



First Citizens

business
online

U S E R G U I D E

**How to access
Business Online
eStatement**

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How to access Business Online eStatement

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 First Citizens logo is on the left, and navigation links for 'About First Citizens', 'Locations', 'News and Notices', and 'Customer Support' are in the center. A search bar labeled 'Search First Citizens' is on the right. Below the navigation, there are tabs for 'Personal' and 'Business', with 'Business' selected. A user profile icon for 'Barbados' is visible. A horizontal menu contains 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.' and 'To learn more about Business Online [click here](#)'. A prominent yellow button labeled 'BUSINESS ONLINE LOGIN' is positioned at the bottom of the section.

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How to access Business Online eStatement

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

The screenshot displays the Business Online eStatement dashboard for Jane Doe Limited. The dashboard is organized into several sections:

- ACCOUNTS:** A table showing available and ledger balances for various account types.
- WEALTH MANAGEMENT:** A table showing the value of various investment types.
- QUICK LINKS/FAVOURITES:** A list of links for account transfers, summaries, statements, and payments.
- RECENT TRANSACTIONS:** A section with a sad face icon and the text "No records available".
- MY PENDING ACTIVITIES:** A section with a sad face icon and the text "No records available".
- MESSAGES:** A section with a sad face icon and the text "No records available".
- CREDIT CARD:** A section with a sad face icon and the text "No records available".
- LOANS:** A section showing details for a "Commercial Loan Secured" with a current balance of BBD 203388.07 and a payment of BBD 3200.4.
- CALENDAR:** A calendar for January 2026.

The left sidebar contains a menu with icons for home, accounts, wealth management, transactions, pending activities, messages, credit cards, and loans. The dashboard icon (a grid of four squares) is highlighted with a red box, and the expand/collapse arrow at the bottom of the sidebar is also highlighted with a red box.

Accounts	Available Balance	BBD	Ledger Balance
Savings	0.00		0.00
Chequing	66,977.53		66,977.53
Deposits	0.00		0.00
Commercial Loans	0.00		203,388.07

Type	Value (BBD)
BSE Listed Securities	0.00
FIP'S	0.00
Portfolios	0.00
International Holdings	0.00

Commercial Loan Secured
Current Balance - BBD 203388.07
Payment - BBD 3200.4

CALENDAR: JANUARY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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How to access Business Online eStatement

Select the “**Accounts**” option from the left menu bar, then select “**Download Statement**”.

The screenshot displays the First Citizens OLB Client portal interface. The left-hand navigation menu is visible, with the 'Accounts' option highlighted in a red box. Below 'Accounts', the 'Download Statement' option is also highlighted in a red box. The main content area shows the 'Accounts' section for 'Jane Doe Limited'. It includes a table for 'Available Balance' and 'Ledger Balance', a 'WEALTH MANAGEMENT' section, a 'QUICK LINKS/ FAVOURITES' section, a 'MY PENDING ACTIVITIES' section, a 'MESSAGES' section, and a 'LOANS' section. The 'MESSAGES' section contains a 'PROCEED' button and the text 'No records available'. The 'LOANS' section shows a 'Commercial Loan Secured' with a current balance of -BBD 203388.07 and a payment of -BBD 3200.4. A calendar for January 2026 is visible at the bottom right.

OLB Client portal

First Citizens

Dashboard

Accounts

Account Summary

Account Statement

Download Statement

Account Transfer

ACH

Bill Payment

Mandates

Wire Transfer

RTGS

Administration

Settings

Messaging

Debit Card

JANE

Accounts

Jane Doe Limited

Available Balance	BBD	Ledger Balance
0.00		0.00
66,977.53		66,977.53
0.00		0.00
0.00		203,388.07

WEALTH MANAGEMENT

Type	Value (BBD)
BSE Listed Securities	0.00
FIP'S	0.00
Portfolios	0.00
International Holdings	0.00

QUICK LINKS/ FAVOURITES

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

MY PENDING ACTIVITIES

No records available

MESSAGES

No records available

PROCEED

LOANS

Commercial Loan Secured

Current Balance -BBD 203388.07

Payment -BBD 3200.4

JANUARY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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How to access Business Online eStatement

Click the calendar icon and select the desired **start and end dates**.

