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.
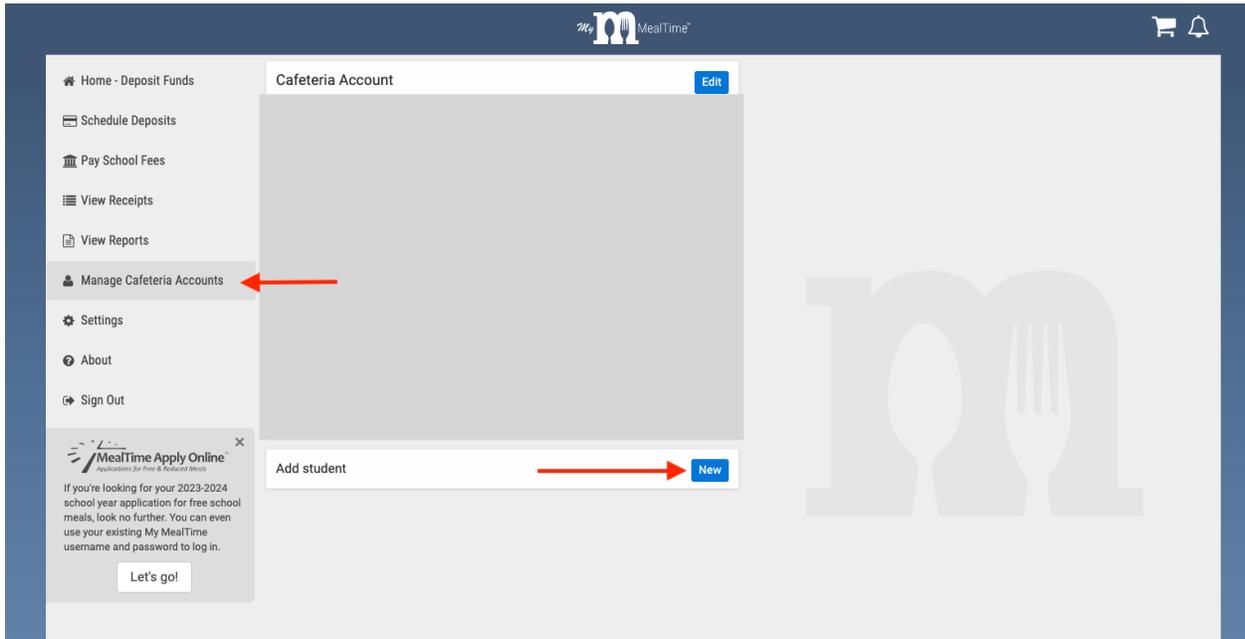
Step 2b: Select State: NEW HAMPSHIRE (even for Marion Cross School, use New Hampshire)
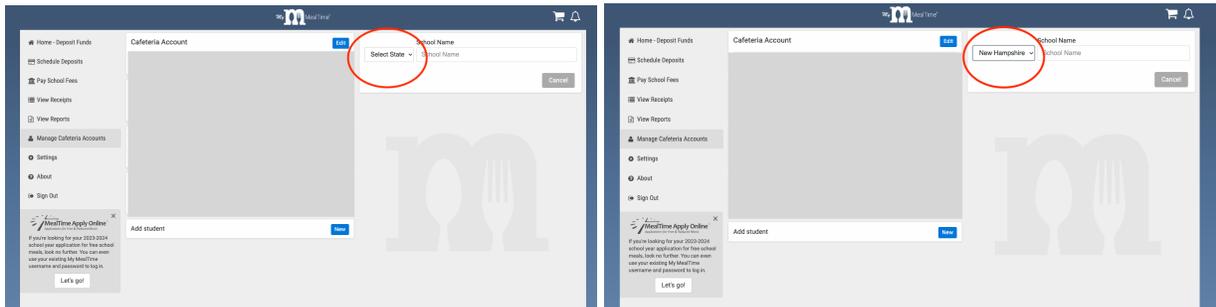
Step 2c: Find School; begin typing "Ray," "Rich," "Han," or "Mar" for Bernice A Ray Elementary, Frances C Richmond Middle, Hanover High School, or Marion Cross School, respectively.

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.)
