Quick Guide to the BUANCO Payment Card

This quick guide explains how to get started with the BUANCO Payment Card.
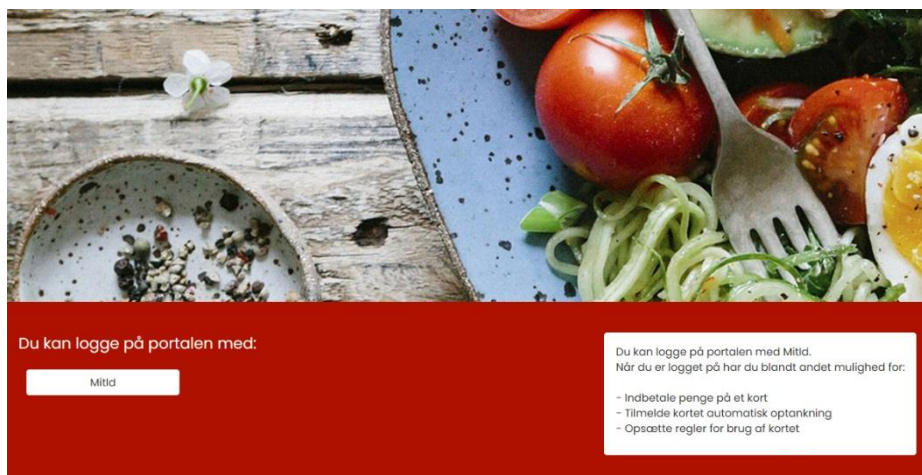
Contents

How do I log in?

1. To log in to the payment card portal, click "MitID":

   *Note: Some institutions also allow login using a username and password.*

2. Log in using your personal credentials.

3. You will now be directed to the portal, where you can see all payment cards and accounts that you have access to.

How do I add funds to the payment card?
Manual top-up or automatic top-up agreement

To add funds or set up an automatic top-up agreement, select the account you wish to top up in the top-right corner of the screen.
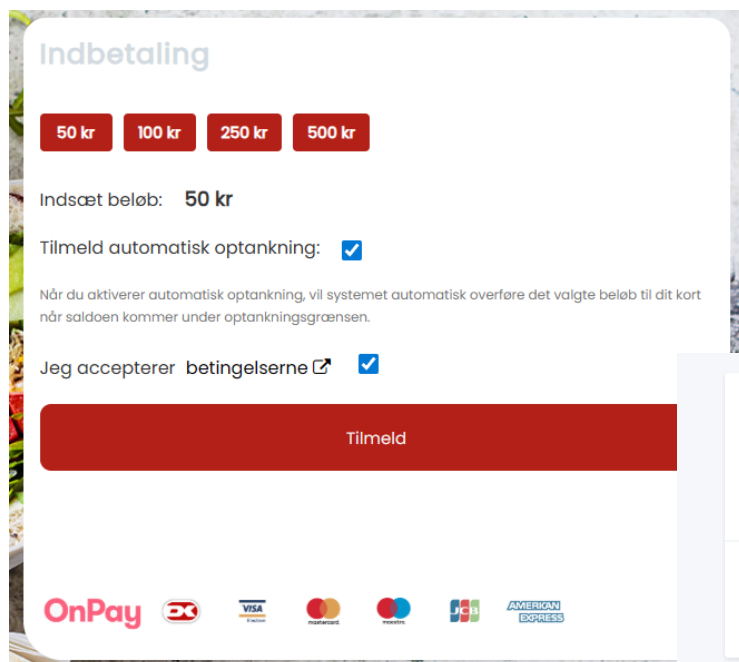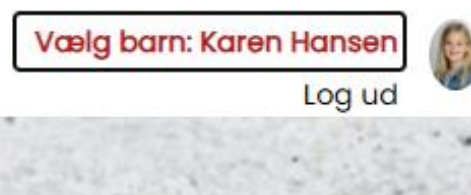
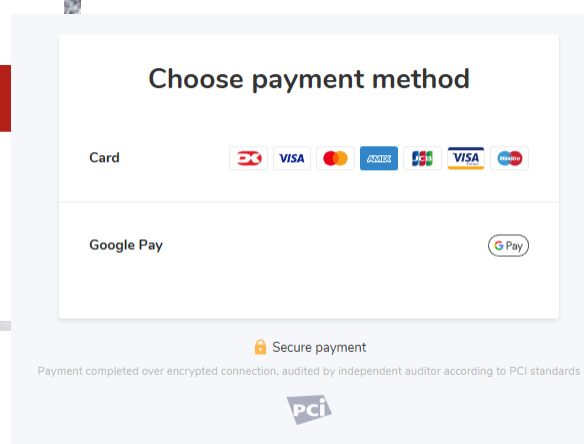At the top of the screen, select the menu item "Indbetal".
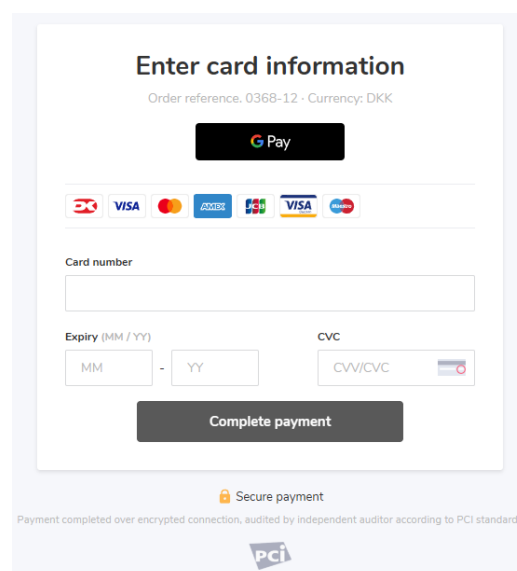
Adding funds

