

Pluxee Cafeteria Guide for Employees



pluxee



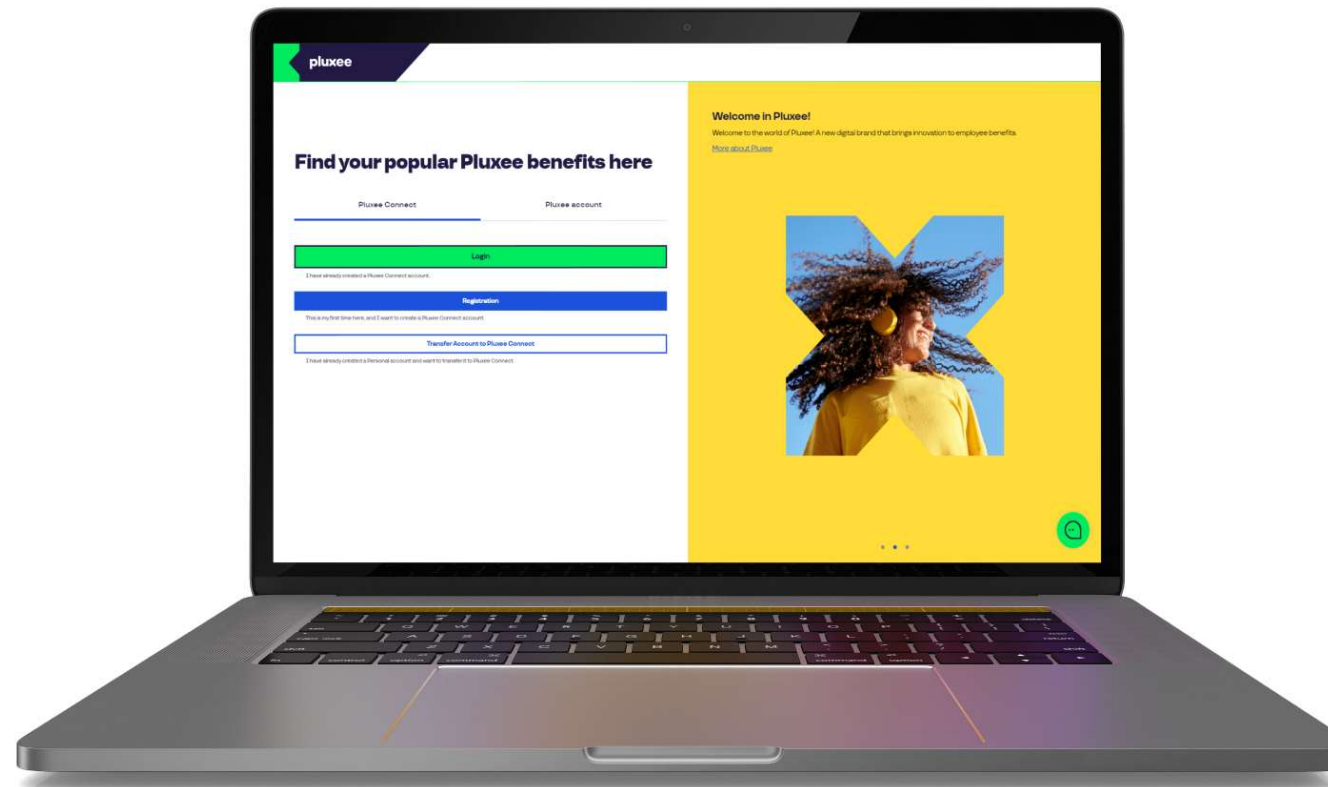
Content

- | | |
|--|--------------------|
| 1. Account Transfer Guide to Pluxee Connect for employees who have previously signed into the Pluxee (Sodexo) account | Pages 3–16 |
| 2. Guide for employees who don't know their Pluxee account password | Pages 17–22 |
| 3. Registration to Pluxee Connect for employees who have never signed into the Pluxee Cafeteria | Pages 23–36 |
| 4. Guide for employees who don't know their e-mail address for Pluxee account or want to change it | Page 37 |

pluxee

1. Account Transfer Guide to Pluxee Connect

→ for employees
who have previously
signed into the
Pluxee (Sodexo)
account



Find your popular Pluxee benefits here

Pluxee Connect

Pluxee account

Login

I have already created a Pluxee Connect account.

