

**FIRST BANK AND TRUST – INSTRUCTIONS FOR ONLINE PORTAL
Archbishop Rummel High School – 2021-2022 School Year**

HELP LINE: (504) 584-5967 or 1-877-426-2376

WEBSITE LOGIN FOR FIRST TIME USERS:

- Visit <https://tuitionportal.fbtonline.com> and click “I Want to Register”
- Complete the required fields, then read and accept the User Agreement.
- Click the “Register” button at bottom to complete the sign up.

EXISTING WEBSITE USERS:

- If you have already established a User Name and Password on the FBT website, you may use the same login to access your student’s information for the 2021-2022 school year.

CLICK ON THE “INCIDENTALS TAB” ON YOUR DASHBOARD

You will have the following options:

**PAY REGISTRATION AND TECHNOLOGY DEVICE FEE (New Students Only) - 2021-2022 SCHOOL YEAR
FINANCE UP TO 100% OF TUITION AND/OR FEES WITH A FBT TUITION LOAN (5% Interest)
PAY FULL OR PARTIAL TUITION AND FEES WITH A BANK DRAFT, CREDIT/DEBIT CARD**

PAY REGISTRATION AND TECHNOLOGY DEVICE FEE (NEW STUDENTS) FOR THE 2021-2022 SCHOOL YEAR

Step 1 – From the Dashboard, click on the “Incidentals” tab and locate Archbishop Rummel High School in the dropdown box. A list of items will appear and the “Registration Fee” for both returning and new students and the Technology Device Fee for new students will be listed on top. Click on the adjacent “Add to Cart” boxes for your student and then click “Proceed to Cart”.

Step 2 – Input your student’s information including the grade your student is entering for the 2021-2022 school year and click “Add to Cart”. If you have more than one student attending Archbishop Rummel High School, repeat these steps to add your next student and click “Proceed to Cart” when completed.

Step 3 – Your “Shopping Cart” is displayed on this screen with an itemized total for your 2021-2022 Registration and Technology Device Fee (for new students). After confirming the amounts, click “Save and Continue to Payment.”

Step 4 – Your “Order” is displayed on this screen. When you are ready to pay click the “Save and Continue to Payment” box and choose your preferred online payment method (bank draft, credit card or debit card). There is no fee if you pay with a one-time bank draft, however if you choose to pay using a credit or debit card, there is a 2.99% convenience fee added to the amount charged to your card. **NOTE: If you use a debit card for payment, most debit cards have a daily maximum limit. If you exceed that daily card limit, your debit card transaction will be declined.**

(OVER)

FINANCE UP TO 100% OF TUITION AND/OR FEES WITH FBT TUITION LOAN (5.0%)

WHAT YOU WILL NEED TO GET A TUITION LOAN

- Parent/Applicant's Driver's License or State ID (ONLY if you choose the financing option)
- Parent/ Applicant's Social Security Number (ONLY if you choose the financing option)

Step 1 – From the Dashboard, click on the “Incidentals” tab and locate Archbishop Rummel High School in the dropdown box. For the item labeled, “2021-2022” Tuition and Fees, click on the adjacent “Add to Cart” box.

Step 2 – Input or select your student's information on the next screen including name and grade and then click “Add to Cart.” A message will pop up on the top right corner of your screen confirming the item has been added to your cart. To add Tuition and/or Fees for another student repeat the step. When you are ready to set up your tuition loan click “Proceed to Cart”.

Step 3 – Your “Shopping Cart” is displayed on this screen with an itemized list of your selected fees. After confirming the amounts, click “Save and Continue to Payment.”

Step 4 – Your “Order” is displayed on this screen. To set up a tuition loan for the full amount of tuition and fees click on the first red box that states, “*Finance Up to \$*” and proceed to complete the loan application. **The loan amount will default to the maximum amount allowed to be financed, so if you are setting up a partial tuition loan you will need to change the amount to the desired amount you wish to finance.** Once your application has been submitted, you will receive a confirmation message and you may return to your “Order” screen to confirm your loan application has been completed and/or to pay any remaining amount not financed.

PAY FULL OR PARTIAL TUITION AND FEES WITH A BANK DRAFT, CREDIT/DEBIT CARD

Complete Steps 1 thru 4 as described above, but from your “Order” screen, choose a desired form of payment other than a loan to pay for full tuition and/or fees. The payment forms available are a one-time bank draft, a credit card or a debit card. There is no fee if you pay with a one-time bank draft, however if you choose to pay using a credit or debit card, there is a 2.99% convenience fee added to the amount charged to your card. **NOTE: If you use a debit card for payment, most debit cards have a daily maximum limit. If you exceed that daily card limit, your debit card will be declined.**

GENERAL SITE NAVIGATION

You may always return to the dashboard by clicking on “Dashboard” on the top left corner of the screen. You may also return to the previous page at any time by clicking the back arrow icon on the top left of the screen. When you are ready to log out of the website, select the drop down arrow on the top right of the screen near your name.