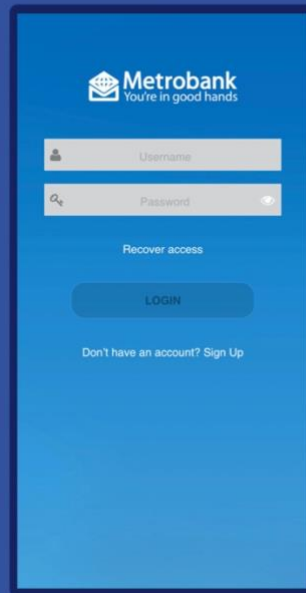


## Metrobank Online App

1. Download the **Metrobank Online App** on Google Play and or App Store. Upon successful download, open the app and enter your login details.

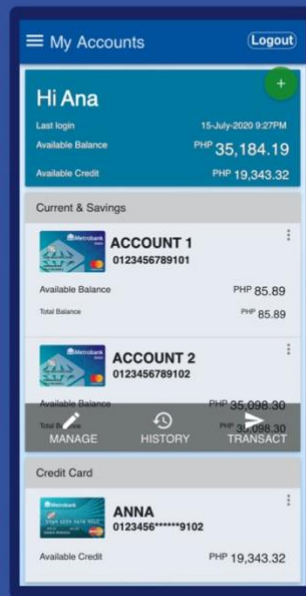


### STEP 1.

*Download the Metrobank Online App. Upon successful download, open the app and enter your login details.*



2. Select Source Account and click Transact.

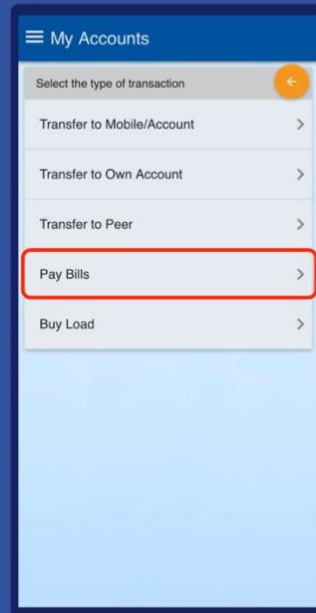


### STEP 2.

*Select Source Account and click Transact.*



3. Select Pay Bills as type of transaction.

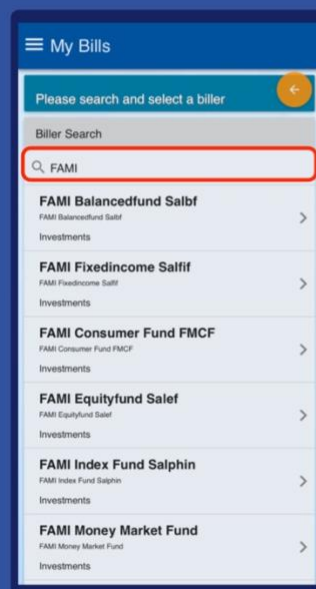


## STEP 3.

*Select Pay Bills as type of transaction.*



4. Type FAMI in the search box. From the search results, select the fund you would like to make additional investments.



## STEP 4.

*Type FAMI in the search box. From the search results, select the fund you would like to make additional investments.*




5. Indicate the needed details. Fields with asterisk (\*) are mandatory. Bill Reference Number and Telephone Number are both optional fields. Click Next.

