

Now, accessing your account statements is easier than ever!

Learn how to transition from paper statements to electronic statements by following these simple steps.

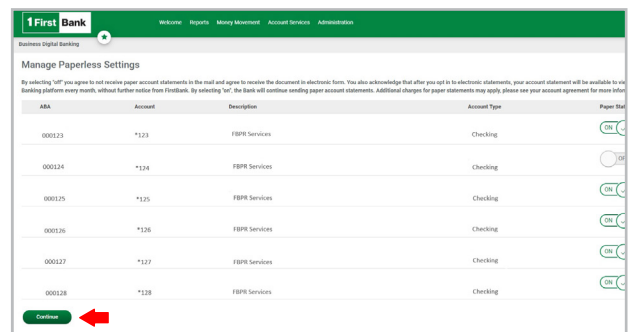
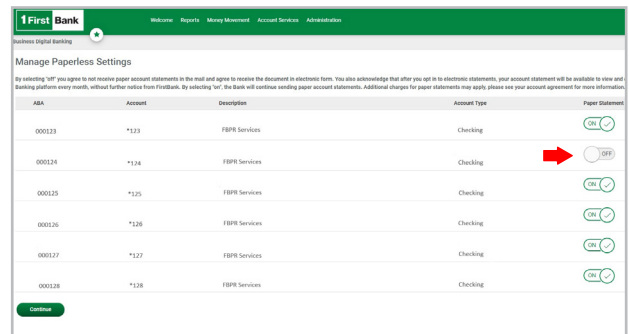
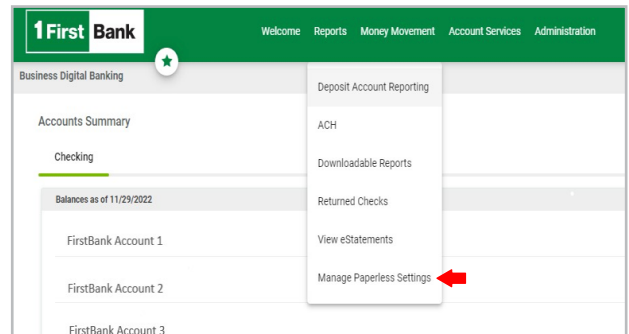
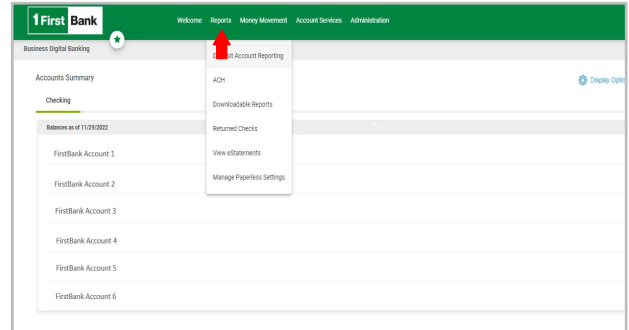
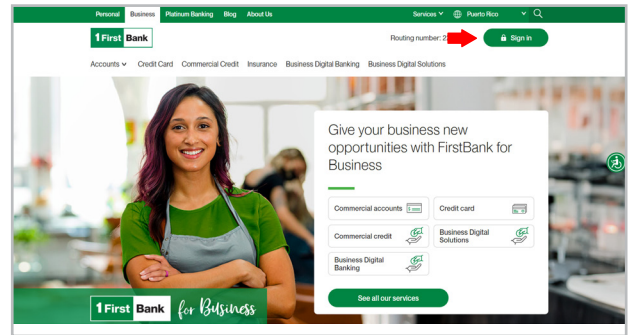
1 First Bank

Todo está en uno

Business Digital Banking

To deactivate your paper statements received by mail, complete the following steps.

1. Log in to **Business Digital Banking** through **1firstbank.com**.
2. When you access the platform, go to the **“Reports”** section.
3. Select **“Manage Paperless Settings.”**
4. Select preference(s) to receive the electronic statement. By selecting **“OFF”**, you agree to **NOT receive paper account statements in the mail and agree to receive the documents in digital form.**
5. After selecting your preference(s), click **“Continue.”**



