



First Citizens

business
online

U S E R G U I D E

Account Transfer

1

Account Transfer

1. Access Business Online via the First Citizens website and click the **“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', and 'News and Notices' are in the center. A search bar labeled 'Search First Citizens' is on the right. Below this, a secondary navigation bar features 'Personal' and 'Business' tabs, with 'Business' highlighted by a red box. To the right of these tabs are links for 'Online Banking', 'Contact Centre', 'Web Chat', and 'Customer Support'. Further right is a dropdown menu for 'Trinidad & Tobago'. Below the navigation bar, a row of service icons includes 'Digital Banking', 'Credit Cards', 'Savings and Chequing' (with a dropdown arrow), 'Commercial Borrowing' (with a dropdown arrow), and 'Wealth Management'. The main content area has a dark green background. On the left, the text 'Business Banking' is displayed above a yellow button labeled 'BUSINESS ONLINE LOGIN'. On the right, a white box contains the text 'Log in to Business Online' above the 'business online' logo. Below the logo is a list of benefits: 'Manage Accounts', 'Enhanced Security', 'Real-Time Information', and '24/7 Access'. At the bottom of this box is a green 'LOGIN' button, which is highlighted by a red box.

First Citizens

About First Citizens | Locations | News and Notices

Search First Citizens

Personal **Business**

Online Banking | Contact Centre | Web Chat | Customer Support ▼

Trinidad & Tobago ▼

Digital Banking | Credit Cards | Savings and Chequing ▼ | Commercial Borrowing ▼ | Wealth Management

Business Banking

BUSINESS ONLINE LOGIN

Log in to Business Online

business online

- Manage Accounts
- Enhanced Security
- Real-Time Information
- 24/7 Access

LOGIN

2

Account Transfer

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

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

3

Account Transfer

Select the “**Account Transfer**” option.

The screenshot displays the First Citizens web portal interface. On the left, a dark green sidebar contains a menu with the following items: Dashboard, Accounts, Wealth Management, **Account Transfer** (highlighted with an orange box), Create, Pending, Template, Scheduled, History, Favourite, ACH, Bill Payment, Debit Mandates, Wire Transfer, RTGS, and Stop Payment. The main content area shows the user's profile as 'TOSHIRO' and the account as 'Wayne Enterprises Ltd'. A table displays the 'Available Balance' and 'Ledger Balance' for the 'Account Transfer' option, with values of 100,000.00 and 125,000.00 respectively. Below this, a 'QUICK LINKS/ FAVOURITES' section lists links for Account Transfers, Account Summary, Account Statements, ACH Transfers, Bill Payment, Credit Cards, and Messaging. A 'RECENT TRANSACTIONS' section shows 'No records available'. A 'CREDIT CARD' section displays the 'Available Balance' as TTD 1,20,601.44 and the 'Total no of card' as 1. A 'CERTIFICATE OF DEPOSIT SUMMARY' section shows 'No records available'. A calendar for 'JANUARY 2025' is visible at the bottom, with the date '17' highlighted in green.

First Citizens

Dashboard

Accounts

Wealth Management

Account Transfer

Create

Pending

Template

Scheduled

History

Favourite

ACH

Bill Payment

Debit Mandates

Wire Transfer

RTGS

Stop Payment

TOSHIRO

Wayne Enterprises Ltd

	TTD	View All
Available Balance	100,000.00	100,000.00
Ledger Balance	125,000.00	125,000.00
	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

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

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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Account Transfer

Select the “**Create**” option.

The screenshot displays the First Citizens online banking interface. On the left, a dark green sidebar menu is open, showing various navigation options. The 'Account Transfer' option is expanded, and the 'Create' button is highlighted with an orange rectangle. The main content area shows the 'Accounts' section for 'Wayne Enterprises Ltd'. It includes a table of account balances, a 'QUICK LINKS/ FAVOURITES' section, a 'RECENT TRANSACTIONS' section, a 'CREDIT CARD' section, and a 'CERTIFICATE OF DEPOSIT SUMMARY' section. The 'Create' button is also visible in the main content area.