*Subscriber Number refers to your Account Number + three zeroes in the beginning.*

*Example: 00012345*

*Additional investments require at least Php 1000.00.*



## STEP 5.

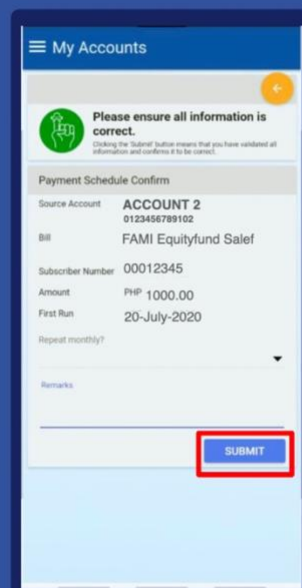
**Indicate the needed details. Fields with asterisk (\*) are mandatory. Bill Reference Number and Telephone Number are both optional fields. Click Next.**

*Subscriber Number refers to your Account Number + three zeroes in the beginning. Example: 00012345*

*Additional investments should be as low as Php 1000.00.*



6. Confirm the details of your transaction and click Submit.

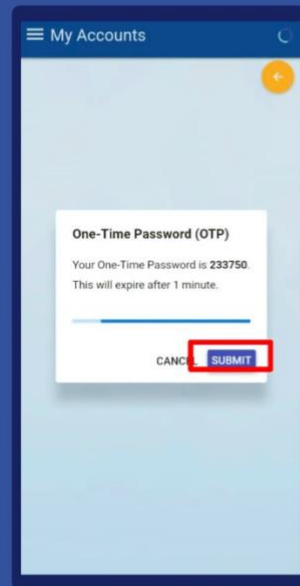


## STEP 6.

**Confirm the details of your transaction and click Submit.**



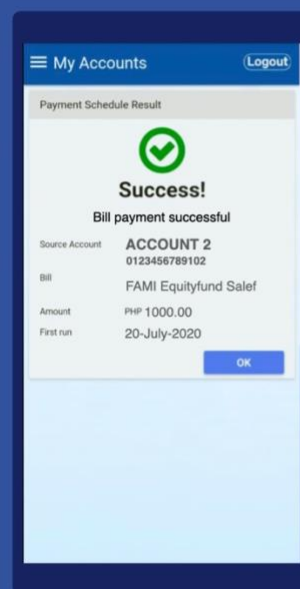
7. Input One Time Password (OTP) and click Submit.



**STEP 7.**  
*Input One Time Password (OTP)  
and click Submit.*



8. Wait for the successful transaction screen to appear.



**STEP 8.**  
*Wait for the successful  
transaction screen to appear.*



## Metrobank Online Website

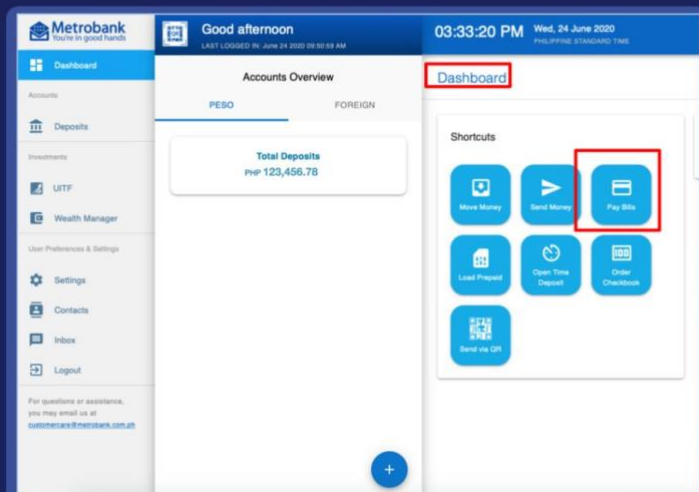
I. Go to [Metrobank Online](https://onlinebanking.metrobank.com.ph/signin)

**STEP 1.**  
Go to Metrobank Online - <https://onlinebanking.metrobank.com.ph/signin>



2. From the Dashboard click Pay Bills in Shortcuts.

**STEP 2.**  
From the Dashboard click Pay Bills in Shortcuts.



3. Enter the needed details in the Pay Bills section. Then click Next.

**Note:** For First Metro Save and Learn Dollar Bond Fund Inc., FAMI shall apply the following charges upon booking of your investment based on bank charges:

