ROCKETSHIP EDUCATION MEALTIME ONLINE PARENT AND SCHOOL STAFF USER GUIDE

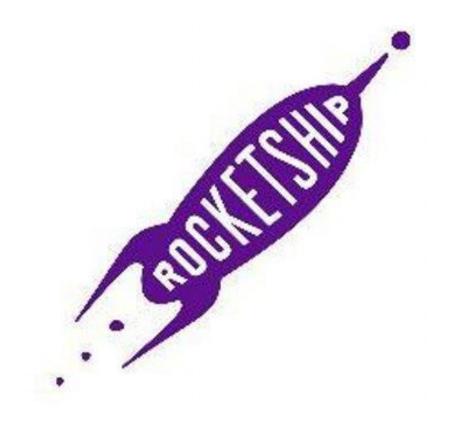


Table of Contents

Creating A Profile	3
Apply For Meals	5
Logging In	
Submitting a New Application	
Editing an Application in Progress	
Make Payments	16
Adding students to a parent profile	
Questions	21

Creating A Profile

<section-header>

Parents go to <u>www.mymealtime.com</u> and click on Create new profile

Register - Complete all fields with your information. Note! An email address is needed to create an account! Please create one before proceeding! This can be done through Google, Yahoo or Hotmail.

Note! If you would like to receive low balance email notifications add your email address and click the

Low Balance Notification check box.

Note! The default is \$10.00 but this amount can be edited by the parent.

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Register		9
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Note! <u>Mymealtime.com</u> does not store credit or debit card information.

For convenience, if you entered your address when creating your profile, your address will automatically populate when making a deposit leaving you to enter only your card information.

Once your Registration is complete you will see a Registration Confirmation.

MealTime Online	
	Sign In Register FAQ
Registration Confirmation	
Congretulations, your profile has been successfully created. Please sign in. 💌 Sign In	

Apply For Meals

Logging In

- 1. Go to <u>http://www.mymealtime.com</u>.
- 2. Enter your username and password.
- 3. Click Sign In.

Username	
testparent	
Password	

Submitting a New Application

- 1. Log in to MealTime Online.
- 2. Click the Free & Reduced Applications icon.

Welcome to the New MealTime Online!





3. Click New Application.

Apply for your student's free and reduced price meals here. Click helow to start or resume an application. When you're finished, we'll make sure to securely deliver it to your school district. To see applications you submitted earlier, click on Past Applications below.



4. Select the State and District (Rocketship) then click

Select the District Your Students Attend...

In order for your application to be submitted correctly, we must identify the school district your students attend.
Select your state first, then your school district.

State:
Oregon
District:
CLM District
CLM District

5. Click the link for Free and Reduced Price Meals Information and read the Rocketship's parent

information letter. Click OK and then click 👀

Learn About Your Application...

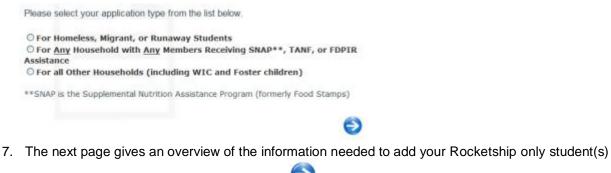
Understanding the free and reduced price meals application process helps you complete your application more quickly and accurately. Please take the time to read the information your school district has provided by clicking the links below.

Free and Reduced Price Meals Information for CLM District

If you have not already done so, please review the MealTime Applications Terms of Use and Privacy Policy.

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6. Select the application type and click Income based applications fall into the Other Households category.



to an application. Read the information then click

Step One - Your Student's Information...

O O O - Step One of Four

In this step we will ask a few basic questions about each student in your household.

In this step you will enter:

- · The name of the school each of your students attends
- The student ID number assigned to each student by your school district
- Information about any regular income each student receives (if any)

You should be able to complete this step in just a minute or two per student.

Let's get started!

8.	Type the student's first name and student id number then click	V	Ι.	<mark>lf unsure of st</mark> i	udent's id
nu	mber, please contact school Office Manager or review pare	nt r	eg	istration letter.	

