## Welcome to First Citizens Online Banking

## Follow the steps below to amend a Payee

Log into your personal online banking account from www.firstcitizenstt.com



Log in using your User ID/CIF and password

## Select the "My Payments" tab

|                                |                              | L             | ogout   About     | Us   Help  | Customer Servic                          | e   Mob  | ile Banking |
|--------------------------------|------------------------------|---------------|-------------------|--|--|----------|-------------|
| <u> </u>                       | าร                           | •             | Norton<br>SECURED | First Citizens chose \<br>for secure e-commer<br>confidential communi<br>About SSL Certificate | feriSign <u>SSL</u><br>e and<br>cations. | Online E | Banking     |
| My Home My Services My         | Messages My Calendar         | Transfer Fun  | ds My Paymen      | Open Acc   | ounts My Inve                            | stments  |             |
| Good Afternoon Or              | nline Banking & Tel          | ebanking      | Test              |  |  |          |             |
| Last login Monday 20 January 2 | 2020 at 8:36 am <u>Custo</u> | mize This Pac | e   👸 Show Pro    | tected Data  |  |          |             |
| Accounts                       |                              |               | Transactions      |  |  |          |             |
| Deposit Accounts               |                              |               | Date              | Account  | Description                              |          | Amount      |
| Account                        | Available                    | Current       | 2020-01-07        | ***5808  | Deposit                                  |          | \$1.00      |
| Statement Savings -            | \$11.00                      | \$11.00       |                   |  |  |          |             |
|                                |                              |               |                   |  |  |          |             |
|                                |                              |               |                   |  |  |          |             |
|                                |                              |               |                   |  |  |          |             |
|                                |                              |               |                   |  |  |          |             |
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|                                |                              |               |                   |  |  |          |             |
|                                |                              |               |                   |  |  |          |             |
|                                |                              |               |                   |  |  |          |             |

## Select "Manage Payees" from the drop-down menu

| Image: Second Secon | Image: Construction       Image: Construction |  | Logout   About Us   Help   Customer Service   Mobile Banking  |  |
|--|---|--|---|--|
| My Home       My Services       My Messages       My Calendar       Transfer Funds       My Payments       Open Accounts       My Investments         Good Afternoon Online Banking & Telebanking I       Last login Monday 20 January 2020 at 8:36 am       Customize This Page       Payments       Standard Payee Payments         Accounts <ul> <li>Penosit Accounts</li> <li>Account</li> <li>Available</li> <li>Current</li> <li>Statement Savings - \$11.00</li> <li>\$11.00</li> <li>\$11.0</li></ul>  | My Home       My Services       My Messages       My Calendar       Transfer Funds       My Payments       Open Accounts       My Investments         Good Afternoon Online Banking & Telebanking   | 💥 First Citizens                             | First Criticates chose VeriSign <u>SSL</u><br>for secure e-commerce and<br>confidential exonumications.<br>powered by digder(<br>about SSL Certificates |  |
| Good Afternoon Online Banking & Telebanking T         Last login Monday 20 January 2020 at 8:36 am         Customize This Paper         Accounts       Standard Payee Payments   | Good Afternoon Online Banking & Telebanking T         Last login Monday 20 January 2020 at 8:36 am       Customize This Pare         Accounts       Pending Payments         Account       Available © Current         Statement Savings-       \$11.00         \$11.00       \$11.00   | My Home My Services My Messages My Ca        | lendar Transfer Funds My Payments Open Accounts My Investments  |  |
| Last login Monday 20 January 2020 at 8:36 am     Customize This Page       Accounts     Image: Custom Page Payments  | Last login Monday 20 January 2020 at 8:36 am     Customize This Page       Accounts     Image: Custom Pagee Payments       Account     Available       Account     Available       Statement Savings -     \$11.00  | Good Afternoon Online Banking                | a & Telebanking T   |  |
| Accounts       Pending Payments       Pending Payments   | Accounts       Pending Payments   | Last login Monday 20 January 2020 at 8:36 am | Customize This Page   Standard Payee Payments   |  |
| ▼ Deposit Accounts       ▲ Account       ▲ Description       ▲ Amount         ▲ Account       ▲ Available       ▲ Current         Statement Savings -       \$11.00       \$11.00  | ▼ Deposit Accounts       ● Available       ● Current         ▲ Account       ● Available       ● Current         Statement Savings -       \$11.00       \$11.00  | Accounts                                     | E Custom Payee Payments   |  |
| Account Available Current<br><u>Statement Savings -</u> \$11.00 \$11.00<br>***5808<br>2020-01-07 ****5808 <u>Deposit</u> \$1.00  | Account<br>Account Available Current<br>Statement Savings - \$11.00 \$11.00<br>***5808<br>2020-01-07<br>****5808<br>Deposit \$1.00  | ▼ Deposit Accounts                           |   |  |
| Statement Savings -         \$11.00           ***5808         \$11.00  | Statement Savings -         \$11.00           ***5808         \$11.00   | Account Available                            | Current   |  |
|  |   | ***5808<br>***5808                           | \$11.00   |  |



