



First Citizens

*business*  
online

U S E R   G U I D E

**How-to  
Download Credit Card  
eStatements**

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# How-to Download Credit Card eStatements

1. Access Business Online via the First Citizens website and click the **“BUSINESS ONLINE LOGIN”** button.
2. Log in to Business Online using your credentials.

The screenshot displays the First Citizens website interface. At the top, the navigation bar includes the First Citizens logo, links for 'About First Citizens', 'Locations', 'News and Notices', and 'Customer Support', along with a search function labeled 'Search First Citizens'. Below this, a secondary navigation bar shows 'Personal' and 'Business' tabs, with 'Business' selected. A location dropdown menu is set to 'Barbados'. A main menu features icons and labels for 'Digital Banking', 'Savings & Chequing', 'Credit Cards', 'Borrowing', and 'Wealth Management'. The main content area has a green background with the heading 'Business Banking'. Below the heading, it states: 'Our Online Banking for business –efirst has transitioned to First Citizens Business Online. To learn more about Business Online [click here](#)'. A prominent yellow button labeled 'BUSINESS ONLINE LOGIN' is positioned at the bottom of this section.

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# How-to Download Credit Card eStatements

Once logged in, click the Dashboard icon at the top of the left menu bar or scroll to the bottom and click the arrow to expand the menu options.

**Business Online**

Welcome TOSHIRO

Wayne Enterprises Ltd

### ACCOUNTS

Accounts	Available Balance	Ledger Balance
Savings	100,000.00	100,000.00
Chequing	125,000.00	125,000.00
Deposits	0.00	0.00
Commercial Loans	0.00	0.00

### QUICK LINKS/ FAVOURITES

- Account Transfers
- Account Summary
- Account Statements
- ACH Transfers
- Bill Payment
- Credit Cards
- Messaging

### RECENT TRANSACTIONS

No records available

### MY PENDING ACTIVITIES

No records available

### MESSAGES

No records available

### CREDIT CARD

TTD 1,20,601.44 Available Balance 1 Total no of card

TTD 29,398.56 Current Balance TTD 1,50,000.00 Total Credit limit

### LOANS

No records available

### CERTIFICATE OF DEPOSIT SUMMARY

No records available

### JANUARY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

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# How-to Download Credit Card eStatements

Select the “**Credit Card**” option from the left menu bar.

The screenshot displays the First Citizens online banking dashboard. On the left, a dark green navigation menu is open, with the 'Credit Card' option highlighted by a red rectangle. The main content area shows account balances, quick links, recent transactions, messages, and a credit card summary. A calendar for February 2026 is visible at the bottom.

**Account Balances:**

	BBD	<a href="#">View All</a>
Available Balance		Ledger Balance
0.00		0.00
600.00		600.00
0.00		0.00
0.00		0.00

**QUICK LINKS/ FAVOURITES**

- [Account Transfers](#)
- [Account Summary](#)
- [Account Statements](#)
- [ACH Transfers](#)
- [Bill Payment](#)
- [Credit Cards](#)
- [Messaging](#)

**RECENT TRANSACTIONS**

Date	Ref No	Transaction Amt (BBD)
24 Feb 2026	467	4.35
24 Feb 2026	466	1.35
24 Feb 2026	462	1.00
24 Feb 2026	464	2.00
19 Feb 2026	452	10.00

**CREDIT CARD**

BBD 5,242.64 Available Balance 2 Total no of card

BBD 7,557.36 Current Balance BBD 12,800.00 Total Credit limit

**MESSAGES**

- BROADCAST** Feb 2026: Easily Access Your Credit Card Statement Within Business Online!
- BROADCAST** Feb 2026: Easily Access Your Statement Within Business Online!

**CALENDAR: FEBRUARY 2026**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

# How-to Download Credit Card eStatements

Select the “**Credit Card List**” option.

The screenshot displays the First Citizens online banking dashboard. On the left, a dark green navigation menu is open, with the 'Credit Card List' option highlighted by an orange border. The main dashboard area contains several widgets:

- Account Summary:** A table showing Available Balance and Ledger Balance in BBD.
- QUICK LINKS/ FAVOURITES:** A list of links including Account Transfers, Account Summary, Account Statements, ACH Transfers, Bill Payment, Credit Cards, and Messaging.
- RECENT TRANSACTIONS:** A table with columns for Date, Ref No, and Transaction Amt (BBD).
- CREDIT CARD:** A section showing the current balance (BBD 5,242.64) and total credit limit (BBD 12,800.00).
- MESSAGES:** A section with broadcast messages from February 2026.
- Calendar:** A calendar for February 2026.

The 'Credit Card List' option in the navigation menu is the focus of the instruction.

# How-to Download Credit Card eStatements

1. Identify the card for which you would like to generate a statement using the last four digits of the card number.
2. Select the desired card.

The screenshot displays the 'Business Online' interface for credit card management. The page title is 'Credit Card' and the location is 'COLB'. There are three tabs: 'Card List', 'Pending', and 'History'. Two VISA cards are listed:

Card Number (Last 4 Digits)	Brand	Balance
**** * 8064	VISA	BBD 242.64
**** * 0389	VISA	BBD 5,000.00

The last four digits of the card numbers and the entire card entry boxes are highlighted with orange boxes in the original image.

# How-to Download Credit Card eStatements

Click **“Download Statement”**.

A PDF copy of your statement will be automatically downloaded.

The screenshot displays the 'Business Online' interface for 'Credit Card Details'. The page header includes a search bar, language selection (Eng EN), and notification icons. The main content area is titled 'Credit Card Details' and shows a VISA card with a limit of BBD 5,000.00. The 'Summary' tab is active, displaying a donut chart for the current balance (BBD 0.00) and a list of key metrics. The 'DOWNLOAD STATEMENT' button is highlighted with a red box.

**Business Online** Search Eng EN

### Credit Card Details

COLB

Card Number: \*\*\*\*\* 0389 | Card Type: **VISA** | Available Balance: BBD 5,000.00

Summary | Pending Transaction | Transaction History | Services

To get real-time balance, Click Refresh button

**REFRESH**

Total Credit Card Limit: BBD 5,000.00

Current Balance: BBD 0.00

Available Balance: BBD 5,000.00

Payment In Full: BBD -2.48 | Minimum Payment: BBD 0.00

Payment Due Date: 2025-12-30 | Charges: BBD 0.47

Statement Date: 2025-12-09 | Opening Balance: BBD 2.95

Available Limit: BBD 5,002.48 | Credits: BBD 0.00

**DOWNLOAD STATEMENT**

**BACK**

# *business* online

**Contact Us:**

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Call: 431-4577



**First Citizens**