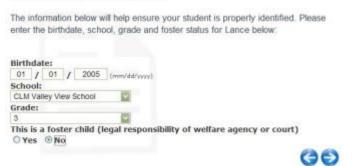
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Add a Student t	o Your Application
Simply enter the studen number below.	rs first name and his/her school district assigned ID
First Name:	
Student ID:	

Type the student birthdate, select the school, select the grade then click (

Add Student Information...



9. Type the **Student Gross Income (i.e. income before taxes)** and Frequency then click

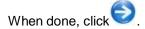
Note: Income from other household members should not be included in this section.

Add Student Income Information...

	the appro	priate row below. /	100 C	s income Lance receives and come Lance received as of
If Lance has	no incom	e at all, check the '	No Income	box below.
Earnings	From Wo	rk Before Deducti	ons:	
s	1	How Often	*	No Income
Welfare,	Child Sup	port, Alimony:		
*	1	- How Otten	~	



10. Review the student and, if needed, click **Add Another Student** to add more students who attend Rocketship Education.



Review Students...

Please review the list of students below. It must include all **non-foster** students living in your household who **do not** receive SNAP, TANF, or FDPIR assistance.

Continue adding students using the 'Add Another Student' button. When your list of students is complete, click the blue arrow button to move to the next step.



11. The next page gives an overview of what is needed when adding household information

for a new application. Read the information then click

Step Two - Your Household Information... 🚺 🚺 🕕 - Step Two of Four In this step we will ask questions about each person living in your household. but don't include the students you entered previously. Remember to include yourself, and any other persons living in your home ... related or not (grandparents, other relatives, and friends for example.) In this step you will enter: · Each household member's name · Each household member's income · How often each household member's income is received You should be able to complete this step in just a minute or two per household member. If you need to change some information in the previous section, don't worry. You will have a chance to edit it later. Ð

12. Type the information for the first household member then click

Add a Household Member...

Please enter the first, middle, and last names of the adult household member who will be signing this application.

Jane	
Middle Name:	
Last Name:	
Abbott	

13. Type the household member's Gross Income (i.e. income before taxes) and Frequency then

60



9

click C. Each household member should be entered individually with their individual income.

Enter Household Member Income...

It is very important that you enter the amount of any gross income Jane receives and how often in the appropriate row below. All gross income Jane received as of last month should be listed.

If Jane has no income at all, check the 'No Income' box below.

Earnings F	rom Wo	rk Before Deduction	15:	No Income
\$ 1000	1	Once a month	*	
Welfare, C	hild Sup	port, Alimony:		
s	1	- How Often	*	
Pensions,	Retirem	ent, Social Security	:	
\$	1	How Often	*	
All Other In	ncome:	Constant and a second sec		
s	1	- How Often	*	

14. Review the household member information and, if needed, click Add another

household member to add more household members. When done, click

Review Household Members...

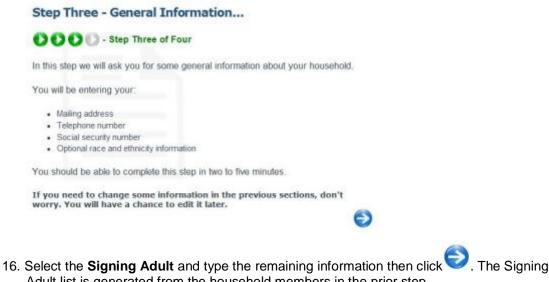
Please review the list of household members below. It must include all nonstudents living in your household.

Continue adding household members using the 'Add another household member' button. When your list of household members is complete, click the blue arrow button to move to the next step.

Person's Name	Annual Income	
Jane Abbott	\$12,000.00	Edit
	Add another hous	ehold member

15. The next page gives an overview of what is needed to add general information when

submitting a new application. Read the information then click



Adult list is generated from the household members in the prior step.

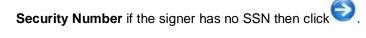
Add Contact Information...

Select the name of the adult household member who will sign this application and enter as much of the other contact information as possible.

