Quick Reference Guide
Business eStatement Viewer
Administrator User

1 First Bank

Todo está en uno

Self-registration process

Access the Business eStatement Viewer page using the following link: **www.businessestatementviewer.1firstbank.com** and click on "Sign up to: **Business eStatement Viewer.**"

IMPORTANT: This process can only be initiated and completed by account holders of the commercial account who are authorized signatories that will be categorized as Administrators on the Platform (with a limit of 2 per account). Basic users will not be able to complete self-registration, only administrators can register them later.

1. Click "Accept Terms and Conditions" and click "Next."

2. Enter the company information: name, select the type of identification SSN, enter the company's SSN, and click "Next."

3. Fill out the fields required on the screen. The information to be entered in this step corresponds to the Administrator user.

IMPORTANT: To download the PDF code, the user must have a PDF reader installed. An additional screen will open, where the code must be copied and inserted into the main registration page.
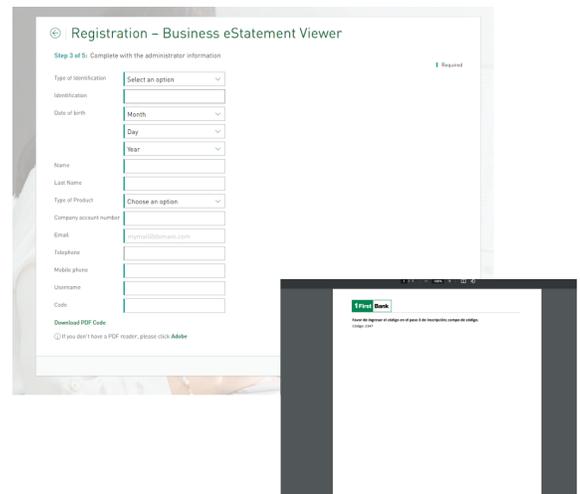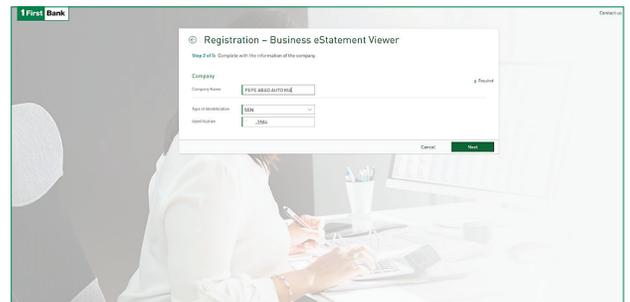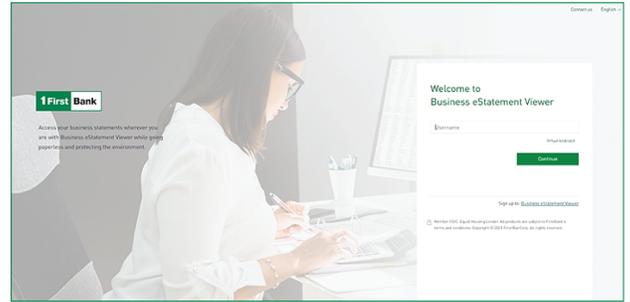
4. Click "I am not a Robot," select images as directed, and click "Verify."
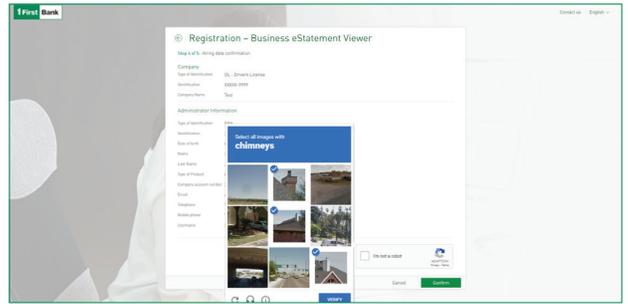
5. Check that all the information is correct and click "Confirm."
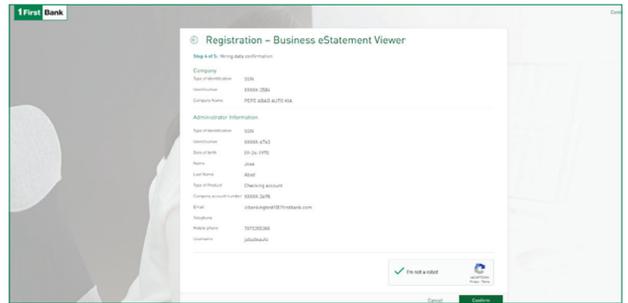
6. Click "Finish."