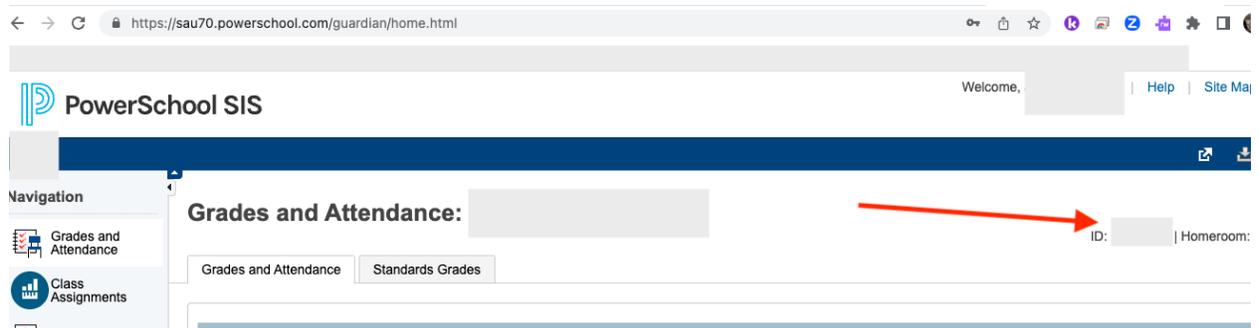
Click the green "Add" button.

Student ID can be found by logging into the Parent Portal of PowerSchool; found at
https://www.sau70.org/parentportal, then scroll down to find Powerschool NH or VT Login icons -
website ONLY, not available in the App.
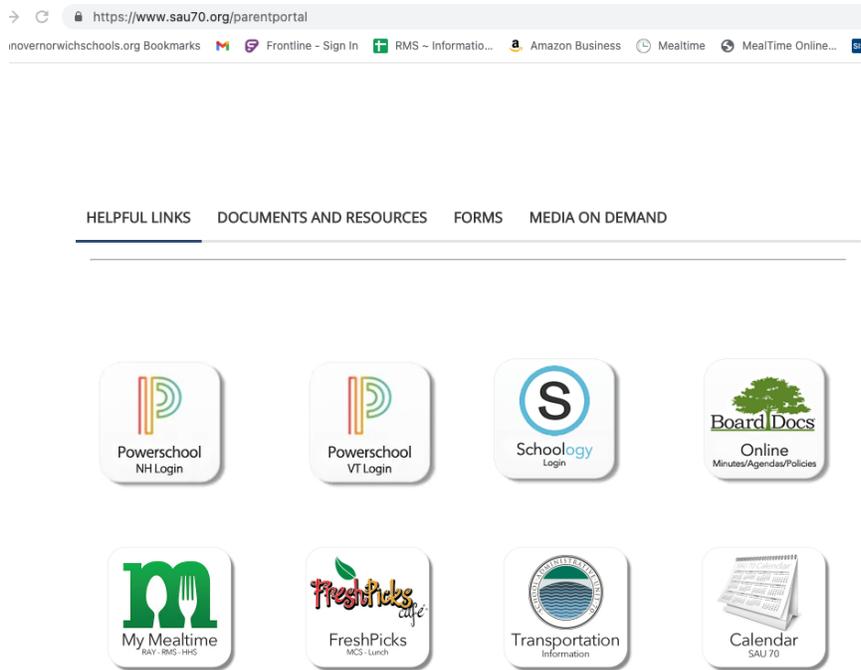
Log into PowerSchool (if you don't have this set up already, contact the school's registrar or
contact helpdesk@sau70.org). Click on the child's name you need to add and find the Student ID,
which will be over towards the right of the screen.

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 Ray School, Dresden School District for RMS and HHS and Norwich School District for MCS.