First Citizens

Search

Eng EN

Wayne Enterprises Ltd

Accounts

Account Transfer

Create

Pending

Template

Scheduled

History

Favourite

ACH

Bill Payment

Debit Mandates

Wire Transfer

RTGS

Stop Payment

Accounts

Available Balance

Ledger Balance

100,000.00

100,000.00

125,000.00

125,000.00

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

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

CERTIFICATE OF DEPOSIT SUMMARY

No records available

JANUARY 2025

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

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Account Transfer

1. Complete the following fields:

✓ From Account

✓ To Account

✓ Amount

✓ Name

✓ Memo

2. Click **“Continue”** to proceed.

Business Online

Search

Eng EN

Wayne Enterprises Ltd

Account Transfer

Create Pending History Template Scheduled Favourite

This screen allows you to conduct Account Transfer between your own accounts

Template (Optional)
Select Template

From Account
xxx4121 - TTD

To Account
xxx4125 - TTD

Amount
50.00

Name
Wayne Enterprises Ltd

Effective Date
17/01/2025

Memo (Optional)
Transfer to Salaries

CONTINUE

Account Transfer

1. Review all transfer details to ensure accuracy.
2. Click **“Submit”** to proceed.

Business Online

Search

Eng EN

Wayne Enterprises Ltd

Account Transfer

Create Pending History Template Scheduled Favourite

This screen allows you to conduct Account Transfer between your own accounts

You are about to create a transfer. Kindly confirm the transfer details before selecting submit button.

Template (Optional)

From Account

xxx4121 - TTD

To Account

xxx4125 - TTD

Amount

50.00

Name

Wayne Enterprises Ltd

Effective Date

17/01/2025

Memo (Optional)

Transfer to Salaries

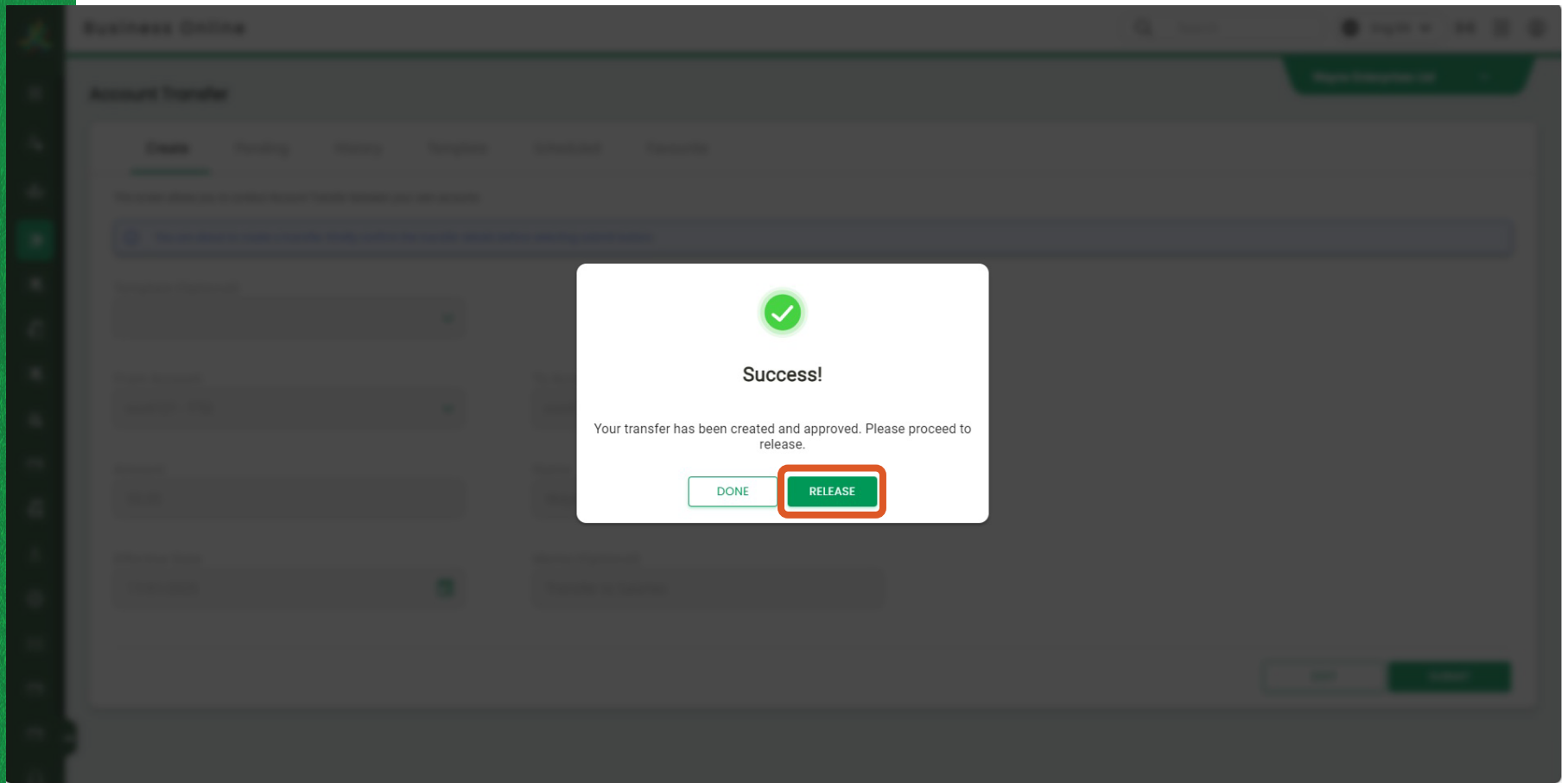
EDIT SUBMIT

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Account Transfer

If dual control is not enabled, click **“Release”** to continue.

