



- Navigate to <u>www.mymealtime.com</u>
- 🔹 To create a new profile:
 - Click on the Create new profile link
 - When the register window opens, complete all the required fields then click on the Create Profile button
- Si desea ver el sitio en español, simplemente haga clic en el vínculo En español situado en la parte inferior de la ventana de inicio de sesión.





- Vaya a www.mymealtime.com
- Para crear un nuevo perfil:
 - Haga clic en el enlace Crear nuevo perfil
 - Cuando se abre la ventana de registro, completar todos los campos necesarios y haga clic en el botón Crear perfil



2		Sign In Register FA
Register		0
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implete los campo nilla en MealTime tudiante. La carta Riza en el próximo Campo requerico	is que se presentan a continuación para crear su perfil de padre de Online. Acá está ingresando SU información, no la de su de notificación no se utiliza para crear su perfil, sino que se paso, en donde agrega a su(s) estudiante(s) en su perfil.	
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- Once your profile has been created you will be taken back to the login screen. Log in using the username and password you just created.
- The following window will open click on the *Meal Account Deposits* button



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 To add your student(s) to your household, click on the Add New Student link located in the Students in Household area of the window (see below)

	My Meanine Payments P	rofile Make Deposit FA
	Velcome Deborah Compton Velcome to MealTime Online Payments, a convenier lectronically. Use this vieb page to make deposits i ccount or to pay other fees. You may also view the alance of each of your students.	it way to deposit funds nto your student's cafeteria spending history and account
Students in House	:hold	
o begin using MealTime of profile! Start by clicking the	nline, you first need to add your students to your "Add New Student" link below.	View Online Deposits
Add New Student		Want to see the last deposit made? Click this link to see all Online Deposits.
		Student Changing Schools
		Is your student changing schools When the School District moves the student to his/her new school



- 2. In the window that opens next select Colorado from the drop-down list
- 3. **NOTE** If you have a student(s) enrolled in another school district in another area or state and that district also uses MealTime Pay Online you can add that student to your household as well
- 4. Next expand the link for Estes Park School District by clicking on the "+" next to our name
- 5. Click the link for the school your student is enrolled in

<u>Sign Out</u>

Ny MealTime | Payments | Profile | Make Deposit | FAQ

Add Student

·<u>/-</u>

- 1. Select a state from the list to view participating school districts.
- 2. Double click on your school discrict to view the schools.
- 3. Click on your student's school.

MealTime Online

4. Enter your student's FirstName and Passcode or Student ID (See side margin for more information).

Student Information

State Colorado

Please select the school that your child attends.

×

Bayfield School District

🗄 --- Cheyenne Mountain School District

- Estes Park School District
 - Estes Park Elementary
 - ----- Estes Park High
 - ----- Estes Park Middle

Outreach Adult Education Program

- 🗄 --- Fountain Fort Carson School District

💌 Back to Home

FAQ

PassCodes or Student IDs?

Your school has chosen to use either PassCodes or Student IDs for adding students to your profile. You will be prompted for which number to enter.

What is a PassCode?

A PassCode is a unique identifier for each student in the MealTime Online system. An example PassCode looks like this: PHXJ2U26.

Where do I get my student's PassCode?

PassCode Notification letters are sent home with each student at participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.

Is my student's school participating in this program?

Select the state to list the participating school districts. Double click on the School District name to list the schools.



- 6. Enter your student's first name in the First Name field
- 7. Enter your student's ID (found in the letter you also received) in the Student ID field
- 8. Click the Add Student button

MealTime Online

<u>Sign Out</u>

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 Repeat steps 6, 7, and 8 for each student enrolled in that same school. If you need

to change schools, click the *Change Schools* link located just under the *State* field.



