



Archbishop Hannan High School Tuition Payment Instructions

Overview

Final tuition payments are due October 15th for parents selecting the 2 payment option.

Process

Payments are made electronically via <https://tuitionportal.fbtonline.com>

Our team thanks you for transitioning to electronic payments. These processes decrease the amount of time that our team must spend to track the payments while providing parents with a safe alternative to check writing.

Please note: the site is a payment site and does not link to our Hannan accounts receivables system. Therefore, the amount shown “due” through First Bank and Trust may not match the actual amount due to Hannan. Users are able to decrease the amount to pay before final submission if needed.

Technical Support

First Bank & Trust

1-877-426-2498 or 504-584-5967

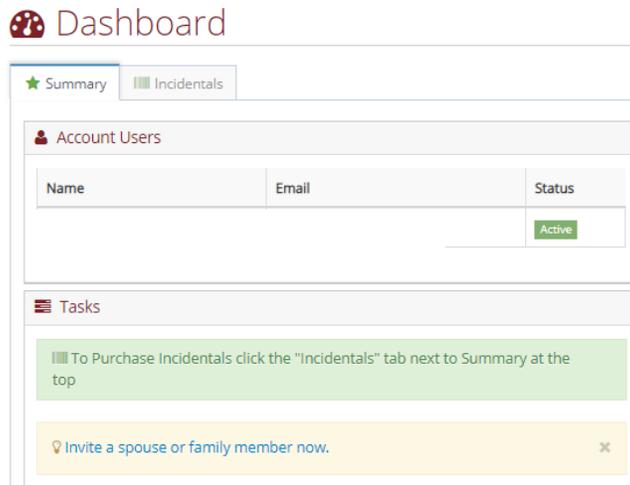
tutionsupport@fbtonline.com

Tuition Questions

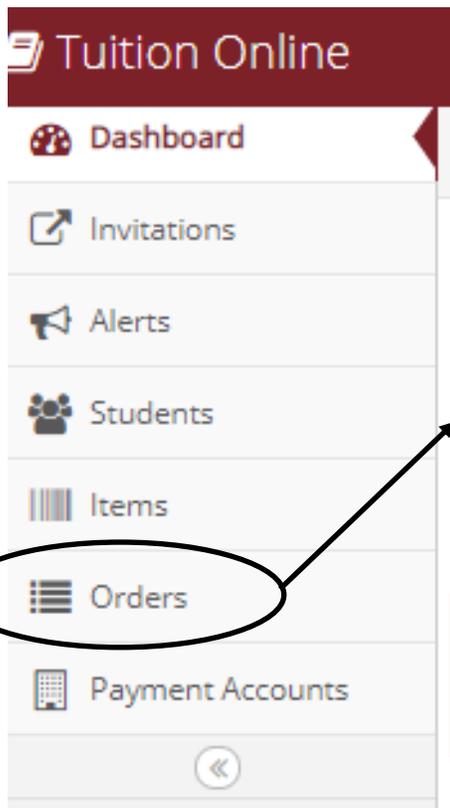
finance@hannanhigh.org

Online Payment Instructions

Step 1: Access the First Bank & Trust tuition portal at <https://tuitionportal.fbtonline.com> and log in using the same information that you used to pay tuition. Your “Dashboard” will be accessible.



Step 2: Review your current orders. Your second installment payment may already be listed which expedites your checkout process.



