

FIRST BANK AND TRUST
Instructions for the Online Payment of Before and Aftercare Fees
Resurrection of Our Lord School

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

Go to the “Incidental Tab” on your dashboard

Step 1 –Select Resurrection of Our Lord School from the drop down list of schools. Select the incidental item you wish to pay for 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 2022-2023 school year, and then click “Proceed to Cart.”

Step 3 – If you have another item to add from the list of incidental items click the “Add to Cart” box adjacent to the 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.