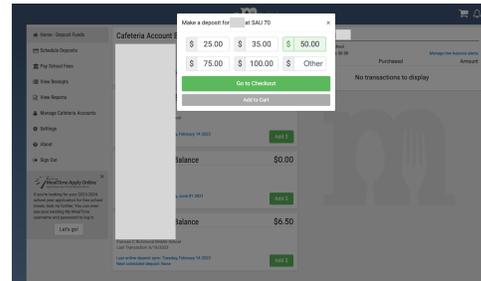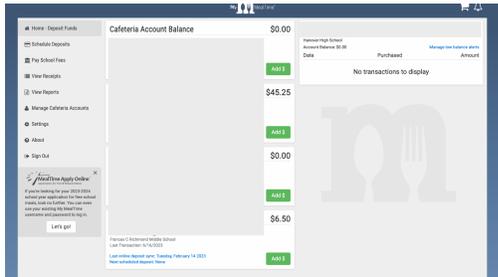
Go to the Cart, then Checkout. Enter your credit card information if it is NOT already added and saved.
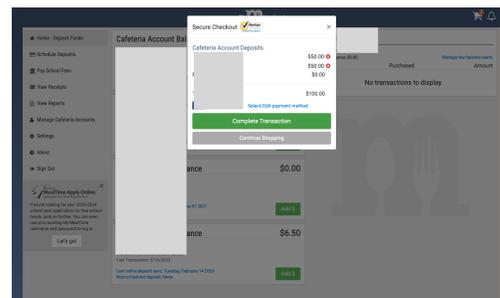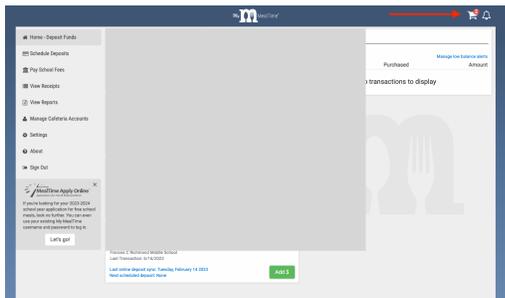
Alternative to deposits: Scheduled Deposits. You can set up a regularly occurring deposit and format it to your child's needs. Go to Schedule Deposits on the left side of the screen. Select the amount desired for each child, separately. Set the timing for the scheduled deposit. Click "Save." Check out or save your credit card information.
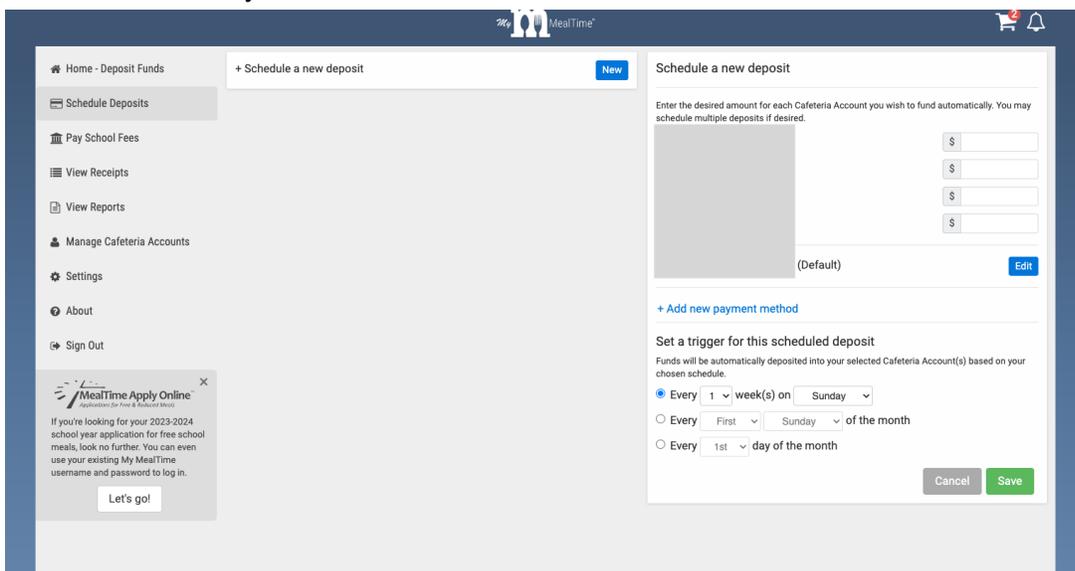
AVAILABLE REPORTS: Parents can review their student's mealtime activity. Navigate to "View Reports" on the left side of the screen. Choose Cafeteria Account Statement Report, Select the date range and the student you wish to view. Click "Generate Report." Click on the report that appears below. Please 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.