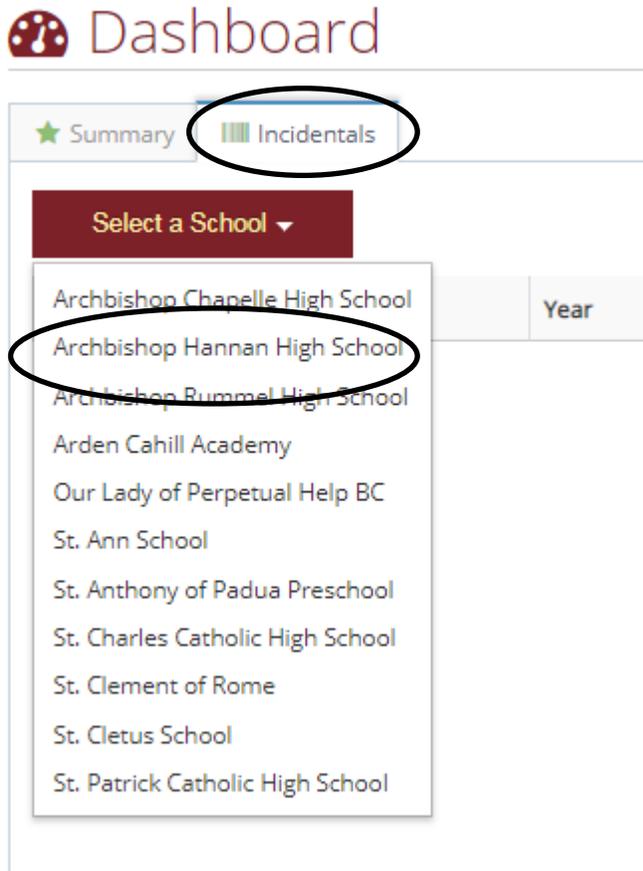
If your 2nd installment is listed, then skip to Step 8

Order Details			
Item	Description	Amount	Amount Paid
2018-19 Registration - Returning Students Due 1/31/18		\$400.00	\$400.00
2 Payment Plan Option - 2nd Installment - due Oct. 15, 2018		\$3,600.00	\$0.00
<i>Payment 2 of 2 Payment Plan - due Oct. 15, 2018</i>			

If your 2nd installment is not listed, then proceed with Step 3

Step 3: From your Dashboard select “Incidentals” tab and then select “Archbishop Hannan High School.” Do not click “proceed to cart” at this time.

After approximately 20 seconds, available items will appear.



Step 4: Select the 2nd installment payment option by clicking “Add to cart”

School	Year	Name	Base Price	
Archbishop Hannan High School	2018 - 2019	2 Payment Plan Option - 2nd Installment - due Oct. 15, 2018 Payment 2 of 2 Payment Plan - due Oct. 15, 2018	\$3,600.00	Add To Cart

Step 5: Choose student's name and grade, then select "add to cart"

Add Incidental To Cart

In order to add: _____ to your cart please complete the following information.

Select an existing student or select 'Input Student Information' if your student is new to this portal.

Input Student Information

Select the current grade of the student

Grade

Step 6: Click "Proceed to cart" and review cart

Step 7 : Click “Save and continue to payment”

Shopping Cart

Archbishop Hannan High School | School Year: 2018 - 2019
Status: Pending

Student	Grade	Item	Description	Amount
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[← Add Another Item](#)

[← Add Another Student](#)

Total:

[Save and Continue to Payment →](#)

Step 8: Review Order and select payment type (Bank Draft, Debit Card, or Credit Card)

Order Details						
Student	Grade	Item	Description	Amount	Amount Paid	

Payment History				
Payment Date	Type	Status	Amount	Fee
No payments found.				

Total Paid: \$0.00

Total Unpaid:

[Pay up to \\$ with Bank Draft →](#)

[Pay up to \\$ with Debit Card →](#)

[Pay up to \\$ with Credit Card →](#)



Step 9: Enter the amount that you are paying and select the payment date. Note, you can pay up to the amount that is in your cart. If this amount includes previously paid items (e.g. registration), **do not** pay for those items again

You may also pay for outstanding items (student specific fees, outstanding balances, etc ... at this time).

Note: Do not choose “paid to school” as an option if it is available.

Step 10: Click “next” to submit payment and receive your confirmation.

Process Questions

You may contact First Bank and Trust directly

1-877-426-2498 or 504-584-5967

Tuitionsupport@fbtonline.com