

**FIRST BANK AND TRUST**  
**Instructions for the Online Payment of Extended Care for 2021-2022**  
**St. Rita School - Harahan**

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

**WEBSITE REGISTRATION 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 the bottom of the page to complete the sign up process.

**IF YOU ARE ALREADY REGISTERED ON THE FBT WEBSITE:**

Enter your email address and password and click the “Login” button.

From your Dashboard, you will see the following three tabs; Summary, Incidentals and Financial Aid

**Extended Care and Extended Care Registration is listed under the “Incidental Tab” on your dashboard**

**Step 1** – Click the “Incidentals” tab and select St. Rita School from the drop down list of schools. Select the incidental item, “Extended Care” which will include Before Care, After Care and Holiday Care, and click the “Add to Cart” box adjacent to the item.

**Step 2** - Select an existing student either already in the system or input your student’s information including the student’s name, grade the student is entering for the 2021-22 school year, and then enter the amount of your invoice and click “Proceed to Cart.”

**Step 3** – If you have another item to add such as “Extended Care Registration,” from the list of incidental items click the “Add to Cart” box adjacent to the this item and repeat the steps.

**Step 4** – When you are ready to pay, click “Save and Continue to Payment” to proceed to the “Order” screen. From this screen, you will select your preferred form of payment. Payment options include a bank draft, credit card or debit card. **If you choose the bank draft option, there is no processing fee. If you choose to pay with a credit or debit card option, there is a 2.99% processing fee on any amount being paid that exceeds \$50.00.** Once your payment has been successfully submitted, you will receive a payment confirmation.

**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.