

Mealtime Parent/Guardian Account Creation

1. Open your web browser and go to www.mymealtime.com or visit the CCSD21 food service webpage at www.ccsd21.org/business-services/food-service/ and select the MealTime link.

2. On the MealTime webpage under the account sign-on click on **Create new profile**



(If completing this form in Spanish please select **En español**)

3. Begin completing the user profile form

Profile

Password and username must be at least 6 characters.

Please note! The password will be emailed to you along with your username. You may want to login, click Profile and change the password to something more secure after you create your profile.

4. Create your username → Username
5. Create a secure password → Password
6. Re-enter your secure password → Password
7. Enter your first name → First Name
8. Enter your middle initial → Middle Initial
9. Enter your last name → Last Name

If you ever forget your password, answering your secret question correctly will allow you to reset it.

10. Enter a secret question → Secret Question
11. Enter your secret question answer → Answer
12. Optional - Enter your phone number (numbers only) → Phone

Email

Your email address is necessary for us to send you email confirmations of your deposits. It will never be sold to a third party.

13. Enter your email address → Email
14. Check box if you want to receive a low balance notification (optional) → Low Balance Notification Yes, I want to receive low balance notifications when the balance falls below \$
- Set dollar amount for low balance notification (optional)

15. Optional- Enter your Address, City, State and Zipcode

Address

Address is optional but if you submit it, please make sure it is complete.

Address

City

State

Zip

[Terms of Use](#)

16. Select **Create Profile**

17. Once your Registration is complete you will see a Registration Confirmation, then select **Sign In**

[Sign In](#) | [Register](#) | [FAQ](#)

Registration Confirmation

Congratulations, your profile has been successfully created. Please sign in.

[Sign In](#)

18. Enter your Username and Password and select **Sign In**

MealTime Sign In

Username

Password

Welcome to MealTime Online!

[Meal Account Deposits](#) [School Fee Payments](#) [Free & Reduced Applications](#)

19. Select the **Meal Account Deposits Button**

You are signed in!

Use MealTime Online to pay for meals, pay school fees, and complete free applications for meal participation.

Click one of the icons or links to the right to get started.

[Sign Out](#)

Welcome to MealTime Online!

[Meal Account Deposits](#) [School Fee Payments](#) [Free & Reduced Application](#)

[Tell me more](#) [Tell me more](#) [Tell me more](#)

20. Select **Add New Student**

Welcome

Welcome to MealTime Online Payments, a convenient way to deposit funds electronically. Use this web page to make deposits into your student's cafeteria account or to pay other fees. You may also view the spending history and account balance of each of your students.

Students in Household

To begin using MealTime Online, you first need to add your students to your profile. Start by clicking the "Add New Student" link below.

View Online Deposits

Want to see the last deposit made? Click this link to see all Online deposits.

[View Online Deposits](#)

21. Under Student Information select **Illinois**

Add Student

1. Select a state from the list to view participating school districts.
2. Double click on your school district to view the schools.
3. Click on your student's school.
4. Enter your student's FirstName and Passcode or Student ID (See side margin for more information).

Student Information

State

FAQ

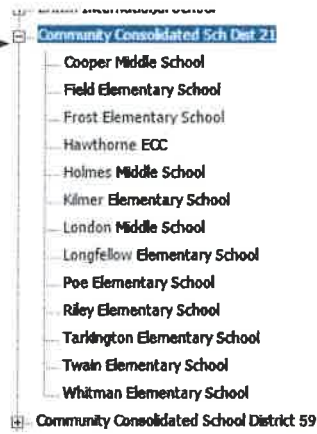
PassCodes or Student IDs?

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

22. Find **Community Consolidated Sch Dist 21** and then select your child's school.



23. Enter your child's First Name
24. Enter your child's Student ID

Student Information

State

[Change Schools](#)

School: Ashland High School

First Name

Student Id

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: PHX321J26.

Where do I get my student's PassCode?
PassCode Notification letters are sent home with each

25. A message will show that your child has been added to your profile. Click **Back to Home**. (If you have more than one student follow the same steps to add them. If you need to change schools click on the "Change School" option).



26. From the home screen you can view account balance, make a deposit, view your students' transaction details and remove the student if necessary.



27. **To Make a Deposit:** Click on **Make Deposit**.

Enter the deposit amount in the box to the right of your student's name and then select **Add Deposit**. Your deposit total must be \$25.00 or more. After completing your deposit entries, click Continue to Billing to preview and verify your deposit details before completing the deposit process.

Make Deposit

MealTime Online Payments offers a flexible way to make deposits into your student's accounts. You can deposit into his/her MealTime Cafeteria Account or any other accounts the School District has made available to you. There may be a small processing fee to use this service.

To make a MealTime Cafeteria Account deposit, enter the deposit amount below and click **Add Deposit**. To make a deposit into an additional School District Account, when available, click on the link for the appropriate account.

As you add deposits, they will be listed in the **Current Deposits** section. Your deposit total must be at least \$25.00. After completing your deposit entries, click **Continue to Billing** to preview and verify your deposit details before completing the deposit process.

Current Deposits
Your deposit list is currently empty.


MealTime Cafeteria Accounts

Enter a deposit amount to increase the student's MealTime account balance. Online deposits will be reflected in your student's account after the district's scheduled transfer process. Please contact your school district to learn more about their specific transfer schedule.

Name	Balance	Amount
Sam	\$44.70	<input type="text"/>

28. Enter all your credit card information below. If you entered your address in your profile it will be populated on this page. Card types accepted are: Discover, Visa and MasterCard.

[Sign Out](#)



My MealTime | Payments | Profile | Make Deposit | FAQ

Billing Information

Please enter your billing information, check the box to agree to the Terms Of Use, then click 'Deposit Funds Now' button to complete your transaction. Your credit card information will not be saved on our servers.

Card Billing Information

Address

City

State

Zip code -

Phone (numbers only)

Card Information

First name

Last name

Credit card type

Card number (numbers only)

Expiration date [Month] [Year]

Card security Last 3 Digits on signature panel
(What's this?)

Your credit card will be charged \$26.22

NOTE: Your deposit may take up to two days to post to your student's school account.

I agree to the [Terms Of Use](#)

Do not click this button more than once!
Please Be Patient. This Could Take Several Minutes.

FAQ

Why is my card security number required?
This number is required to ensure you have your credit card on hand. This number is the last 3 digits printed on the back of your card above your signature.


Is my credit card information kept secure?
Your billing information does not get saved anywhere on our servers. It is sent straight to the credit card processing service using a secure 128-bit SSL connection.

What if my name differs on my credit card?
Please type your information exactly as it appears on your credit card.

Which credit cards do you support?
We support Discover, Visa, and Mastercard.

Will I get an email confirmation about my deposit?
Yes, an email confirmation will be sent to the email address in your profile.

I want to change the deposit amount
Click edit next to the deposit that you wish to change and enter the correct amount. Then click Continue to Billing to re-enter your billing information. To remove an item from the Current Deposits list, click Remove next to the item. Or click Cancel to go back to the Make Deposit page and change your deposit amount.



Click the box "I agree to the Terms of Use" and then click on "Deposit Funds Now".

You will then receive a confirmation number, as well as a confirmation email once your transaction is complete.

Note! Your deposit is sent within 5-10 minutes to the school. It will be then added to your student meal account.