To modify a "**Payee**", click the edit icon 🐷 to change details of your listed payee

Enter changes and click the "Submit" button

| (←) → C' ŵ |   |  |            |
|------------|---|--|------------|
|            | https://www.firstcitizenstt.net/payee.do?_flowExecutionKe                 | y=_c9832E880-2535-A8DF-040C-DC7C420906E8_k9FB1C72E-CCF0-45DB-7804-A4 😎 🟠           | III\ 🗊 🔹 🗏 |
|            |   | Logout About Us Help Customer Service Mobile Banking                               |            |
|            | Kirst Citizens  | View First Citizens chose VeriSign SSL<br>for secure e-commerce and Online Banking |            |
|            | ~   | powered by dejour About SSL Certificates   |            |
|            | My Home My Services My Messages My Calenda                                | Transfer Funds My Payments Open Accounts My Investments                            |            |
|            | Modify Payee  |  |            |
|            | All areas denoted with an * must be completed.                            |  |            |
|            | Enter the information you would like to change. Any pending<br>Payee: 123 | payment with this payee will also be updated.<br>45                                |            |
|            | *Account, Credit Card or Policy Number with Payee: 123                    | 145  |            |
|            | Account/Policy Holder Name: 12  | 145  |            |
|            | Comments: 12  | 45   |            |
|            | Total Daily Limit: \$20   | 000.00 115   |            |
|            |   | Submit Cancel  |            |
|            |   |  |            |
|            |   |  |            |
|            |   |  |            |
|            |   |  |            |
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Once the "**Payee**" was successfully modified/updated. Please note, pending payment(s) to this payee will also be updated

| 😰 First Citizens Bank WebCSR - Ci 🗙 | First Citizens Bank Limited, - 1 | Mana 🔿 🗙 🤷 First Citizens          |   |  |   |           |
|-------------------------------------|----------------------------------|------------------------------------|---|--|---|-----------|
| (←) → ♂ ŵ                           | 🛛 🔒 https://www.                 | firstcitizenstt.net/payee.do?_flov | vExecutionKey=_c9832E8B0-2535-A8DF-040C-DC7   | C420906E8_k84C26DC0-1AB2-7   | E34-3E3B-79 ··· 🗵 🟠   | II\ 🗊 📽 ≡ |
|                                     | 火 Firs                           | st Citizens                        | Logout About Us   | Interpretation of the service of the | e Mobile Banking<br>Online Banking<br>nter Friendly Version |           |
|                                     | My Home My                       | Services My Messages M             | ly Calendar Transfer Funds My Payment   | Open Accounts My Inve  | stments   |           |
|                                     | Manage F                         | Payees                             |   |  |   |           |
|                                     | The following is                 | a list of your registered payees.  | he payee has been successfully modified.<br>ny pending payment with this payee has also b<br>Click 📀 to add a payee from First Citizens list of s | been updated.<br>tandard payees or a new payee.  | To modify 🛃 or delete                                       |           |
|                                     | the payee,     Payee             | click the appropriate button unde  | er the Action column.   | © Comments   | Action  |           |
|                                     | 12345                            | 12345                              | 12346   | 12345  |   |           |
|                                     |                                  |                                    |   |  |   |           |

You may now proceed to make payments to the amended payee.

For any concerns or queries, kindly:

- Send us a Secure Message or
- Email at <a href="mailto:channelsupport@firstcitizenstt.com">channelsupport@firstcitizenstt.com</a> or

Chat with us via our Webchat service available every day from 6am to 10pm. To access Webchat, click on CLICKTO CHAT located on the First Citizens website, <u>www.firstcitizenstt.com</u>