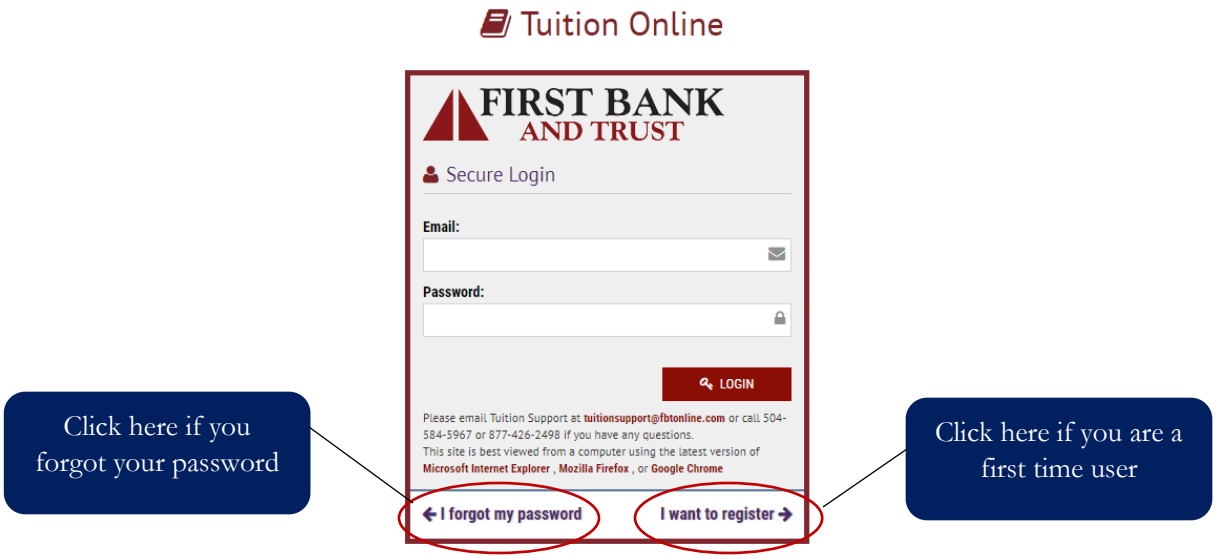
Archbishop Hannan High School
Registration Fee & Tuition Payment Instructions
2020-2021 Academic Year

Over the last few years, we have introduced an electronic payment system through a partnership with First Bank & Trust. This provides for an efficient and secure process while allowing parents and guardians to track their payments. During that time, we also received valuable feedback and worked with First Bank & Trust to simplify the processes. **For the 2020/2021 academic year all registration fee and tuition payments must be made electronically through this system. Payments cannot be accepted through the school office or mail.**

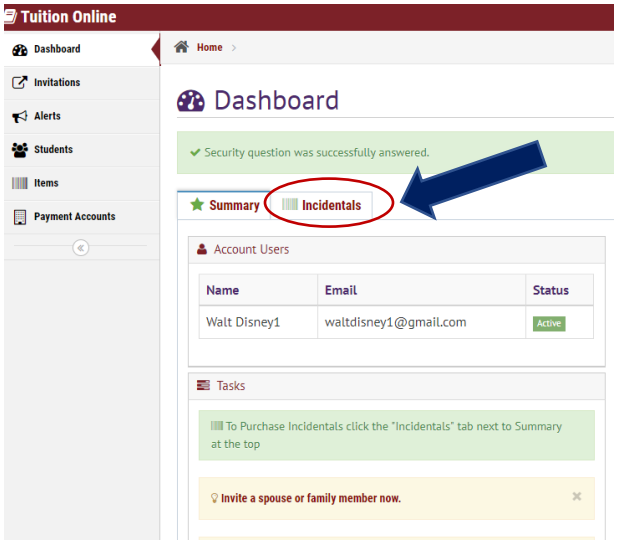
Reminder: All 2019/2020 accounts must be current before registration can be completed for the new school year.

