

The following sections provide a step-by-step guide on how to register in our portal to view your statement of account (SOA) at your convenience.

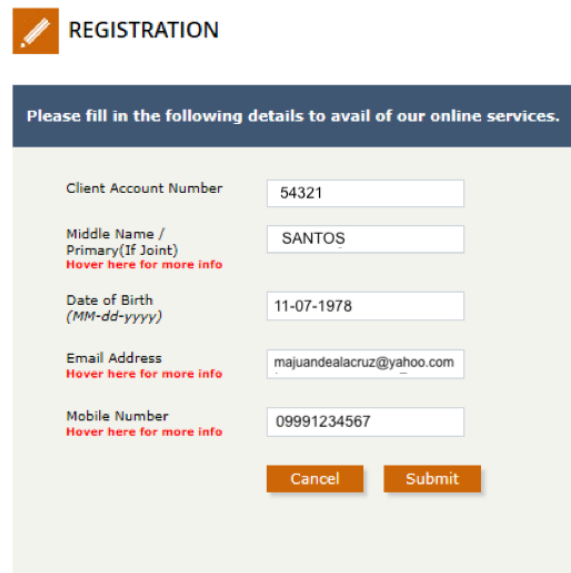
## Registration and Enrollment for FAMI Portal Access (first-time users)

### STEP 1

In the REGISTRATION page, click Individual Account. Then click NEXT.

### STEP 2

Provide your information as shown below, then click SUBMIT.



**REGISTRATION**

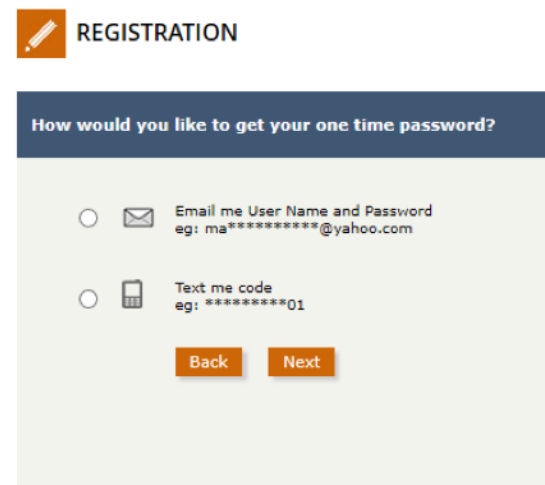
Please fill in the following details to avail of our online services.

Client Account Number	<input type="text" value="54321"/>
Middle Name / Primary (If Joint) <small>Hover here for more info</small>	<input type="text" value="SANTOS"/>
Date of Birth <small>(MM-dd-yyyy)</small>	<input type="text" value="11-07-1978"/>
Email Address <small>Hover here for more info</small>	<input type="text" value="majuandecalacruz@yahoo.com"/>
Mobile Number <small>Hover here for more info</small>	<input type="text" value="09991234567"/>

A pop-up message will appear "Are you sure you want to submit data?", click OK.


### STEP 3


Choose where you want to receive your one-time password (OTP), then click NEXT.



**REGISTRATION**

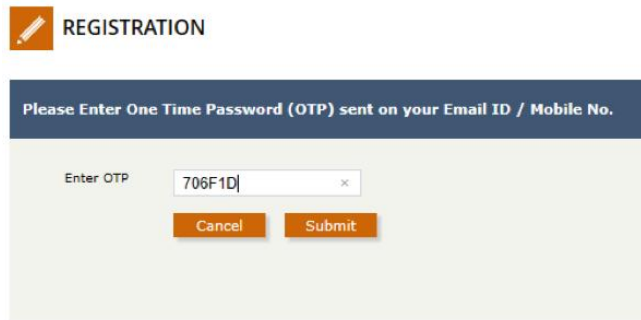
How would you like to get your one time password?

 Email me User Name and Password  
eg: ma\*\*\*\*\*@yahoo.com

 Text me code  
eg: \*\*\*\*\*01

**STEP 4**

Enter the OTP in the appropriate field as shown below, then click **SUBMIT**.



**REGISTRATION**

Please Enter One Time Password (OTP) sent on your Email ID / Mobile No.

Enter OTP:

**STEP 5**

Once successful, you will be prompted by this message:



You will also receive an SMS or email (whichever mode you have chosen) confirming your successful registration with your **CLIENT ID**.

**Example of Confirmation via SMS**

You have successfully registered with FAMi Online Portal. Your client id is 12345 Please log in with the given client id.

