

## **Pay Online Instructions**

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

1. Select Create New Profile on the left side
2. Create Username, Password (6 character minimum), enter your personal information, email (right below your email you will see a box to check to have MealTime send you an email when your student's balance gets low – I HIGHLY RECOMMEND THIS) Select Create Profile You will see a Registration Confirmation screen, Select Sign In *Please write your username and password down and keep it in a secure place, as I cannot help you recover them – in a memo on a smart phone is a good place.*
3. **Login** to your new MealTime Online account (username, password), Select Sign In
4. Select: the blue icon: Meal Account Deposits
5. Select: Add a New Student  
State: Idaho  
District: Teton School District 401 (double click or select the + symbol)  
School: Select the school your child attends  
First Name: ONLY your child's FIRST NAME  
Student ID: (example: 4010000..... OR 40110.....) you can find this by accessing the Infinite Campus portal, or looking on an old report card  
**\*To add another child: Select: Change Schools, then First Name and their Student ID**

Once you have entered this information, you can access lunch account balances and make payments, by selecting the blue Meal Accounts icon. There is no transaction fee to parents again for the 2017-18 school year.

## **Fill out your Free or Reduced Meal Application Online Instructions**

Follow steps 1-4 above if you have not already created an account on MealTime Online – if you have already created an account, you just need to **Login**

1. Select the blue icon: Free and Reduced Applications
2. Select the blue icon: New Application (or Start an Application)
3. Select: State: Idaho      District: Teton School District 401 (double click or select the + symbol)
4. Click on the blue right arrow to continue: then **Select your application type** and click on the continue button
5. **MealTime will now walk you through filling out your application step by step.** To complete your application you will need the FIRST NAME and STUDENT ID# for your child(ren). See above on how to get that information if you don't already have it. (Don't forget to select yes or no on "this is a foster child" below the place you put in their birthdate, school and grade)
6. Continue in the above manner until all your students are added with their corresponding information, and then add other household members – the system will walk you through this. When your list of household members is complete (don't forget your younger children who are not in school, and college students/missionaries that you support). Then **click the blue arrow button to move to the next step.**
7. **Continue your application by adding your contact information. Last 4 digits of your Social Security # (or mark "No SSN box"), add racial/ethnic data (optional).**
8. **Confirm the data you entered and submit by following instructions. Please make sure you hit the Submit Now button, or I don't get it (and I cannot submit it for you) – I see the application is Incomplete on my end.** When "signing" your application, you type in your name (it will show on the left side of where you type) EXACTLY as it appears on the left (including spacing, capitalization, middle name/if you used one)

For questions, contact me at 208-228-5723 or [krowbury@d401.k12.id.us](mailto:krowbury@d401.k12.id.us)

Kathy Rowbury – Teton School Dist #401, Child Nutrition Director

*This institution is an equal opportunity provider*