PORTAL REGISTRATION FOR INDIVIDUALS

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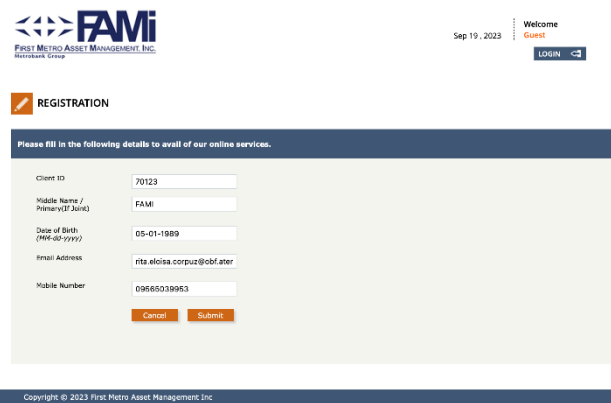
Registration and Enrollment for FAMI Portal Access (first-time users)

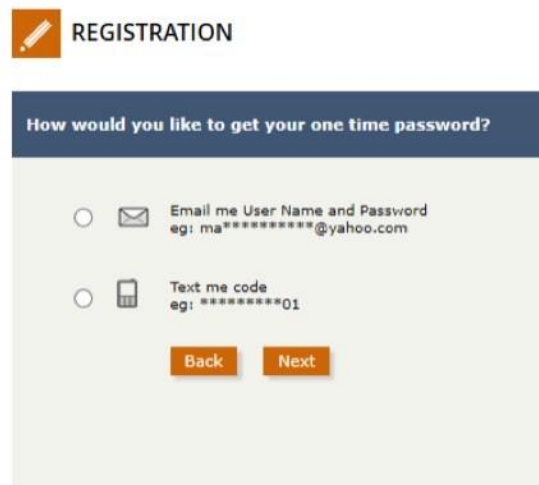|	
STEP 1 In the REGISTRATION page, click Individual Account. Then click NEXT.	
STEP 2 Provide your information as shown below, then click SUBMIT.	 *A pop-up message will appear "Are you sure you want to submit data?", click OK.*
STEP 3 Choose where you want to receive your one-time password (OTP), then click NEXT.	
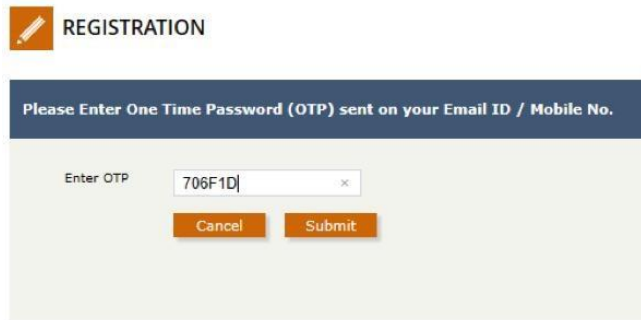
Head Office: 18/F PSBank Center, 777 Paseo de Roxas Ave. Salcedo Village, Makati City; Tel: (632) 891 2860 to 65
Cebu: Level 1 E bloc 4 Bldg., JM Delmar St. Asia Town I.T. Park, Cebu City; Tel: (032) 520 5596
Davao: 3/F Abreeza Mall, J. P. Laurel Avenue, Davao City

Website: www.fami.com.ph
@FirstMetroAsset
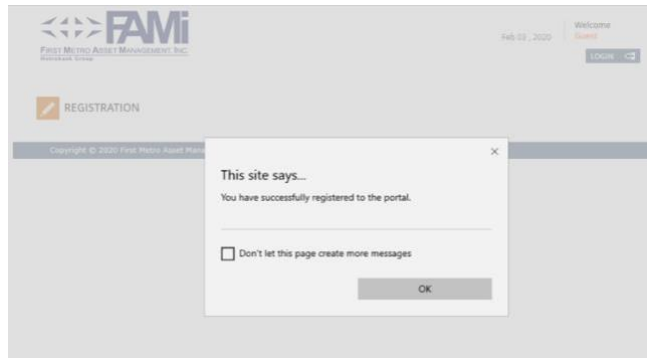
STEP 4 Enter the OTP in the appropriate field as shown below, then click SUBMIT.	
STEP 5 Once successful, you will be prompted by this message:	 You will also receive an SMS or email (whichever mode you have chosen) confirming your successful registration with your CLIENT ID. **Example of Confirmation via SMS**

