



Your Goals Come First.

## FBT WEBSITE INSTRUCTIONS

Our Lady of Perpetual Help School

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

On the FBT website, you will have the option to set up a tuition loan or to pay full tuition and school fees for the 2021-2022 school year.

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

Your school's 2021-2022 Tuition and Fee Schedule

Email Address (Your User ID on the website)

Driver's License or State ID (If you are setting up a tuition loan)

Social Security Number for Borrower(s) (If you are setting up a tuition loan) Bank Routing and Account Number for

Automatic Bank Drafts if you are setting up a tuition loan

**Step 1** – Log into the website at <https://tuitionportal.fbtonline.com> and click "I Want to Register" to set up your User ID and password. If you are already enrolled on the site for another school, you will use your existing User ID and password.

**Step 2** – From the "Summary Tab" on the dashboard, click "*You have not added any students. Add one now.*" Complete your student's name, date of birth and then click "*SAVE*" (you may leave the identification type and number boxes blank).

**Step 3** – On the next screen, click "*New Registration for this Student*", then click in the box to find your school, then click "Next" to enter your student's grade for the upcoming school year, and click "Next" again.

**Step 4** – The next screen displays your "Shopping Cart" which shows the tuition fee categories and parish classification (catholic, non-catholic, supporting or non-supporting). Please select the appropriate categories and click "Save".

**Step 5** – The next screen shows your updated "shopping cart" with your itemized fees listed for the student entered. If you have another student to add, click "Add Another Student" and repeat the process. If there are no other students to add, click "Save and Continue to Payment."

**Step 6** – The next screen is your "Order". Scroll down this page to view your payment options. Please refer to your school's Tuition and Fee Schedule to see which fees, if any can be financed with tuition. If you choose to set up a tuition loan, click the first box that says "*Finance Up to* (the maximum amount allowed) and proceed with completing the loan application. After completing the loan application you may return to your "Order" to pay any remaining unpaid amount.

### **Education Division**

909 Poydras Street, Suite 3200, NOLA 70112

Tel: (504) 84-5967 Fax (504) 584-5969