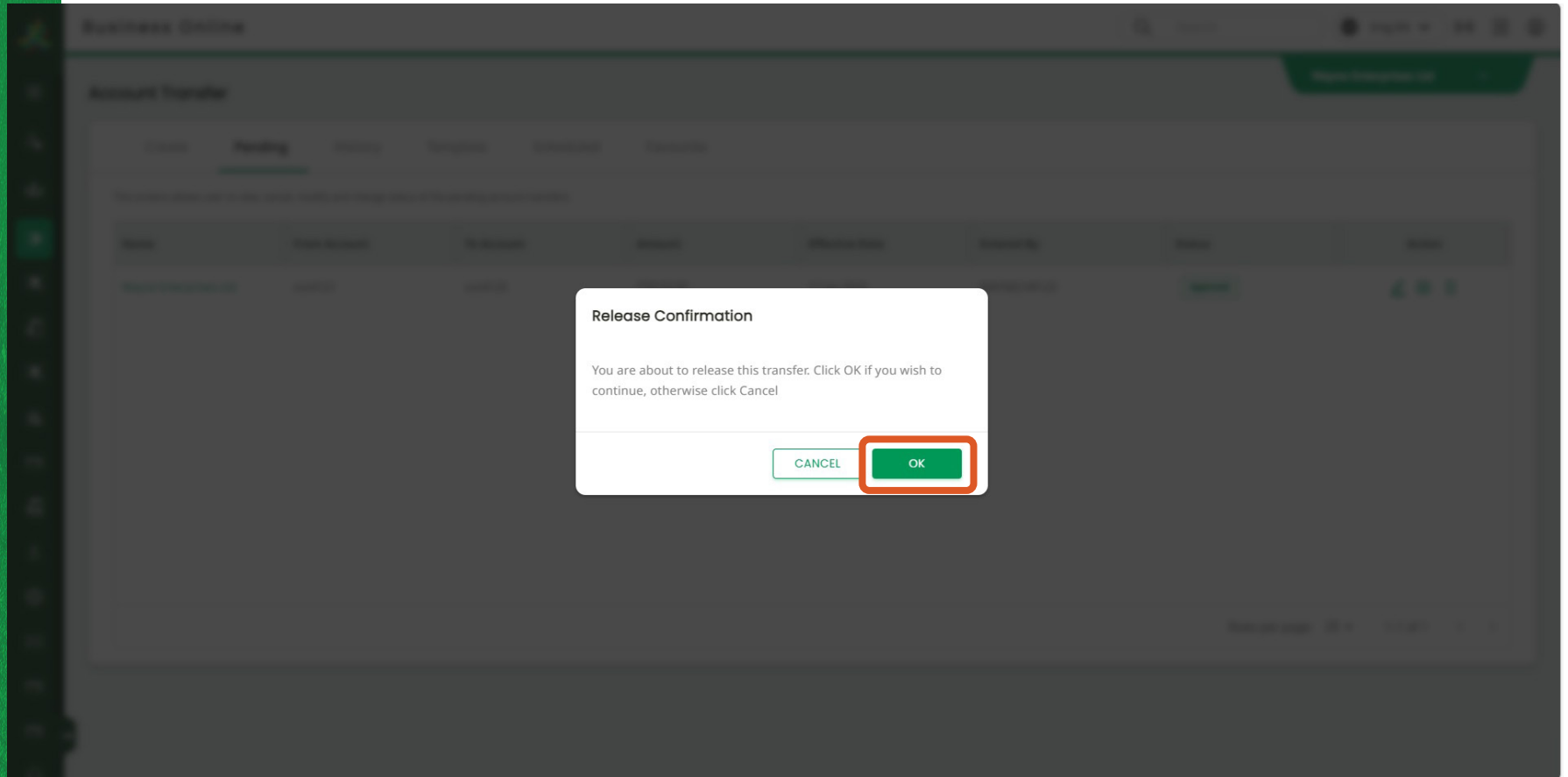
If dual control is enabled, the transaction will be submitted to the **"Pending"** tab. Please contact your company's administrator to approve and release the transaction.



