

February 25, 2016

Dear Parents,

In an effort to support Loomis Chaffee's sustainability initiatives, the Business Office will no longer issue paper invoices after the March billing. All account information can be accessed online through the My Backpack portal.

Many of you are currently using My Backpack to view your student's account, but for those who are infrequent users I have listed log in instructions below.

You can access My Backpack on the Parent Portal; look for an element titled *My Student Billing Information* with a link for My Backpack. Through this portal you will be able to view your billing statements and the current status of your account, including details of account activity, payments received, and account charges.

My Backpack is a password protected portal. Your username is the same username you use to log in to the Parent Portal, however the first time you log in to My Backpack you will set your password.

To log in:

1. Select "Forgot my username and password."
2. Enter your username or email address (the same one you use to log in to the Parent Portal)
3. Select "Get username/password."
4. You will receive an email with a link to set your password.

If you encounter technical difficulties while trying to access your account, please contact Loomis Chaffee's IT HelpDesk at 860.687.6532. Once in the portal if you have questions about your account, please contact the Business Office at 860.687.6266.

Thank you for your support the school's sustainability initiatives. Please feel free to call if you have any concerns or questions regarding this matter.

Sincerely,

Julia Knight