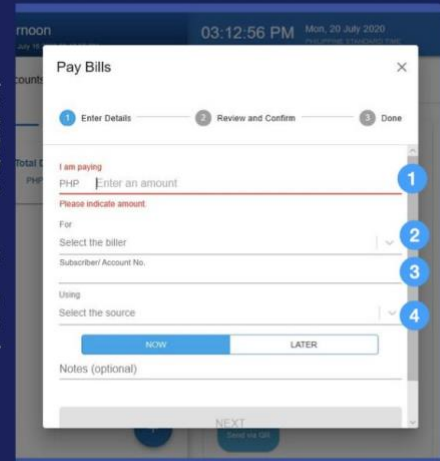
\$1.00 OTC  
\$0.20 Online

4. Review and Confirm the details of your additional investment. Then, click Continue.

## STEP 3.

Enter the following details:

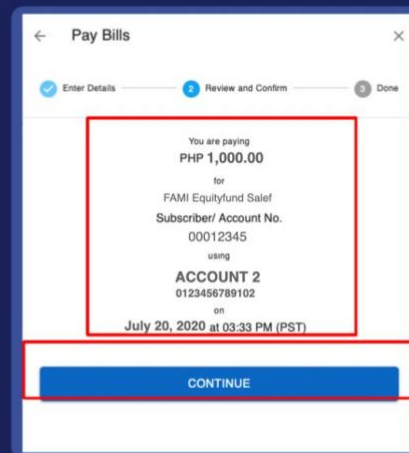
- 1 **Amount**
- 2 **Name of Biller**  
(Search first the name of Biller. To make it easier, type in the keyword FAMI first and select the specific fund you would want to make additional investments with from the dropdown search results)
- 3 **Input Subscriber/Account Number**  
Subscriber Number refers to your Account Number + three zeroes in the beginning. Example: 00012345
- 4 **Choose Source of Payment**



Click Next.

## STEP 4.

Review and Confirm the details of your additional investment. Then, click Continue.

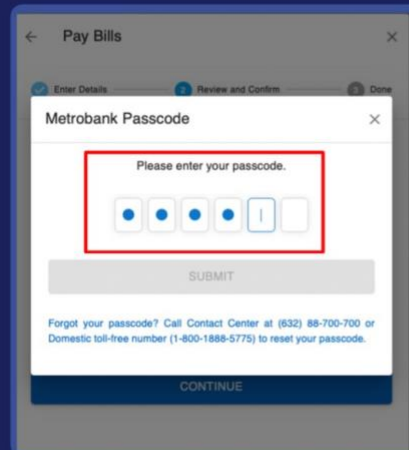




5. After confirming the details, the system will require you to enter your Passcode.

## STEP 5.

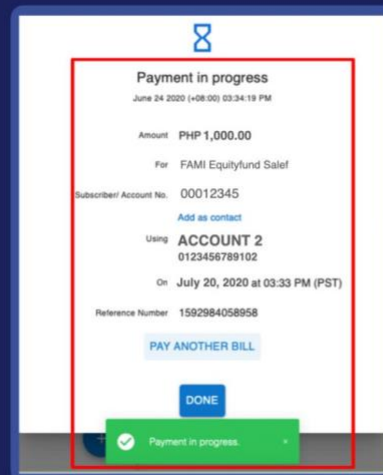
*After confirming the details, the system will require you to enter your Passcode.*




6. After the passcode, the “Payment in Progress” screen will appear with complete transaction details. Click Done.

## STEP 6.

*After the passcode, the “Payment in Progress” screen will appear with complete transaction details. Click Done.*