Signing Adult: Jane Abbott			8
Mailing Address:		Apt	/Ste:
123 Main Street			
City:	State:	1.11	Zip:
Anytown	Oregon	*	97201
Phone Number:	and the second second		
555 - 555 - 5555			



17. Type either the last four digits of the signer's social security number or select No Social

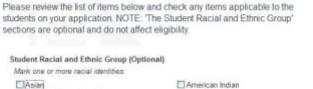


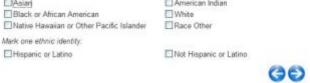


18. This step is optional. Select the applicable race and ethnicity or leave the form blank



Add Optional Race and Ethnicity Information...





19. The next page gives an overview of the confirmation and submission of a new

application. Read the information then click



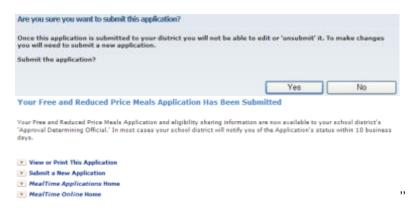
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I	I

20. Upon completion of the application, the parent or guardian will be prompted to digitally sign the application as indicated in the instructions below. Please sign your name in the exact same way twice.

Children in Schoo	a -						
Student's Nan	ne	Sch	ool	Foster	Birthdate	SNAP/T	ANF #
Lance D Abbo	et.	CLM Valley V	/iew School	No	10/1/1992		
tousehold Memb	ber Income						
Household Member Name		from work eductions	Welfare, Child Support, Alimony		Pensions, retirement, Social Security		No
Lance D Abbott							No Income
Jane Abbott	\$1,000.00 /	Once a month					
Signature and Ho	ousehold Info	ormation					
Signing Adult: Jane Abbott Social Security XXX-XX-2589 Mailing Address 123 any street Portland, Orego	6	Signature:	I and understand th (signing adult enters ner phature: (signing adult	ne (vere)			
Phone Number: 546-445-4564							
546-445-4564							
546-445-4564	wat Group (Optio	ma()					
546-445-4564 Itadent Racial and Eth	wat Group (Optio	mal)] American Indian	e		Black or Afr	ican American	
565-445-4564 tudent Racial and Eth Mark one or more rac	wat Group (Optio	American Indian	or Other Pacific Talander		Black or Alf	ican American	
566-445-4564 Indext Recial and Eth Mark one or more rac	eec Group (Optio Lat idention: [American Indian				ican American	
546-445-4564 Itadent Racial and Eth Mark one or more rac Astar U lables	une Group (Optic tal idention: () (American Indian	or Other Pacific Islander			can American	
S45-445-4554 Itadient Racial and 6th Mark one or more rac Astan Astan I whice Mark one athets Idam Hispanic or Latin	une Group (Optic tal idention: () (American Indian Native Hawailan	or Other Pacific Islander			ican American	
S45-445-4554 Hadent Kanial and Eth Mark one or more rac Asian Mark one ethnic iden Hispanic or Latin Additional Denefits Tex, for the specific of	ees Groep (Optis ial idention:)))))))))))))))))))	American Indian Native Havailan Not Hispanic or Not Hispanic or Not Hispanic or Not Hispanic th the administrato (Aeetal) as waterr/reduction works) fee water	or Other Pacific Laborder Latins the Meel Benefits Office 1 or an my child's school to reflective	o ettare my c	Race Other		oved for
S66-445-4564 Indext Racial and Oth Mark one or more rac Array Arra	ees Groep (Optis ial idention:)))))))))))))))))))	American Indian Native Havailan Not Hispanic or Not Hispanic or Not Hispanic or Not Hispanic th the administrato (Aeetal) as waterr/reduction works) fee water	or Other Pacific Laborder Latins the Meel Benefits Office 1 or an my child's school to reflective	o ettare my c	Race Other		oved for
SB6-445-4564 Itadent Racial and Eth Mark con armore rac Arian Mark con armore rac Arian Mark con athere iden Mark	ees Groep (Optis ial idention:)))))))))))))))))))	American Indian Native Havailan Not Hispanic or Not Hispanic or Not Hispanic or Not Hispanic th the administrato (Aeetal) as waterr/reduction works) fee water	or Other Pacific Laborder Latins the Meel Benefits Office 1 or an my child's school to reflective	o share my letermine my	Race Other		oved for

Abbett 10/2/1992 2170064 CLH Valley View School
Submit Now Submit Later Edit Delete

21. Submit your Free and Reduced Price Lunch Application.



Once an application has successfully been submitted, the site user will have the option to return and view/print the application or submit another. The **View or Print This Application** link provides the completed application in a PDF format which can be saved, emailed, and printed.

