

# FIRST BANK & TRUST - WEBSITE INSTRUCTIONS

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

## WHAT YOU WILL NEED TO GET STARTED

- Email Address (Your email address is used to create your login on the website)
- Applicant's Driver's License or State ID (ONLY if you choose the financing option)
- Applicant's Social Security Number (ONLY if you choose the financing option)

## WEBSITE LOGIN FOR FIRST TIME USERS:

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

## ALREADY REGISTERED?

- Enter your email and password and click the "Login" button. You will be taken to your Dashboard where you will see the **Summary**, **Incidental** and **Financial Aid** tabs.

## You will have the following options under the Summary Tab:

- A) PAY TUITION & FEES IN FULL
- B) FINANCE TUITION WITH FBT LOAN (**FEES CANNOT BE FINANCED**)
- C) PARTIALLY FINANCE TUITION/ AND PAY BALANCE AND FEES VIA FBT WEBSITE

## A) PAY TUITION & FEES IN FULL

Step 1 – From the Dashboard click on the "Summary" tab. Scroll down to the "Tasks" section and click on the hyperlink "[You have students who are not yet enrolled. Enroll them now.](#)" **This is referring to the enrollment of your student on the FBT tuition website.**

Tasks

- To Purchase Incidentals click the "Incidentals" tab next to Summary at the top
- Invite a spouse or family member now.
- You have students who are not yet enrolled. Enroll them now.**

Step 2 – The next screen will display your student's name and you will then click on the hyperlink, "[New Registration for this Student](#)". **This is referring to the registration of your student on the FBT tuition website.**

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Step 3 – On the next screen, click on the dropdown box and select St Catherine of Siena School on the list, and then click “Next.”

Step 4 – On the next screen, click on the dropdown box and select the grade your student is entering for the 2020-2021 school year and click “Next.”

Step 5 – On the next screen, click on the red box “Register for School” and leave the Student Identification box blank. **This is referring to the registration of your student on the FBT tuition website.**

Step 6 – Your “Shopping Cart” is displayed on this screen with an itemized list of tuition and fees for your student. “Click Save and Continue to Payment.”

Step 7 – From your “Order” screen, choose a desired form of payment other than a loan to pay for full tuition and fees. The payment forms available include a credit card, debit card or electronic check.

## **B) FINANCE TUITION WITH (10) MONTH FBT LOAN**

Complete Steps 1 thru 6 as described above

Step 7 – Your “Order” is displayed on this screen. To set up a tuition loan for the full amount of tuition, click on the first red box that states, “Finance Up to \$” and proceed to complete the loan application. Once your application has been submitted, you will receive a confirmation message and you may return to your dashboard to log out of the website.

**\*\* FEES CANNOT BE FINANCED --- ALL FEES MUST BE PAID BY APRIL 30<sup>th</sup>. \*\***

## **C) PARTIALLY FINANCE TUITION AND PAY BALANCE ONLINE VIA FBT WEBSITE**

Complete Steps 1 thru 7 as described above for paying via bank loan. On the Loan application screen, you will change the loan to your desired amount to finance. After submitting your application, click on “Return to your Order” and you will see the remaining amount listed as “Unpaid”. Choose a desired form of payment other than a loan to pay the remaining balance. The payment forms available include a credit card, debit card or electronic check.

**\*\* FEES CANNOT BE FINANCED --- ALL FEES MUST BE PAID BY APRIL 30<sup>th</sup>. \*\***

## **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.