



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 Mealttime and the credit card companies charge fees, currently, our school districts absorb the 4.4% total fee. To make an online payment, please follow the instructions below.

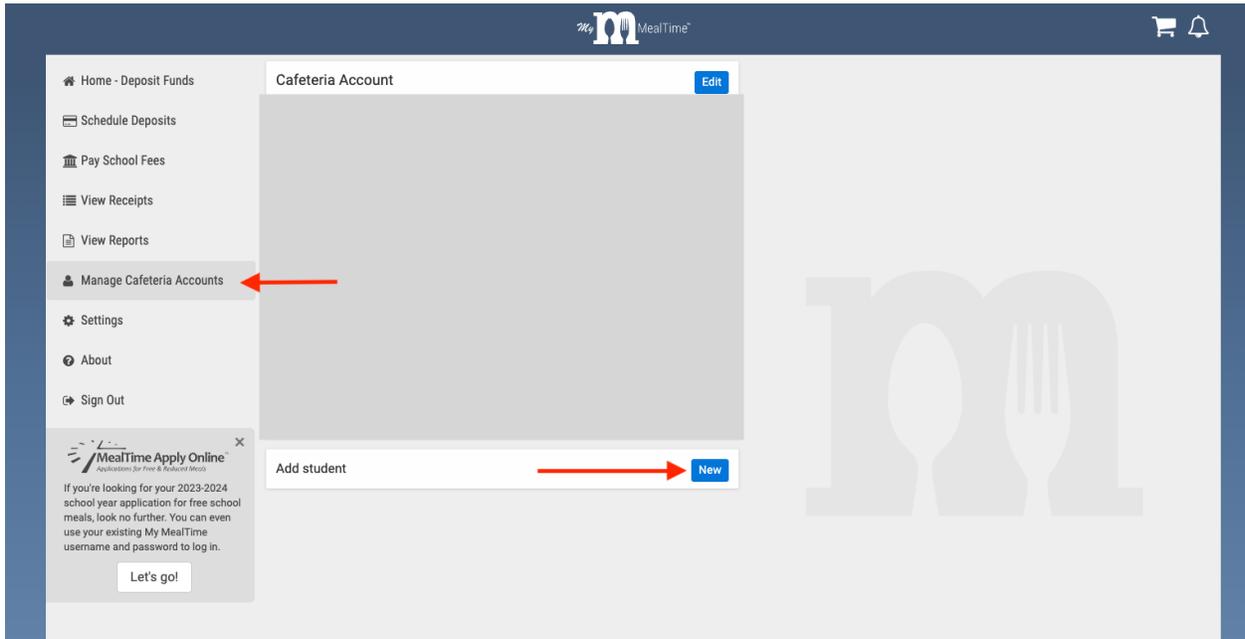
Step 1: Log into MyMealtime.com (create a Parent account or log into an existing Parent account). Usernames are 8 characters and are unique to the parent. Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character.

The screenshot shows the MyMealTime website interface. At the top, there is a navigation bar with a link: [Click here to apply for free meals for the 2023-2024 school year! \(participating schools only\)](#). The main content area features the MyMealTime logo on the left, which includes the text "My MealTime" and a stylized "m" with a fork and spoon. Below the logo, it says: "Make school lunch deposits, pay fees, and manage cafeteria accounts from anywhere on any device. Register now for your FREE account." A yellow arrow points from this text to a "Register" button in the sign-in form.

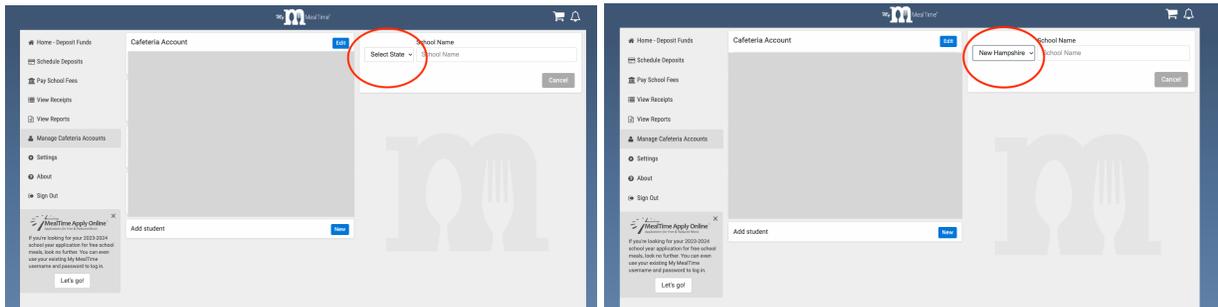
On the right side, there is a "Sign In/Register for My MealTime" form. A blue arrow points to the "Sign in with your unique 8 character Username and password (upper and lowercase, numbers, special characters required) if you have already created an account" instruction. The form includes fields for "Username" and "Password", a "Remember me" checkbox, and "Sign In" and "Register" buttons. Below the form is a link: "Forgot your username or password?".