Children in Schoo	al						
Student's Nar	me	Sci	hoal	Foster	Birthdate	SNAP/T	ANF #
Lance D Abbo	itt.	CLM Valley	View School	No	10/1/1992		
Household Memi	ber Income						
Housebold Member Name		s from work deductions	Weilfore, Child Support, Alimony			All Other income	No Incom
Lance D Abbott							No
Jane Abbott	\$1,000.00	Once a month					
Signature and He	ousehold In	formation					
understand that	school offici children may Number: s: n 97008	als may verify (Tose meal bene		n. 1 unders necuted.	tand that if I purp	formation 1 g	rva. 2 38
Student Racial a	ad Ethnic Gr	oup					
Mark one or more	e racial identi	ies:					
Asian		American Ind				dican Americ	can
white		Native Hawa	ian or Other Pacific Is	lander.	Race Oth	01	
Mark one ethnic	CONCERNS						
Hispanic of La	atino	Not Hispanic	or Latino				

Editing an Application in Progress

- 1. Log in to MealTime Online.
- 2. Click the Free & Reduced Applications icon.
- 3. Click Application in Progress.



4. Proceed with the unfinished application

Viewing Past Applications

- 1. Log in to MealTime Online.
- 2. Click the Free & Reduced Applications icon.
- 3. Click Past Applications.

This is a list of applications you have submitted in the past.

ID	Submitted	Signing Adult	Students	View Applications
102415	1/8/2010 12:39 PM	Jane Abbott	Lance	View Application

4. Click View Application.

Make Payments

- 1. Click Sign In and enter your Username and Password.
- 2. Click the Meal Account Deposits button.

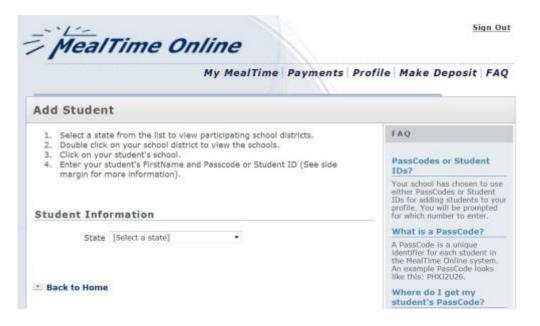


Adding students to a parent profile

1. To add a student to your profile click Add New Student



2. Select your State by clicking the drop down arrow. This will display all schools that participate.



3. Find your district (Rocketship Education) and click on the + and select your student's school. If you have students in more than one school you will be given the opportunity to Change School and add those students.

MealTi	me Online		Sign Or
-		Payments	Profile Make Deposit FAC
Add Student			
 Select a state fro Double click on y Click on your stu Enter your stude margin for more 	FAQ PassCodes or Student IDS? Your school has chosen to use either PassCodes or Student IDs for adding students to you profile. You will be promoted		
Student Informa	ation		for which number to enter. What is a PassCode?
State Oregon Please select the school that your child attends. - Ablqua School - Ardbishop Howard School - Ashland School District		A PassCode is a unique identifier for each student in the MaalTime Online system. An example PassCode looks like this: PHX12U26. Where do I get my student's PassCode?	
	Ashland High School Ashland Middle School Bellview Elementary School Helman Elementary School John Muir		PassCode Notification letters are sent home with each student at participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.

