

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.

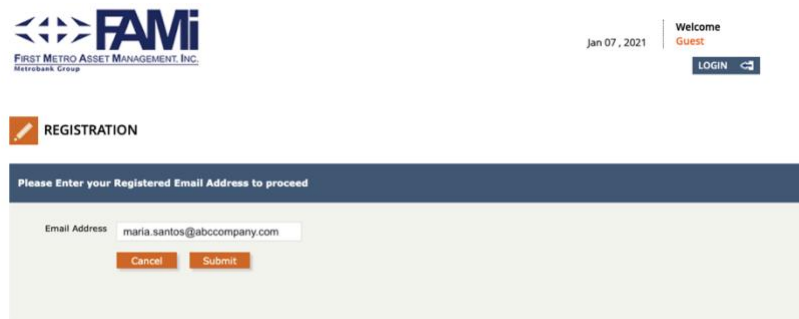
Registration and Enrollment for FAMI Portal Access (first-time users)

STEP 1

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

STEP 2

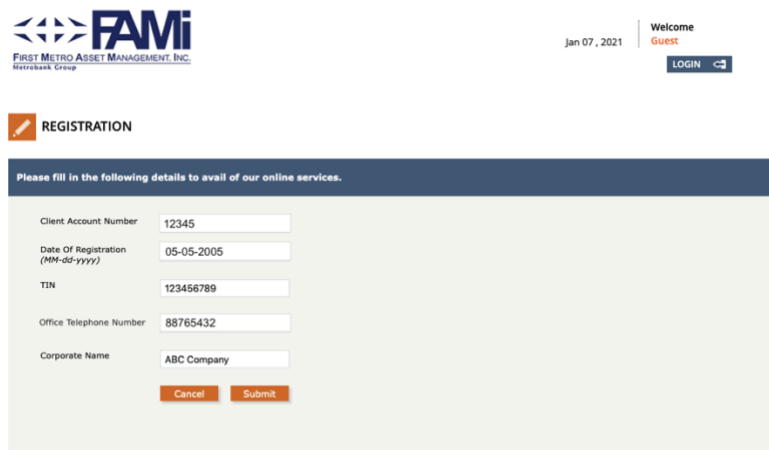
Enter your registered email address to proceed.



The screenshot shows the FAMI portal registration interface. At the top left is the FAMI logo. At the top right, it displays 'Jan 07, 2021', 'Welcome Guest', and a 'LOGIN' button. Below the logo is a 'REGISTRATION' header with a pencil icon. A dark blue banner reads 'Please Enter your Registered Email Address to proceed'. Below this is a form with 'Email Address' and the value 'maria.santos@abccompany.com'. There are 'Cancel' and 'Submit' buttons at the bottom of the form. A copyright notice 'Copyright © 2021 First Metro Asset Management Inc.' is at the bottom.

STEP 3

Provide your information as shown below, then click SUBMIT.