Step 1 – Log in to https://tuitionportal.fbtonline.com



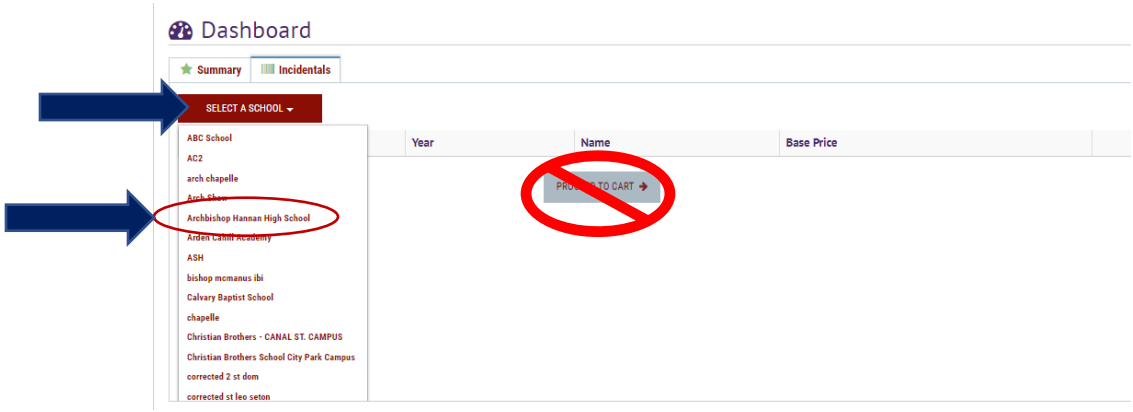
Step 2 – After logging in, you will see "Dashboard." Once there, click on the "Incidentals" tab.

NOTE: Do NOT click "Register for School" near the bottom of the site.

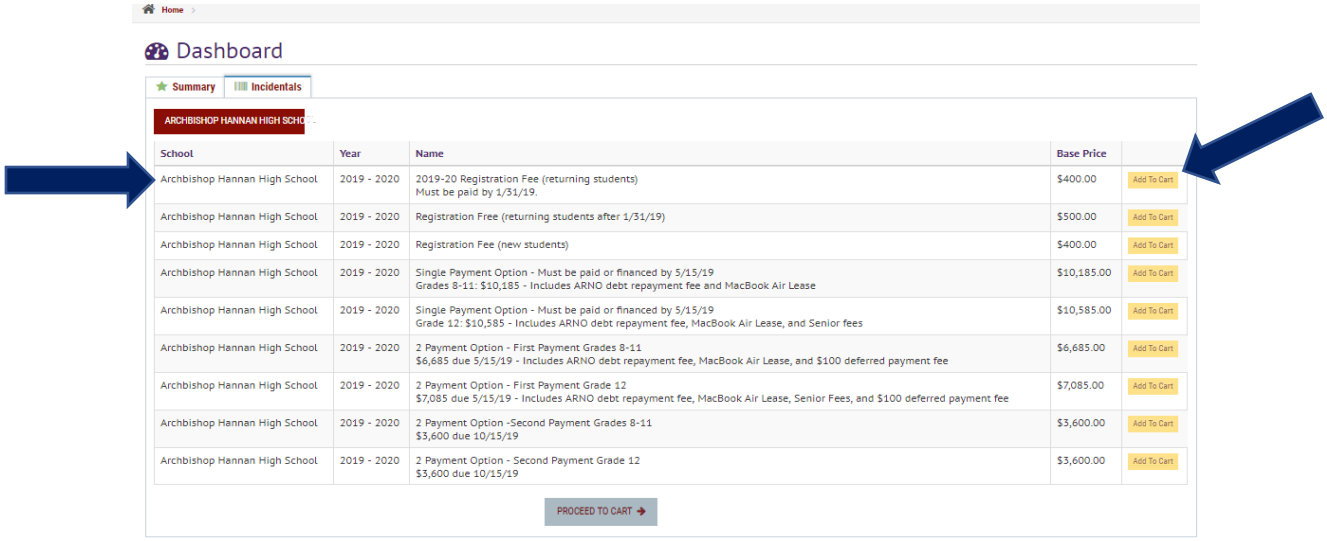


Step 3 – On the Incidentals page, select "Archbishop Hannan High School" from the drop down list. After approximately 20 seconds (depending upon your computer), a list of items will appear.