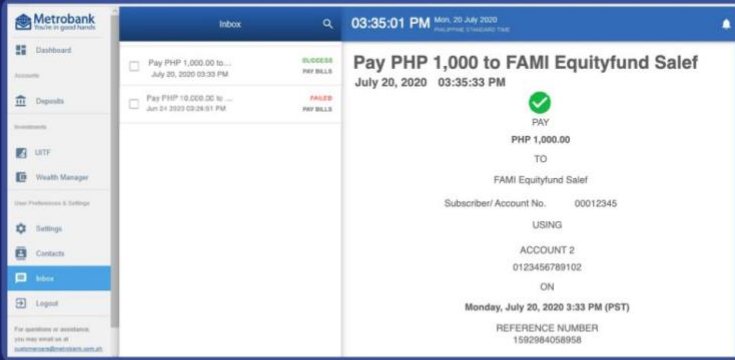


7. Check the status of the transaction in the Inbox.



## STEP 7.

*Check the status of the transaction in the Inbox.*

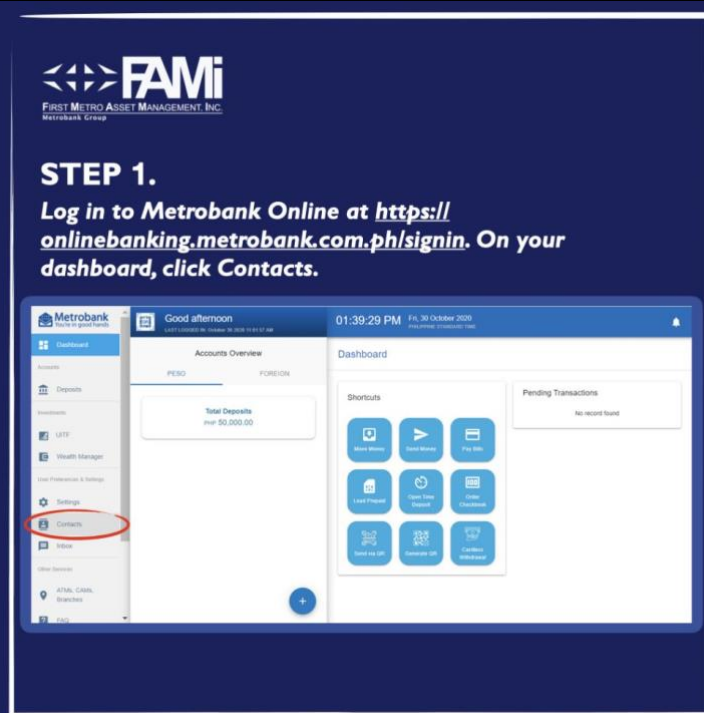


The screenshot shows the Metrobank mobile app interface. On the left is a sidebar menu with options: Dashboard, Accounts, Deposits, Investments, LTF, Wealth Manager, User Preferences & Settings, Settings, Contacts, Inbox (highlighted), and Logout. The main screen is titled 'Inbox' and shows a list of transactions. The top transaction is 'Pay PHP 1,000.00 to ...' with a status of 'SUCCESS' and a green checkmark. Below it is another transaction 'Pay PHP 10,000.00 to ...' with a status of 'FAILED' and a red X. The detailed view of the successful transaction is shown on the right, displaying the amount 'PHP 1,000.00', the recipient 'FAMi Equityfund Salef', and the date 'Monday, July 20, 2020 3:33 PM (PST)'. A reference number '1592984058958' is also visible.



## How to Enroll FAMI Funds in Metrobank Online Biller

Step 1. Log in to Metrobank Online at <https://onlinebanking.metrobank.com.ph/signin>. On your dashboard, click Contacts.