Business Online Eng EN Jane Doe Limited

Download Statement

Account Type: **Chequing** Account Number: **xxxxxxx0001**

From Amount: To Amount: **Start & End Date*** **Download With Cheque**

Start Cheque Number: End Cheque Number: Activity Type:

View Download Status

Account	Period	Format	Generated Time	Status
No records available				

How to access Business Online eStatement

1. Under **“Download with Cheque”**, select “Yes” or “No”.
2. Please note that once the “Yes” option is selected, statements may take up to forty-eight (48) hours to be generated depending on the number of cheque images to be included.

The screenshot shows the 'Business Online' portal interface. The page title is 'Download Statement'. The user is logged in as 'Jane Doe Limited'. The interface includes a search bar and a navigation menu on the left. The main content area contains a form for downloading statements. The form fields are:

- Account Type: Chequing
- Account Number: xxxxxx0001
- From Amount: BBD
- To Amount: BBD
- Start & End Date*: DD/MM/YYYY - DD/MM/YYYY
- Start Cheque Number: Enter Cheque Number
- End Cheque Number: Enter Cheque Number
- Activity Type: Select Activity

The 'Download With Cheque' section is highlighted with a red box, showing 'Yes' and 'No' buttons. A green 'Download' button is also visible. Below the form is a 'View Download Status' section with a 'REFRESH' button and a table with columns: Account, Period, Format, Generated Time, and Status. The table is currently empty, displaying 'No records available'.

How to access Business Online eStatement

From the **“Download”** menu, select the preferred file format to begin generating the statement.

The screenshot shows the 'Business Online' interface for 'Jane Doe Limited'. The main section is titled 'Download Statement'. It features several input fields for filtering the statement:

- Account Type: Chequing
- Account Number: xxxxxxx0001
- From Amount: BBD
- To Amount: BBD
- Start & End Date*: 13/01/2026 To 19/01/2026
- Download With Cheque: Yes (selected), No
- Start Cheque Number: Enter Cheque Number
- End Cheque Number: Enter Cheque Number
- Activity Type: All

A 'Download' button is highlighted with a red box, and its dropdown menu is open, showing the following options:

- PDF
- TXT
- Excel
- BAI2

Below the form is a 'View Download Status' section with a table:

