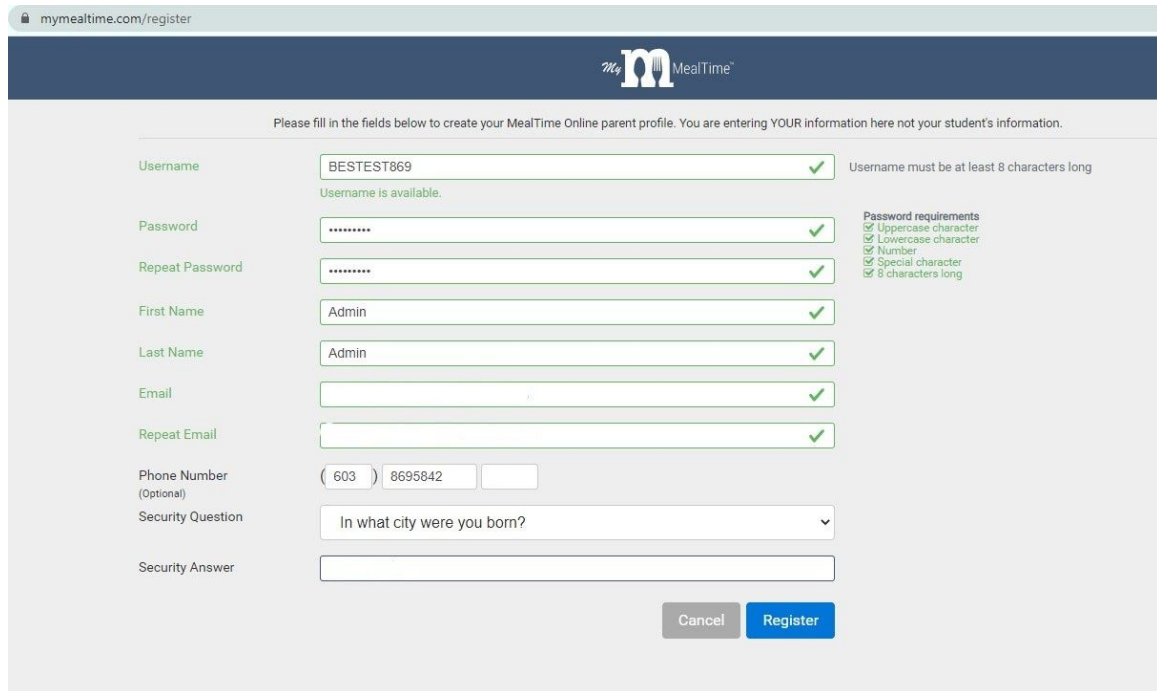


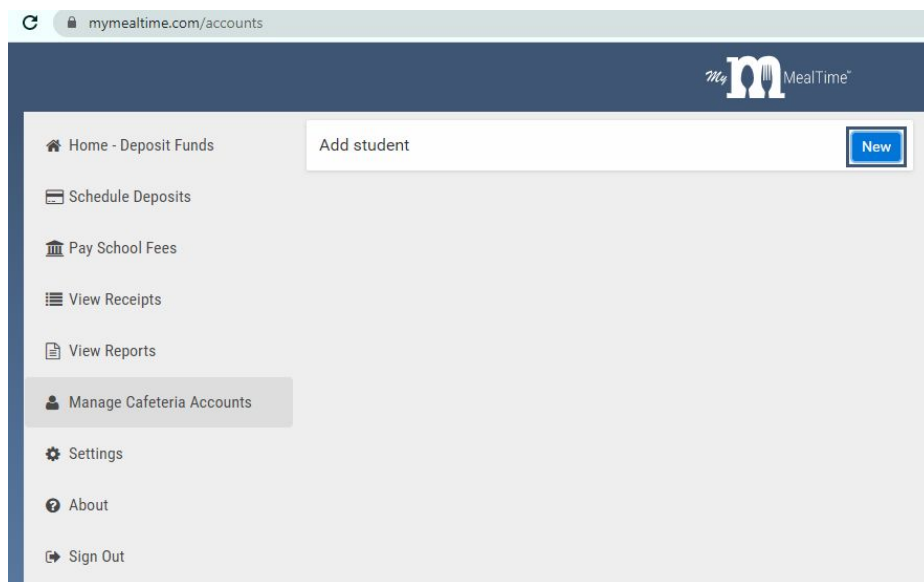
# Creating a MyMealTime Account

1. Visit [mymealtime.com](http://mymealtime.com)
2. Click “Register now for your FREE account.”
3. Enter YOUR OWN date of birth and agree to Terms of Use.
4. Follow prompts to create an account. An example of this is provided below.



The screenshot shows the registration page for MyMealTime. The URL in the browser is [mymealtime.com/register](http://mymealtime.com/register). The page has a dark blue header with the MyMealTime logo. Below the header, a message reads: "Please fill in the fields below to create your MealTime Online parent profile. You are entering YOUR information here not your student's information." The registration form includes the following fields: Username (BESTEST869, with a green checkmark and "Username is available" message), Password (masked with dots, with a green checkmark), Repeat Password (masked with dots, with a green checkmark), First Name (Admin, with a green checkmark), Last Name (Admin, with a green checkmark), Email (empty, with a green checkmark), Repeat Email (empty, with a green checkmark), Phone Number (Optional) (603 8695842, with a green checkmark), Security Question (In what city were you born?, with a green checkmark), and Security Answer (empty, with a green checkmark). To the right of the form, there are password requirements: Uppercase character, Lowercase character, Number, Special character, and 8 characters long. At the bottom right of the form are "Cancel" and "Register" buttons.

5. Click “Register”
6. At the main page, you can add your students under “Manage Cafeteria Accounts.” Example is below.



The screenshot shows the main page of MyMealTime. The URL in the browser is [mymealtime.com/accounts](http://mymealtime.com/accounts). The page has a dark blue header with the MyMealTime logo. Below the header, there is a navigation menu on the left with the following items: Home - Deposit Funds, Schedule Deposits, Pay School Fees, View Receipts, View Reports, Manage Cafeteria Accounts (highlighted), Settings, About, and Sign Out. On the right side of the page, there is a white box with the text "Add student" and a blue "New" button.

7. You will need to enter New Hampshire and Bethlehem Elementary School into the prompts.
8. You will need your child’s “Student ID” which is on any balance statement sent home, or, you can request it by emailing [nkerstetter@bethlehem.k12.nh.us](mailto:nkerstetter@bethlehem.k12.nh.us) who will email you that information back.
9. Click “Add” and your child will be added. Repeat this process if you need to add multiple children to your account.