Registration

This is my first time here, and I want to create a Pluxee Connect account.

Transfer Account to Pluxee Connect

I have already created a Personal account and want to transfer it to Pluxee Connect.

Welcome in Pluxee!

Welcome to the world of Pluxee! A new digital brand that brings innovation to employee benefits.

[More about Pluxee](#)



On the website ucet.pluxee.cz, click on the “**Transfer Account to Pluxee Connect**” button.

Please enter your login details

Pluxee account login details

Username

Password



Login

[Forgotten password](#)



Enter your original login details into your Pluxee account (formerly Sodexo account).

We are changing the login method



What is Pluxee Connect?

Our new data management system for users, clients, and partners. This new login method streamlines the verification process and ensures secure access to our applications.



Why use Pluxee Connect?

It improves the security of your data and funds in your benefit accounts. Pluxee Connect is the new standard for logging in to our services securely.



What benefits does it bring?

Pluxee Connect adds Apple Pay to the existing Pluxee meal voucher card payment options and brings a new payment solution for Android phones.

Continue



We are changing the login method for Pluxee Connect.
Click on the "Continue" button.



Create a new account

Register

Email address *

tomnazk03@gmail.com



Create my account

[Already have an account ? Log in](#)



Enter your e-mail address, which will serve as your **username**, and follow the instructions on the screen.



Check your mailbox

To secure your account

For security reasons, please enter the code sent by email on **tomnazk03@gmail.com**

8	7	4	0	5	3
---	---	---	---	---	---



Continue

[Resend code](#)

To confirm your e-mail address, enter the **code** we sent you.

Nová zpráva

Doručená pošta 1

S hvězdičkou

Odložené

Odeslané

Koncepty

Více

Štítky +



2 z 2 < >

Authentication code Doručená pošta x



SodexoConnect <noreply@connect.sodexo.com>

komu: mně ▾

17:02 (před 4 hodinami)

**pluxee**

Authentication code

To authenticate securely on Pluxee Connect, please use the following code:

817398

Do not share this code with anyone.

If you did not request to receive this code, please ignore this message.

Thank you!

The e-mail containing the authentication code looks like this.



Define a password

To secure your account

Password *

Your password must include:

- ✓ 8 characters
- ✓ 1 special character !@#%&*
- ✓ 1 letter (a,b,c...)
- ✓ 1 digit (1,2,3...)

Set a **new password** that includes at least 8 characters, 1 letter, 1 special character, and 1 number.



Your identity

To secure your account

Profile information

Given name *

Family name *

Contact information

Mobile phone *

Please fill in your first name, last name, and mobile phone.
Then click on the "Continue" button.



Verify your phone number

To confirm your identity

For security reasons, please enter the code we just sent you by SMS on +420 603 482

1	8	5	0	3	1
---	---	---	---	---	---



[Continue](#)

[Resend code](#)

[Change number](#)

To verify your phone number, please enter the code we sent you via SMS.



The SMS with the confirmation code looks like this.



We need your consent

Terms & preferences

I agree with [terms of service](#) of Pluxee ucet *

Personal data



We use your personal data to create your user account, manage your accesses and the services offered on Pluxee ucet. For more information on how we use your data and to find out about your rights and how to exercise them (access, rectification, etc.) consult Pluxee ucet's [privacy policy](#).

Continue

Tick the box to agree to the terms and conditions and the privacy policy for the processing of personal data.

**You have successfully completed your registration
for Pluxee Connect!**


Continue to your Pluxee account

Proceed to your account by clicking on the "Continue to your Pluxee account" button.

