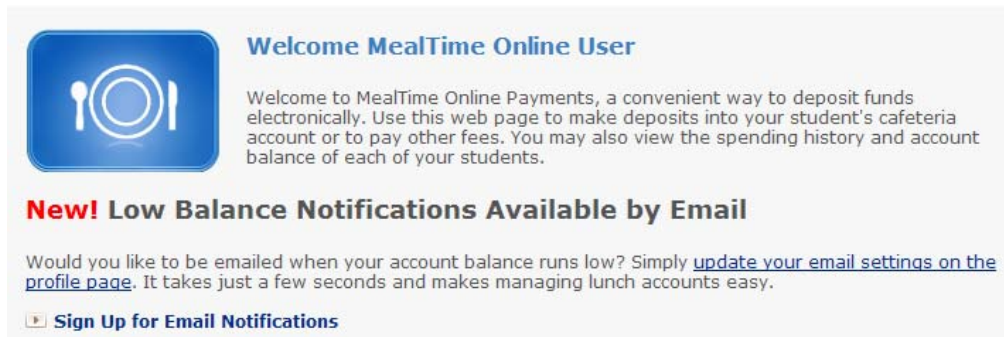


## MealTime Pay Online Low Balance Notification

The following information details how you can set up the MealTime Pay Online low balance notification feature.

1. Go to [www.mymealtime.com](http://www.mymealtime.com) and sign in.
2. Click the **Meal Account Deposits** icon.
3. Click **Update your email settings on the profile page**.



**Welcome MealTime Online User**

Welcome to MealTime Online Payments, a convenient way to deposit funds electronically. Use this web page to make deposits into your student's cafeteria account or to pay other fees. You may also view the spending history and account balance of each of your students.

**New! Low Balance Notifications Available by Email**

Would you like to be emailed when your account balance runs low? Simply [update your email settings on the profile page](#). It takes just a few seconds and makes managing lunch accounts easy.

[Sign Up for Email Notifications](#)

4. Verify that your email address is correct and then check **Low Balance Notification**.

### Email

Your email address is necessary for us to send you email confirmations of your deposits. It will never be sold to a third party.

Email  \*

Low Balance Notification  Yes, I want to receive low balance notifications when a balance falls below \$

5. Type in the amount you want to use. When the balance falls below this amount, you will be sent an email. You will only be notified by email once.

**Note!** You can enter amounts from 0 to 99.99.

Once you have set up the email notification, you will no longer see the announcement on the Payments page. To change your low balance notification settings, click **Profile** at the top of the page.