

**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**

**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 2019-2020 school year.

**CLICK ON THE “INCIDENTALS TAB” ON YOUR DASHBOARD**

**You will have the following options:**

**PAY REGISTRATION FOR THE 2019-2020 SCHOOL YEAR  
FINANCE UP TO 100% OF TUITION AND/OR FEES WITH A FBT TUITION LOAN (5% Interest)  
PAY FULL TUITION AND FEES WITH A BANK DRAFT, CREDIT/DEBIT CARD**

**PAY REGISTRATION FOR THE 2019-20 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 will be listed on top. Click on the adjacent “Add to Cart” box 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 2019-2020 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 2019-2020 Registration. 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.**