4. Enter your student's first name only and their student id number. **If you do not know your student's id number, please contact your Office Manager or consult your start of school mailing.**

	My MealTime Payments Pi	rofile Make Deposit FA	
Add Studen	t		
Select a state from the list to view participating school districts. Double click on your school district to view the schools. Click on your student's school. Enter your student's FirstName and Passcode or Student ID (See side margin for more information). Student Information State Oregon Change Schools School: Ashland High School First Name Sam		PassCodes or Student IDs? Your school has chosen to u aither PassCodes or Student IDs for adding students to y profile. You will be prompte for which number to enter.	
		What is a PassCode? A PassCode is a unique identifier for each student in the MeaTime Online system. An example PassCode looks like this: PMX2U26. Where do I get my	
Student Id	Add Student	student's PassCode? PassCode Notification letters are sent home with each student at participating schools. If you have host or have not received your student's PassCode, please contact your school administrator.	

You will then see the message that your student has been added to your profile. Click "Back to Home". If you have more than one student follows the same steps to add them. If you need to change schools click on the "Change School" option.

MealTime Online Ny NeelTime Payments I	Profile Make Deposit FA
Add Student	
Select a state from the list to view participating school districts. Duble click on your school district to view the schools. Clock or your student's school. Sets your student's first/tarte and Passcole or Student 3D (See side margin for more idemation). Sematided to your profile	FAQ PassCodes or Student Units Your school has shown have school freedoates or Student Dis for reacting showing her paths, you will be prompted for which scatter to each.
Student Information .	What is a PassCodeT A PassCode is a unique toportion for each student in the MarTime Disting system for example PassTode backs the time Web2010.
Scheelt righ Scheel Scheelt righ Scheel First Name Shuderd Id Add Student	Where do I get my student's PassCode 7 Procedure Tables and the term of some state and the term above at some set to an another a state of the term of the term and the term of the above the term of the term of the term of the above the term of the above the term of the above the term of the above term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of term of the term of term

5. Click **Back to Home** to see your student(s) and their balance. You can also make a deposit, view your students' transaction details and remove the student if necessary.

Make Deposit: Click to make deposit to their lunch account. View Details: View all their transactions. Remove: Remove your student from your profile

M	ealTim	e Oni	line			Sign
-		10	My MealTii	me Paym	ents Pr	ofile Make Deposit Fi
1		se this web pa	ge to make dep	posits into you	r student's	ay to deposit funds electronically cafeteria account or to pay other nt balance of each of your
-	nte in Nouse	hold			1.1	
	nts in House		eed to add vou	ur students to	vour	(
To begin	nts in House using MeelTime Onli tart by clicking the "	ine, you first n			your	View Online Deposits
to begin profile! S	using MealTime Onli	ine, you first n			your	Want to see the last deposit made? Click this link to see all
To begin	using MealTime Onli tart by clicking the "	ine, you first n 'Add New Stud			your	Want to see the last deposit