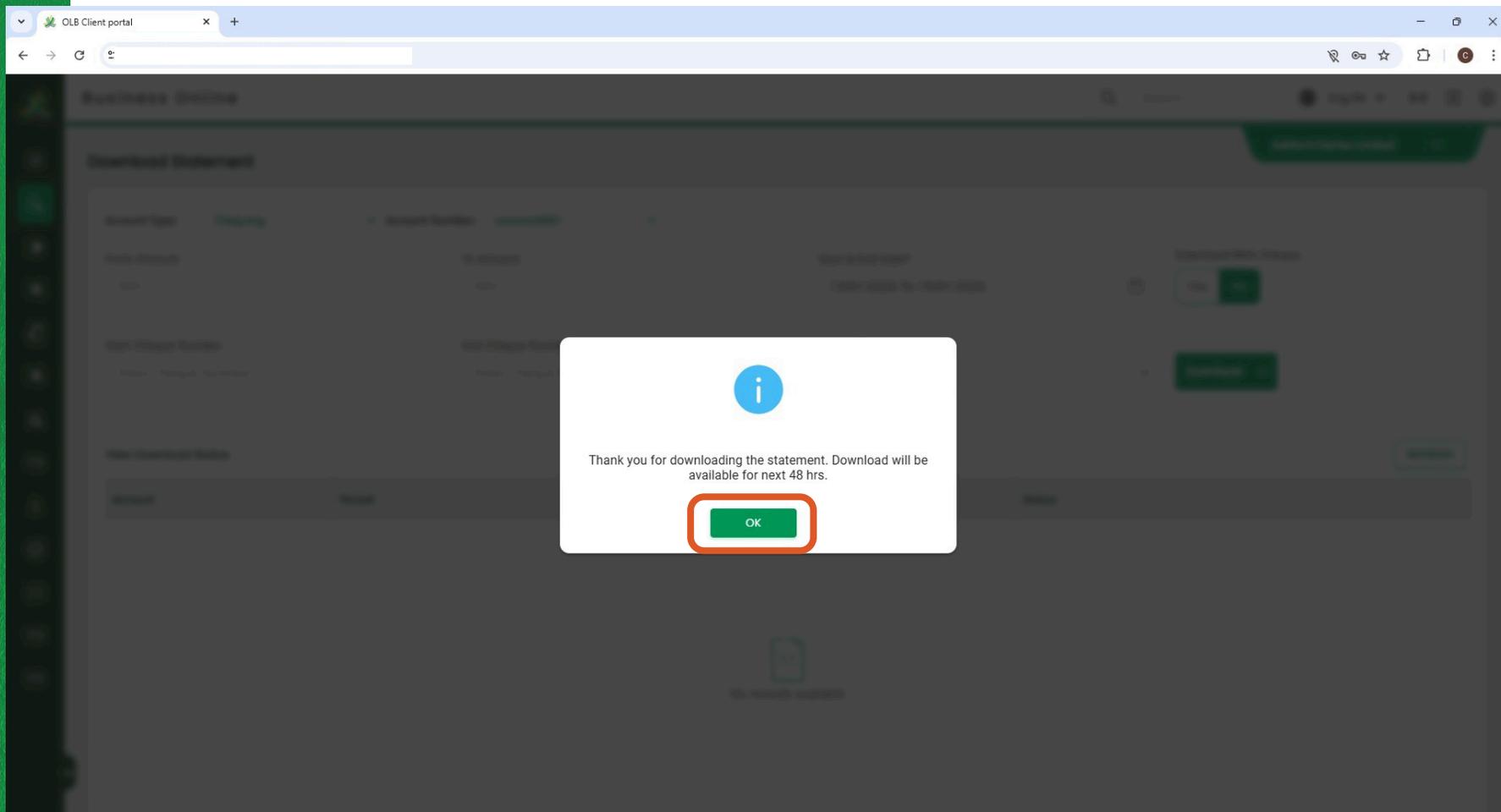
Account	Period	Format	Generated Time	Status
 No records available				

A 'REFRESH' button is located to the right of the table.

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How to access Business Online eStatement

Click the **“OK”** button to complete the process. Please note, the generated statement will be available for download for forty-eight (48) hours.



How to access Business Online eStatement

Click the **“Download”** button under the “View Download Status” section to view and save the generated statement.

The screenshot displays the Business Online client portal interface. The top navigation bar includes the 'Business Online' logo, a search bar, and the user's name 'Jane Doe Limited'. The main content area is divided into two sections: 'Download Statement' and 'View Download Status'.

Download Statement Section:

- Account Type:** Chequing
- Account Number:** xxxxxxx001
- From Amount:** BBD
- To Amount:** BBD
- Start & End Date*:** 13/01/2026 To 19/01/2026
- Download With Cheque:** Yes (selected), No
- Start Cheque Number:** Enter Cheque Number
- End Cheque Number:** Enter Cheque Number
- Activity Type:** All
- Download Button:** A green button with a dropdown arrow.

View Download Status Section:

A table showing the status of the generated statement. A 'Download' button is highlighted with a red circle in the 'Status' column for the first row.

Account	Period	Format	Generated Time	Status
xxxxxxx001	13/01/2026 To 19/01/2026	PDF	19/01/2026 15:37:20	Download

business online

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First Citizens