

Mealtime Online Instructions

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

*****To Create an Account*****

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

- 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

*****To Add a Child to Your Account*****

Sign in to your account and Select Meal Account Deposits

- Delete any existing students that have a "z" in front of their school name
- 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
- Enter your child's PowerSchool ID (most are 5 digits long)
- Select add student
- Your child is now added to your account. Repeat the process if you have more than one child.

*****To Make a Deposit*****

Go to the home page and select Meal Account Deposits

- There is a \$25 minimum deposit
- There is a 4.9% 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
- **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

*****To Review Deposits and Purchases*****

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
- Meal Sale = the item purchased
- Account payment = paid from account balance
- Account overdraw = meal charged on negative balance

Please contact Kathi Meinzer at meinzerk@avoca37.org or 847-728-4114 if you have any questions on this process.