IMPORTANT: You will receive an email with a temporary code to access the platform and complete the configuration of your access data (create new password, select security image, create secret question and answer, and create a 4-6 digit PIN).

Should you require assistance, please contact FirstLine Solutions Center at 787-729-8290 or 1-866-939-8039 (toll free).
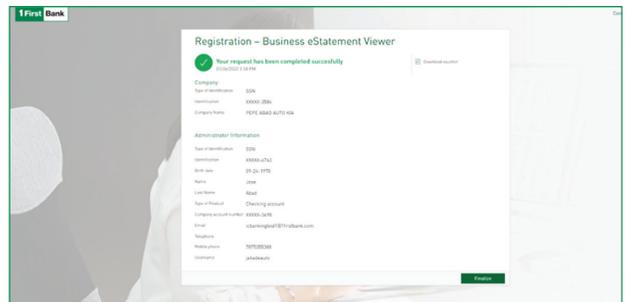
First login:
Once you have completed your login configuration, you will be able to access the platform and view images of your account statements. Additionally, you will be able to register additional basic users (non-signatories of the account) so that they can also access your account statements.
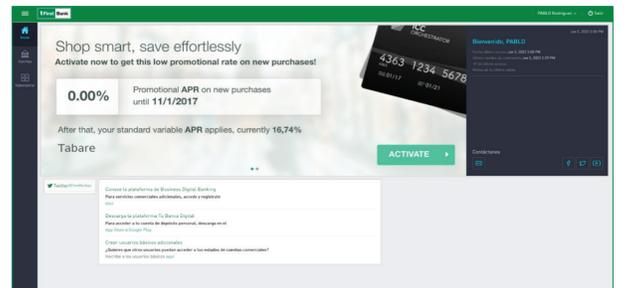
Welcome to Business eStatement Viewer!

You have been registered as a Administrator in the Business eStatement Viewer platform, where you can electronically access and download your business' statements for the last 18 months.

To complete the registration process, you should access **www.businessestatementviewer.1firstbank.com** using the temporary password sent for your first login in the welcome email and to configure a new password and accept the platform's Terms and Conditions.

Login

1. To log in to the platform for the first time, you must enter your username, configured during your registration.
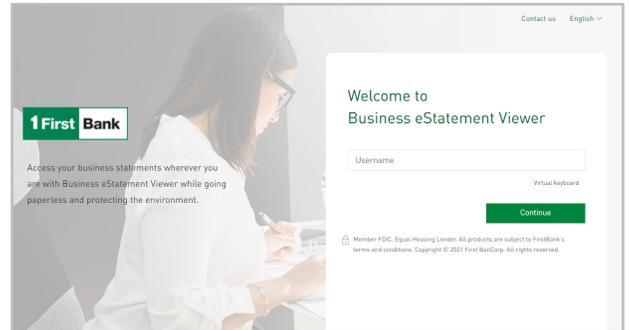
2. Then you must enter the temporary password on the screen provided in the welcome email. The system will ask you to set up a new password and a PIN as an additional authentication method.
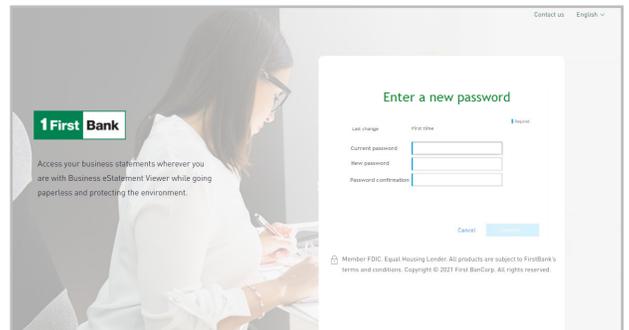
3. Also, you will receive a request to create a secret question that will be used for processes such as password changes or to recover access to the platform in case you get locked out or forget your credentials.
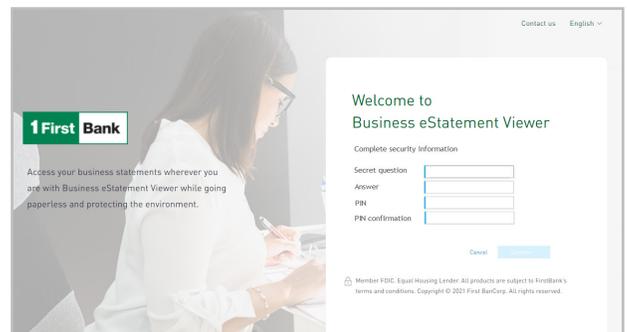
4. Finally, you must accept the Terms and Conditions of the platform in order to access and use it.
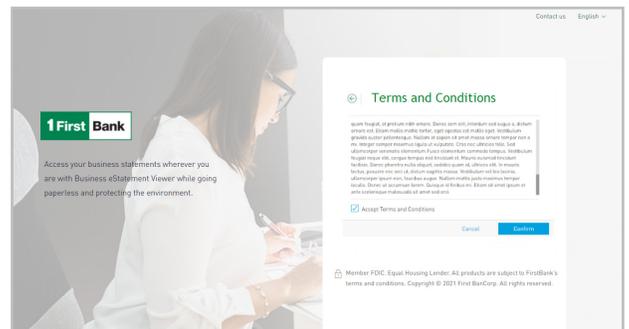
How to access and download account statements