How to make a deposit

Make Deposit		top of the pag
MealTime Online Payments offers a flexible way to make deposits into your student's accounts. You can deposit into his/her MealTime Cafeteria Account or any other accounts the School District has made available to you. There may be a small processing fee to use this service.	FAQ How do I view the additional	
To make a MealTime Cafeteria Account deposit, enter the deposit amount below and click Add Deposit. To make a deposit into an additional School District Account, when available, click en the link for the appropriate account.	Click on the account name to make a deposit or view sub accounts (when available).	
As you add deposits, they will be listed in the Current Deposits section. Your deposit total must be at least \$25.00. After completing your deposit entries, click	Why isn't my student listed anymore?	
Continue to Billing to preview and verify your deposit details before completing the deposit process.	Click the 'Payments' link above to make sure the student is in the correct school. If not, remove and consider them in the correct school.	
Current Deposits	to fix the problem. What is the fee for using this	
Your deposit list is currently empty.		
Continue to Billing	How can I make deposits to	
MealTime Cafeteria Accounts Enter a deposit amount to increase the student's MealTime account balance. Online deposits will be reflected in your student's account after the district's scheduled transfer process. Flease contact your school district to learn more about their specific transfer schedule. Name Balance Amount Sam \$44.70 Add Deposit	You can only make deposits into accounts that your student's school has provided to MealTime Online. To request additional accounts, please contact your local accounts, please contact your local achool administrator.	
	MealTime Online Payments offers a flexible way to make deposits into your student's accounts, you can deposit into his/her MealTime Cafeteria Account or any other accounts the School District has made available to you. There may be a small processing fee to use this service. To make a MealTime Cafeteria Account deposit, enter the deposit amount below and click Add Deposit. To make a deposit into an additional School District Account, when available, click on the link for the appropriate account. As you add deposits, they will be listed in the Current Deposit section. Your deposit total must be at least \$25.00. After completing your deposit entries, click Continue to Billing to preview and verify your deposit details before completing the deposit process. Current Deposits Your deposit list is currently empty. Centinue to Billing to preview and verify your deposit details before completing to a deposit process. Continue to Billing to preview and verify your deposit details before completing the deposit process. Your deposit list is currently empty. Continue to Billing to preview and verify your deposit details before completing the deposit process. MealTime Cafeteria Accounts Enter a deposit amount to increase the student's MealTime account balance. Online deposit transfer process. Please contact your school district to learn more about their specific transfer schedule. Name Balance Amount Sam \$44.70	MealTime Online Payments offers a flexible way to make deposits into your student's accounts. You can deposit into his/her MealTime Cafeteria Account or any other accounts the School District has made available to you. There may be a main processing fee to use this service. To make a MealTime Cafeteria Account deposit, enter the deposit amount below and deposit, they will be listed in the Ink for the appropriate account. As you add deposits, they will be listed in the Current Deposits section. Your deposit total must be at least \$25.00. After completing your deposit entries, click. Continue to Billing to preview and verify your deposit details before completion to the deposit process. Your deposit list is currently empty. Current Deposits MealTime Cafeteria Accounts Must is the fee for using this section. Your deposit list is currently empty. Current Deposits MealTime Cafeteria Accounts Must is the fee for using this service? Your deposit list is currently empty. Must is the fee for using this service? Name Balance Amount

ge, or

To make a Mealtime Cafeteria Account deposit, enter the deposit amount in the box to the right of your student's name. Your deposit <u>total</u> must be \$25.00 or more. After completing your deposit entries, click Continue to Billing to preview and verify your deposit details before completing the deposit process.

2. Click Add Deposit.

3. Enter all your credit card information below. If you entered your address in your profile it will be populated on this page. Card types accepted are: Discover, Visa and MasterCard.

My MealTime Payments Profile Make Deposit P				
Billing Informatio	n			
	information, check the box to agree to the	PAQ		
	c'Deposit Funds Now' button to complete your card information will not be saved on our servers.	Why is my card security number required?		
Card Billing Inform	ation	This number is required to ensury you have your predit card on		
Address		hand. This number is the last 3 digits printed on the back of you cand above your signature.		
City		1s my credit card information kept secure?		
State	[Select a state]	Your billing information does not		
Zip code	E	get saved anywhere on our servers. It is sent straight to the		
(numbers only)	(555)) [5555555	credit card processing service us a seture 128-bit SSL connection		
Card Information		What if my name differs my credit card?		
First name		Please type your information exactly as it appears on your		
Last name		predit cant.		
Credit card type	Discover 👻	Which credit cards do you support?		
Card number (numbers only)		We support Discover, Vise, and Hestercard.		
Expiration date	[Month] 🖝 [Veer] 🍽	Will I get an email		
Card security		confirmation about my deposit?		
Last 3 Digits on signature panel (<u>what's this?</u>)		Yes, an email confirmation will i sent to the email address in you profile.		
		I want to change the deposit amount		
Your credit card will be	cnarged \$10.72	Click Edit next to the deposit the		
NOTE: Your deposit may school account.	NOTE: Your deposit may take up to two days to post to your student's school account.			
L agree to the Terms	Of Use	Rem from the Current Deposite list, click Remove next to the Rem, Or click Cancel to go back		
Cancel Deposit Funds	New	the Make Deposit page and change your deposit amount.		

4. Click the box "I agree to the Terms of Use" and then click on "Deposit Funds Now".

You will then receive a confirmation number, as well as a confirmation email once your transaction is complete.

Note! Your deposit is sent within 5-10 minutes to the school. It will be then added to your student meal account.

Questions

If you have questions around Mealtime Apply or Pay Online, please contact your school Business Operations Manager