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 4.4% total fee. To make an <u>online payment</u>, please follow the instructions below.
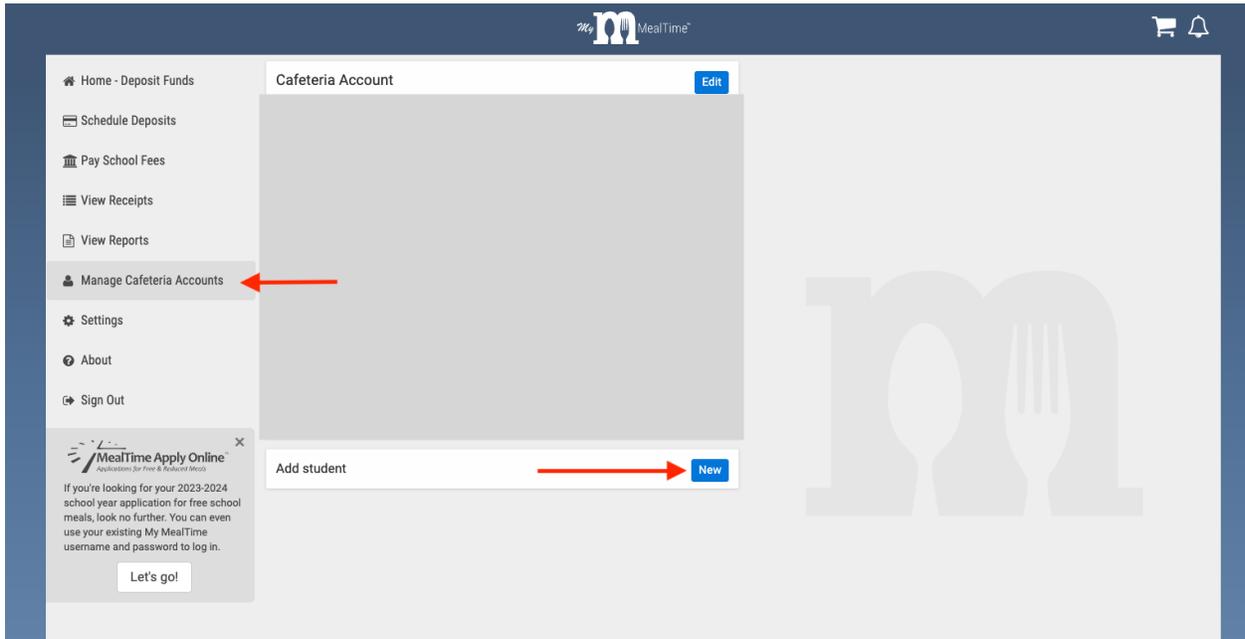
Step 1: Log into MyMealtime.com (create a Parent account or log into an existing Parent account). Usernames are 8 characters and are unique to the parent. Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character.

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)
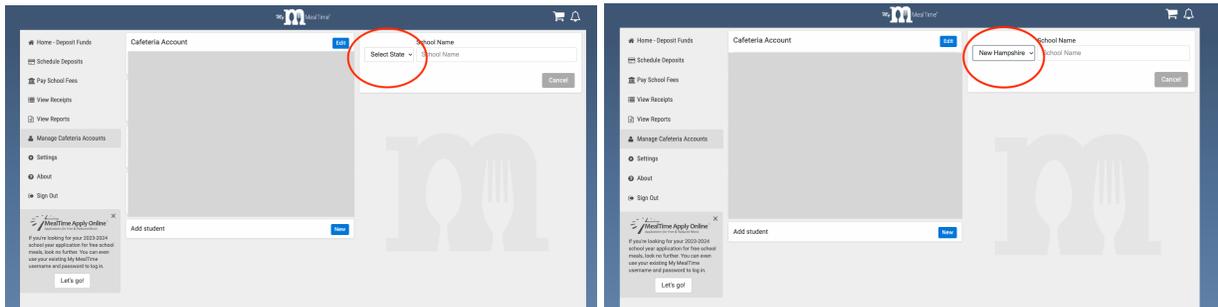
Step 2c: Find School; begin typing "Ray," "Rich," "Han," or "Mar" for Bernice A Ray Elementary, Frances C Richmond Middle, Hanover High School, or Marion Cross School, respectively.

Step 2d: Enter 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.

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.
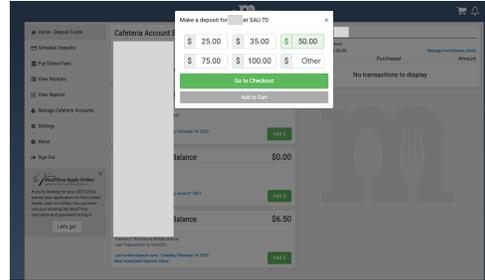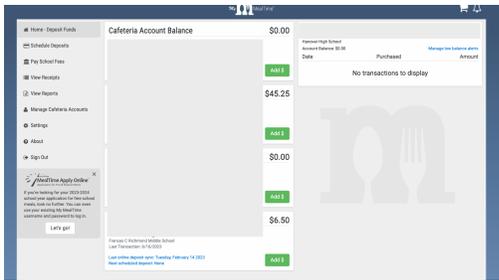
Go to the Cart, then Checkout. Enter your credit card information if it is NOT already added and saved.
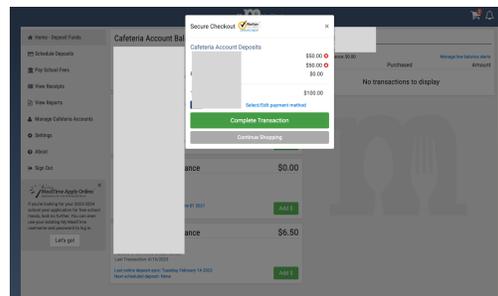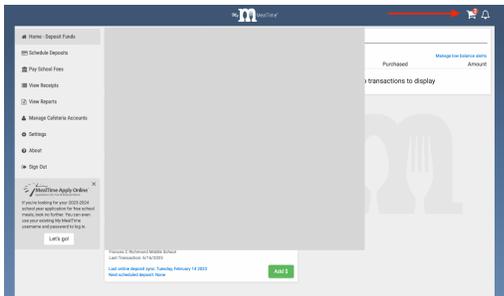
Alternative to deposits: Scheduled Deposits. You can set up a regularly occurring deposit and format it to your needs. Go to Schedule Deposits on the left side of the screen. Select the amount desired and set the timing for the scheduled deposit. Click "Save." Check out or save your credit card information.

🛒 2 🔔

Home - Deposit Funds

💳 Schedule Deposits

🏛 Pay School Fees

☰ View Receipts

📄 View Reports

👤 Manage Cafeteria Accounts

⚙ Settings

❓ About

↩ Sign Out

✕

MealTime Apply Online™
Applications for Free & Reduced Meals

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   New

Schedule a new deposit

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

$ [   ]

$ [   ]

$ [   ]

$ [   ]

(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.