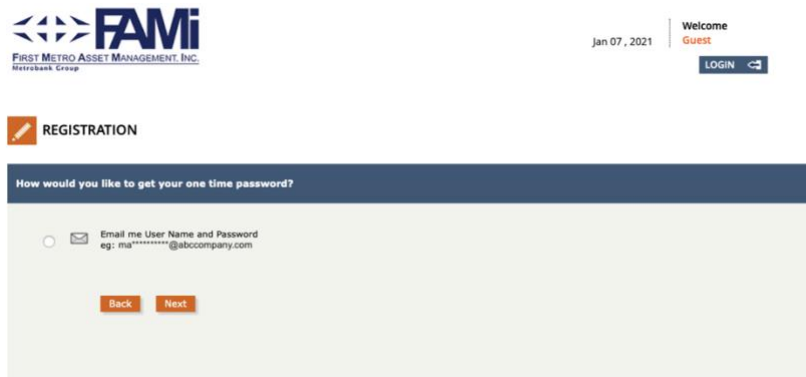


The screenshot shows the FAMI portal registration interface with a detailed form. At the top left is the FAMI logo. At the top right, it displays 'Jan 07, 2021', 'Welcome Guest', and a 'LOGIN' button. Below the logo is a 'REGISTRATION' header with a pencil icon. A dark blue banner reads 'Please fill in the following details to avail of our online services.'. The form contains the following fields: 'Client Account Number' (12345), 'Date Of Registration (MM-dd-yyyy)' (05-05-2005), 'TIN' (123456789), 'Office Telephone Number' (88765432), and 'Corporate Name' (ABC Company). There are 'Cancel' and 'Submit' buttons at the bottom of the form. A copyright notice 'Copyright © 2021 First Metro Asset Management Inc.' is at the bottom.

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

Step 4

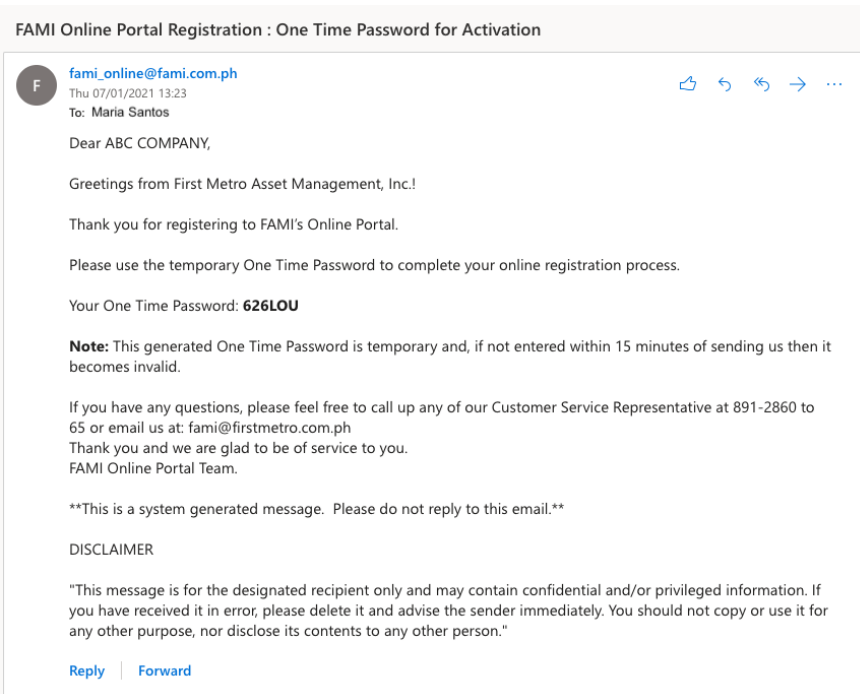
Choose to receive your one-time password (OTP) via email, then click NEXT.



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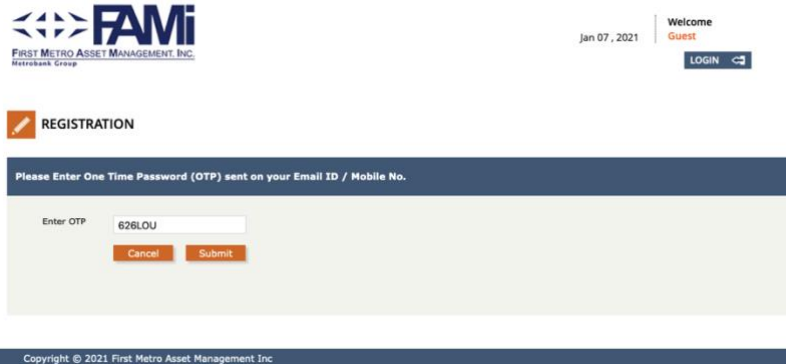
A pop-up message will appear "Are you sure you want to generate OTP?", click OK.