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Account Transfer

Select “**OK**” to confirm the release of the Transaction.



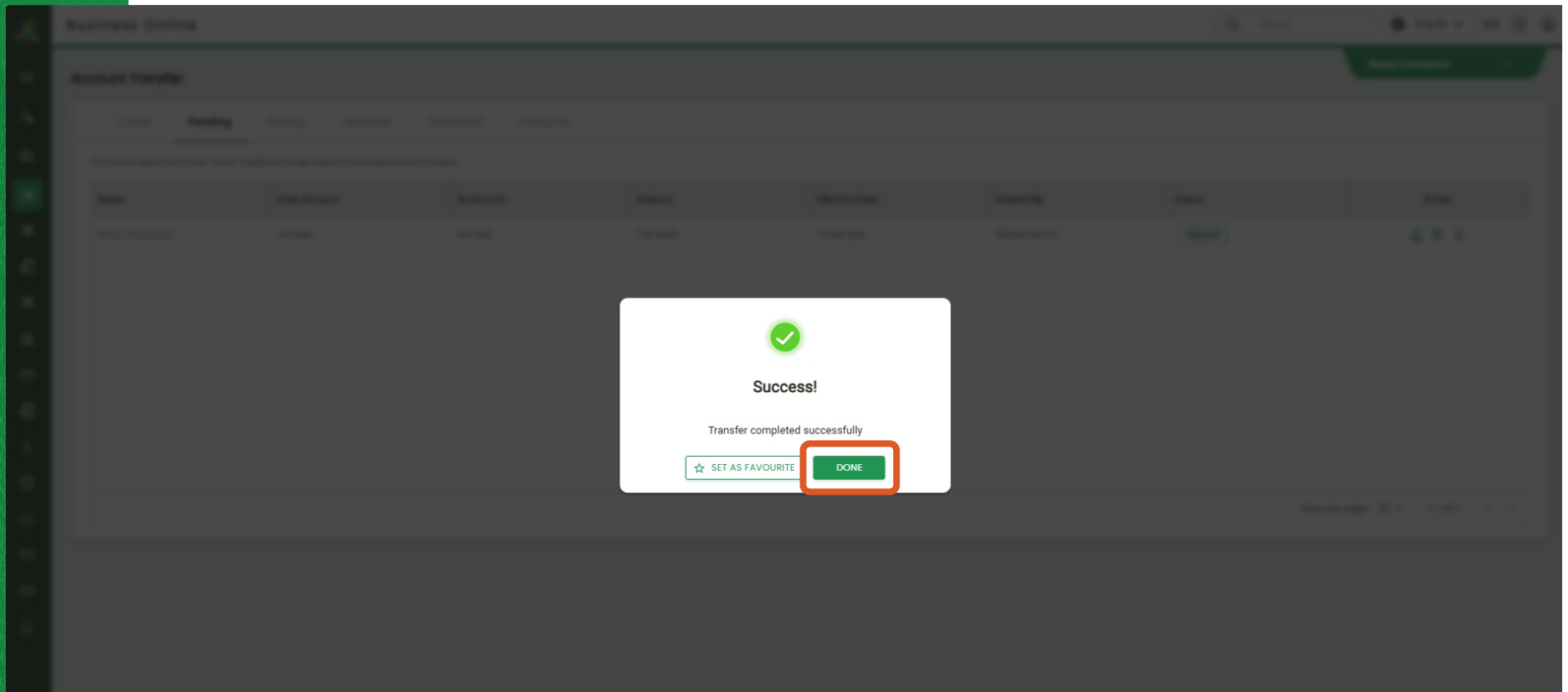
Account Transfer

1. Enter your response to the security question.
2. Click **“Submit”** to proceed.

The screenshot shows a web application interface for 'Business Online' with a sidebar menu. The main content area is titled 'Account Transfer' and displays a table with columns: Name, Email Address, Phone Number, Address, Office Address, Business, Status, and Action. A modal dialog box titled 'Adaptive Authentication' is centered on the screen, prompting the user to 'Enter your Adaptive Authentication Answer to Login'. The dialog contains a question: 'Question - What was your favorite restaurant in college?'. Below the question is a text input field with the placeholder 'Enter your answer'. At the bottom of the dialog are two buttons: 'CANCEL' and 'SUBMIT'. The 'SUBMIT' button is highlighted with an orange rectangular border.

Account Transfer

1. Congratulations! Your transfer has been successfully completed.
2. Optional: Click **“Set As Favourite”** to save this transfer for future use.
3. Click **“Done”** to exit.



business online

Contact Us:

Email: businessonline@firstcitizenstt.com

Call: 62-FIRST, Select Option 2



First Citizens