



**NEW this year:**  
**Parents can use *My MealTime Online***  
**to manager their student's meal account!**

**With My MealTime you can:**

- **Stay informed.** Monitor your student's lunch account balance and activity.
- **Be notified.** Receive notifications when your student's lunch account is low.
- **Make secure payments.** Using a Credit or Debit card: A 4.9% transaction fee is charged for this service by Mealtime.

Deposit Amount	Transaction Fee
\$25.00	\$1.22
\$35.00	\$1.72
\$50.00	\$2.45

- **Store your credit/debit card.** For quick and easy repeat use.
- **Schedule deposits.** Weekly, monthly, or in any frequency you desire.
- **Download the app and use it from your smart phone or tablet.**

**Go to [www.mymealtime.com](http://www.mymealtime.com) and sign up today!**

Click on the **Register a new account** and follow their easy steps!  
You will need **your Students ID number** and enrollment school name.

**Step 1:** Create a MealTime Online profile. Click on the **Register now for your FREE account** or **Register a new account** link to create an account. Follow the prompts to create a username & password.

**Step 2:** Add your student. Click on the **Add Student** link and hit **NEW**. Select **Washington state** from the drop-down box and type in your student's school name ( example- Everson Elementary). Then enter the Student ID number (with the leading Zero) and their First Name only. **Repeat this process to add all your students.**

- Once all the students are added, you will see their current account balances. You can click on the **VIEW REPORT** tab to generate a detailed transaction report. **Check** the Show complex statement **box** to view the account balance after each transaction.
- To make a deposit: Click the **Home-Deposit Funds** tab. There will be a prompt to “**add Payment Method**”. This will allow you to enter a **Debit/Credit Card**. Select **Add \$** and then select the dollar amount you want to deposit and click **Go to Checkout**. There is a web site transaction **fee** for making deposits that will be clearly identified at checkout.

**Note:**

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