## Example of Confirmation via Email

From: [fami\\_online@fami.com.ph](mailto:fami_online@fami.com.ph) <[fami\\_online@fami.com.ph](mailto:fami_online@fami.com.ph)>  
 To: [client@abc.com](mailto:client@abc.com)  
 Subject: FAMi Online Portal Registration: Account Creation

Dear Mr. JUAN DELA CRUZ,

Thank you for registering to FAMi Online Portal!! Your online registration is successful!

Please find your online account details below.

Client ID: **12345**  
 User Name : **JUAN DELA CRUZ**

Please log on with this Client ID:

Immediately following are two options in making your initial investment and any additional investment thereafter.

- Via Metrobank Payment Slip
- Via Metrobank Direct

For instructions on how to use these facilities, please click on the link below:  
<http://fami.com.ph/investment-procedure/for-additional-investment/>

If you have any questions, please feel free to call up any of our Customer Service Representative at 891-2860 to 65 or email us at: [fami@firstmetro.com.ph](mailto:fami@firstmetro.com.ph)  
 Thank you and we are glad to be of service to you.  
 FAMi Online Portal Team


**\*\*This is a system generated message. Please do not reply. \*\***

**DISCLAIMER**

"This message is for the designated recipient only and may contain confidential and/or privileged information. If you have received it in error, please delete it and advise the sender immediately. You should not copy or use it for any other purpose, nor disclose its contents to any other person."

**NOTE:** Your CLIENT ID is different from your FAMi Account Number and shall only be used in the FAMi Portal.

You will also be prompted to immediately change your password as shown below:

 **REGISTRATION**

**Change Password**

- ★ Password must have at least 1 special character.
- ★ Password must not contain your user id.
- ★ Password must be alphanumeric.
- ★ Password must not match with your 5 old passwords .
- ★ Password should be greater than 7 characters and less than 14 characters.

New Password

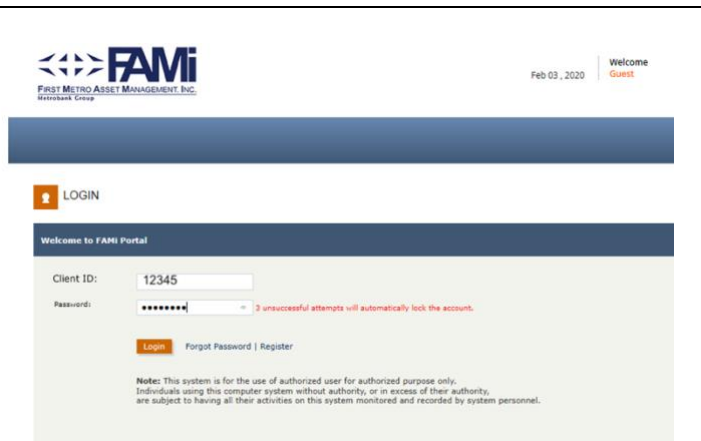
Confirm New Password

## How to View Your Latest Investment Summary

Now that you have successfully registered to the FAMI Portal, this guide will show you how to log-in and view your latest Investment Summary.

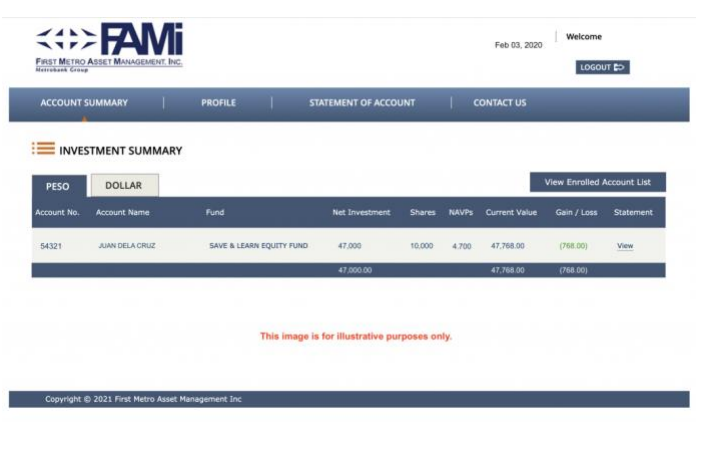
### STEP 1

Login to the FAMI Portal by entering your Client ID and password, then Click the LOGIN button.