At the bottom of the page, there is a "MealTime Apply Online" banner with the text "Applications for Free & Reduced Meals" and a link: "Click to apply for free meals for the 2023-2024 school year! (participating schools only)". Below the banner are icons for "GET IT ON Google Play" and "Download on the App Store".

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.

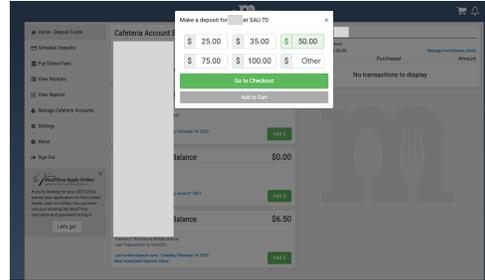
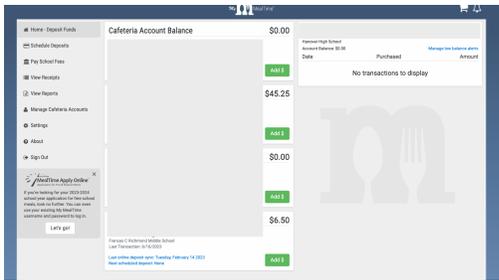


Step 2d: Enter Teacher ID and First Name (only). (If you don't know your ID, please contact the Administrative Assistant or Technology Department at your school. Your ID should start with the year you were hired.)

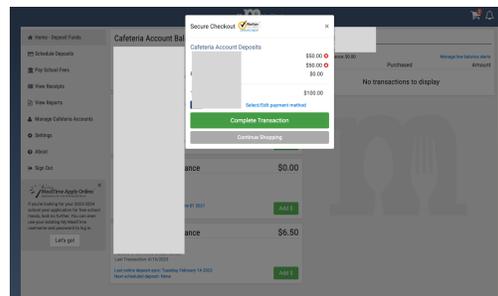
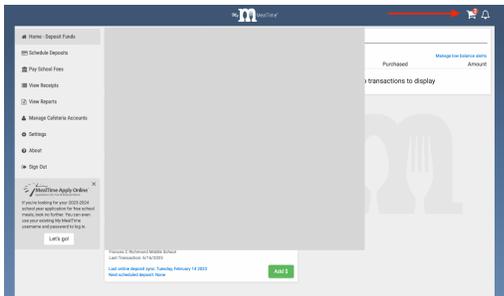
Click the green "Add" button.

The screenshot displays the 'My MealTime' web application interface. On the left is a navigation menu with options: Home - Deposit Funds, Schedule Deposits, Pay School Fees, View Receipts, View Reports, Manage Cafeteria Accounts, Settings, About, and Sign Out. The main content area is titled 'Cafeteria Account' and includes an 'Edit' button. A form for adding a student is visible, with a red circle highlighting the 'Student ID' and 'Student's First Name' input fields. The form also includes a 'School Name' dropdown menu (set to 'New Hampshire') and a text field containing 'Frances C Richmond Middle School'. Below the form are 'Cancel' and 'Add' buttons. At the bottom of the main area, there is an 'Add student' button with a 'New' label. A 'MealTime Apply Online' notification banner is present at the bottom left, with a 'Let's go!' button.

Step 3: Deposit Funds - navigate to the “Home - Deposit Funds” link on the left. Click on your name and then 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 bring a check or cash to your school. Make 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 needs. Go to Schedule Deposits on the left side of the screen. Select the amount desired and 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 Deposits

Pay School Fees

View Receipts

View Reports

Manage Cafeteria Accounts

Settings

About

Sign Out


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!](#)

Schedule a new deposit

Enter the desired amount for each Cafeteria Account you wish to fund automatically. You may schedule multiple deposits if desired.

	\$	<input type="text"/>

(Default) [Edit](#)

[+ Add new payment method](#)

Set a trigger for this scheduled deposit

Funds will be automatically deposited into your selected Cafeteria Account(s) based on your chosen schedule.

- Every 1 week(s) on Sunday
- Every First Sunday of the month
- Every 1st day of the month

[Cancel](#) [Save](#)

AVAILABLE REPORTS: You can review your mealtime activity. Navigate to “View Reports” on the left side of the screen. Choose Cafeteria Account Statement Report, Select the date range and the name you wish to view. Click “Generate Report.” Click on the report that appears below. If you think there has been an error in the items charged to your account, please contact the cafe manager at the respective school. Those names can be found on the respective websites.

