



# Lunch Time!

**Hooray! The LunchTime Portal is now available for parents to view their child's cafeteria balance and recent meal purchases, as well as to make online deposits to the meal account.**

**There are two ways to access the LunchTime Portal via the Internet:**

- **Direct:** Visit <http://mms.icscharter.com> and click on the 'LunchTime Parent Portal' link.
- **Indirect:** Log into the MMS Parent Portal and click on 'View Cafeteria Account'.

**\*\*The first time you access LunchTime you will need to create a new account. (In other words, you must set up separate accounts for both MMS and LunchTime—one does not automatically connect to the other.)\*\***

**To set up your LunchTime Portal Account:**

- Make sure that you are using Internet Explorer, Firefox, and Safari and turn off pop-up blockers.
- Click on 'Create An Account'.
- Key in your first name, last name, email address, and desired password.
- Click on 'Submit'.

Use this email address and password to log into your LunchTime account.

**\*\*If you run into trouble creating your account, email [helpdesk@icscharter.com](mailto:helpdesk@icscharter.com) for help. Please include your child's first and last name and grade in your email.\*\***

**The first time you log into your LunchTime account, you will need to add your child(ren) to the account:**

- Click on 'To add kids to your account, please click HERE'.
- Key in your child's first and last names.
- Key in your child's school ID number. (This number can be found in the MMS portal, on your child's report card, or by requesting it from [jennyh@icscharter.com](mailto:jennyh@icscharter.com).)
- If this information matches what is in the LunchTime database (same info as entered in the MMS database), the child will be added to your account.

**What is available in the LunchTime account?**

- You can view your child's balance with the cafeteria.
- You can view all meal transactions charged to your child's account.
- You can apply funds to your child's account online using Visa, MasterCard, or Discover. There is a small fee associated with each transaction.
- You can choose to receive automatic email alerts when your account drops below a certain level.
- You can give permission for your financial institution to automatically replenish the account when it drops below a certain level.

**Please Note:** Your child's account only tracks meal transactions charged to your child's account through your child's meal card. Any cash transactions, including all a la carte items, are not tracked.