

Student Name:

Homeroom:

My MealTime Parent Account

Dear Parent/Guardian,

Citizens of the World – Los Angeles has partnered with **mymealtime.com**, a convenient and secure online service for monitoring your student's lunch account and deposits using your debit or credit card. To create your online account, please follow the step below.

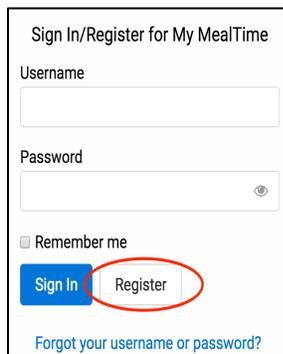
Step 1: Go to the Website:

To access MealTime, go to: <https://www.mymealtime.com/>

Step 2: Create Your Account:

1. Click on the **Register** button to start creating your account and follow the prompts.
2. Once you have entered all the required information, click **register**.

**If you have previously created an account, please use your existing credential to sign in. If you forgot your username or password, please click on the "Forgot username or password?" to reset.*



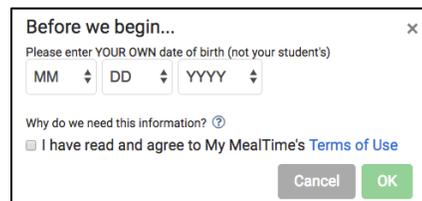
Sign In/Register for My MealTime

Username

Password

Remember me

[Forgot your username or password?](#)



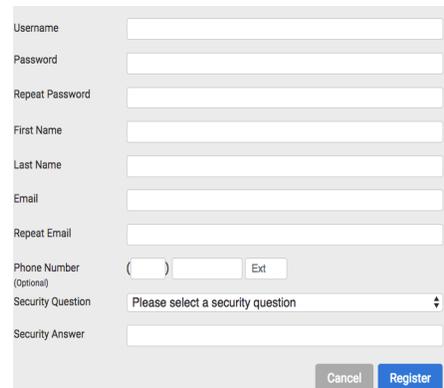
Before we begin...

Please enter YOUR OWN date of birth (not your student's)

MM DD YYYY

Why do we need this information? ⓘ

I have read and agree to My MealTime's [Terms of Use](#)



Username

Password

Repeat Password

First Name

Last Name

Email

Repeat Email

Phone Number (Optional)

 Ext

Security Question

Security Answer

Step 3: Add Your Child.

1. To begin, click the "Add Student" button.
2. Click the blue "New" button.
3. You will then be prompted to answer the following questions:

Welcome to My MealTime! You will need to add a student to your account before you can perform any other actions.

State: California

School Name: [MealTime Physical Location]

Student ID: [ID #]

Student First name: [Student First Name]

(Optional) Once you have added your child, you will have the option to enter whether you want to receive alerts when the account is below a specified balance. Parents can specify at what balance they would like to be notified via email.

If you ever need to add additional children, please click on the “**Manage Cafeteria Accounts**” on the right hand side and follow the above steps to add your child to the account.

Step 4: Make a Secure Payment/Deposit.

Using your Visa, MasterCard or Discover debit or credit card, you can make deposits into your child's lunch account without additional transaction fees. To deposit money into the account:

One Time Payments:

1. Click on “**Home-Deposit Funds**” on the left-hand side of your page.
2. Here you can view what your child's current account balance is. To add money, click on the green “Add \$” button where you will be prompted to enter an amount and credit card information.

**A \$20.00 minimum is required to complete the transaction via credit or debit card.*

Recurring Scheduled Payments: Parents also have the option to schedule recurring payments at a desired schedule. To do this:

1. Click “**Schedule Deposits**” on the left-hand side
2. Click on the blue “New” button and follow the prompts.

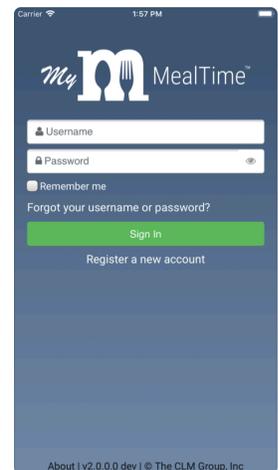
The image shows a web interface for managing a cafeteria account. On the left is a vertical navigation menu with the following items: Home - Deposit Funds (highlighted with a red box), Schedule Deposits, Pay School Fees, View Receipts, View Reports, Manage Cafeteria Accounts, and Settings. The main content area is divided into two sections. The top section, titled 'Cafeteria Account Balance', shows a balance of -13.95 and a green 'Add \$' button. It also displays student information: 'Student Name' (CWC Silver Lake grade TK-K), 'Last Transaction: 10/22/2018', and 'Last online deposit sync: None'. The bottom section, titled 'Schedule a new deposit', prompts the user to enter the desired amount for each Cafeteria Account. It includes input fields for 'Student 1' and 'Student 2'. Below this, it states 'You don't have any saved payment methods.' and offers a '+ Add new payment method' link. The section also allows setting a trigger for the scheduled deposit, with options for 'Every 1 week(s) on Sunday', 'Every First Sunday of the month', and 'Every 1st day of the month'. 'Cancel' and 'Save' buttons are at the bottom right.

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

Wait! There is a phone app?!

Yes, there is! You can now access your MealTime account on your smart phone! Here is what you have to do:

1. Go your phone's app store (Google Play or Apple iTunes Store) and search for **My MealTime**.
2. Download the application.
3. Once you downloaded the application, you will see the image to the right when you open the app.
4. If you already have an account, please login using your existing login credentials, Otherwise, please follow steps 1-4 to register a new account.



If you have any questions regarding how to use mealtime, please reference the FAQ's under the About section of your MealTime account.