will cancel the meal.

Ordering and cancelling meals is only possible until the respective deadline. These deadlines can be found above the weekly schedule. ²⁵

In case of illness of your child, **please cancel the reserved meals independently**.

PCA Professional Card Administration GmbH

Musterschule Mike Muster Contract: 31985

23 Weekly Plan / Orders

Weekly plan

25 Menu this CW35 (28.08.2023 - 01.09.2023)
Order Until 11:00 Uhr am Tag der Ausgabe
Cancel Until 11:00 Uhr am Tag der Ausgabe

	Menü 1 3,10 €	Buffet 3,50 €	Vegetarisch 3,50 €
Monday 28.08.2023	24 Calamari fritti mit Aioli, Pommes frites oder Salatbeilage/Baguette Calamari Belegen Calamari	Currywurst mit Currysauce, Pommes frites rot/weiß und Belegensalat Ruhespeisefisch	Kartoffelsuppe Kartoffeln Suppenmix Gefüllte Bratensauce
Tuesday 29.08.2023	Spaghetti Bolognese Bolognese Sauce Vollkornmüde	Fischfilet auf Kürbis-Sauerkraut mit Petersilienkartoffeln Fisch Gemüsebeilage	Eieromelette "natur" auf Käsesauce, Kaisergemüse und Salzkartoffeln Eieromelette natur mit Belegen
Wednesday 30.08.2023	Gebratene Leber an Zwiebelgemüse, Kartoffelpüree Gebratene Leber Hauptgericht	Gemüse-Bolognese Gehobelter Parmesan Spaghetti Vollkornmüde Gemüsebolognesesauce	Enchiladas gefüllt mit Champignons, Tomaten Chinakohl, Soße Enchiladas Belegen Enchiladas

24 Calamari fritti mit Aioli, Pommes frites oder Salatbeilage/Baguette
Calamari
Belegen Calamari

25 Menu this CW35 (28.08.2023 - 01.09.2023)
Order Until 11:00 Uhr am Tag der Ausgabe
Cancel Until 11:00 Uhr am Tag der Ausgabe

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**.