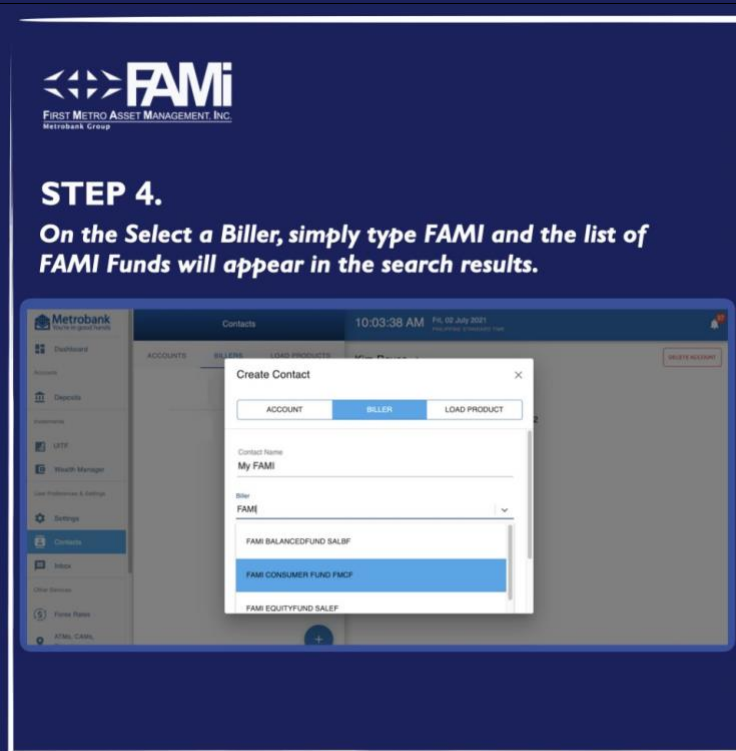
Step 2. Click + to add a biller.



Step 3. Choose the **BILLER** tab. Label your biller under “Contact Name”.



Step 4. On the Select a Biller, simply type **FAMI** and the list of **FAMI Funds** will appear in the search results.



Step 5. Enter your FAMi Account Details.

## Input Subscriber/Account Number

Subscriber Number refers to your Account Number + three zeroes in the beginning.  
Example: 00012345

## Reference No.

Same as Subscriber/Account Number.

## Phone No.

Your phone number for OTP phone banking purposes.

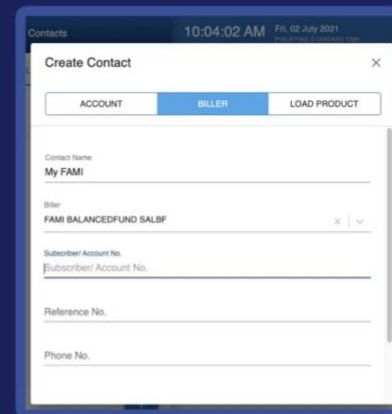
Step 6. Confirm by entering your Metrobank Passcode and wait for the confirmation notification to appear.



## STEP 5.

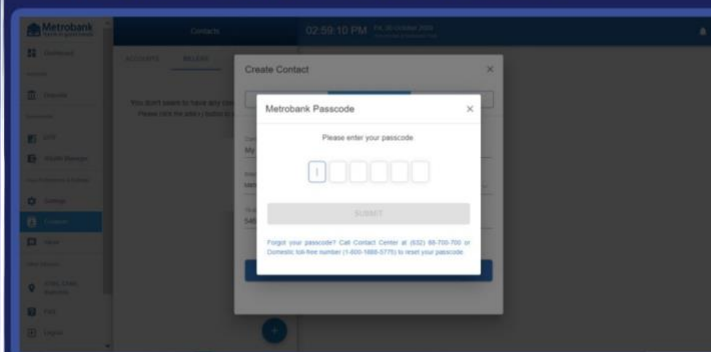
Enter your FAMi Account Details.

- 1 **Input Subscriber/Account Number**  
Subscriber Number refers to your Account Number + three zeroes in the beginning.  
Example: 00012345
- 2 **Reference No.**  
Same as Subscriber/Account Number.
- 3 **Phone No.**  
Your phone number for OTP phone banking purposes.




## STEP 6.

Confirm by entering your Metrobank Passcode.



