

# *MealTime Just Got Easier!*

Welcome! Walla Walla Public Schools has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's cafeteria account **OR** view your student's food service purchase history via the internet.

## **To Use MealTime Online:**

Visit your school or the school district web site at [www.wwps.org](http://www.wwps.org) then locate the department tab and choose Food Services. Find the link to online payments which will take you to MealTime Online.

Or go directly to: [www.mymealtime.com](http://www.mymealtime.com)

**Step 1:** Create a MealTime Online parent account. Click on the "Create new profile" 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.

**NOTE:** Your password is case sensitive!

**Step 2:** Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on the "Meal Account Deposits" link, then "Add New Student" link. Add your student by entering their first name and student ID number. (**You must know your student's 6-digit ID number that they use for their lunch purchases. Then you need to add a 0 (zero in front of that 6-digit number)**)

**Step 3:** Make a Deposit. Click on the "Make Deposit" link to make a deposit into a school account. You can choose how much goes into each student's account, all in one transaction. (There is a transaction fee for making deposits; however, you will be able to see the fee before proceeding.)

**Step 4:** View Student Details. Click on the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

### **Notes:**

- Deposits must be a minimum of \$25.00 per transaction
- Online Deposits are processed each night at 2:00 a.m. and will be automatically reflected in your student's account at that time.  
**Deposits made after 2:00 a.m. will be processed the following night at 2:00 a.m.**
- We have chosen to offer MealTime Online for Meal Account Deposits only at this time.