My Overview

 **Catering**
1.00 CZK
[Add a bank card](#)

 **Leisure**
0.00 CZK
use of funds
[Add a bank card](#)

 **Shared resources**
0.00 CZK

MONEY BACK: Get up to 10% with selected partners back. Offer lasts from 10.1. to 31.12.25

[register now](#)

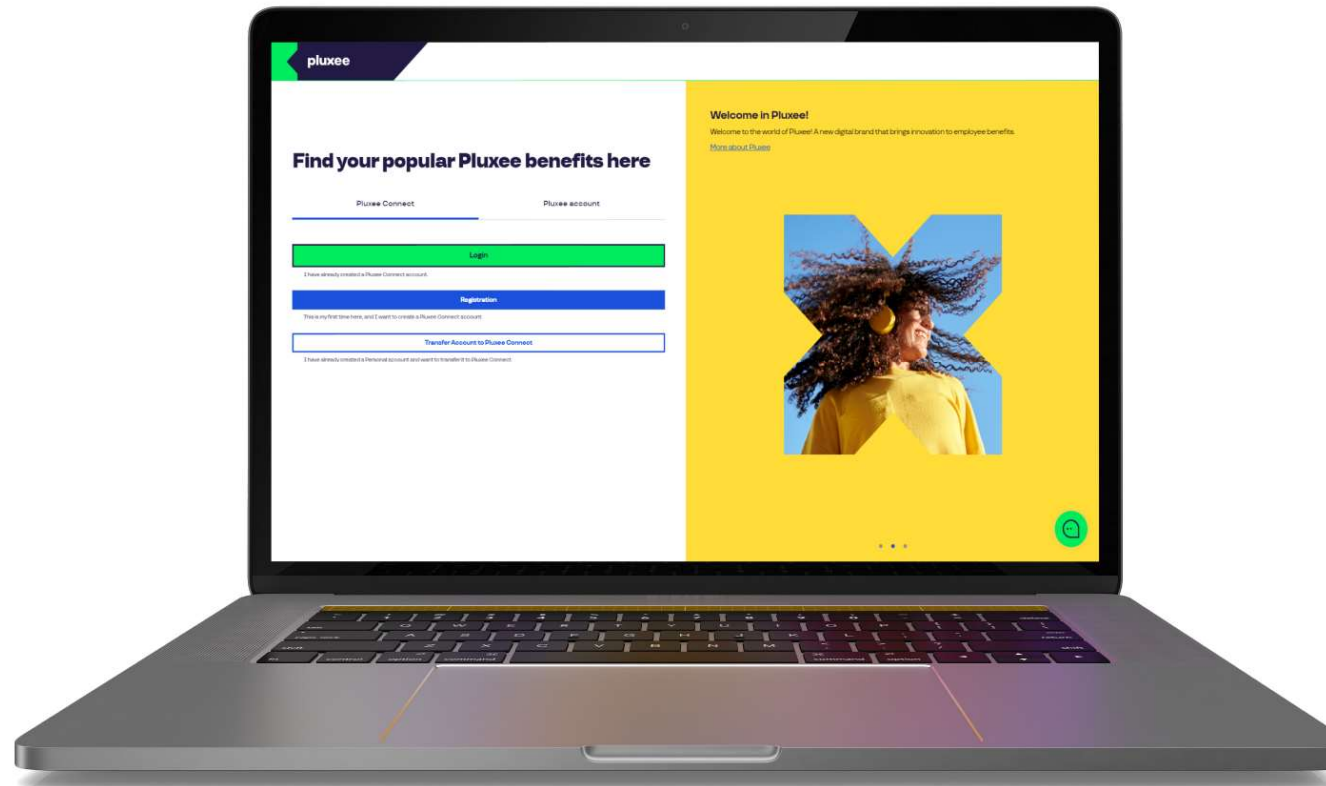
We recommend



pluxee

2. Password Change Guide

→ for employees who don't know their Pluxee (Sodexo) account password



Find your popular Pluxee benefits here

Pluxee Connect

Pluxee account

Login

I have already created a Pluxee Connect account.