Select the amount you wish to add to the account. Then choose whether you want to enrol in automatic top-up. Accept the terms and conditions and complete the top-up.

Next, select the desired payment method.

Enter the payment details according to the selected payment method and complete the payment.

Changing the credit card for an automatic top-up agreement

To change the credit card linked to an automatic top-up agreement, go to "Indbetal", click "Skift betalingskort", and then create a new agreement using your new credit card.


If you cannot see the "Skift betalingskort" button, no automatic top-up agreement is currently associated with the selected account.
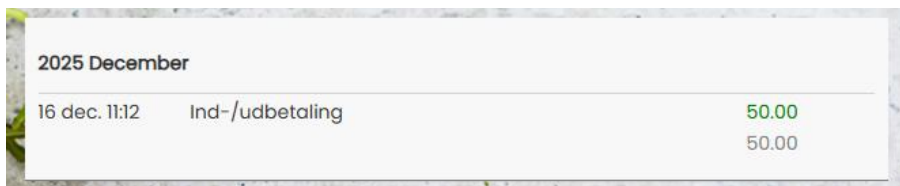
How do I view spending on the payment card?

You can generate a report showing spending on your payment card for a selected period at any time via the "Betalingshistorik" tab.

Webshop Indbetal Betalingshistorik Brugerinfo Saldo: 50.00 kr

Select the month you wish to view.
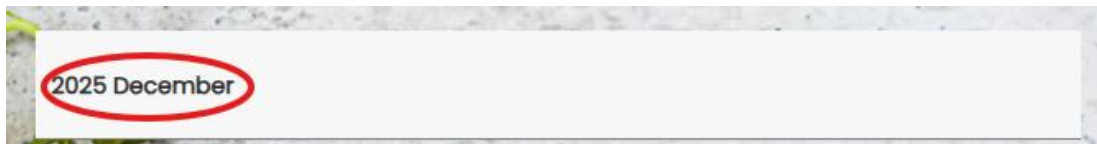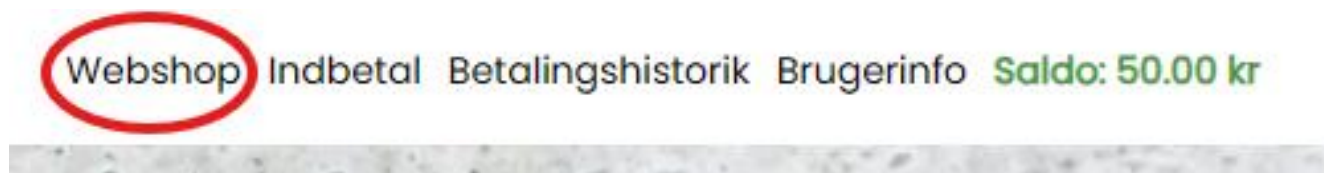
2025 December

Any transactions for the selected period will then be displayed.