The OTP shall be sent immediately to your email address. Below is an example of what you will receive:



STEP 5

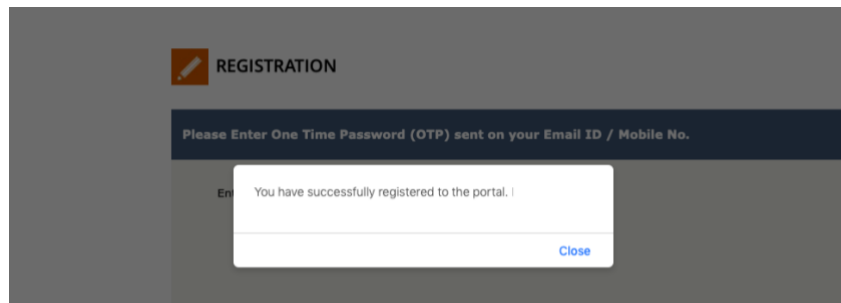
Enter the OTP in the appropriate field as shown below, then click SUBMIT.



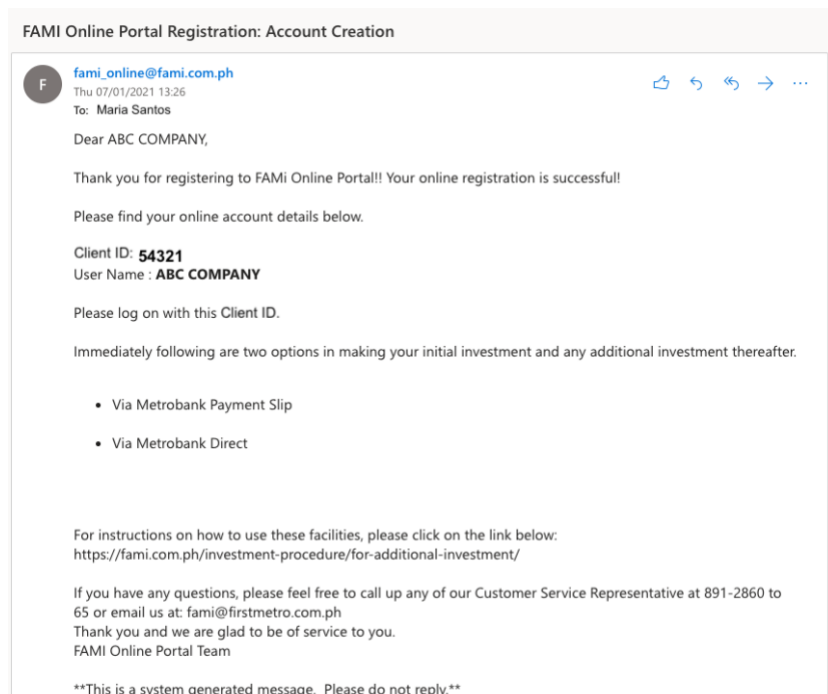
STEP 6

Once successful, you will be prompted by this message:

A pop-up message will appear “You have successfully registered to the portal” will appear. Click “Close”.

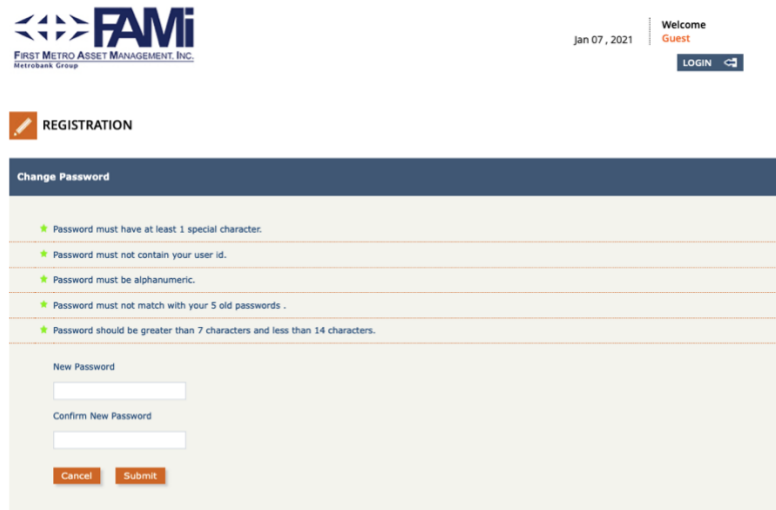


You will also receive an email confirming your successful registration with your CLIENT ID.



