Registration is Now OPEN!

APPLICATION & REGISTRATION FEE PAYMENTS

Registration fee must be paid upon submitting an application. Failure to pay your registration fee will result in your application not being processed until payment is received. You can pay the registration fee online at tuitionportal.fbtonline.com. The directions for the website are listed below:

FIRST BANK AND TRUST TUITION - WEBSITE INSTRUCTIONS

For the Online Payment of "School Incidentals" at Concordia Lutheran School
HELP LINE: (504) 584-5967 or
1-877-426-2376

WEBSITE LOGIN FOR FIRST TIME USERS:

• Visit 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 to complete the sign up.

IF YOU ARE ALREADY REGISTERED ON THE FBT WEBSITE:

Enter your email and password and click the "Login" button.

You will be taken to your Dashboard where you will see two tabs named "Summary" and "Incidentals".

School Incidentals are Located under the Incidentals Tab

Step 1 – Click the "Incidentals" tab and then select Concordia Lutheran School from the drop down list of schools. Select 2020-2021 Application Fee or 2020-2021 Registration Fee and click the "Add to Cart" box adjacent to the item you've selected.

Step 2 – Select or input your student's information on the next screen including name, date of birth, grade, and then click "Add to Cart".

Step 3 – When you are ready to pay, click "Proceed to Cart". If you have more than one student and wish to add items for another student, you may click "Add another Student" and repeat the process.

Step 4 – 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 payments that exceed $100.00. 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.