

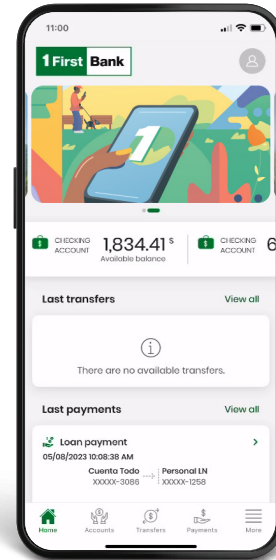
# Learn how e-Statements and Notifications work in Digital Banking

## Electronic statements

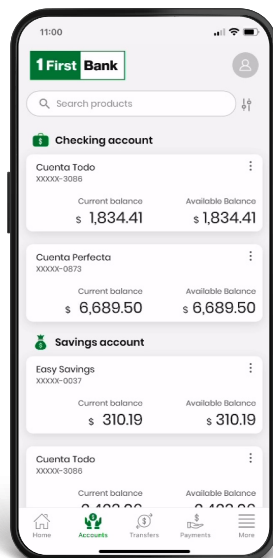
When you sign up for Digital Banking you have automatic access to your electronic statements for up to 18 months. To request electronic statements from previous periods visit the Services for my accounts section.

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.

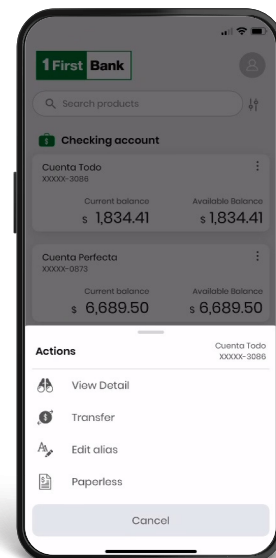


2. In the home page menu located at the bottom of the page, press Accounts.

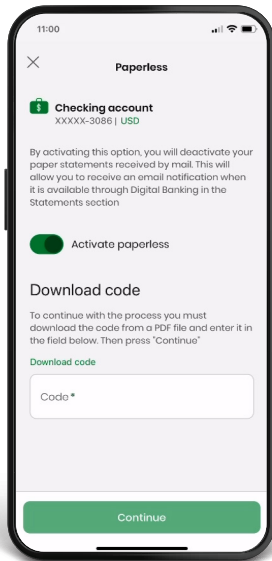


3. Select the account and tap the three dots (⋮) in the upper right-hand corner of the chosen account.

A window will pop up, select Paperless.



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



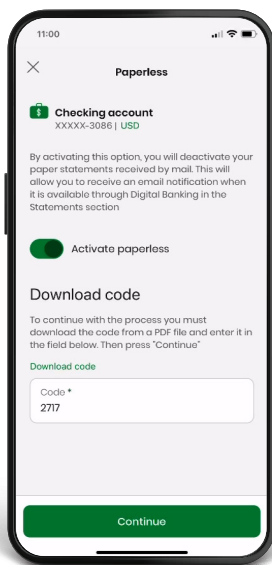
5. Once you activate the Paperless option, press Download code.

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

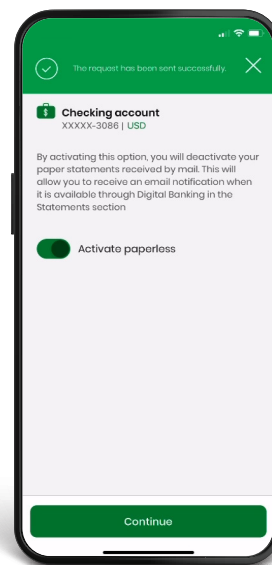


6. Enter the code number in the Code section on the homepage and select Continue.

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

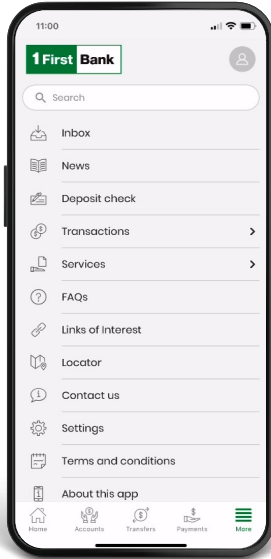


7. To finish, select Continue and keep on enjoying Digital Banking.

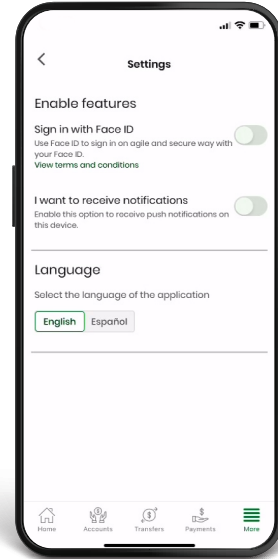


## Push notifications

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

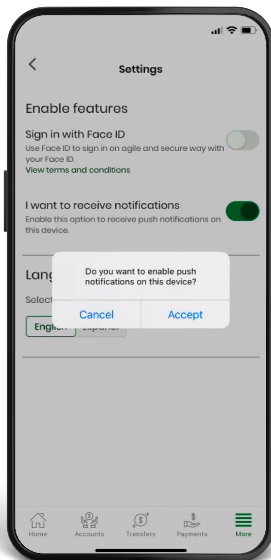


- 2.** Slide to the right the I want to receive notifications button.



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

Press Accept.



## 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.



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



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



Visit us in any  
of our branches



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Todo está en uno