6. Click “Save Preferences.”

Business eStatement Viewer

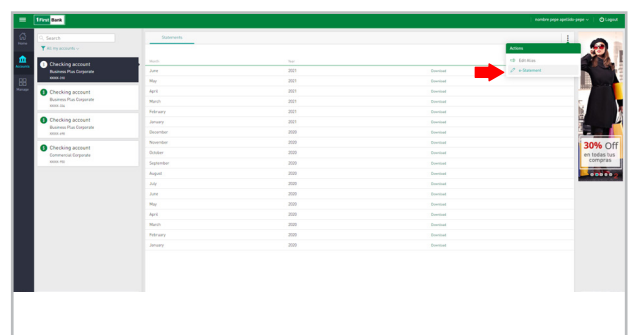
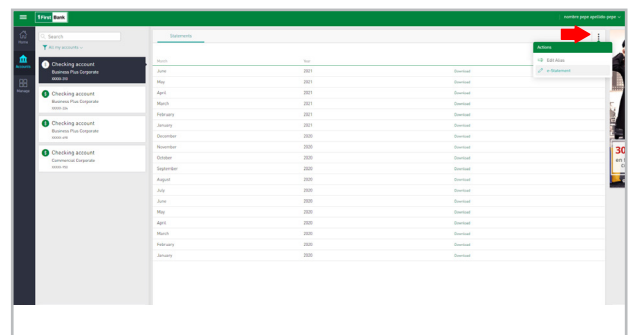
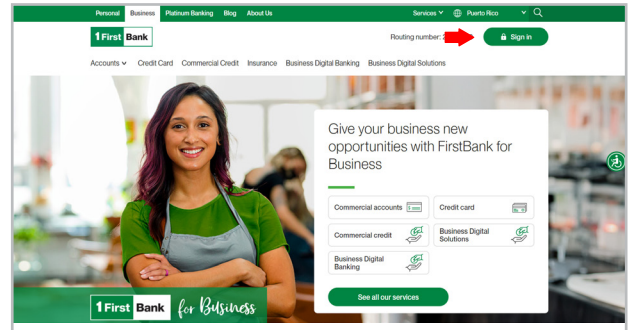
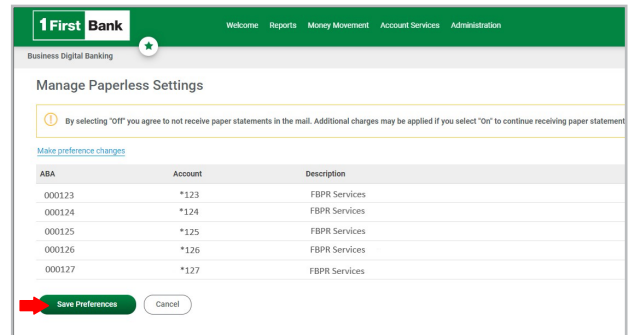
To deactivate your paper statements received by mail, complete the following steps. This will allow you to receive an email notification when the document is available through Business eStatement Viewer in the statement section.

1. Log in to Business eStatement Viewer through 1firstbank.com.

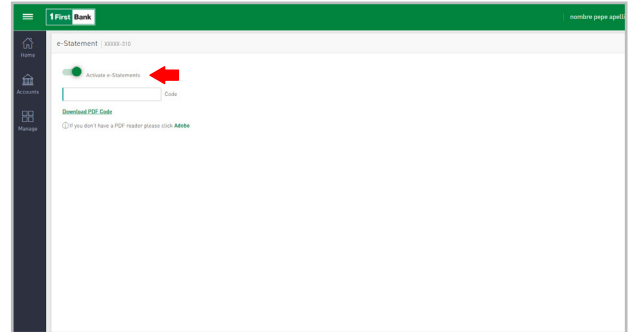
2. When you access the platform, go to the “Accounts” menu option.

3. Select the account and click on the **three dots (:)** in the upper right corner of the chosen account.

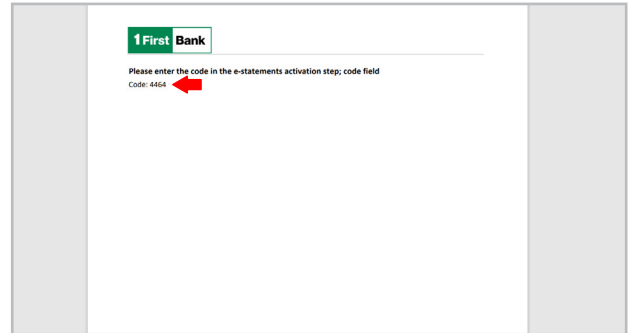
4. Click “e-Statements.”



