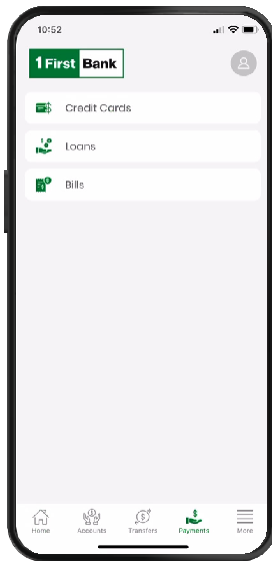


# Learn how to make Payments in Digital Banking

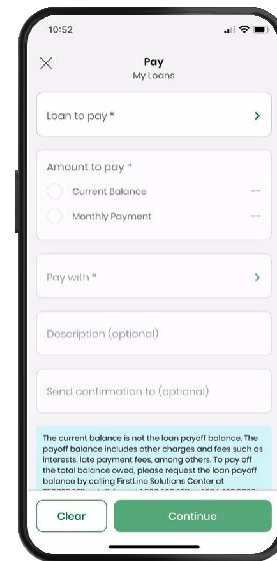
## Credit card and Loan payments

1. Log in to Digital Banking. In the main menu press Payments, followed by Credit Cards or Loans.

**Note:** You can only make payments using FirstBank accounts or accounts from other banks.

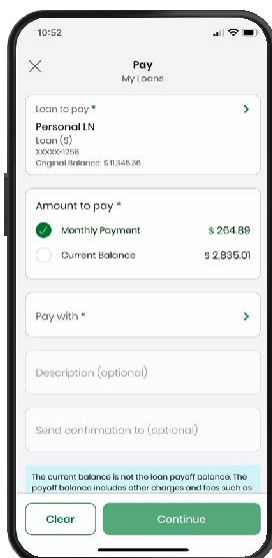


2. Select the credit card you want to pay for by pressing on Credit Card to pay. Your credit cards will be displayed here. Or, if you want to pay a loan, select the loan you want to pay by selecting Loan to pay where all your loans will be displayed.



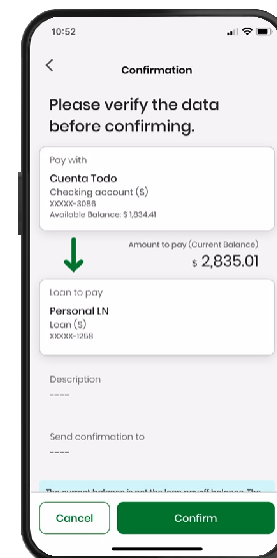
3. If you are paying a credit card or a loan, select the amount you are paying in Amount to pay. Then, press Pay with to select the account.

**Note:** For your cancellation balance, call 787-725-2511 or visit your branch of preference.



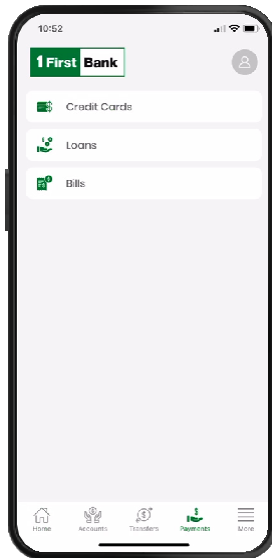
4. Validate your payment information. You can edit or cancel if necessary. Once the payment information is correct, press Confirm. You will receive confirmation on your screen and a notification to your email.

**Note:** You may download a payment receipt from the confirmation screen.

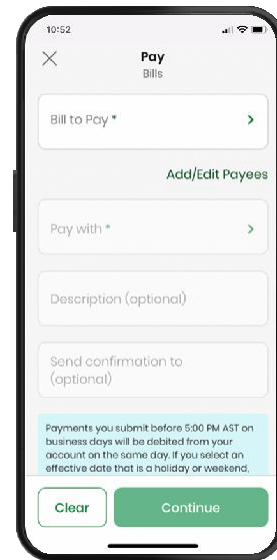


## Bill payment

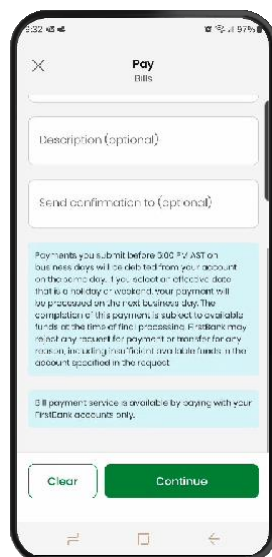
1. On the main menu press Payments, followed by Bills.