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:



The screenshot shows the FAMI portal interface. At the top left is the FAMI logo. At the top right, it displays the date 'Jan 07, 2021', the user status 'Welcome Guest', and a 'LOGIN' button. Below this is a 'REGISTRATION' section with a pencil icon. The main content is a 'Change Password' form. It lists five validation rules: '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.', and 'Password should be greater than 7 characters and less than 14 characters.'. Below the rules are two input fields: 'New Password' and 'Confirm New Password'. At the bottom of the form are 'Cancel' and 'Submit' buttons.

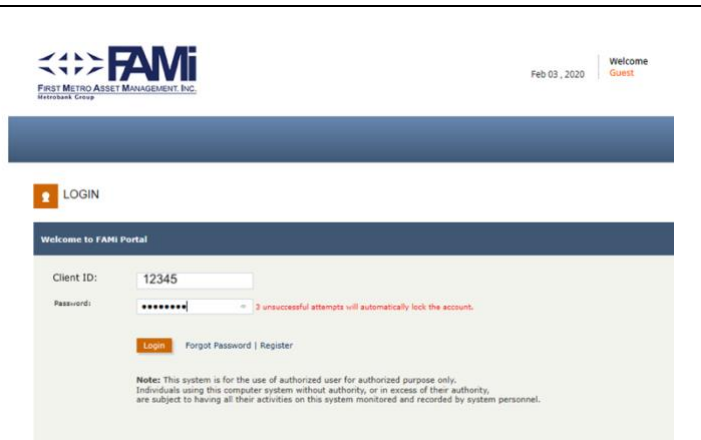
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How to View Your Latest Investment Summary

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

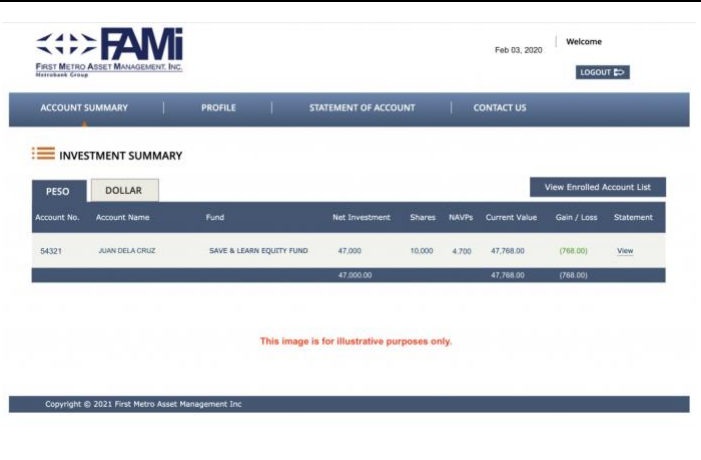
Login to the FAMI Portal by entering your Client ID and password, then Click the LOGIN button.



The screenshot shows the FAMI Portal login interface. At the top left is the FAMI logo and 'FIRST METRO ASSET MANAGEMENT, INC. Metrobank Group'. At the top right, it says 'Feb 03, 2020' and 'Welcome Guest'. Below the header is a blue navigation bar with a 'LOGIN' button. The main content area is titled 'Welcome to FAMI Portal' and contains a login form with fields for 'Client ID:' (with the value '12345') and 'Password:' (with masked characters). A red warning message states: '3 unsuccessful attempts will automatically lock the account.' Below the form are links for 'Login', 'Forgot Password', and 'Register'. A note at the bottom states: 'Note: This system is for the use of authorized user for authorized purpose only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all their activities on this system monitored and recorded by system personnel.'

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.