1. To view account statements, go to the menu or select the "Accounts" option. Once you access this section, you will be able to see the accounts to which you have access as a signer.

2. By clicking on any of the accounts, you will see the list of the last 18 months for which statements are available. Select the statement you want to see and click "Download."

Note: To view and download them, you must have a PDF reader (e.g. Adobe) installed.

3. A new window or tab will open with the image of the statement selected, which you will be able to view and/or download to your computer.
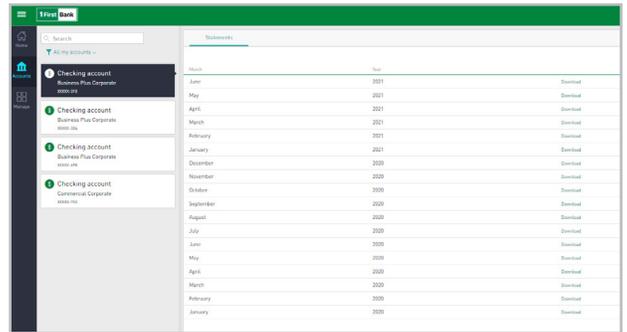
How to deactivate paper statements

1. When you access the platform, you must go to the "Accounts" menu option.

2. Select the account and click on the three dots (⋮) on the upper right portion of the screen.

3. Then click on "Activate electronic statements."

4. When accessing this section, enable the "Activate e-Statements" option and click on the "Download PDF code" link.
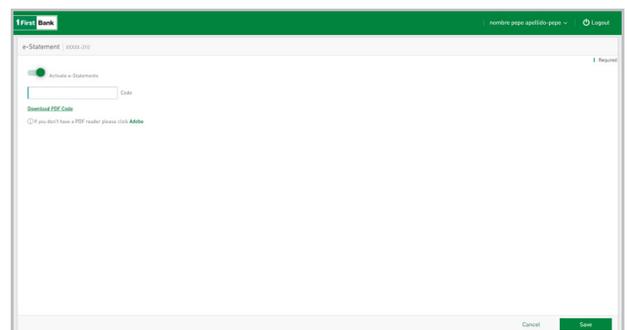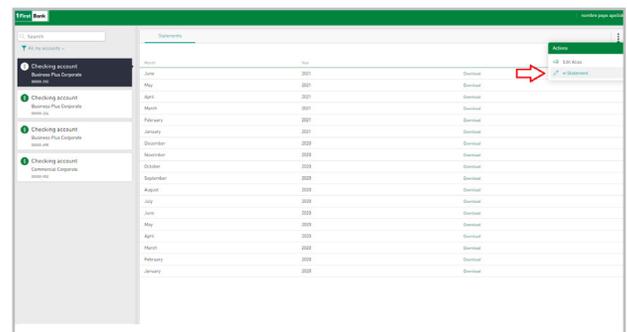
5. Another window will open with PDF and the code number.
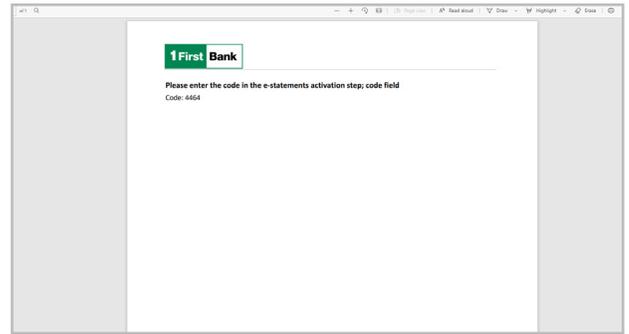
6. Insert that number into the "Code" field on the main page and press the "Save" button.
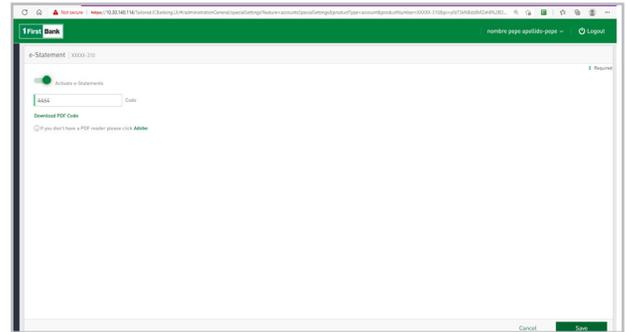
7. The "Request submitted successfully" message will be displayed.