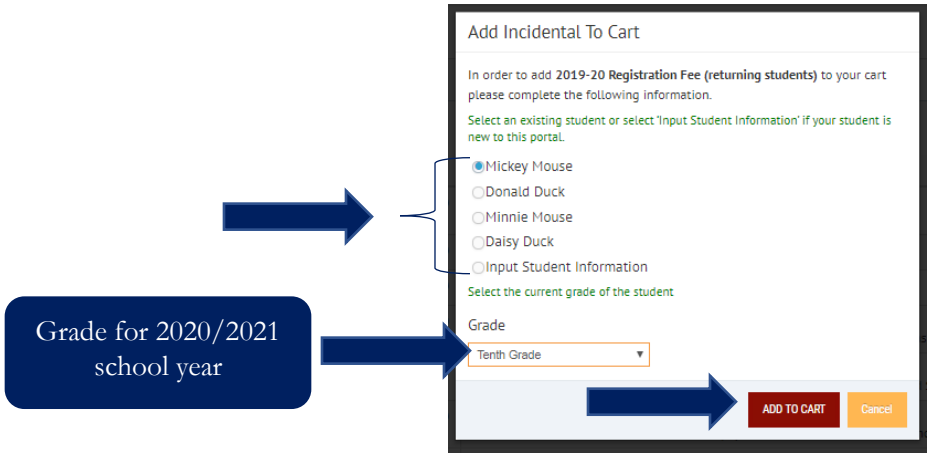
NOTE: Do NOT click "Proceed to Cart" at this time



Step 4 – Select 2020-21 Registration fee and "add to cart"



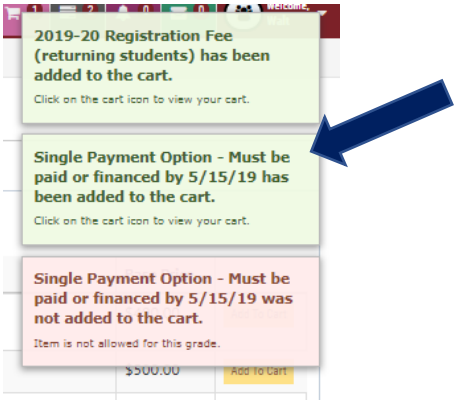
Step 5 – Select your student or input student information and the grade level for the 2020-21 academic year. Then, click "add to cart"



Repeat Steps 4 and 5 for additional returning students.

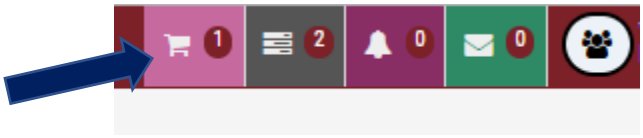
OPTIONAL NEXT STEP: You may now add your tuition payments to schedule for future payment(s) but you are not required to complete this at this time. Payments are grade specific and your payment choice should match the option that you chose in your tuition contract.