Registration

This is my first time here, and I want to create a Pluxee Connect account.

Transfer Account to Pluxee Connect

I have already created a Personal account and want to transfer it to Pluxee Connect.

Welcome in Pluxee!

Welcome to the world of Pluxee! A new digital brand that brings innovation to employee benefits.

[More about Pluxee](#)



On the website ucet.pluxee.cz, click on the “**Transfer Account to Pluxee Connect**” button.

Please enter your login details

Pluxee account login details

Username

Password



Login

[Forgotten password](#)



Then click on the **“Forgotten password”** button.

Reset your password

Enter your username. A one-time hyperlink to set a new password will be sent to the e-mail address registered to the account.



[I forgot my username](#)

Pluxee

Contact
Blog
About us
Career

Get in touch



Do you already have our apps?



iOS



Android



Huawei

Language version?

Čeština
English
Українська



Enter your login e-mail address as the **Username** and click on the "Send" button.

Your request to reset the forgotten password has been accepted.

A message including the hyperlink to set a new password has been sent to
ss*****@c***.*****n.com and se*****@s****m.cz.

If you have not received the e-mail message, please check your spam folder or
repeat this step.



Pluxee

Contact
Blog
About us
Career
Tip for a partner place

Get in touch



Contacts us

+420 253 115 435

FAQ

Do you already have our apps?



iOS



Android



Huawei

Language version?

Čeština
English
Українська

You will receive an e-mail from no-reply.ucet@info.pluxee.cz with the subject
„**Pluxee - změna hesla / Pluxee - Password Change / Pluxee - зміна пароля**“.

In the e-mail, there will be a one-time link to set a new password. Click on that link.

Setting a new password

The password must contain at least 8 and max 20 characters, including 1 capital letter, 1 lower-case letter, 1 numeral and 1 special character(!%#&%&'()+. /.:<=>?@[\]^_`~).

After clicking on the link in the e-mail, you will be directed to a page where you can set your password. Your password must contain at least 8 characters, including 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character. Enter your password again for confirmation and click on the "**Set Password**" button

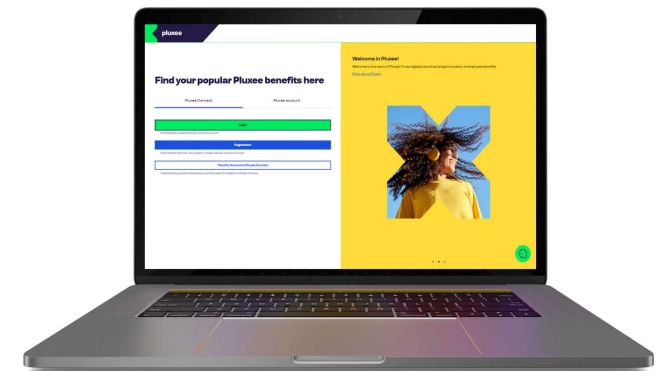
Once you have set your password, proceed with the account transfer to Pluxee Connect following the instructions on page 3.

pluxee

3. Registration to Pluxee Connect

→ for employees who have never signed into the Pluxee (Sodexo) account

- This guide is only for users who have never signed into the Pluxee (Sodexo) account before.
- For the registration for Cafeteria, you will need your Pluxee card number and the security code, which you can find in the envelope along with your Pluxee card.
- You can choose your e-mail, which will serve as your username – it can be a personal or corporate e-mail address.
- Follow the instructions below for registering into Pluxee Connect.



Find your popular Pluxee benefits here

Pluxee Connect

Pluxee account

Login

I have already created a Pluxee Connect account.

Registration

This is my first time here, and I want to create a Pluxee Connect account.

Transfer Account to Pluxee Connect

I have already created a Personal account and want to transfer it to Pluxee Connect.

Welcome in Pluxee!

Welcome to the world of Pluxee! A new digital brand that brings innovation to employee benefits.

