

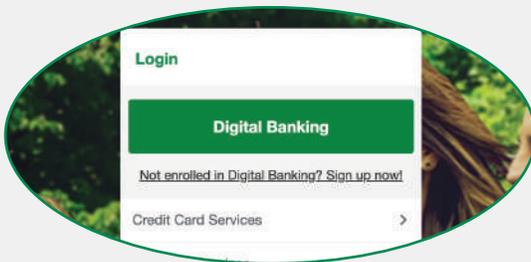


# Learn how **e-Statements** and **Notifications** work in **Digital Banking**

## ELECTRONIC STATEMENTS

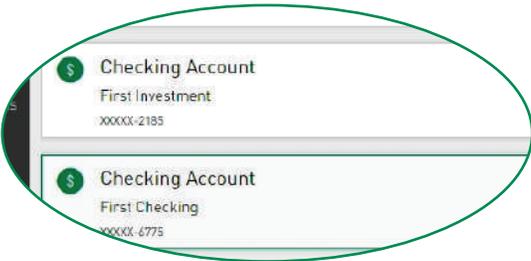
When you sign up for **Digital Banking** you have automatic access to your electronic statements for up to 18 months. To request electronic statements from previous periods visit the “**Services for my accounts**” section.

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



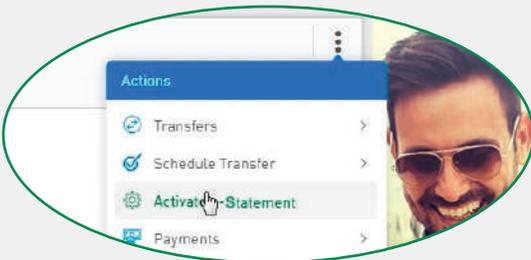
1

**Log in to Digital Banking** through the app or web page [1firstbank.com](http://1firstbank.com).



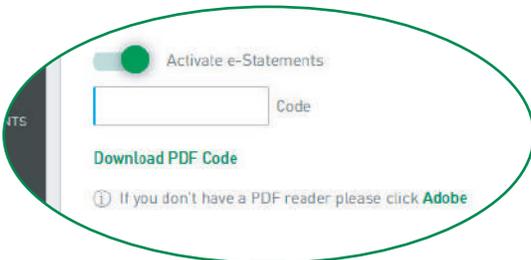
2

**In the home page** menu, click the “**Accounts**” option.



3

**Select the account and click on the three dots (:)** in the screen’s upper right hand corner. Then, if you access through the app, select “**Special Settings**” or if you access through the web page, select “**e-Statement**”.



4

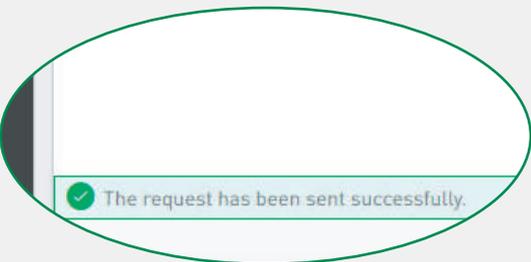
**In the Special Settings/e-Statement** section, turn on the “**Activate electronic statements**” and click “**Download PDF code.**”



**5** A new window with the PDF and the code number will open.



**6** Enter this number in the “Code” section on the homepage and select “Save.”

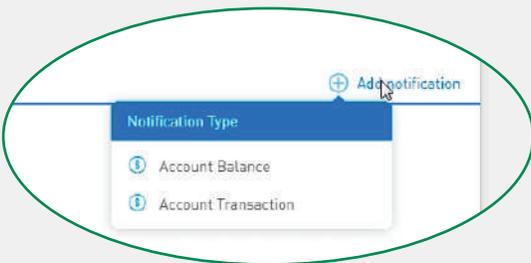


**7** You will see a notification that says, “Submission sent successfully.”

## NOTIFICATIONS



**1** To set up your Notifications, click **Manage** on the menu followed by **Notifications**.



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

### 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 up the alert definition, you may choose among the following: **Any balance, If my balance is less than (amount), or If my balance is greater than (amount).**

- Choose how often you wish to receive the notification and when you want to end it.
- Select the channel that you will use to receive the alerts.
- Click **Save** if it is correct and ready.

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

### IF YOU SELECTED ACCOUNT TRANSACTIONS:

- 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 is less than (amount), or If the transaction is greater than (amount).**

- Choose how often you wish to receive the notification and when you want to end it.
- Select the channel that you will use to receive the alerts.
- Click **Save** if it is correct and ready.

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



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