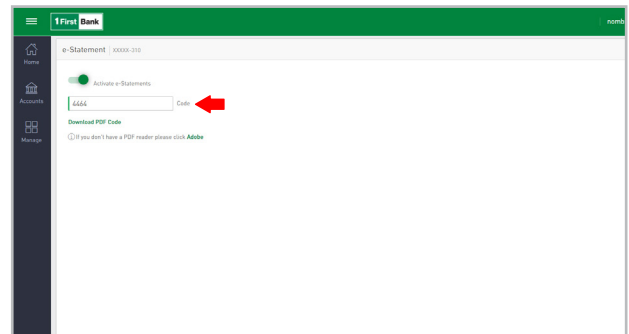
5. When accessing this section, slide/tap the button to the right in order to “**Activate e-Statements**” and click on the “**Download PDF code**” link.



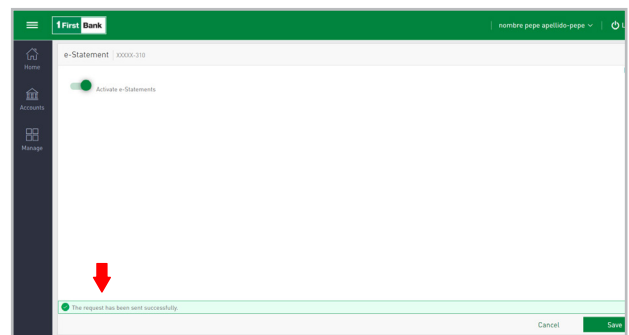
6. Another window will open with the PDF code number.



7. Insert that number into the “**Code**” field on the menu page and press the “**Save**” button.



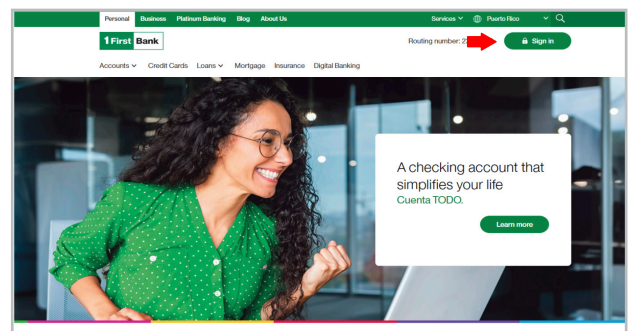
8. The **request submitted successfully** message will be displayed.



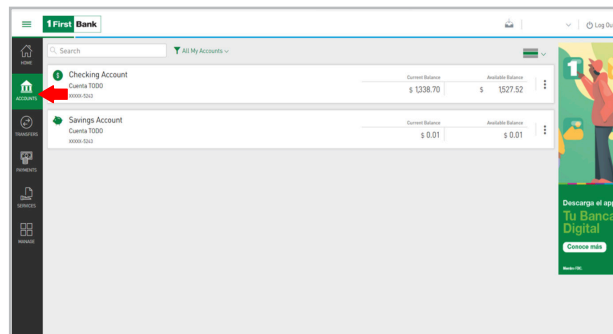
Digital Banking

To deactivate your paper statements received by mail, complete the following steps. This will allow you receive an email notification when the document is available through Digital Banking in the statement section.

1. Log in to **Digital Banking** through the app or webpage 1firstbank.com.

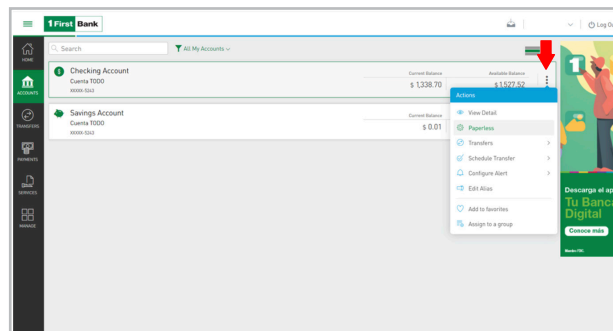


2. When you access the platform, go to **“Accounts”** in the menu option.

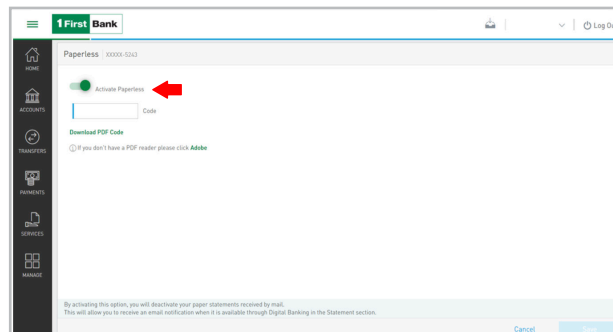


3. Select the account and click on the **three dots (:)** in the upper right-hand corner of the chosen account.

A window will pop up, select **“Paperless”**.

