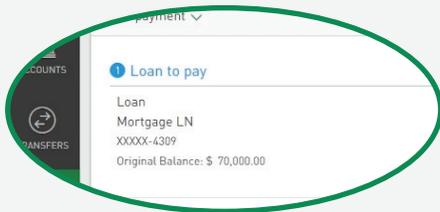# Learn how to make Payments in Digital Banking
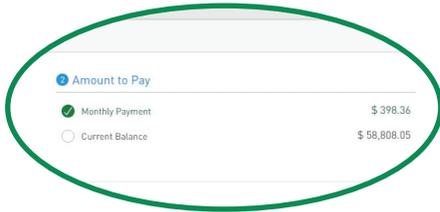
LOANS

1 Click **Payments** on the menu and then click **Loans**.
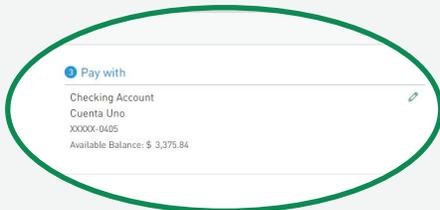
2 Select the loan you want to pay by clicking on **Loan to pay**. Your loans will be displayed here.
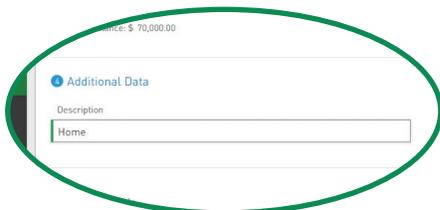
3 Select the amount you are paying in **Amount to pay**. You may select between **Monthly Payment** or **Current Balance**.

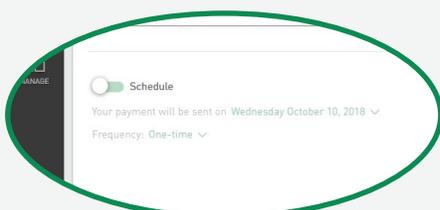Note: For your cancellation balance, call 787.725.2511 or visit your branch of preference.

4 Choose the account you are making the payment from by clicking on **Pay with**.

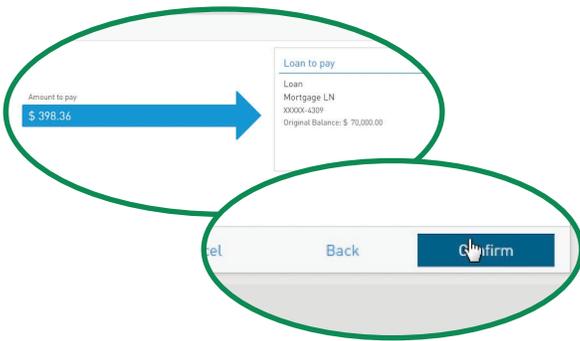**5** For your reference, write a brief description of the payment in **Description**.

6 Schedule future payments on **Schedule** and select the frequency with which you want to make a recurring payment. This step is optional.

Note: You will only be able to schedule a recurrent payment through desktop version.

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

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

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

## HOW TO ADD NEW ACCOUNTS TO MAKE LOAN PAYMENTS

- On the menu, click **Manage**. Then click Other Accounts.

- Click **Add Accounts** to add FirstBank checking accounts, FirstBank savings accounts, checking accounts from other banks, and/or savings accounts from other banks.

- Enter the description alias of the account, the account number, and email of the account owner. ABA routing number will be also required when adding an account from another institution.

- Click **Save** when you are finished entering all the information. These accounts will be saved automatically and you may use them to make loan payments and transfers. The registry of accounts is subject to approval by FirstBank, per its discretion.

Note: You will only be able to add a new account through the desktop version.

BILLS

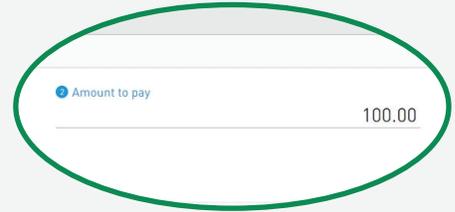**1** Click **Payments** on the menu and then click Bills.
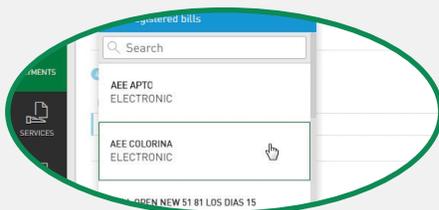
2 Select the payee to whom you are making a payment in **Bill to pay.** Your previously registered payees will be displayed automatically.
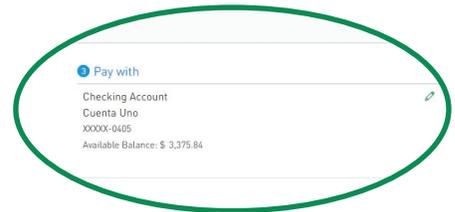
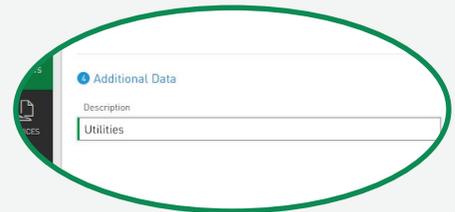**3** Enter the amount you are sending to the payee in **Amount to pay**.

