

## Pay Online Instructions

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

1. Select "Register" (white box under the Username and Password fields)
2. Create Account Fill in your own personal information in the empty fields - password requirements are to the right of the password fields. **Please write your username and password down and keep it in a secure place (in a memo on a smart phone is a good place), as I cannot help you recover them - you must call MealTime directly for help 800-755-0904 –** Then click on the Blue "Register" button at the bottom. It will automatically log you in, and send an email to the email that you listed.
3. **To add your students:** Click on the green "Add Student" button. Then click on the blue "New" button.

4. Select:

State: Idaho

School: Start typing in the school your child attends and it will come up for you to choose.

Student ID: (example: 4010000..... OR 40110.....) you can find this by accessing the Infinite

Campus portal, or looking on an old report card, or by contacting either the school or me

First Name: ONLY your child's FIRST NAME

**\*To add another student:** Select: The blue "New" button by the Add student in the center column, then repeat step 4 for each student. As you add students, they will show under the "Shared Cafeteria Account" on the top center column.

**TO GET AN EMAIL WHEN YOUR CHILD'S ACCOUNT IS GETTING LOW - I HIGHLY RECOMMEND DOING THIS** - click on the Edit button in the Shared Cafeteria Account, check the box by your child's name and add an amount in the "Alert on Low Balance of" field, and click "Save". I don't know that it's necessary to put an amount by each student's name, as they all share one account, but it wouldn't hurt.

Once you have entered this information, you can access lunch account balances and make payments, by selecting the green "Add \$" button in the "Manage Cafeteria Accounts" section on the left toolbar. **There is no transaction fee to parents again for the 2021-22 school year.**

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

Follow steps 1-2 above if you have not already created an account on MealTime Online – let it sign you in, but then sign out (bottom choice on the left toolbar) - then click on the green "Return to Sign-In" button

**Click on the Orange Box - BEFORE you sign back in - IT WILL TAKE YOU TO THE APPLICATION SITE**

1. Sign In using your information from your Register session
2. Select the blue icon: New Application (or Start an Application)
3. Select: State: Idaho District: Teton School District #401
4. Read through the info on the next screen: To see more information (including an income chart), click on the "Information on Free and Reduced Price Meals for Teton School District #401" link). It will open in a new window. Then you click on the blue right arrow to continue
5. **Select your application type** and click on the continue button
6. **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)
7. 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.**
8. **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).**
9. **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 or help, 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*