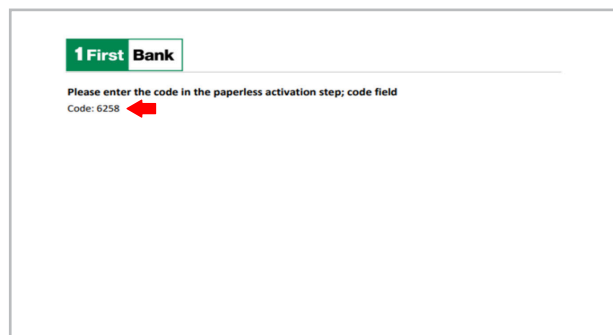


4. A new page will open where you have to slide/tap the button to the right in order to activate **“Paperless”**.



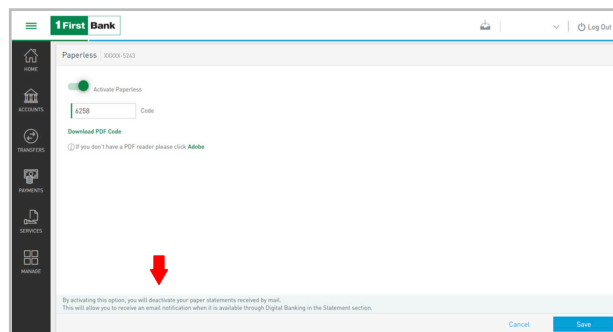
5. Once you activate the Paperless option, press **Download code**.

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

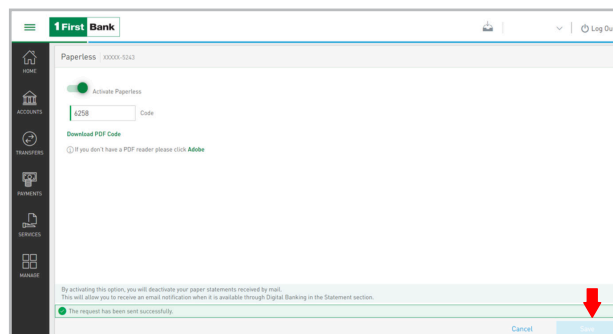


6. Enter the code number in the Code section on the homepage and press **“Save”**.

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



7. To finish, select “Save” and keep on enjoying Digital Banking.



Get to know some of the benefits of our digital platforms.

Benefits / Functionalities	Digital Platforms		
	Business eStatement Viewer	Business Digital Banking	Digital Banking
Cost of access to platforms	Free	Costs may vary	Free
See commercial account history (Last 18 months)	✓	✓	✓
Electronic or paper account statement preference management	Section: Accounts Option: e-Statements	Section: Reports Option: Manage paperless settings	Section: Accounts Option: Paperless
Self Enrollment function for commercial account signers	✓	✗	✓
Option to allow access of non-signers to the commercial account	✓	✓	✗
Platform available for clients	Commercial & DBA Commercial	Commercial & DBA Commercial	Individuals & DBA Commercial
Service Center phone numbers	787.729.8290 Free of charge 1.866.939.8039	787.729.8290 (option #2) Free of charge 1.866.939.8039	787.725.2511 Free of charge 1.866.695.2511
Service Center hours	Monday - Friday 8 a.m. - 5 p.m. (AST)	Monday - Friday 7:30 a.m. - 5:30 p.m. (AST)	Monday - Friday 6 a.m. - 12 a.m. (AST)

Across our platforms, you can not only view your account statements from wherever you are, but you can also help protect the environment by opting to receive electronic statements.

Go to [1firstbank.com](https://www.1firstbank.com)

Visit one of more than 360 ATMs¹

Visit us in any of our branches

Call us 787.725.2511

FirstBank is a member FDIC in Puerto Rico, United States and the U.S. Virgin Islands. Digital Banking is subject to FirstBank terms, conditions and restrictions. 1. ATMs around Puerto Rico, the United States Virgin Islands, Tortola and Florida.