2. Select Bill to Pay to choose a payee. Previously registered payees will be displayed automatically. Enter the amount to be paid and choose the account in Pay with.

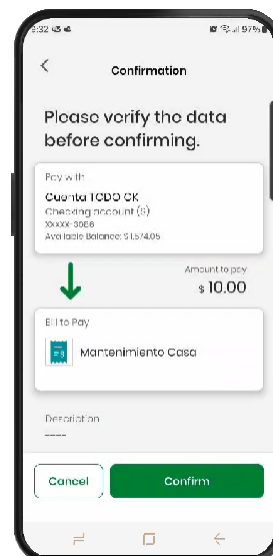


3. For your reference, write a brief description of the payment in Description. You can also enter an email to receive the confirmation. This step is optional. Tap the Continue button.



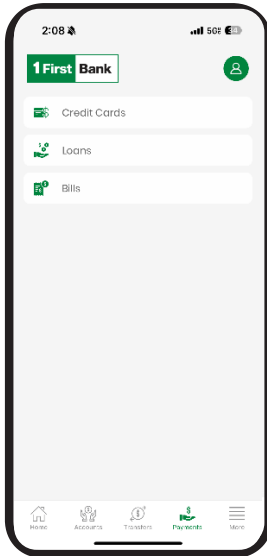
4. Validate, edit, or cancel your payment if necessary, and once it is correct, press Confirm. If the payment is successful, you will receive a notification through your preferred channel.

**Note:** You may download a payment receipt on the confirmation screen.

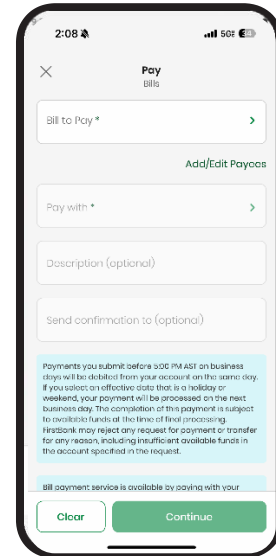


## Add Payees to make a Bill Payment

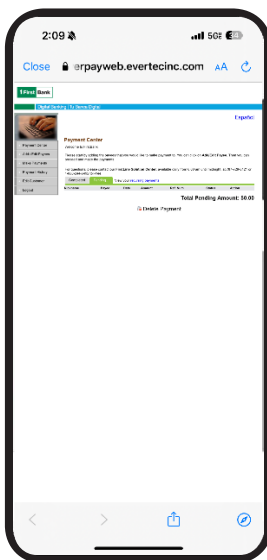
1. Connect to Digital Banking In the main menu press “Payments”, followed by “Bills”.



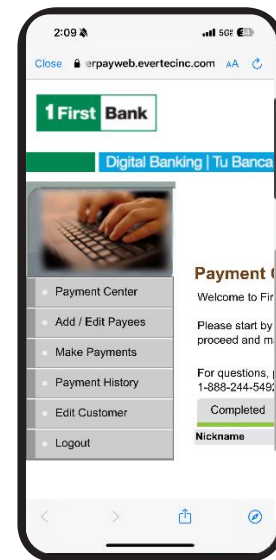
2. Select “Add/Edit Payees” then a new screen will open, Payment Center.



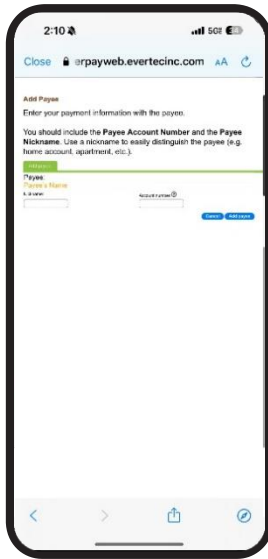
3. To enlarge the screen, use your fingers to expand it. Then, navigate to the menu located on the left side.



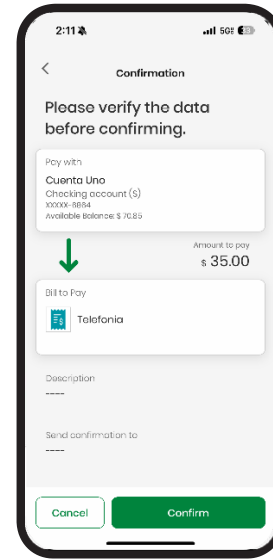
4. Choose "Add/Edit Payments" to see the list of available merchants. Then in the search field, enter the name of the business and select it.



