

YOU WILL NEED YOUR CHILD'S LUNCH PIN # TO ADD HIM/HER TO YOUR ACCOUNT

Click on the Mealtime link found under the Parents & Community section of the Avoca web page at www.avoca37.org

The first time you enter the site you will need to **Create New Profile**

- **Use the tab key to navigate**
- Make up your own username and password
- Put in your (parent) information
- Select create profile
- Your profile is now created
- You will receive an email confirmation of your account profile

Sign in to your account and Select Meal Account Deposits

- Select Add New Student
- Select Illinois as the state
- Double click on Avoca School District from the drop down menu
- Select the school your child attends
- Enter your child's first name
- If you are new to the district, enter your child's initials + their lunch PIN number for student ID (**NOT POWERSCHOOL PIN #**)
- If your child's PIN number was assigned prior to this year, enter your child's lunch PIN number for student ID (**NOT POWERSCHOOL PIN #**)
- Select add student
- Your child is now added to your account and you can repeat the process if you have more than one child

Go to the home page and select Meal Account Deposits

- There is a \$25 minimum deposit
- There is no fee to make this online payment
- Click make deposit
- Put in \$ to be deposited and click add deposit
- Select continue to billing
- Input your credit card information and select continue
- **You must agree to the terms of use**
- Select deposit funds now (only click once)
- A receipt with a confirmation code will appear
- You will receive an email confirmation of your payment

Go to the home page and select Meal Account Deposits

- Select view details
- Online deposits are listed in the middle section of the page
- MealTime cafeteria transactions are listed at the bottom of the page

Please contact Jackie Savage at savagej@avoca37.org if you have any questions