Wait for this notification to appear -

 Add Contact Successful



## How to Set Up Scheduled Bills Payment in Metrobank Online

1. Log in to your [Metrobank Online account](#)
2. From the Dashboard, select Pay Bills.
3. Enter the Details of your investment:
  - a. Amount you will pay
  - b. Select the Biller in the dropdown options:
    - FAMI Equity Fund (SALEF)
    - FAMI Fixed Income Fund (SALFIF)
    - FAMI Balanced Fund (SALBF)
    - FAMI Index Fund (SALPHIN)
    - FAMI Consumer Fund (FMCF)
    - FAMI Money Market Fund (FMMMF)
    - FAMI Save and Learn Dollar Bond Fund (SALDBF)
    - FAMI Save and Learn F.O.C.C.U.S. (SALFOCCUS)
  - c. Select the Source Account
  - d. Click Later and toggle on Recurring. You may select between Day, Week, Month, 3 Months, 6 Months, and Year
  - e. Define the Start Date and Time of the recurring payment
  - f. Indicate the number of occurrences.
  - g. Put Notes (optional)
  - h. Click next.
4. Review and Confirm the transaction.

Note: Scheduled Bills Payment can only be set up in the browser version of Metrobank Online.

## How to deposit through a Payment Slip

Go to any Metrobank branch and fill-out the **green** payment slip.

 <b>Metrobank</b> METROPOLITAN BANK & TRUST COMPANY		<b>PAYMENT SLIP</b>	
<b>Payment For :</b> (Kindly fill-out separate slip for each mode of payment)			
<input type="checkbox"/> PESO BILLING	<input type="checkbox"/> DOLLAR BILLING	DATE	
COMPANY NAME / LOAN TYPE / SERVICE FEE <b>(1)</b>			
SUBSCRIBER / CARDHOLDER'S / ACCOUNT NAME <b>(2)</b>		REFERENCE NO. / CHECK NO. <b>(3)</b>	
SUBSCRIBER NO. / CARD NO. / LOAN ACCOUNT NO. / SAP CUSTOMER NO. / DEALER NO. <b>(4)</b>		TELEPHONE NO. / OTHER DETAILS <b>(5)</b>	
<b>Mode of Payment</b>		<b>Amount</b>	
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT MY ACCOUNT NO.		In Words : In figures :	
<b>(6)</b>		<b>(7)</b>	
		 ACCOUNTHOLDER'S SIGNATURE	

I. Indicate the Fund Account Name.

FUND NAME	FUND ACCOUNT NAME	UTILITY CODE
First Metro Save and Learn Equity Fund	FAMI_EquityFund_SALEF	621
First Metro Save and Learn Balanced Fund	FAMI_BalancedFund_SALBF	625
First Metro Save and Learn Fixed Income Fund	FAMI_FixedIncome_SALFIF	622
First Metro Consumer Fund on MSCI Philippines IMI Inc.	FAMI_ConsumerFund_FMCF	A51
First Metro Save and Learn Philippine Index Fund Inc. (formerly One Wealthy Nation Fund Inc.)	FAMI_IndexFund_SALPHIN	A52
First Metro Save and Learn Money Market Fund Inc.	FAMI Money Market Fund	B08
First Metro Save and Learn Dollar Bond Fund Inc.	FAMI_Dollar Bond Fund	D15
First Metro Save and Learn FOCCUS Dynamic Fund	FAMI_SALFOCCUS	E27

2. Indicate your FAMI Account Name where the investment should be booked against. It should be the same as the name you have provided to FAMI during your Account Opening.
3. Indicate your FAMI Account Number. Follow the 8-digit rule in the FAMI Account Number, e.g. 00001234.
4. Same as Step 3.
5. Indicate your latest contact number.
6. Choose mode of payment.
7. Indicate the amount to be invested.

