

**FIRST BANK AND TRUST TUITION ONLINE PAYMENT WEBSITE INSTRUCTIONS**  
**For St. Charles Catholic High School**

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

**WHAT YOU WILL NEED TO GET STARTED:**

Your school's 2018-2019 Tuition and Fee 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 SIGN UP / LOGIN**

Visit the website located at <https://tuitionportal.fbtonline.com> and click "I Want to Register," bringing you to the new user registration form. Complete the form, and then read and accept the User Agreement. Clicking on the "Register" button at bottom completes the sign up. If already registered on the site, enter your email and password, and click the "Login" button. You will be taken to your Dashboard, where you will see two tabs named "Summary" and "Incidentals."

**PAY REGISTRATION FEE (Must be done prior to other payment actions.)**

**Step 1** - From the Dashboard, click on the "Incidentals" tab, and locate your school in the dropdown box. A list of items will appear. The "Registration Fee" item will be at the top of the list. Click on the adjacent "Add to Cart" button to continue.

**Step 2** - Input your student's information, including **the grade your student is entering for the 2018-19 school year**, then click "Add to Cart," and then click "Proceed to Cart."

**Step 3** - If you have another student to add, click "Add Another Student," and repeat the process.

**Step 4** - When you are ready to pay, click on "Save and Continue to Payment," where you can then choose your online payment method (credit card, debit card, or bank draft), and complete the payment process.

**OPTION 2: PAY TUITION & FEES – TWO PAYMENT PLAN**

**Step 1** – From the Dashboard click, on the "Incidentals Tab," and locate your school in the dropdown box. A list of items will appear. There are four (4) items that pertain to this plan, which include two grade-based items for each installment plan. Choose the appropriate one for your student's 2018-19 grade level, and click on "Add to Cart" to add this item to your cart.

**Step 2** – Input your student's information including **the grade your student is entering for the 2018-2019 school year**, then click "Add to Cart," and then click "Proceed to Cart."

**Step 3** - If you need to pay for another student, you will need to return to the "Incidentals" tab and repeat the process. There will not be an "add another student" option.

**Step 4** – When you are ready to pay, click on "Save and Continue to Payment," where you can then choose your online payment method (credit card, debit card, or bank draft), and complete the payment process.

### **OPTION 1: 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.**

**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.**

**Step 3** – On the next screen, click on the dropdown box, select St. Charles Catholic HS on the list, and then click “*Next.*”

**Step 4** – On the next screen, click on the dropdown box, select **the grade your student is entering for the 2018-19 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, a debit card, or bank draft.

### **OPTION 3: FINANCE 100% OF TUITION & FEES WITH 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 and fees, 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.

### **OPTION 3: PARTIALLY PAY AND FINANCE BALANCE OF TUITION & FEES WITH FBT**

Complete Steps 1 thru 7 as described above for paying in full. 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, a debit card, or a bank draft.

### **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.

Located Under “Incidentals” Tab:

- ❖ PAY REGISTRATION FEE
- ❖ OPTION 2: PAY TUITION & FEES USING TWO PAYMENT PLAN

Located Under “Summary” TAB:

- ❖ OPTION 1: PAY TUITION & FEES IN FULL
- ❖ OPTION 3: FINANCE 100% OF TUITION & FEES WITH FBT LOAN
- ❖ OPTION 3: PARTIALLY PAY AND FINANCE BALANCE OF TUITION & FEES WITH FBT