

MealTime Instructions

In addition to paying cash for meals, families may also use [MyMealtime.com](https://myMealtime.com), a convenient and secure online service for monitoring your student's lunch account and making credit or debit card deposits.

3 Easy Steps to Use mymealtime.com

The easiest way to access the site is to open your web browser, type mymealtime.com into the address bar, and hit enter.

Step 1: Create a profile. Click on the "Create new profile" link and enter a Username and Password that you will use to login to mymealtime.com. The Username and Password must each be at least 6 characters. (Example, Username: jsmith Password: abc123) Type in the other required information. You may also setup a reminder to receive an email notification when your student's balance is low. Be sure to click "Create Profile" at the bottom of the screen when you are done.

Step 2: Add Your Student. Login to your mymealtime.com account using the new Username and Password you just created. Click on "Meal Account Deposits", then click "Add New Student" to link your student to your account using their first name and Student ID Number. Repeat this process for multiple students.

Step 3: Make a Deposit. Click on the "Make Deposit" link next to your student's name, to make a deposit into their lunch account. There is a small convenience fee for making deposits. The fee will be clearly displayed before you complete your transaction. If you have multiple students linked to your account, you can deposit separate amounts into each of their accounts in one transaction. Deposits are reflected in the student's lunch account after a brief, periodic synchronization. You can also click on the "View Details" link to view their account balance and purchase history.

To purchase meals, the student just needs to present their student ID in the cafeteria. Cash will still be accepted as payment for meals. Any left over change will be deposited onto the student's MealTime account.

Families may also add funds to their account by **bringing a check** into the cafeteria.