**Note:** For First Metro Save and Learn Dollar Bond Fund Inc., FAMI shall apply the following charges upon booking of your investment based on bank charges:

\$1.00 OTC

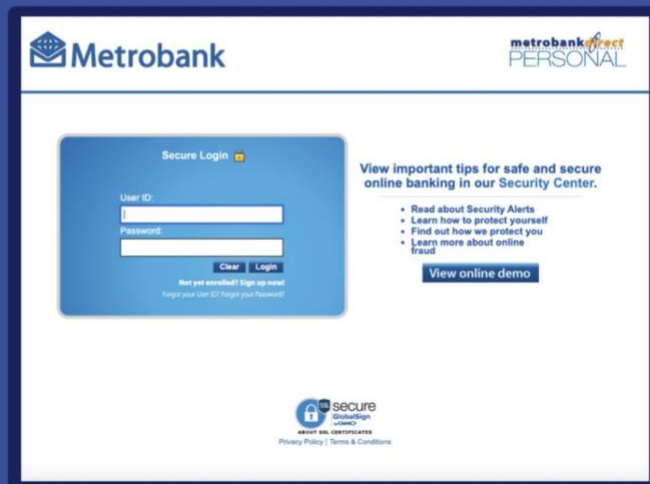
\$0.20 Online

## How to enroll a biller in MetrobankDirect

1. Log in to your  
[MetrobankDirect](#).

### STEP 1.

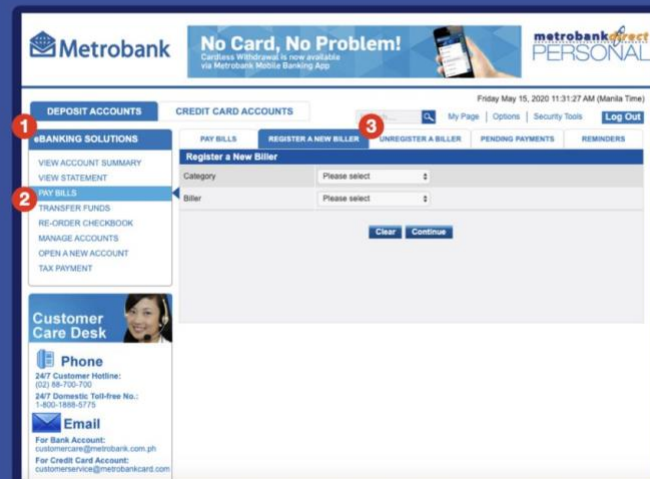
*Login to your Metrobank Direct account.*



2. In the **eBANKING SOLUTIONS** panel, click **Pay Bills**. And then, go to **Register A New Biller** tab.

### STEP 2.

*In the eBanking Solutions panel, click Pay Bills. And then, go to Register A New Biller tab.*





3. In the **Category** section, select **Investments**.

## STEP 3.

*In the Category section, select Investments.*

The screenshot shows the Metrobank Personal website interface. At the top, there's a banner for 'No Card, No Problem!' and a '15 YEARS' anniversary logo. Below the banner, there are tabs for 'DEPOSIT ACCOUNTS' and 'CREDIT CARD ACCOUNTS'. The 'CREDIT CARD ACCOUNTS' tab is active, and the 'REGISTER A NEW BILLER' option is selected. The 'Register a New Biller' form is displayed, with the 'Category' dropdown menu set to 'Investments'. The 'Biller' field is empty, and there are 'Clear' and 'Continue' buttons at the bottom of the form.

4. In the **Biller** section, select the fund name you want to add as a biller:

1. FAMi  
BALANCEDFUND  
SALBF
2. FAMi EQUITYFUND  
SALEF
3. FAMi FIXEDINCOME  
SALFIF
4. FAMi CONSUMER  
FUND FMCF
5. FAMi INDEX FUND  
SALPHIN
6. FAMi MONEY  
MARKET FUND
7. FAMi DOLLAR BOND  
FUND
8. FAMi\_SALFOCCUS

## STEP 4.

*In the Biller section, select the fund name you want to add as a biller:*

The screenshot shows the Metrobank Personal website interface, similar to the previous one. The 'Register a New Biller' form is displayed, and the 'Biller' dropdown menu is open, showing a list of fund names. The list includes: FAMi BALANCEDFUND SALBF, FAMi CONSUMER FUND FMCF, FAMi EQUITYFUND SALEF, FAMi FIXEDINCOME SALFIF, FAMi INDEX FUND SALPHIN, FAMi MONEY MARKET FUND, and FAMi DOLLAR BOND FUND. The 'Please select' text is visible above the list.

