MealTime Just Got Easier!

Welcome! Your school district has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet. Your district may also choose to accept online payments for other school fees such as sport or club fees.

To Use MealTime Online:

Visit your school or school district web site and locate the link to the school nutrition page. Find the link to online payments which will take you to MealTime Online.

Or go directly to: www.mymealtime.com

Step 1: Create a MealTime Online profile. Click on the "Create new profile" link and create a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith Password: pty845.

Step 2: Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1. Click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering their First Name only and their Student ID number.

Step 3: Make a Deposit. Click the "Make Deposit" link to make a deposit into a school account. There is a web site transaction fee for making deposits. Click the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

Note:

Online deposits are retrieved and added to your student's balance at their school every 5 minutes. Student information, such as purchase history and their current cafeteria account balance are updated on the web site every 4 hours.

powered by
MealTime Online

MealTime Pay Online Low Balance Notification

The following information details how you can set up the MealTime Pay Online low balance notification feature.

1. Go to www.mymealtime.com and sign in.

2. Click the **Meal Account Deposits** icon.

3. Click **Update your email settings on the profile page**.

Welcome MealTime Online User

Welcome to MealTime Online Payments, a convenient way to deposit funds electronically. Use this web page to make deposits into your student's cafeteria account or to pay other fees. You may also view the spending history and account balance of each of your students.

New! Low Balance Notifications Available by Email

Would you like to be emailed when your account balance runs low? Simply update your email settings on the profile page. It takes just a few seconds and makes managing lunch accounts easy.

• **Sign Up for Email Notifications**

4. Verify that your email address is correct and then check **Low Balance Notification**.

Email

Your email address is necessary for us to send you email confirmations of your deposits. It will never be sold to a third party.

Email [mtcuser@emailaddress.c] *

Low Balance Notification [✓] Yes, I want to receive low balance notifications when a balance falls below $ [10]

5. Type in the amount you want to use. When the balance falls below this amount, you will be sent an email. You will only be notified by email once.

   Note! You can enter amounts from 0 to 99.99.

   Once you have set up the email notification, you will no longer see the announcement on the Payments page. To change your low balance notification settings, click **Profile** at the top of the page.