[More about Pluxee](#)



On the page ucet.pluxee.cz, click on the **“Registration”** button in the Pluxee Connect tab.



Create a new account

Register

Email address *

tomnazk03@gmail.com



Create my account

[Already have an account ? Log in](#)



Enter your e-mail address, which will serve as your **username**, and follow the instructions on the screen.



Check your mailbox

To secure your account

For security reasons, please enter the code sent by email on **tomnazk03@gmail.com**

8	7	4	0	5	3
---	---	---	---	---	---



Continue

[Resend code](#)

To confirm your e-mail address, enter the **code** we sent you.

Nová zpráva

Doručená pošta 1

S hvězdičkou

Odložené

Odeslané

Koncepty

Více

Štítky +



2 z 2 < >

Authentication code Doručená pošta x



SodexoConnect <noreply@connect.sodexo.com>

komu: mně ▾

17:02 (před 4 hodinami)

**pluxee**

Authentication code

To authenticate securely on Pluxee Connect, please use the following code:

817398

Do not share this code with anyone.

If you did not request to receive this code, please ignore this message.

Thank you!

The e-mail containing the authentication code looks like this.



Define a password

To secure your account

Password *

Your password must include:

- ✓ 8 characters
- ✓ 1 special character !@#%&*
- ✓ 1 letter (a,b,c...)
- ✓ 1 digit (1,2,3...)

Set a **new password** that includes at least 8 characters, 1 letter, 1 special character, and 1 number.



Your identity

To secure your account

Profile information

Given name *

Family name *

Contact information

Mobile phone *

Please fill in your first name, last name, and mobile phone.
Then click on the "Continue" button.



Verify your phone number

To confirm your identity

For security reasons, please enter the code we just sent you by SMS on +420 603 482

1	8	5	0	3	1
---	---	---	---	---	---



[Continue](#)

[Resend code](#)

[Change number](#)

To verify your phone number, please enter the code we sent you via SMS.



The SMS with the confirmation code looks like this.



We need your consent

Terms & preferences

I agree with [terms of service](#) of Pluxee ucet *

Personal data

i We use your personal data to create your user account, manage your accesses and the services offered on Pluxee ucet. For more information on how we use your data and to find out about your rights and how to exercise them (access, rectification, etc.) consult Pluxee ucet's [privacy policy](#).

Continue

Tick the box to agree to the terms and conditions and the privacy policy for the processing of personal data.

Card verification

To verify, please enter the number of your card.

Security code checking

Enter the verification code you received.

Security code

 Security code

Create account

Enter the security code, which you can find it in the letter you received with the card.

**You have successfully completed your registration
for Pluxee Connect!**


Continue to your Pluxee account

Proceed to your account by clicking on the **“Continue to your Pluxee account”** button.

My Overview

 **Catering**
1.00 CZK
[Add a bank card](#)

 **Leisure**
0.00 CZK
use of funds
[Add a bank card](#)

 **Shared resources**
0.00 CZK

MONEY BACK: Get up to 10% with selected partners back. Offer lasts from 10.1. to 31.12.25

[register now](#)

We recommend



pluxee

4. Change of the login e-mail to Pluxee Cafeteria

→ for employees who don't know their login e-mail address

- **If you do not know your login e-mail for Pluxee Cafeteria, a new e-mail address must be set up in the system.**
- **Please approach your assistant, present your ID card, and provide them with your new e-mail address.**
- **The request for e-mail change will be forwarded to the Pluxee administrators, who will process the change in the system.**
- **You will receive an e-mail from Pluxee to your new e-mail address in around 3 days. It will contain a link for setting up a new password.**
- **You can also contact the HR Compensation and Benefits team for assistance with changing e-mail:**
 - **HR Contact in Kutná Hora: Kristýna Sokolová**
 - **HR Contact in Pardubice: Pavlína Černožorská**
- **Please note it is not possible to process the e-mail change by phone or e-mail request.**