



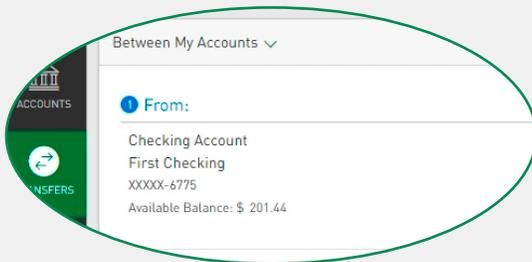
# How to Transfer with Digital Banking

## TRANSFERS BETWEEN YOUR ACCOUNTS



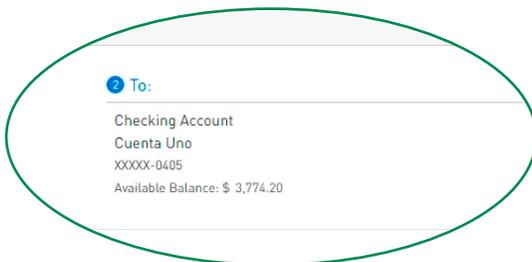
1

Click **Transfers** on the menu followed by **Between my Accounts**.



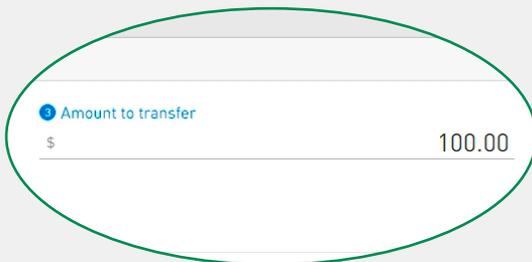
2

Select the account from where you are transferring money in **From**. Here, all your eligible accounts will be displayed. You will be able to view their available balance.



3

Select the account to where you are transferring the money in **To**. Here, all your eligible accounts will be displayed. You will be able to view their available balance.



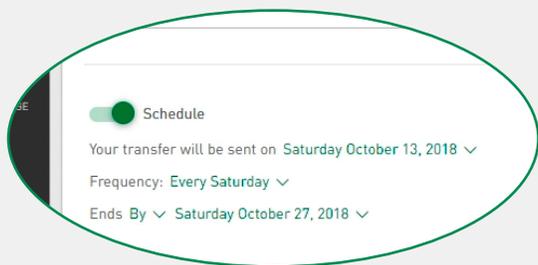
4

Enter the amount you are transferring in **Amount to Transfer**.



5

For your reference, write a brief description of the transfer in **Description**. This step is optional.

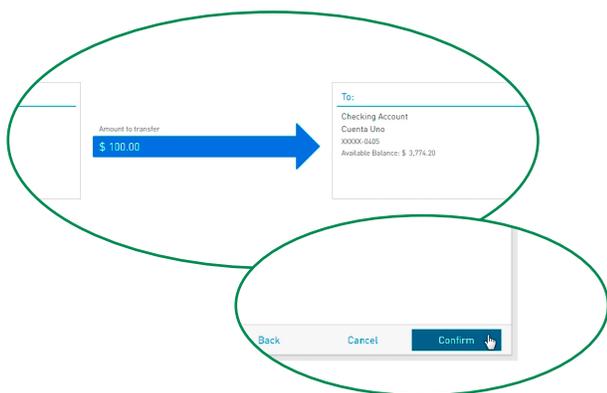


6

To schedule future transfers, click **Schedule**. Here you can select the frequency with which you want to make a recurring transfer. This step is optional.

When you are finished entering all the information, click **Next**.

**Note:** You will only be able to schedule recurrent transfers through the desktop version.

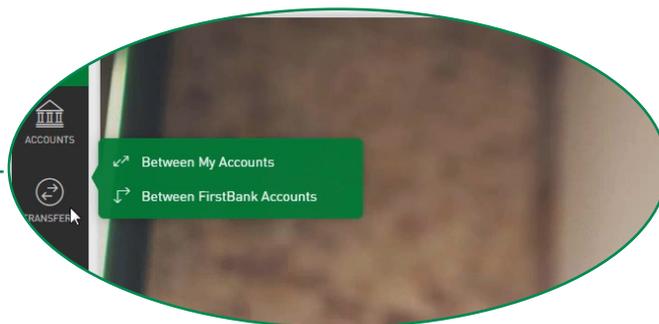


7

Validate the transfer information, edit, or cancel it if necessary. Click **Confirm** if it is correct. You will receive a confirmation on-screen and a notification through your preferred channel.

