

Gower has partnered with **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](http://mymealtime.com) into the address bar, and hit enter.

Or if you prefer, you can access the site by going to your school or district website, finding and then clicking on the link to make an online payment or deposit. Either method will take you to the mymealtime.com login page.

**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. Select the correct State, School District, and School and use your child's first name and unique 7-digit Student Gower ID Number. Repeat this process for multiple students. Contact either of our school offices or district office with any questions. District: 630-986-5383; GW: 630-323-6446; GM: 630-323-8275

**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. You can always use check or cash to make a deposit at either school office or directly at any of our cashier stations for no extra charge.

**Congratulations!** You can now login anytime, anywhere to securely and conveniently monitor your student's lunch account and make payments.





# MEALTIME

## Secure Online Payments with [mymealtime.com](http://mymealtime.com)



Symantec



Your school or district has partnered with [mymealtime.com](http://mymealtime.com), a convenient and secure online service for making credit or debit card payments to your student's lunch account. You may also be able to make other school payments such as sports/activities fees, yearbook purchases, library fines, fundraisers and more.\*

Set up your profile today and start managing your student's lunch account the easy way. **It only takes a minute!**



### Monitor Account Activity

Check your student's lunch account balance and stay informed with daily updates on the purchases they make.



### Be Notified

Receive handy email reminders when your student's lunch account reaches a low balance point that you set in advance.



### Make Secure Payments\*\*

Using your Visa, MasterCard or Discover debit or credit card, make deposits into your student's lunch account and pay other school fees.\* Transactions are protected by the most fortified internet encryption available.



Symantec

**Go to: [www.mymealtime.com](http://www.mymealtime.com) now, and click on "Create new profile".**

\* Your school or district decides which fees/funds to make available on [mymealtime.com](http://mymealtime.com).

\*\* A small transaction fee will be assessed.



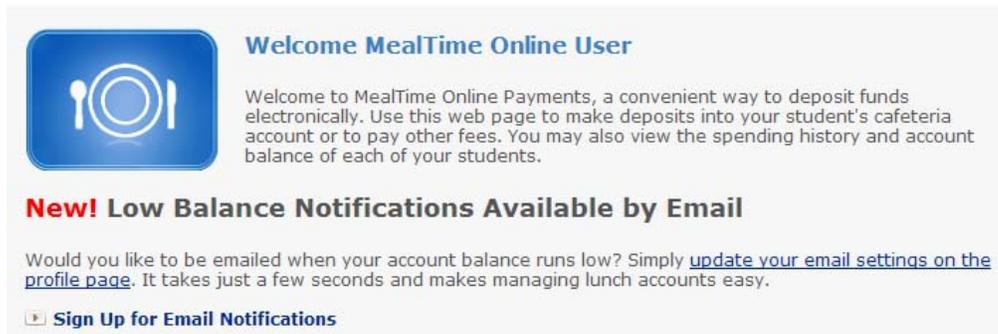
# MEALTIME

[www.mymealtime.com](http://www.mymealtime.com)

## 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](http://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  \*

Low Balance Notification  Yes, I want to receive low balance notifications when a balance falls below \$

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.