### STEP 2

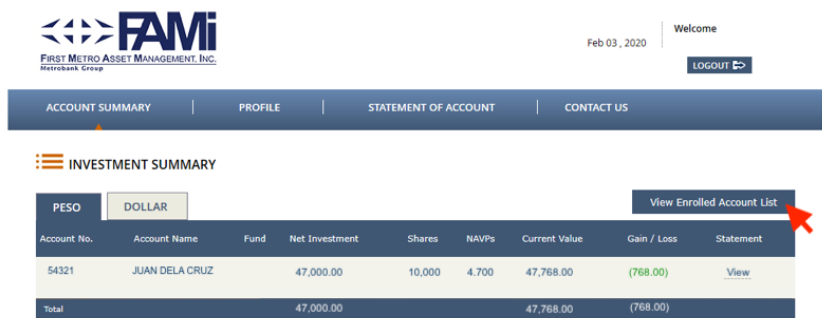

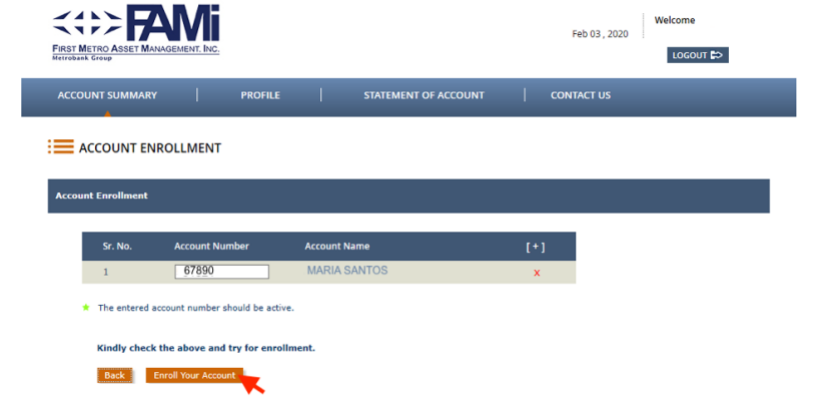
Upon successful login, you will be redirected to the Investment Summary Page. Primary account is immediately enrolled to the FAMI Portal. If you have other accounts, please proceed to HOW TO ENROLL MULTIPLE ACCOUNTS.



Account No.	Account Name	Fund	Net Investment	Shares	NAVPs	Current Value	Gain / Loss	Statement
54321	JUAN DELA CRUZ	SAVE & LEARN EQUITY FUND	47,000	10,000	4,700	47,768.00	(768.00)	View
			47,000.00			47,768.00	(768.00)	

## How to Enroll Multiple Accounts

If you have additional FAMI Account Numbers, you may do the enrollment process below:

<p><b>STEP 1</b></p> <p>Under the Account Summary Tab, click <b>VIEW ENROLLED ACCOUNT LIST</b>.</p>	 <p>The screenshot shows the FAMI user interface. At the top, there is a navigation bar with 'ACCOUNT SUMMARY', 'PROFILE', 'STATEMENT OF ACCOUNT', and 'CONTACT US'. Below this is the 'INVESTMENT SUMMARY' section. A table displays account details for 'JUAN DELA CRUZ' with columns for Account No., Account Name, Fund, Net Investment, Shares, NAVPs, Current Value, Gain / Loss, and Statement. A 'View Enrolled Account List' button is highlighted with a red arrow in the top right corner of the table area.</p>
<p><b>STEP 2</b></p> <p>Click <b>ENROLL ADDITIONAL ACCOUNT</b>.</p>	 <p>The screenshot shows the 'ENROLLED ACCOUNT' section. It features a table with columns: Account No., Account Name, Enrollment Date, Type, Status, and Action. The table lists one account for 'JUAN DELA CRUZ' with an enrollment date of 'January 3, 2020' and a status of 'A'. An 'Enroll Additional Account' button is highlighted with a red arrow in the top right corner of the table area.</p>
<p><b>STEP 3</b></p> <p>Enter your additional Account Number, then click <b>ENROLL YOUR ACCOUNT</b>.</p>	 <p>The screenshot shows the 'ACCOUNT ENROLLMENT' section. It contains a form with a table for entering account details. The table has columns for Sr. No., Account Number, and Account Name. The first row shows '1' in the Sr. No. column, '67890' in the Account Number column, and 'MARIA SANTOS' in the Account Name column. Below the table, there is a message: 'The entered account number should be active. Kindly check the above and try for enrollment.' The 'Enroll Your Account' button is highlighted with a red arrow.</p>