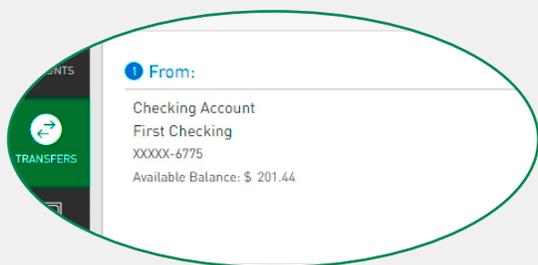
**Note:** You may download transfer receipt in the confirmation screen. Available on the desktop version only.

## TRANSFERS BETWEEN FIRSTBANK ACCOUNTS



1

Click **Transfers** on the menu followed by **Between FirstBank Accounts**.



2

Select the account from where you are transferring money in **From**. Here, all your eligible accounts will display. You will be able to view their available balance.

2 To:

Existing Other

Sandra  
Sandra  
Checking Account  
XXXXX-6789

2 To:

Existing Other

Add Account

pre-registered

Transaction Type Between FirstBank Accounts Required

Account Type Checking Account

Product Alias

Product data

Account Number 123456789

Owner Name

Owner Information

Owner Email

3

Select the previously **existing** FirstBank account to where you are transferring the money in **To**.

Register a new account by clicking on **Other**. A window will open where you must enter the following account information for the third-party account that you are transferring to:

- Account Type
- Product Alias
- Account Number
- Owner's Email

**Note:** You will only be able to add a new account through the desktop version. The registry of accounts is subject to approval by FirstBank, per its discretion.

Or in the left-hand menu click **Manage** then **Other Accounts**. Click **Add Account** and a window will open where you will be asked to enter the following account information for the third-party account that you are transferring to:

- Product Alias
- Account Number
- Owner's Email

**Note:** You will only be able to add a new account through the desktop version. If you decide to add an account using the Manage process, repeat steps 1 and 2 to select the newly created account in step 3.

3 Amount to transfer

\$ 100.00

4

Enter the amount you are transferring in **Amount to Transfer**.

Additional Data

Description

Gifts

5

For your reference, write a brief description of the transfer in **Description**. This step is optional.

Schedule

Your transfer will be sent on Saturday October 13, 2018

Frequency: Every Saturday

Ends By Saturday October 27, 2018

6

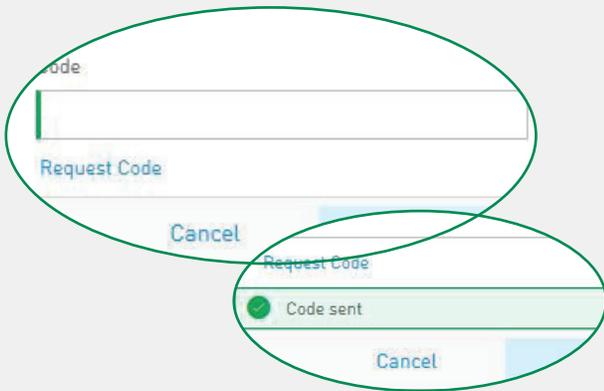
To schedule future transfers, click **Schedule**. Here you can select the frequency with which you want to make a recurring transfer. This step is optional.

When you are finished entering all the information, click **Next**.

**Note:** You will only be able to schedule recurrent transfers through the desktop version.

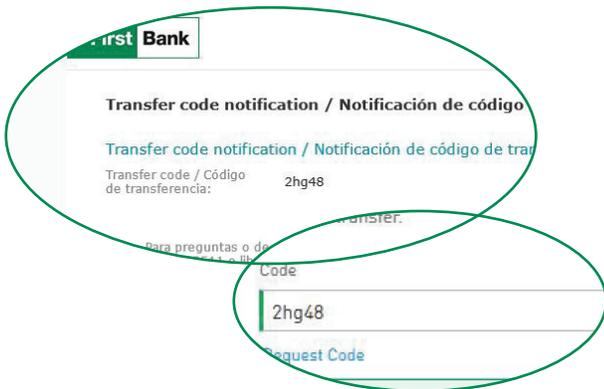


**7** Validate the transfer information, edit it or cancel it if necessary, press **Confirm** if it is correct.



**8** For added security, the platform will ask you to request a temporary code that you will have to enter in the space provided in order to validate and proceed with the transfer. Press **Request code** to send a temporary code to the email address you registered with in **Digital Banking**.

**Note:** This code will expire 5 minutes after being sent.



**9** Check your email and enter the temporary code sent. Press **Accept**.



**10** If the transfer is successful, you will receive a confirmation on screen and via email.

**Note:** You may download a transfer receipt in the confirmation screen. Available on the desktop version only.



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