2 Amount to pay

100.00

4 Click **Pay** with to select the account that you will be using to pay the bill.

3 Pay with

Checking Account
Cuenta Uno
XXXXX-0405
Available Balance: $ 3,375.84

5 For your reference, write a brief description of the payment in **Description**.

4 Additional Data

Description

Utilities

6 Click **Next** when you are done entering the information.

Cancel   Clear   Next

7 Validate, edit, or cancel your payment if necessary. Click **Confirm** if everything is correct. 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.

Amount to pay
$ 100.00

Bill to Pay

AEE Colorina
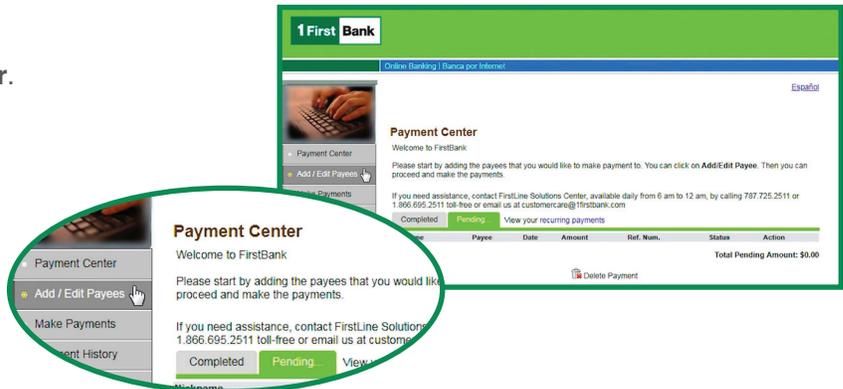ELECTRONIC

Cancel   Back   Confirm
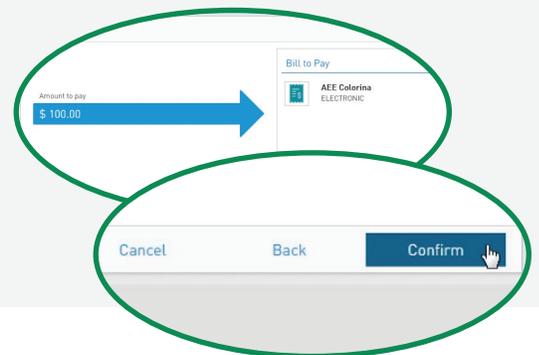
HOW TO ADD NEW PAYEES TO MAKE A BILL PAYMENT

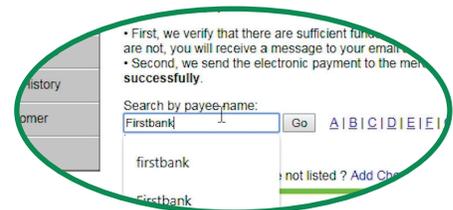Note: You will only be able to add a new payee through desktop version.

To add a new payee click **Payment Center** at the bottom of the **Bill to pay** field.

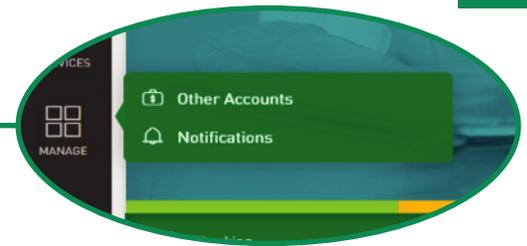- A new window will open, **Payment Center**. Select **Add/Edit Payees**.

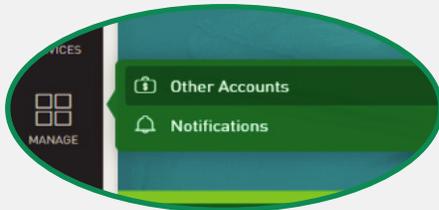- Write the payee name in the search field to select it.

- In the **Add/ Edit Payees** section write a nickname and the payee's account number in the account number field. Then click **Add Payee**. The payee will automatically appear in your *Digital Banking*.
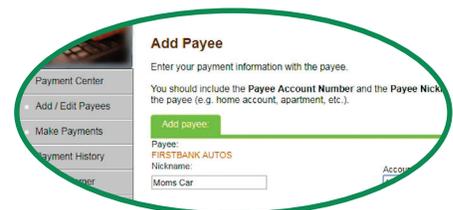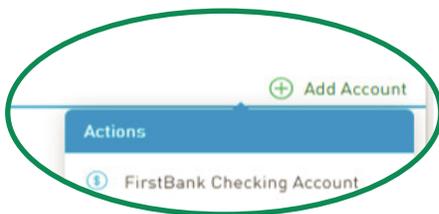
CREDIT CARDS

HOW TO ADD NEW ACCOUNTS TO MAKE BEYOND CREDIT CARD PAYMENTS
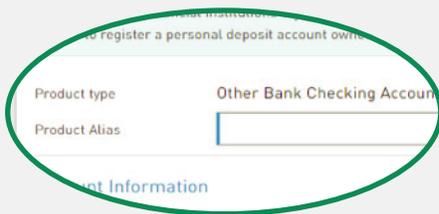
**1** On the menu, click **Manage**. Then click **Other Accounts**.