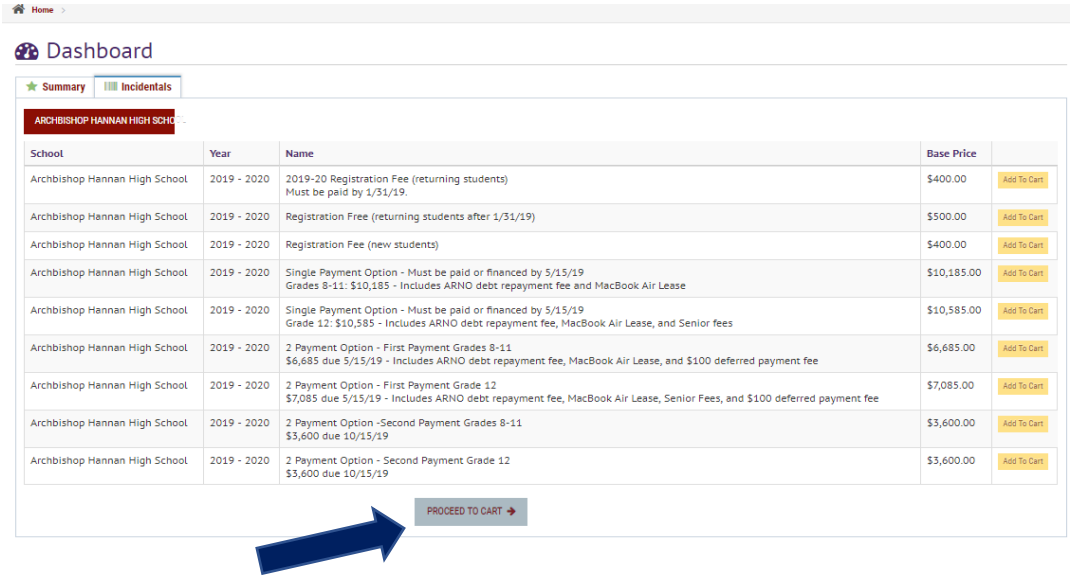
As you add items to your cart a dialogue box will indicate that it has been added. The system will also alert you if an item was not added. For example, you cannot select Grade 12 tuition if your student is not entering 12th grade.



Click the "X" to close each dialogue box so that you may access your cart.

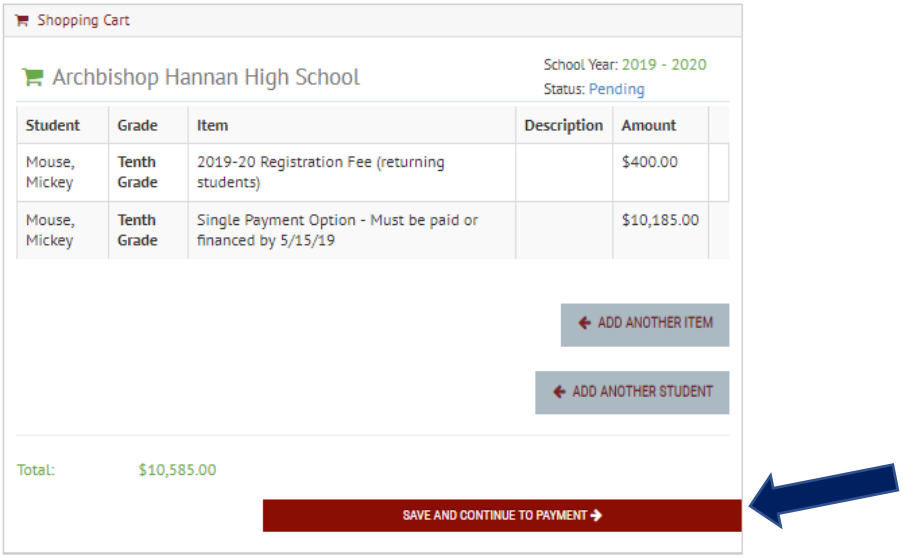
Step 6 – Access your cart by clicking on the shopping cart near the top right of the site or by selecting "proceed to cart" from the incidental tab.