How to add regular users

1. When selecting the "Manage" option, click on "User."
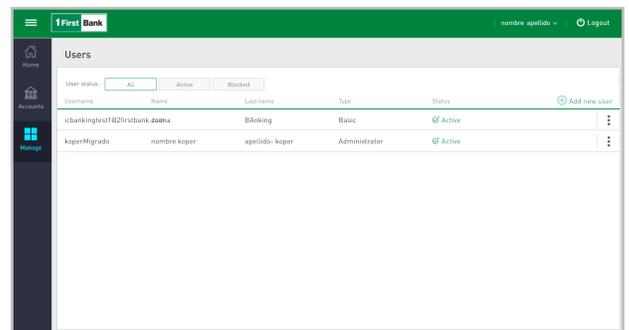
2. Enter the required data related to the basic user.
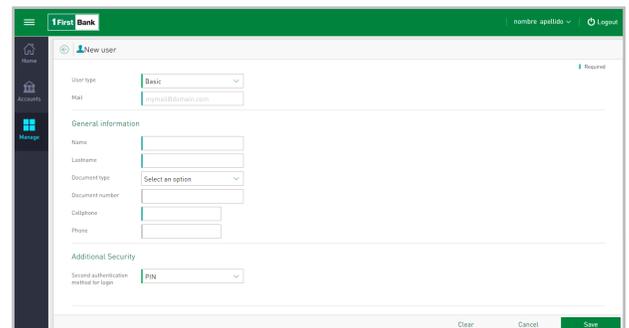
3. Select the "Manage" option and select "Permits."
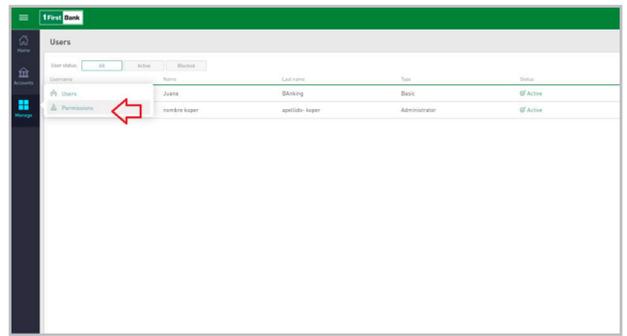
4. Select the created user, assign the deposit account to which you will have access to.
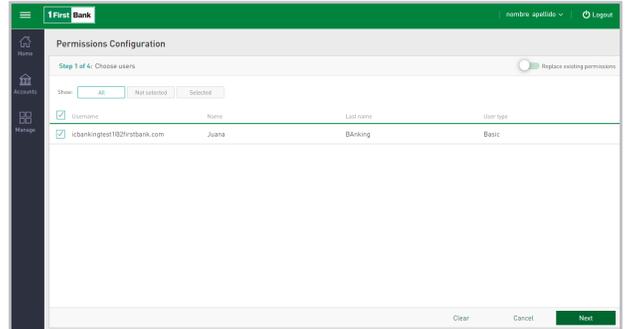
5. Select the product/s for which the user will have access to view account statement images.
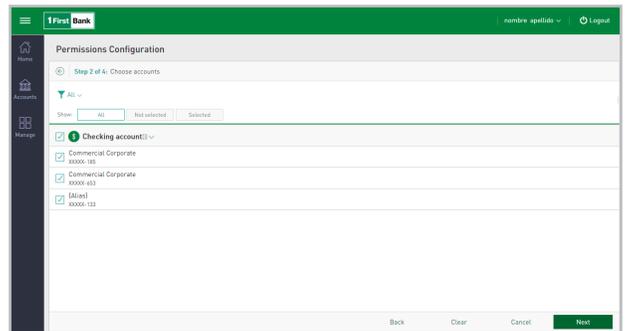
6. Select the functionality, in the case of a regular user and "Accounts - Account Overview."
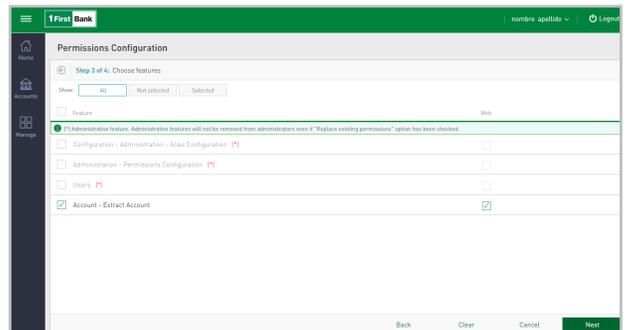
7. Verify the information entered in the previous steps in order to complete the process.
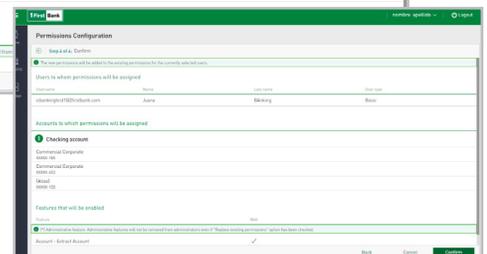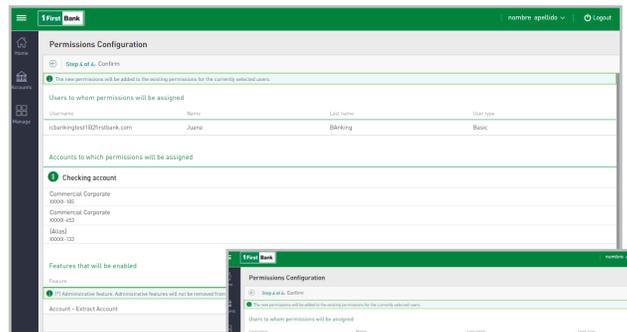
