



**Welcome!** The Laconia School District has partnered with **mymealtime.com**, a convenient and secure online service for monitoring your student's lunch account and making credit or debit card deposits.

### **3 Easy Steps to use mymealtime.com**

The easiest way to access the site is to open your web browser, type [mymealtime.com](http://mymealtime.com) into the address bar, and hit enter.

Or if you prefer, you can access the site by going to your school or district website, finding and then clicking on the link to make an online payment or deposit. Either method will take you to the mymealtime.com login page.

**Step 1: Create a profile.** Click on the "Create new profile" link and enter a Username and Password that you will use to login to mymealtime.com. The Username and Password must each be at least 6 characters. (Example, Username: jsmith Password: abc123) Type in the other required information. You may also setup a reminder to receive an email notification when your student's balance is low. Be sure to click "Create Profile" at the bottom of the screen when you are done.

**Step 2: Add Your Student.** Login to your mymealtime.com account using the new Username and Password you just created. Click on "Meal Account Deposits", then click "Add New Student" to link your student to your account using their first name and Student ID Number. Repeat this process for multiple students.

**Step 3: Make a Deposit.** Click on the "Make Deposit" link next to your student's name, to make a deposit into their lunch account. There is a small convenience fee for making deposits. The fee will be clearly displayed before you complete your transaction. If you have multiple students linked to your account, you can deposit separate amounts into each of their accounts in one transaction. Deposits are reflected in the student's lunch account after a brief, periodic synchronization. You can also click on the "View Details" link to view their account balance and purchase history.

**Congratulations!** You can now login anytime, anywhere to securely and conveniently monitor you student's lunch account and make payments.