2 Click **Add Accounts** to add FirstBank checking accounts, FirstBank savings accounts, checking accounts from other banks, and/or savings accounts from other banks.

3 Enter the description alias of the account, the account number, and email of the account owner. ABA routing number will be also required when adding an account from another institution.
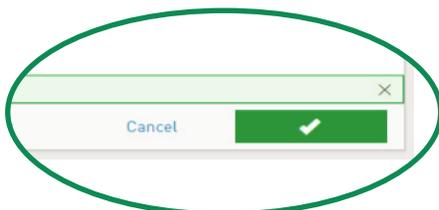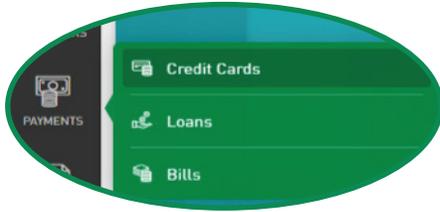
4 Click **Save** when you are finished entering all the information. These accounts will be saved automatically and you may use them to make loan and credit card payments and transfers.
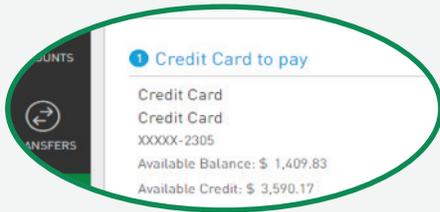The registry of accounts is subject to approval by FirstBank, per its discretion.

Note:You will only be able to add a new account through the desktop version.
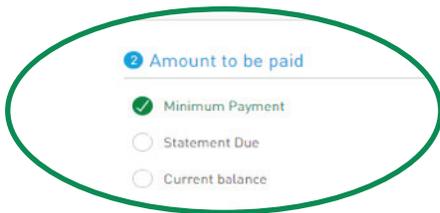
HOW TO MAKE PAYMENTS

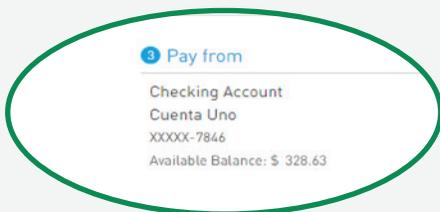**1** Click **Payments** on the menu and then click **Credit Cards**.

2 Select the Credit Card you want to pay by clicking on **Credit Card to pay**. Your Credit Cards will be displayed here.
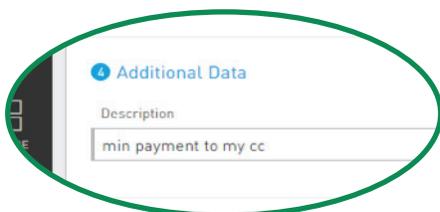
3 Select the amount you are paying in **Amount to pay**. You may select between **Minimum Payment**, **Statement Due**, **Current Balance**, **Statement Balance** or select and enter a **Custom Amount**.
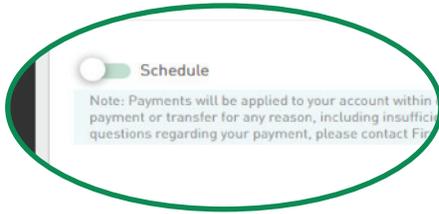
4 Choose the account you are making the payment from by clicking on **Pay from**.

5 For your reference, you may write a brief description of the payment in **Description**.
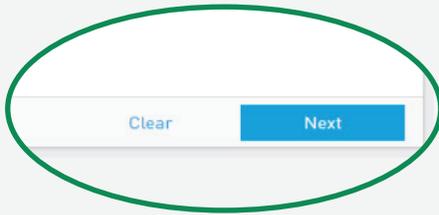
**YOU WILL ALSO HAVE THE OPTION TO SCHEDULE A FUTURE PAYMENT.**

6 Slide the **Schedule** button to schedule future payments and select the date and frequency with which you want to make a recurring payment. This step is optional.

Note: You will only be able to schedule a recurring payment through the desktop version.

7 When you are finished entering all the information, click **Next**.
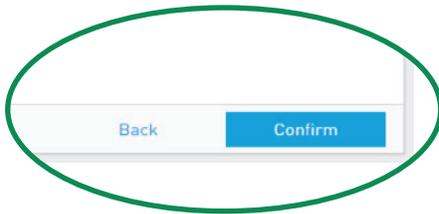
8 Review, edit, or cancel your payment information if necessary. Click **Confirm** if everything is correct. You will receive an on-screen confirmation and a notification through email.

Call us
787.725.2511 o 866.695.2511

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apoyoalcliente@1firstbank.com

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in any of our branches

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1fistbank.com

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Together we are one