2025 December

16 dec. 11:12   Ind-/udbetaling   50.00
                                                     50.00

Ordering in the webshop

Once you are logged in to the portal, you can order selected canteen products by selecting "Webshop" from the menu at the top of the page.

Please note that not all institutions use the webshop.

If you have access to multiple users, select the user you are ordering for in the top-right corner of the screen.

To see the selection of products available on a specific day, select the date at the top of the page.

Select the desired product by clicking the shopping cart icon next to the product.

If items are missing from the webshop, please contact the relevant institution.

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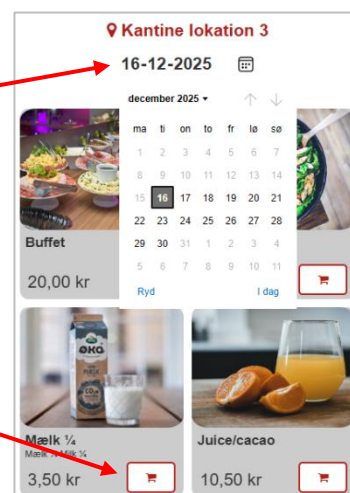
You can see the number of items in your cart on the red icon.

Click the red shopping cart to view the items you have added.

Here you can edit your order, add any comments, and proceed to payment.

Indkøbskurv	X

Tirsdag 16/12 - Kantine lokation 3

− 1 + Mælk ¼ a 3,50 kr	3,50 kr

Eventuelle kommentarer til denne ordre....

Total:	3,50 kr

Gå til betaling

Depending on the setup, payment can be made either using the account balance or directly by credit card.

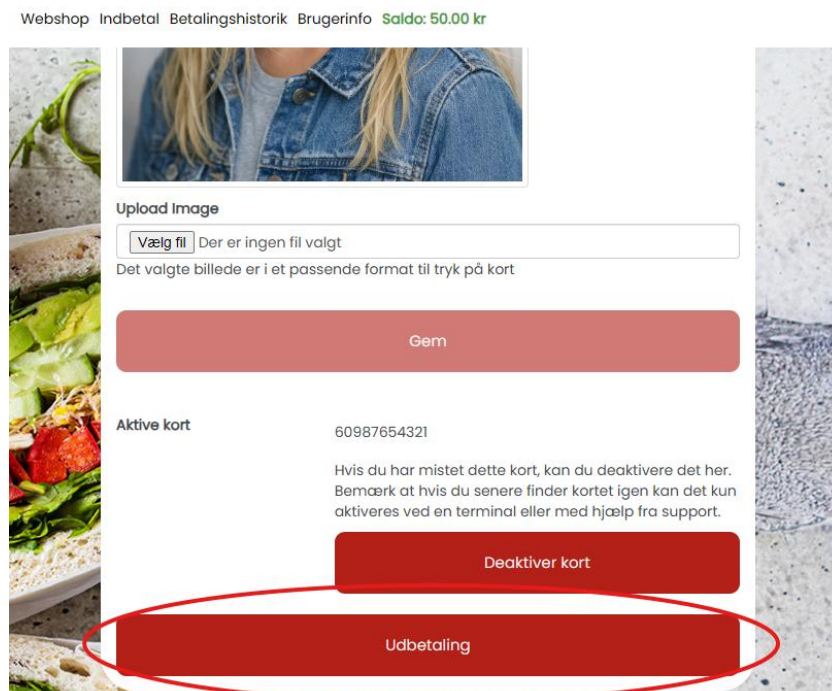| Betaling	X
Ordre total:	3,50 kr
Kantinesaldo:	616,00 kr

Betal med Konto

Kreditkort:

Betal med kreditkort

Tilbage til kurv

How to withdraw funds from a canteen card

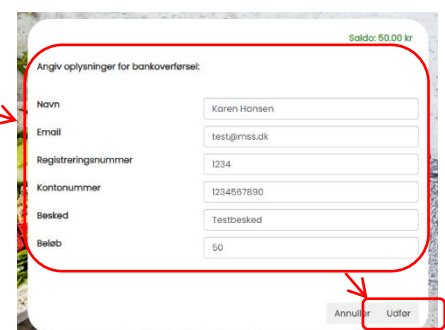1. After logging in to the portal and navigating to "Brugerinfo", click "Udbetaling".

The withdrawal option is only shown if funds are available on the selected account.

