

My MealTime System Summary

The all-new My MealTime is the latest addition to The CLM Group's suite of software products designed to streamline and enhance meal programs in the K-12 school environment. My MealTime provides school districts with a vehicle to receive secure credit card payments online for meal programs, school fees, fundraisers and more! Parents can access the payment site via a link from their school district's own website, or by browsing to <http://www.mymealtime.com> directly in their web browser.

The My MealTime System is comprised of three software components:

1) My MealTime Payment Website

The [mymealtime.com](http://www.mymealtime.com) website is the parents access point for making credit card deposits, viewing their online deposit history, and viewing their student's cafeteria account balance and meal purchase transaction history.

The My MealTime website utilizes VeriSign SSL (Secure Socket Layer) services, using the strongest encryption available for secure online payment transactions and data transmissions.

2) My MealTime Console (For MealTime Classic Only)

This is a program installed on a central server at the school district. It is responsible for uploading student Point of Sale transaction history from MealTime Classic to the My MealTime server, and for downloading online credit card deposits directly into the student's Point of Sale account. This "synchronization" process can be scheduled to occur at any time interval: hourly, daily, weekly, or on-demand. Online deposits are reflected in the student's account automatically, eliminating manual deposit entry at the school site!

The My MealTime Console also creates secure student "PassCodes" which are distributed to parents and used to create their family My MealTime user account. These PassCodes are included in a parent letter introducing them to the online payment service and providing step by step instructions on how to get started. The letters are generated and sorted by grade or homeroom automatically from the Console program for easy distribution at the school site or by mail.

3) My MealTime District Administration Site

The My MealTime Administration Site (<http://www.mymealtime.com/admin>) is the school district's portal for reviewing, managing and reporting on payments received through the online payment website. Online payment activity may be reviewed and sorted by school, deposit account, user (family) account or student. Electronic Fund Transfers (described in detail below) may also be sorted and viewed from this site.

Data presented on the site may also be exported for integration into various business and accounting software packages. This site is accessed with a secure username and password, unique to the school district, that is provided upon enrollment in the My MealTime service.

How it works:

School District Enrollment

The School District enrolls in the My MealTime payment service by first providing a contact name, phone number and email address for their designated My MealTime Administrator. Appointing one My MealTime Administrator for the school district is recommended.

A one-time setup and installation fee in the amount of \$900 per district plus \$50 per school will be charged upon enrollment. The CLM Group's My MealTime implementation team will work closely with the School District throughout the installation and setup process to ensure a smooth transition for the District, the Schools and the parents into the My MealTime payment system.

Account Setup

The School District specifies the bank account into which online deposits will be transferred. Separate bank accounts may be designated to accept funds received for additional (non-cafeteria) district-defined accounts. For example: One bank account may be designated to receive all cafeteria deposits, while funds deposited for other purposes such as sports fees, yearbook sales, ASB fundraisers and various school activities may be deposited into separate bank accounts. For each account, the School District must provide the Bank Name, Account Number, Routing Number, and a voided check or deposit slip.

Accounts may be created at the district level, and made available to students in all participating schools. Accounts may also be created at the school level, and made available only to students enrolled at the appropriate school. This is convenient when deposits are required for school specific activities.

My MealTime Console Installation

The My MealTime Console application is installed on a central server in the School District. This server must meet specific system requirements that include Internet Access (high speed recommended) and direct network access to all Point of Sale databases at participating schools.

Data Synchronization

The My MealTime Console application connects to each Point of Sale database and uploads student transaction data to the My MealTime server. This process may be scheduled to occur automatically at any time interval, requiring no subsequent user action. All student data is securely encrypted and authenticated each time it is transmitted over the internet. My MealTime takes the confidentiality of all student data very seriously and utilizes the highest level of security at every step of the data transmission process.

Parent User Account Setup

During the Data Synchronization process, each student is assigned a secure PassCode that uniquely identifies them in the My MealTime system. PassCode Notification Letters are generated from the My MealTime Console application and distributed to parents at participating schools.

Parents follow the step-by-step instructions provided in the PassCode Notification letter to login to My MealTime and add each of their students to their user account. Once this is completed, their student's meal purchase history is instantly available, and they may begin making online deposits.

PassCodes must be kept secure to prevent unauthorized access to student data online. Care should be taken to limit user access to the My MealTime Console application and when distributing the PassCode Notification Letters to the parents. Distribution in sealed envelopes is recommended.

Credit Card Processing

My MealTime's payment services are powered by **Stripe**, which processes billions of dollars every year for over 100,000 businesses and organizations like Habitat for Humanity, NPR, Facebook, Pinterest, Blue Apron, Twitter, Kickstarter, Salesforce, and Lyft. Stripe is certified to PCI Service Provider Level 1. This is the most stringent level of certification available in the payments industry. VISA, MasterCard or Discover credit/debit card information may be entered by the parent at the time a deposit is made or securely stored with Stripe for future use.

Transaction Fees

A small website use fee may be displayed prior to payment. The School District has the option of assuming all or any portion of this fee on the depositor's behalf. Any amount subsidized by the School District in this manner will be deducted from the total amount transferred electronically to the District bank account. The portion of this fee assumed by the depositor (the parent) will be added to their total deposit amount at the time the transaction is processed.

Details of each transaction and the associated fees charged are available instantly for review on the My MealTime Administration Site.

Electronic Fund Transfer

All credit card payments received online are transferred electronically to the pre-determined school district bank account(s) four times per month. The CLM Group holds all School District funds in a non-interest bearing KeyBank account until they are transferred.

My MealTime utilizes KeyBank's Cash Management services to automate these ACH (Automated Clearing House) fund transfers. KeyBank is an industry leader and the sixth largest ACH Originating Financial Institution in the U.S.

MealTime Point of Sale

The synchronization process initiated by the My MealTime Console application automatically downloads online deposit transactions into the student's MealTime Point of Sale account. No manual data entry is required.

Online deposits received into MealTime Point of Sale may be viewed in the MealTime POS Transaction Audit Report, Customer Account Statement Report, Operations Summary Report,

and on the individual Customer Entry Form. These deposits are designated as transaction type “Online Deposit” so they can be differentiated from deposits received manually at the school site.