

**FIRST BANK AND TRUST – INSTRUCTIONS FOR ONLINE PORTAL
Jesuit High School – 2019-2020 School Year**

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)
- Parent/Applicant's Driver's License or State ID (ONLY if you choose the financing option)
- Parent/ 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 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.

On the FBT website, you will have the following options:

**PAY REGISTRATION FOR THE 2019-2020 SCHOOL YEAR (NEW STUDENTS ONLY)
PAY TUITION FOR SUMMER ENRICHMENT COURSES (CANNOT BE FINANCED)
FINANCE UP TO 100% OF TUITION WITH A FBT TUITION LOAN (3% 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 Jesuit High School in the dropdown box. A list of items will appear and the "*Registration Fee*" for new students only will be listed on top. If you have a new incoming student, 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 new incoming student attending Jesuit 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.

PAY SUMMER ENRICHMENT TUITION FOR MATH AND/OR ENGLISH (IF APPLICABLE)

Step 1 – From the Dashboard, click on the “Incidentals” tab and locate Jesuit High School in the dropdown box. Select the item labeled “*Summer Enrichment Courses*” and click on the adjacent “Add to Cart” box, 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. Click “Add to Cart” and proceed to select from the options listed, “*English Enrichment*” and “*Math Enrichment*” then click “Save.”

Step 3 – Your “Shopping Cart” is displayed on this screen with an itemized total for “Summer Enrichment” courses for the 2019-2020 school year. 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.

FINANCE UP TO 100% OF TUITION WITH FBT TUITION LOAN (3.0% INTEREST RATE)

Step 1 – From the Dashboard, click on the “Incidentals” tab and locate Jesuit High School in the dropdown box. To select *2019-2020 Tuition*, click on the adjacent “Add to Cart” box and proceed to the next screen.

Step 2 – Input or select your student’s information including name and grade, and then click “Add to Cart.” A message will pop up on the top right corner of your screen confirming the item has been added to your cart. To add tuition for another student repeat the previous steps. When you have finished entering your student(s) and are ready to set up your tuition loan, click “Proceed to Cart”.

Step 3 – Your “Shopping Cart” is displayed on this screen with an itemized total for tuition. After confirming the amount, click “Save and Continue to Payment.”

Step 4 – 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. **The loan amount will default to the maximum amount allowed to be financed, so if you are setting up a partial tuition loan you will need to change the amount to the desired amount you wish to finance.** Once your application has been submitted, you will receive a confirmation message and you may return to your “Order” screen to confirm your loan application has been completed and/or to pay any remaining amount not financed.

PAY FULL TUITION AND FEES WITH A BANK DRAFT, CREDIT/DEBIT CARD

Complete Steps 1 thru 4 as described above, but from your “Order” screen, choose a desired form of payment other than a loan to pay for full tuition and/or fees. The payment forms available are a one-time bank draft, a credit card or a 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.

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.