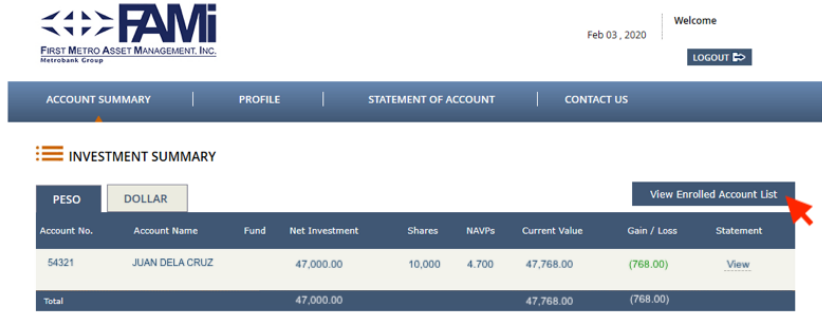

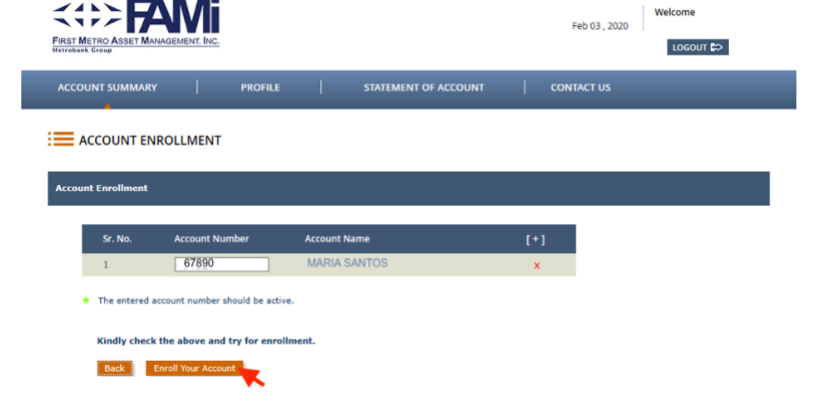
The screenshot shows the FAMI Portal Investment Summary page. At the top left is the FAMI logo and 'FIRST METRO ASSET MANAGEMENT, INC. Metrobank Group'. At the top right, it says 'Feb 03, 2020' and 'Welcome'. Below the header is a blue navigation bar with links for 'ACCOUNT SUMMARY', 'PROFILE', 'STATEMENT OF ACCOUNT', and 'CONTACT US'. The main content area is titled 'INVESTMENT SUMMARY' and has a 'View Enrolled Account List' button. Below this is a table with columns: 'Account No.', 'Account Name', 'Fund', 'Net Investment', 'Shares', 'NAVPs', 'Current Value', 'Gain / Loss', and 'Statement'. The table contains one row of data for account 54321.

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)	

Below the table, it says 'This image is for illustrative purposes only.' At the bottom, there is a copyright notice: 'Copyright © 2021 First Metro Asset Management Inc.'

How to Enroll Multiple Accounts

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

<p>STEP 1</p> <p>Under the Account Summary Tab, click VIEW ENROLLED ACCOUNT LIST.</p>	 <p>The screenshot shows the FAMI account summary page. The 'ACCOUNT SUMMARY' tab is selected. Under the 'INVESTMENT SUMMARY' section, there is a table with columns: Account No., Account Name, Fund, Net Investment, Shares, NAVPs, Current Value, Gain / Loss, and Statement. A 'View Enrolled Account List' button is located to the right of the table, highlighted with a red arrow.</p>
<p>STEP 2</p> <p>Click ENROLL ADDITIONAL ACCOUNT.</p>	 <p>The screenshot shows the FAMI 'ENROLLED ACCOUNT' page. A table lists the existing account with columns: Account No., Account Name, Enrollment Date, Type, Status, and Action. An 'Enroll Additional Account' button is located to the right of the table, highlighted with a red arrow.</p>
<p>STEP 3</p> <p>Enter your additional Account Number, then click ENROLL YOUR ACCOUNT.</p>	 <p>The screenshot shows the FAMI 'ACCOUNT ENROLLMENT' page. It features a table for entering account details with columns: Sr. No., Account Number, and Account Name. The 'Account Number' field contains '67890' and the 'Account Name' field contains 'MARIA SANTOS'. 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>