# Learn how **e-Statements** and **Notifications** work in **Digital Banking**

### **Electronic statements**

When you sign up for Digital Banking you have automatic access to your electronic statements for up to 18 months. To request electronic statements from previous periods visit the Services for my accounts section.

To stop receiving your paper statements, you must complete the following steps:

**2.** In the home page menu located at the bottom of the page, press Accounts.

11:00	
1 First Bank	8
Q Search products	ļļ
👔 Checking accou	nt
Cuenta Todo XXXXX-3086	:
Current balance s 1,834.41	
Cuenta Perfecta XXXXX-0873	:
Current balance \$ 6,689.50	
👗 Savings account	
Easy Savings XXXXX-0037	:
Current balance \$ 310.19	Available Balance \$ 310.19
Cuenta Todo XXXXX-3086	:
Current balance	Available Balance
	* * =

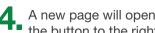
Log in to Digital Banking through the app or web page 1firstbank.com.

11:00	
1 First Bank	8
	7
CHECKING 1,834.4 Available balan	
Last transfers	View all
(j	) lable transfers.
Last payments	View all
Loan payment 05/08/2023 10:08:38 AM Cuenta Todo X000X-3086	Personal LN X00007-1258
▲ 4 <sup>0</sup> / .5	

Select the account and tap the three dots (;) in the upper right-hand corner of the chosen account.

A window will pop up, select Paperless.

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<b>1</b> F	irst Bank	8
		ļ†
ŝ	Checking account	
	nta Todo x-3086	:
	Current balance s 1,834.41	Available Balance s 1,834.41
	nta Perfecta X-0873	
	Current balance \$ 6,689.50	Available Balance s 6,689.50
Actic	ons	Cuenta Todo XXXXX-3086
68	View Detail	
.0	Transfer	
A	Edit alias	
L.	Paperless	
	Cancel	
		_



4 A new page will open where you have to slide/tap the button to the right in order to activate Paperless.

	Paperless	
Checkin XXXXX-3	g account 086   USD	
paper stateme allow you to re	nis option, you will deactiv Ints received by mail. This ceive an email notification nrough Digital Banking in t ction	will h when
Activ	ate paperless	
Download	d code	
download the	th the process you must code from a PDF file and e . Then press "Continue"	nter it in
Download code		
Code*		
	Continue	

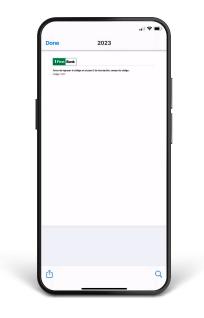
6 Enter the code number in the Code section on the homepage and select Continue.

You will receive a notification saying The request has been sent successfully.

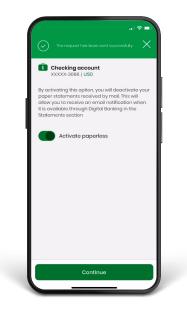
×	Paperless
Chec	king account K-3086   USD
paper state allow you to	ng this option, you will deactivate your iments received by mail. This will o receive an email notification when le through Digital Banking in the s section
<b>A</b> c	ctivate paperless
Downlo	ad code
download ti	with the process you must he code from a PDF file and enter it in low. Then press "Continue"
Download co	ode
Code * 2717	

5. Once you activate the Paperless option, press Download code.

> A new window with a PDF and the code number will open.



7. To finish, select Continue and keep on enjoying Digital Banking.



## **Push notifications**

To activate your Push notifications after login: Go to the homepage main menu and press More followed by Settings.

11:0	( <b>ھ ج</b> ان
16	irst Bank
٩	Search
d	Inbox
	News
ŕ	Deposit check
¢	Transactions >
	Services >
?	FAQs
P	Links of Interest
	Locator
	Contact us
÷.	Settings
	Terms and conditions
1	About this app
Ln] Hame	Accounts Transfers Payments More

A pop-up window will appear with the following message: Do you want to enable push notifications on this device?

Press Accept.

	s	ettings	
Enab	le feature:	5	
Use Face your Fac	With Face ID D to sign in on a to ID. ms and condition	agile and s	ecure way wit
	to receive no his option to rece ce.		
Lanç	Do you wa notificatio	ant to enai ns on this	ole push device?
Select	Cancel		Accept



2. Slide to the result notifications button. Slide to the right the I want to receive

		Settings	
Enable	featur	es	
Sign in w Use Face ID your Face II View terms	to sign in a	n agile and s	secure way w
	option to re	notificatio aceive push r	DNS notifications a
Langua	ige		
Select the	languag	e of the ap	plication
English	Españo	Ic	

## Alerts

#### To set up your Alerts:

1. Press Manage, followed by Alerts and Notifications.

2. Schedule and enable your notification by clicking on Add Alert. Then, select the type of notification that you would like to set up: Account Balance or Account Movement.

Note: You will only be able to set up your alerts through the desktop version.

#### If you selected Account Balance

- Write a brief description of the alert for your reference.
- Select the account for which you are scheduling the alert.
- Set the parameters to receive the alert. Choose among the following: Any balance, If the balance is lower than (amount), or If the balance is greater than (amount).
- Followed by how often you wish to receive the alert and when you want to stop.
- Select the channel that you will use to receive the alerts.
- Verify that everything is correct, press Save and you're done! You will see a message that says Alert processed successfully.

Note: You will only be able to set up alerts through the desktop version.

#### If you selected Account Movement

- Write a brief description of the alert for your reference.
- Select the account for which you are scheduling the alert.
- Set up the alert definition, you may choose among the following: Any transaction, If the transaction amount is lower than (amount), or If the transaction amount is more than (amount).
- Choose how often you wish to receive the alert and when you want to end it.
- Select the channel that you will use to receive the alerts. \*If you select Push notifications, make sure that you have saved the settings in the application.
- If everything is correct, click Save and you're set! You will see a message that says Notification processed successfully.

Note: You will only be able to set up alerts through the desktop version.

## Follow these steps and enjoy **Digital Banking** today.



Todo está en uno





Visit us in any of our branches