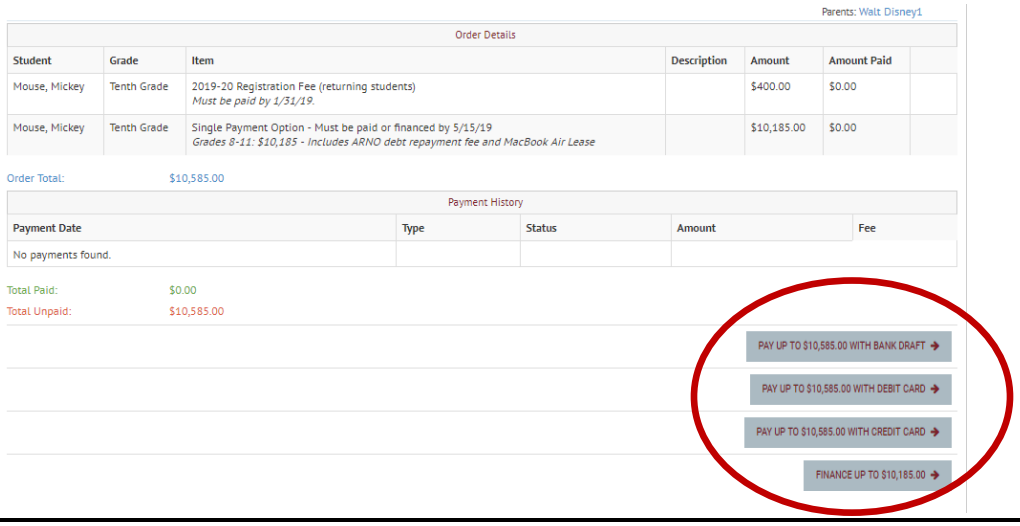
Step 7 – Click "Save and Continue to Payment" once you have added all items and students.

NOTE: you will select the amount that you will pay in the next steps.

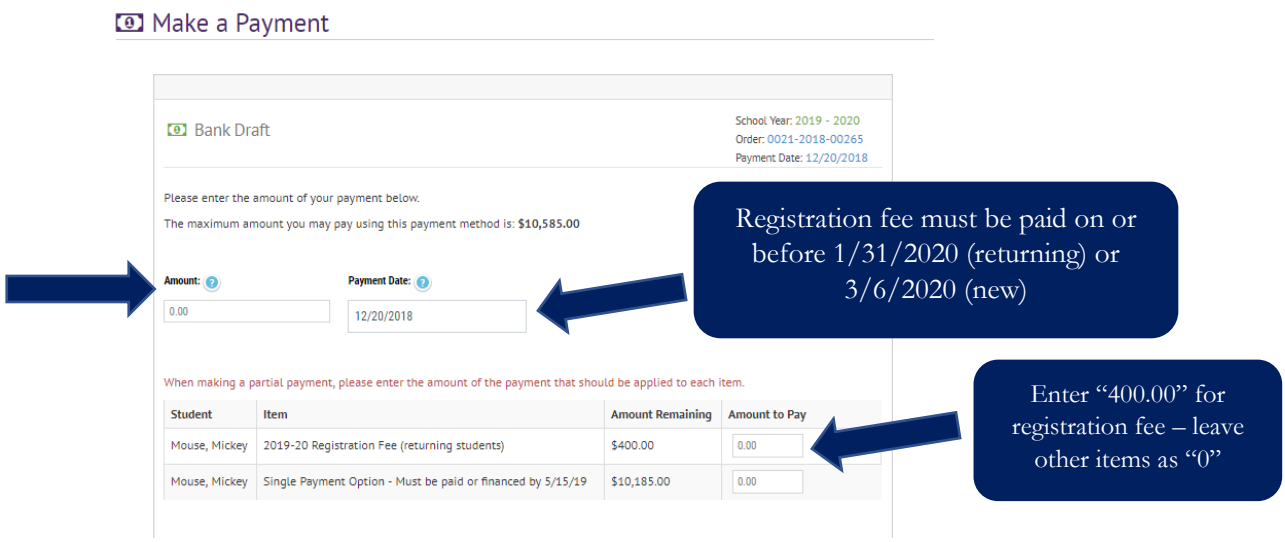


Step 8 – Select your payment type. You can choose:

- **Bank Draft (no fee is charged)**
- **Debit Card (convenience fee is charged)**
- **Credit Card (convenience fee is charged)**
- **Finance (Bank Loan) – registration fees may not be financed**



Step 9 – Schedule your payment by entering the amount, payment date, and amount to pay.



After selecting "next" you will enter your bank account / card information and schedule the payment. After submitting your payment, your registration fee payment is complete.

Optional: If you chose to enter your tuition payment selection, you may now schedule that payment or complete a loan application to finance the tuition.

