

FIRST BANK AND TRUST
ONLINE PAYMENT WEBSITE INSTRUCTIONS
For St. Ann School

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

WHAT YOU WILL NEED TO GET STARTED

- Your school's 2021-2022 tuition and fees schedule (to confirm amounts)
- 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.

Tuition Online

**FIRST BANK
AND TRUST**

Secure Login

Email:

Password:

Login

Please email Tuition Support at tuitionsupport@fbtonline.com or call 504-584-5967 or 877-426-2498 if you have any questions.
This site is best viewed from a computer using the latest version of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome

[← I forgot my password](#) [I want to register →](#)

ALREADY REGISTERED?

Enter your email and password and click the "Login" button. Once you are logged in and on the Dashboard, you will see two tabs named "Summary" and "Incidentals".

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.

SCHOOL REGISTRATION & TUITION PAYMENTS

Step 1 – From the Dashboard under 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.**

Step 2 – The next screen will display your student’s name (if you have already registered your student on the FBT website) 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.** If your student has not been registered on the site, you will input your student’s information here.

Step 3 – On the next screen, click on the dropdown box and select ST. ANN 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 2021-2022 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 the applicable Registration, Non-Support, Middle School iPad fees and Tuition amounts for your student(s). “*Click Save and Continue to Payment.*”

Step 7 – Your “Order” is now displayed on this screen. Complete your payment for the Registration, Non-Support, and Middle School iPad fees by clicking the “*Pay Up to \$*” for the desired form of payment. The payment types available include credit card, debit card or electronic check. There is no fee to use a one-time bank draft, however if you choose to use a credit or debit card, there is a 2.99% processing fee added. Once you select a payment type, you will then be able to enter the dollar amount that you are paying for each item. Payment can be split between the available payment types.

Click on “*Return to your Order*” to confirm that all items have been paid.

- ***FINANCE 100% OF TUITION WITH FBT LOAN (9.75% INTEREST)***

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.

- ***PARTIALLY FINANCE TUITION AND PAY BALANCE WITH A BANK DRAFT, CREDIT/DEBIT CARD***

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. There is no fee to use a one-time bank draft, however if you choose to use a credit or debit card, there is a 2.99% processing fee added.

- ***PAY TUITION IN FULL WITH A BANK DRAFT, CREDIT/DEBIT CARD***

Complete Steps 1 thru 7 as described above.

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. There is no fee to use a one-time bank draft, however if you choose to use a credit or debit card, there is a 2.99% processing fee added.