

Pay Online Instructions

Go to: www.mymealtime.com

1. **Select Register** in the sign in window on the right side. Enter YOUR (not your child's) birthdate. Check the box to agree to MealTime terms, and click **OK**.
2. **Create Username, Password** (6 character minimum), enter your personal information, email, phone number, select security question and answer. **Select Register** Then follow the prompts to **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**. Once you are signed in, it will take you to the home (main) page. You will add your students to your account now.
4. **Select: (on the left tool bar): Manage Cafeteria Accounts**
5. **Select: Add Student, then New**
State: Idaho
School: Select the school your child attends (it will bring up a list when you start typing)
Student ID: (example: 4010000..... OR 40110.....) you can find this by accessing the Infinite Campus portal, or looking on an old report card – or you can call me at 208-228-5723
First Name: ONLY your child's FIRST NAME
Once you have added one of your children, it should automatically bring up all students that are connected in the family account. If it doesn't PLEASE contact me immediately, as I need to connect them manually on my end.
***To add another child: Select: Add Student** again and **New**, then repeat step 5

I HIGHLY recommend that you set up a low balance alert. To do this: while you are still in Manage Cafeteria Accounts, click on the **Edit** button at the top in the Shared Cafeteria Account section, and set the amount you wish to be alerted at and click **SAVE**.

Once you have entered this information, you can access lunch account balances and make payments. There is no transaction fee to parents again for the 2020-21 school year.

Fill out your Free or Reduced Meal Application Online Instructions

BEFORE you Sign In or Register: Click on the Orange Box below the sign in window. 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 **Sign In**

1. **Select the blue icon: New Application**
2. **Select:** State: Idaho District: Teton School District 401 (double click or select the + symbol)
3. **Click on the blue right arrow to continue:** then **Select your application type** and click on the continue button
4. **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)
5. **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.**
6. **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).**
7. **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

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

This institution is an equal opportunity provider