2. Click "Fortsæt" to proceed with the withdrawal.

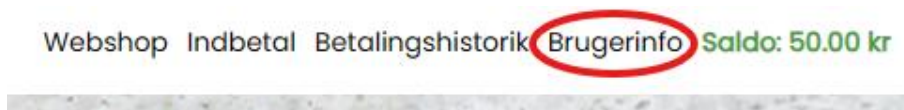3. A new tab will open where you must enter the information required to complete the withdrawal.

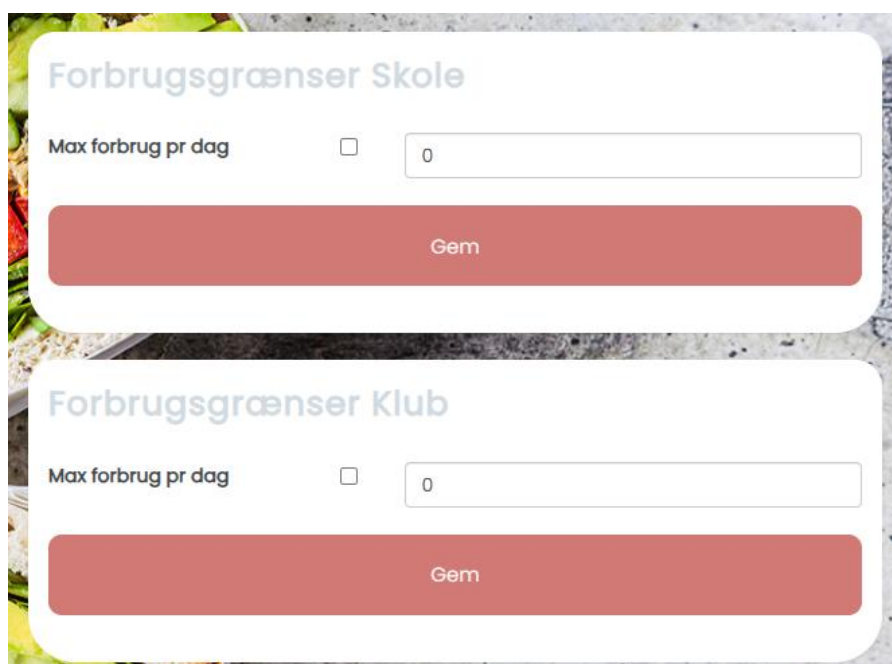4. Complete the withdrawal by clicking '**Udfør'**:

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How to set a maximum spending limit on a payment card

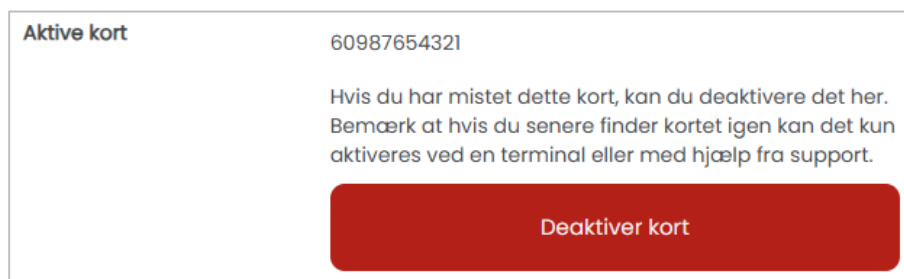After logging in to the portal, click "Brugerinfo" in the menu at the top of the screen.

Webshop Indbetal Betalingshistorik Brugerinfo Saldo: 50.00 kr

Adjust the maximum spending limit under "Forbrugsgrænser" and finish by clicking "Gem".

Forbrugsgrænser Skole

Max forbrug pr dag   ☐   0

Gem

Forbrugsgrænser Klub

Max forbrug pr dag   ☐   0

Gem

If the maximum spending limit is set to DKK 0, the card cannot be used in that department or institution.

How to block a canteen card if it is lost

1. After logging in to the portal, click the "Brugerinfo" tab.

2. Under "Brugerinfo", locate "Aktive kort" and block the payment card by clicking "Deaktiver kort".

Aktive kort

60987654321

Hvis du har mistet dette kort, kan du deaktivere det her. Bemærk at hvis du senere finder kortet igen kan det kun aktiveres ved en terminal eller med hjælp fra support.

Deaktiver kort

3. You can see which account is being edited and switch between accounts in the top-right corner of the screen.

Vælg barn: Karen Hansen

Log ud