- 10. Each time you add a student you will see a notice that the student was added to your profile.
- 11. Once you have added all your students to the household click the Back to Home link

MealTime Online	<u>Sign (</u>
My MealTime Payments Pro	file Make Deposit FA
Add Student	
 Select a state from the list to view participating school districts. Double click on your school district to view the schools. 	FAQ
 Click on your student's school. Enter your student's FirstName and Passcode or Student ID (See side margin for more information). 	PassCodes or Student IDs?
added to your profile	Your school has chosen to use either PassCodes or Student IDs for adding students to your profile. You will be prompted for which number to enter.
Student Information	What is a PassCode?
State Colorado Change Schools School: Estes Park High First Name	A PassCode is a unique identifier for each student in the MealTime Online system An example PassCode looks like this: PHXJ2U26. Where do I get my student's PassCode?
Student Id Add Student	PassCode Notification letter are sent home with each student at participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.
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This page is your *Home* page (you can also get back to this page by clicking the *Payments* link located in the top navigation). From this page you can:

- Make a Deposit
- View Derails
- *Remove* the student from your household
- Add a New Student to your household



Clicking *View Details* will show you details of that student's account including the account balance, your online deposit history, and all cafeteria transactions. In this example you can see when a meal is purchased and what meal it was (breakfast or lunch) as well as the cost of the meal or if an A la Carte purchase was made you will see what item specifically was purchased and the associated cost of that item.

Student Details	
Student:	Options
Student Name: School: Estes Park Middle District: Estes Park School District MealTime Account Balance: -\$5.50 as of 4/17/2012	💌 Make a Deposit
Online Deposit History	
No online deposits have been made yet	
	1

ealTime (Cafeteria Transa	ctions	
onth: Apr, 2012	2 💌		
ate	Meal Type	Item	Amount
pr 02, 2012	Meal Purchase	Breakfast	\$1.50
pr 02, 2012	A la Carte Purchase	StringCheese	\$0.40
pr 02, 2012	A la Carte Purchase	StringCheese	\$0.40
pr 02, 2012	A la Carte Purchase	StringCheese	\$0.40
pr 02, 2012	A la Carte Purchase	StringCheese	\$0.40
pr 02, 2012	A la Carte Purchase	Chips	\$0.50
pr 02, 2012	A la Carte Purchase	Frt by Foot	\$0.60
pr 03, 2012	Meal Purchase	Breakfast	\$1.50
pr 03, 2012	Meal Purchase	Lunch	\$2.50
pr 03, 2012	A la Carte Purchase	StringCheese	\$0.40
pr 03, 2012	A la Carte Purchase	Chips	\$0.50
pr 03, 2012	A la Carte Purchase	Chips	\$0.50
pr 03, 2012	A la Carte Purchase	Chips	\$0.50
pr 03, 2012	A la Carte Purchase	Animal Cracker	\$0.35
pr 03, 2012	A la Carte Purchase	Frt by Foot	\$0.60
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To make a deposit click the *Make Deposit* link found in the household area next to the student's name or the link found in the top navigation

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If there are any other accounts available to make a deposit or payment to, not just the Cafeteria Account, they will be listed at the bottom of the window in the *Additional Accounts* area.

MealTime Online	<u>Sign Out</u>
My MealTime Payments Prof	file Make Deposit FAQ
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Itake Deposit Itake Deposite Itake Itake Deposite Itake Deposite Itake Deposite Itake	FAQ How do I view the additional accounts? Cilick on the account name to make a deposit or view sub accounts (when available). Why ian't my student listed anymore? Cilick the 'Payments' link above to make sure the student is in the correct school. Indr, remove and re-add them in the correct school to fix the problem. What is the fee for using this service? Enter your deposit amount and cilick the "Add Deposit" button. The service fie will be displayed under the list of your Current Deposits. How can I make deposits to other school accounts? You can only make deposits into accounts the your student's school has provide to MealTime Online. To request additional accounts, places contact your local school administrator.

The answers to *Frequently Asked Questions* can be found by clicking on the FAQ link in the top navigation.