5. Indicate your FAMI Account Number in the Subscriber Number and Reference Number fields. Follow the 8-digit rule in the FAMI Account Number, e.g. 00001234. Fill in Phone No. field with your latest contact number.

Submit the form by clicking **Continue**. A Transaction Acknowledgement form will be displayed at the end of the process.

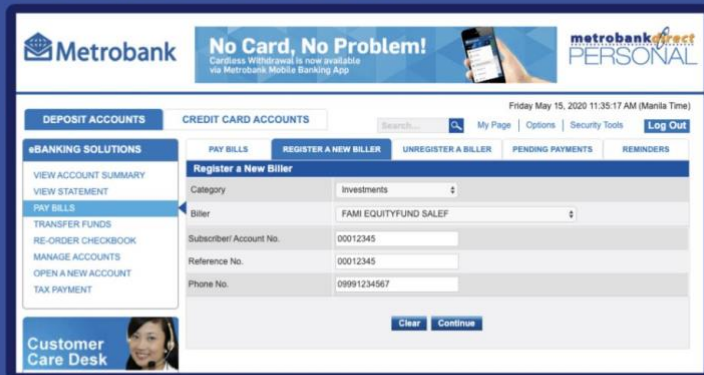
Once successfully registered, you may schedule frequency (daily, weekly, monthly up to annually)

**Note:**

- You may pre-schedule your bills payment up to 90 days in advance.
- You may set-up recurring bill payment schedule up to 3 years.
- Please make sure you fund your account at least one (1) day before the scheduled payment date.

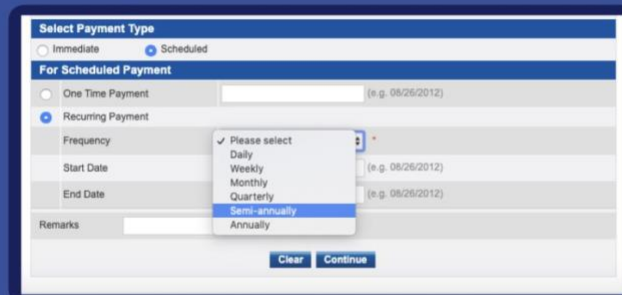
## STEP 5.

Indicate your FAMI Account Number in the Subscriber Number and Reference Number fields. Follow the 8-digit rule in the FAMI Account Number, e.g. 00001234. Fill in Phone No. field with your latest contact number.



Submit the form by clicking **Continue**. A Transaction Acknowledgement form will be displayed at the end of the process.

Once successfully registered, you may schedule frequency (daily, weekly, monthly up to annually)



**Notes:**

- You may pre-schedule your bills payment up to 90 days in advance.
- You may set-up recurring bill payment schedule up to 3 years.
- Please make sure you fund your account at least one (1) day before the scheduled payment date.

## How to invest through MetrobankDirect (Bills Payment)

1. Log in to your [MetrobankDirect](#).
2. In the [eBANKING SOLUTIONS](#) panel, click [Pay Bills](#) in the menu. And then, go to [Pay Bills](#) tab.
3. Choose your FAMI mutual fund from your list of registered billers. See [How to enroll a biller in MetrobankDirect](#).
4. No need to accomplish the [Special Biller](#) section. Proceed directly to selecting your bank account to debit, where the investment will be coming from.
5. Enter the amount to be invested, then click [Continue](#).
6. A Transaction Confirmation will request for you to input the One-Time Password (OTP) sent to your registered mobile number. Indicate the OTP and click [Confirm](#).
7. A Debit Memo will be displayed to serve as your confirmation for the transferred funds.