Unlocking the Platform / Password Recovery

1. Click the "Blocked" button.

2. Enter the answer to the secret question set up in the first login. If you do not remember the secret question, click on the link "I can't remember my secret question, please send it to me via email."

3. When you enter the answer to the secret question and the email, a temporary password will be emailed to you, which you will use to log in again.

4. Enter the username and temporary password in the Login screen; you will be required to create a new password and confirm it, and that's it! You will be able to access the platform again.
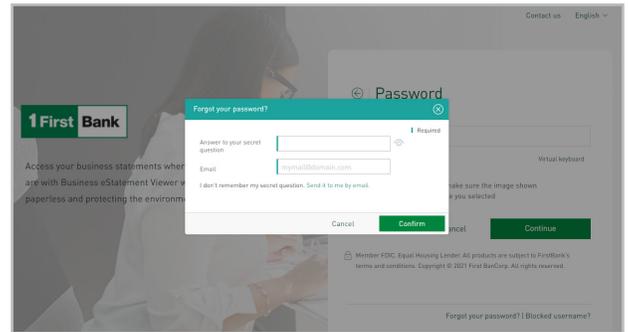
Additional configurations

In this section you will be able to configure the following:
- Security picture
- Secret question
- Security answer
- Active sessions
- Language
- Notification channel (currently only email)