5. In the “Add Payee” screen, create a nickname and enter the account number of the merchant to whom you wish to make the payment. Confirm that the information is correct and press “Add Payee”.



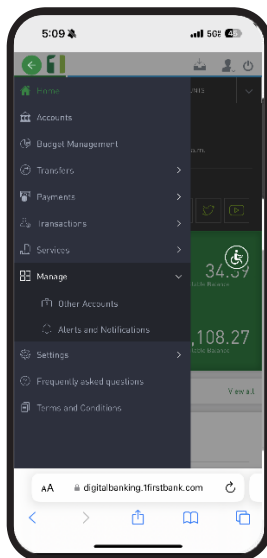
6. Done, the Payees Account will automatically appear in Digital Banking.



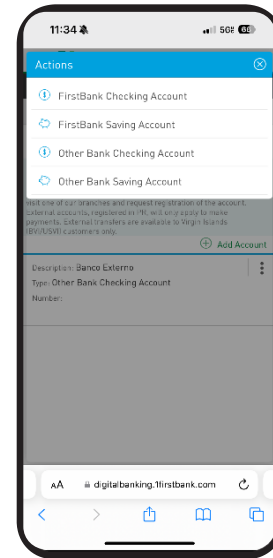
## Add External Account

1. Sign in to Digital Banking through desktop version. Click “Manage”, followed by “Other Accounts”.

**Note:** You can only add external accounts in desktop version

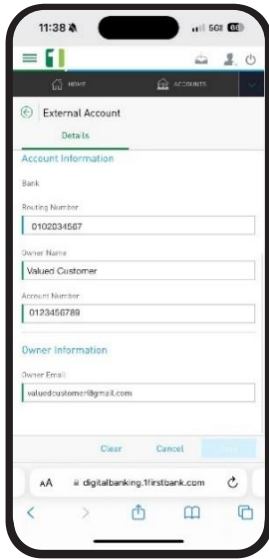


2. Press “Add Accounts” and select the type of account you wish to add.

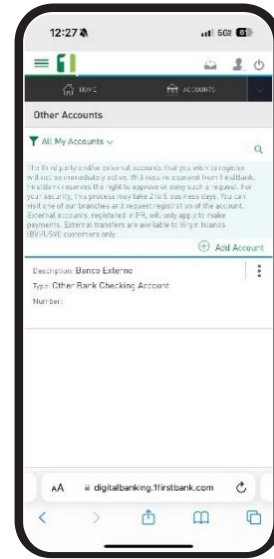


3. Please enter an account description, account number, and email address of the account holder. In the case of an account at another institution, you must also enter the routing and transit number

Press Save once you've entered the information

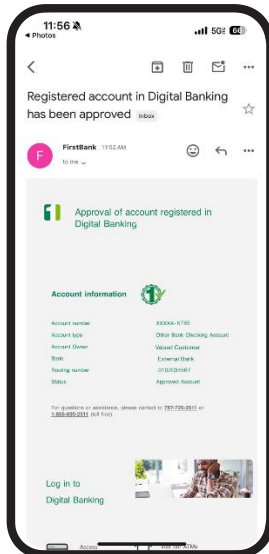


4. During the next 24 to 48 business hours, you will receive a call from a FirstBank representative to verify the request.

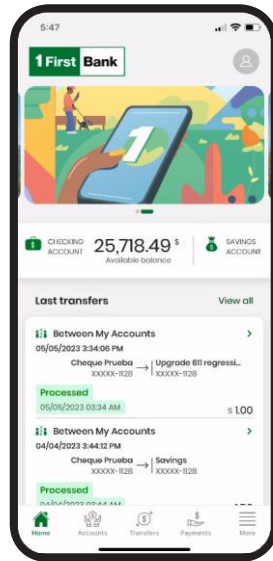


5. If approved, you will receive a confirmation email.

**Note:** Registration is subject to FirstBank's approval, at their discretion.



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



With Digital Banking you can:

- View your accounts through a carousel format, by sliding it to the left
- Access balances and transactions
- Make payments, transfers and deposit checks
- Update your access information in My Profile
- Set up to receive push notifications on your mobile device
- And much more



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Visit one of more  
than 360 ATMs<sup>1</sup>



Visit us in any  
of our branches



Call us  
787.725.2511

**1 First Bank**  
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