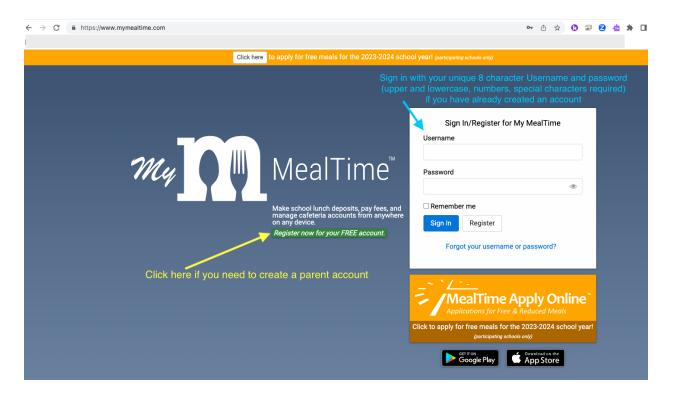


Deposits can be made three ways: Checks made payable to the district (see step 3 for the payee), cash can be brought to the main office or cafe and online payments using a credit card. While Mealtime and the credit card companies charge fees, currently, our school districts absorb the 7% total fee. To make an <u>online payment</u>, please follow the instructions below.

Step 1: Log into MyMealtime.com (create a Parent account or log into an existing Parent account). Usernames are 8 characters and are unique to the parent. Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character.



Step 2a: Go to Manage Cafeteria Accounts on the left side of the screen. Click "New" to add a student.

		Mg MealTime*	μ μ
🖀 Home - Deposit Funds	Cafeteria Account	Edit	
Schedule Deposits			
🏦 Pay School Fees			
i≣ View Receipts			
View Reports			
🛔 Manage Cafeteria Accounts 🛛 🔫			
Settings			
Ø About			
🗭 Sign Out			
* View of the formation of the standard of th	Add student	New	

Step 2b: Select State: NEW HAMPSHIRE (even for Marion Cross School, use New Hampshire)

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# Home - Deposit Funds	Cafeteria Account		School Name		🕷 Hame - Deposit Funds	Cafeteria Account	Edf.	School Name	_
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Step 2c: Find School; begin typing "Ray," "Rich," "Han," or "Mar" for Bernice A Ray Elementary, Frances C Richmond Middle, Hanover High School, or Marion Cross School, respectively.



Step 2d: Enter Student ID and First Name (only). (If you don't know your child's student ID, which is NOT the same as their Mealtime PIN, please follow the directions below the next screen.)

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🖀 Home - Deposit Funds	Cafeteria Account	Edit	Sch	ool Name
🚍 Schedule Deposits			New Hampshire 🗸 Fr	rances C Richmond Middle School
🏦 Pay School Fees			Student ID ⑦	Student's First Name Student's First Name
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🆀 Manage Cafeteria Accounts				
Settings				
Ø About				
🗭 Sign Out				
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MealTime Apply Online"	Add student	New		
If you're looking for your 2023-2024 school year application for free school				
meals, look no further. You can even use your existing My MealTime				
username and password to log in.				
Let's go!				

Click the green "Add" button.

Student ID can be found by logging into the Parent Portal of PowerSchool; found at <u>https://www.sau70.org/parentportal</u>, then scroll down to find Powerschool NH or VT Login icons - website ONLY, not available in the App.

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novernorwichschools.org Boo	kmarks 附 裦 Front	ine - Sign In 🚹 RMS ~ Info	ormatio 🧕 Amazon Business	🕒 Mealtime 🚯	MealTime Online sis
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Log into PowerSchool (if you don't have this set up already, contact the school's registrar or contact helpdesk@sau70.org). Click on the child's name you need to add and find the Student ID, which will be over towards the right of the screen.

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Navigation	Grades and Attendance:	
Grades and Attendance	Grades and Attendance.	ID: Homeroom:
Class Assignments	Grades and Attendance Standards Grades	
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Step 3: Deposit Funds - navigate to the "Home - Deposit Funds" link on the left. For the child you want to add money, click the green "Add \$" button. Select the amount you'd like to deposit (you can NOT add less than \$20.00. If you need to add less than \$20.00, please send your child in with a check or cash to their school. Checks payable to the respective district: Hanover School District for <u>Ray School</u>, Dresden School District for <u>RMS and HHS</u> and Norwich School District for <u>MCS</u>.





Go to the Cart, then Checkout. Enter your credit card information if it is NOT already added and saved.





Alternative to deposits: Scheduled Deposits. You can set up a regularly occurring deposit and format it to your child's needs. Go to Schedule Deposits on the left side of the screen. Select the amount desired for each child, separately. Set the timing for the scheduled deposit. Click "Save." Check out or save your credit card information.

🖀 Home - Deposit Funds	+ Schedule a new deposit	New Schedule a new deposit
Schedule Deposits		Enter the desired amount for each Cafeteria Account you wish to fund automatically. You m schedule multiple deposits if desired.
🏦 Pay School Fees		\$
View Receipts		\$
View Reports		\$
Manage Cafeteria Accounts		\$
		(Default)
Settings		
O About		+ Add new payment method
🗃 Sign Out		Set a trigger for this scheduled deposit
- 1/:- X		Funds will be automatically deposited into your selected Cafeteria Account(s) based on you chosen schedule.
MealTime Apply Online"		Every 1 v week(s) on Sunday v
If you're looking for your 2023-2024 school year application for free school		○ Every First → Sunday → of the month
meals, look no further. You can even use your existing My MealTime		○ Every 1st v day of the month
username and password to log in.		Cancel Save
Let's go!		

AVAILABLE REPORTS: Parents can review their student's mealtime activity. Navigate to "View Reports" on the left side of the screen. Choose Cafeteria Account Statement Report, Select the date range and the student you wish to view. Click "Generate Report." Click on the report that appears below. Please note that student's photos and names come up on the cafe register and cashier's are trained to say either, "Hi, "student name" or "Thank you, "student name" to be sure that the correct student is being charged. If you think there has been an error, please contact the cafe manager at the respective school. Those names can be found on the respective websites.

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🖀 Home - Deposit Funds	▼ Cafeteria Account Statement Report	
🚍 Schedule Deposits	Review all transactions in a given time period	
🏦 Pay School Fees	Set the date range: Last 30 days v 07/31/2023 - 08/30/2023	
i≣ View Receipts	Select a student:	
View Reports	Generate Report	
💄 Manage Cafeteria Accounts		
Settings	Online Transaction History Report	
About		
🕞 Sign Out		
MealTime Apply Online Applotons for free & Facharat Mark If you're looking for your 2023-2024 school year application for free school		
meals, look no further. You can even use your existing My MealTime username and password to log in.		
Let's go!		