

**FIRST BANK AND TRUST – INSTRUCTIONS FOR ONLINE PORTAL**  
**Archbishop Rummel High School – 2019-2020 School Year**

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

**LOAN SETUP INSTRUCTIONS**

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

**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, “2019-2020 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 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.