



HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
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October 2013

Dear Parents,

Hillsborough Township Public Schools is now able to provide parents with the option to make deposits into your student's cafeteria account via a credit card on MealTime Online. This is the same website that is currently employed by the district to allow parents to view payment and purchase history.

Please note that MealTime Online does charge a website transaction fee for making deposits via the website. This transaction fee is 4.9% of the deposit total.

Parents may also continue to deposit funds into a student's account by sending a check made out to "Hillsborough Township Board of Education" to school with their student in an envelope labeled "POS". There will be no service charge on funds deposited in this manner.

Deposits made online are retrieved and added to your student's balance at their school every five minutes. This provides students with the opportunity to almost immediately access the funds that have been deposited into their accounts.

To Use MealTime Online

Visit the district's Food Services [website](#) or go directly to the MealTime Online [website](#).

Step 1: If you do not already have a MealTime Online profile, please create a profile. Click on the "Create new profile" link and create a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least six characters.

For example:

Username: jsmith

Password: pty845

Step 2: Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1.) Click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering their First Name only and their Student ID number (this information is available by logging on to the district's [parent portal](#)).

Step 3: Make a Deposit. Click the "Make Deposit" link to make a deposit into a school account. Click the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

If you have questions, please contact the district's Food Service Department at kmajor@https.us or call (908) 431-6600 x. 7530.

Sincerely,

Aiman Mahmoud

Business Administrator