

Mealtime Online

Union Center Elementary

Welcome! Union Township has chosen *Mealtime Online* to provide the opportunity for you to make credit card deposits into your student's account or view your student's purchase history via the internet.

To use *Mealtime Online*:

Visit the school Web page and click on Mealtime or go directly to www.mymealtime.com

Step 1: Creating a *Mealtime Online* Parent Account

Click on the 'Create New Account' link and enter a username and password that you will use to login to *Mealtime Online*. The username and password must be at least 6 characters. For Example: Username: jsmith; Password: pty845

Step 2: Adding Your Student

Login to your *Mealtime Online* account using the username and password that you created in Step 1. Click in the 'Add New Student' link and add your student by entering their first name and student ID numbers.

Step 3: Making a Deposit

Click on the 'Make Deposit' link to make a deposit into a school account. There is a transaction fee for making deposits. Click on the 'View Details' link next to your student name to view their cafeteria account balance and purchase history.

Note: Online deposits are processed each night at 2:00 AM and will be automatically reflected to your student's account at that time. Deposits made after 2:00 AM will be processed the following night at 2:00 AM.

