

# Creación de una cuenta de Mealtime para Padre/Tutor

1. Abra su navegador web y vaya a [www.mymealtime.com](http://www.mymealtime.com) o visite la página web del servicio de comida CCSD21 en [www.ccsd21.org/business-services/food-service/](http://www.ccsd21.org/business-services/food-service/) y seleccione el enlace MealTime.

2. En la página web de MealTime, debajo del inicio de sesión de la cuenta, haga clic en **Crear nuevo perfil**.



(Si completa este formulario en español, seleccione **En español**)

3. Comience a completar el formulario de perfil de usuario.

## 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. Cree su nombre de usuario. → Username  \*
5. Cree una contraseña segura. → Password  \*
6. Vuelva a ingresar su contraseña segura. → Password  \*
7. Ingrese su nombre. → First Name  \*
8. Ingrese la inicial de su segundo nombre. → Middle Initial
9. Ingrese su apellido. → Last Name  \*

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

10. Ingrese una pregunta secreta. → Secret Question  \*
11. Ingrese su respuesta a la pregunta secreta. → Answer  \*
12. Opcional; ingrese su número de teléfono. (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. Ingrese su dirección de correo electrónico. → Email  \*
14. Marque la casilla si desea recibir una notificación de saldo bajo (opcional). Establezca el monto en dólares para la notificación de saldo bajo (opcional). → Low Balance Notification  Yes, I want to receive low balance notifications when the balance falls below \$

15. Opcional: ingrese su dirección, ciudad, estado y código postal.

**Address**

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

Address

City

State

Zip -

Terms of Use

16. Seleccione **Crear perfil**.

17. Una vez que haya completado su inscripción, verá un mensaje de Confirmación de inscripción; luego, seleccione **Iniciar sesión**.

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

**Registration Confirmation**

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

18. Ingrese su nombre de usuario y contraseña y seleccione **Iniciar sesión**.

**MealTime Sign In**

Username

Password

**Welcome to MealTime Online!**

**Meal Account Deposits** **School Fee Payments** **Free & Reduced Applications**

19. Seleccione el **botón de Depósitos de cuenta de comida**.

**You are Signed In!**

Use MealTime Online to pay for meals, pay school fees, and complete free and reduced price meal applications at participating schools.

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

**Welcome to MealTime Online!**

**Meal Account Deposits** **School Fee Payments** **Free & Reduced Application**

20. Seleccione **Agregar estudiante nuevo**.

**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.

21. En Información del estudiante, seleccione **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**

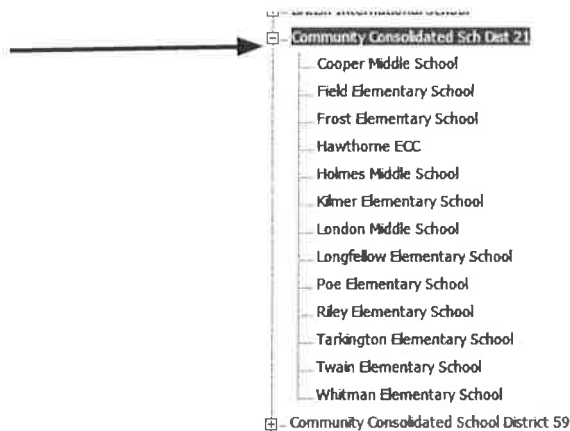
**PassCodes or Student IDs?**

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. Busque **Community Consolidated Sch Dist 21** y seleccione la escuela de su hijo.



23. Ingrese el nombre de su hijo.  
24. Ingrese el número de identificación de estudiante de su hijo.

**Student Information**

State: Illinois

[Change Schools](#)

School: Ashland High School

First Name: Sam

Student Id: 105222

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: PHX12U26.

**Where do I get my student's PassCode?**

PassCode Notification letters are sent home with each

25. Un mensaje le indicará que su hijo ha sido añadido a su perfil. Haga clic en **Regresar a la página de inicio**. (Si necesita agregar a más de un estudiante, repita los pasos para hacerlo. Si necesita cambiar de escuela, haga clic en la opción "Cambiar de escuela").

Sam added to your profile

**Student Information**

State: Illinois

[Change Schools](#)

School: High School

First Name: Sam

Student Id: 105222

[Back to Home](#)

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 identifier for each student in the MealTime Online system. An example PassCode looks like this: PHX12U26.

**Where do I get my student's PassCode?**

PassCode Notification letters are sent home with each student in participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.

26. En la página de inicio, puede ver el saldo de su cuenta, hacer un depósito, ver el detalle de transacciones de los estudiantes y eliminar a un estudiante de su cuenta, si fuera necesario.

**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.

Name	Location	Balance			
Sam	High School	\$44.70	<a href="#">Make Deposit</a>	<a href="#">View Details</a>	<a href="#">Remove</a>

[Add New Student](#)

**View Online Deposits**

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

[View Online Deposits](#)

27. **Para hacer un depósito:** haga clic en **Hacer un depósito**.

Ingrese el monto del depósito en el recuadro ubicado a la derecha del nombre del estudiante y luego seleccione **Añadir depósito**. El monto total de su depósito debe ser de \$25.00 o más. Después de completar los campos del depósito, haga clic en Ir a facturación para ver y verificar sus datos antes de completar el proceso de depósito.

**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.

[Continue to Billing](#)


**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 transfer schedule.

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

28. Abajo, ingrese toda la información de su tarjeta de crédito. Si ha ingresado su dirección en su perfil, se completará automáticamente en esta página. Los tipos de tarjetas aceptadas son: Discover, Visa y MasterCard.

[Sign On](#)



My MealTime | [Payments](#) | [Profile](#) | [Make Deposit](#) | [FAQ](#)

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### 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

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.



Haga clic en la casilla **“Estoy de acuerdo con los términos de uso”** y, luego, haga clic en **“Depositar fondos ahora”**.

Cuando su transacción se haya completado, recibirá un número de confirmación y un correo electrónico de confirmación.

¡Nota! Su depósito se enviará a la escuela en 5 a 10 minutos y será añadido a su cuenta de comida del estudiante.