Example of Confirmation via Email

From: fami_online@fami.com.ph <fami_online@fami.com.ph>
To: 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
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.
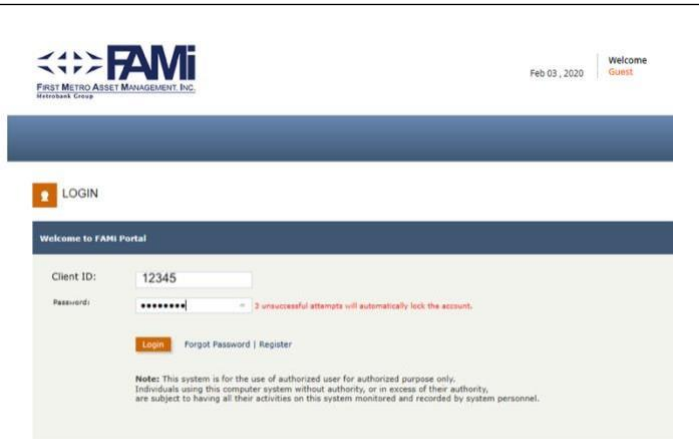
New Password

Confirm New Password

Cancel   Submit

Head Office: 18/F PSBank Center, 777 Paseo de Roxas Ave. Salcedo Village, Makati City; Tel: (632) 891 2860 to 65
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Website: www.fami.com.ph
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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.
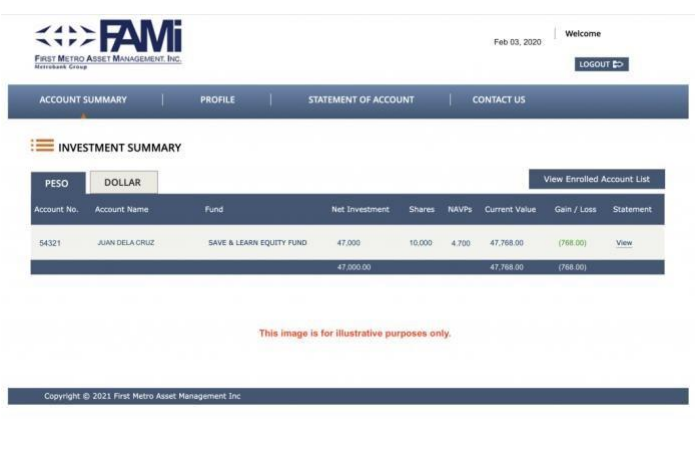
STEP 1	
Login to the FAMI Portal by entering your Client ID and password, then Click the LOGIN button.	
STEP 2	
Upon successful login, you will be redirected to the Investment Summary Page. Primary account is immediately enrolled to the FAMI Portal. If you have other accounts, please proceed to HOW TO ENROLL MULTIPLE ACCOUNTS.	
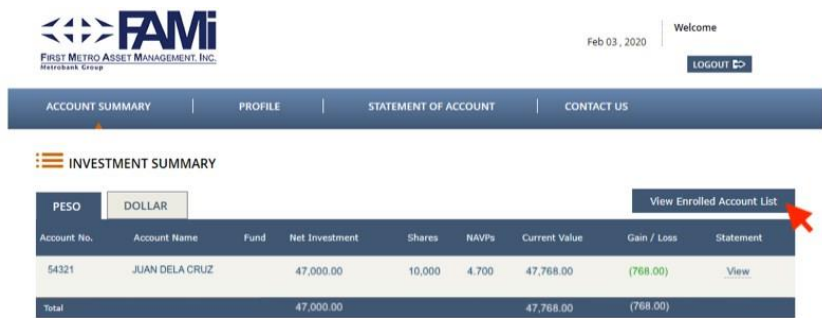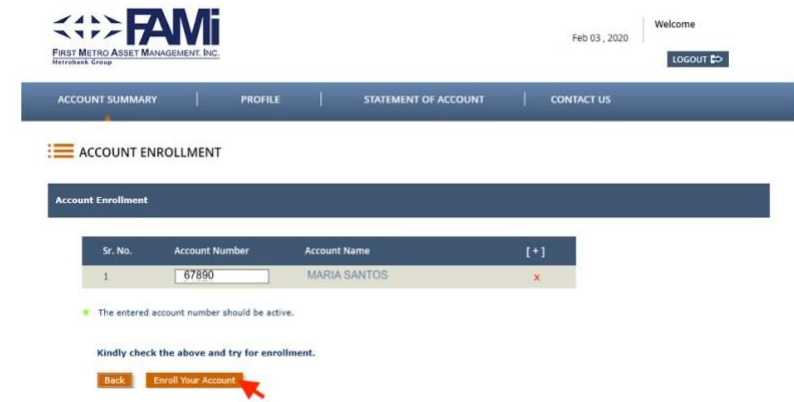
Head Office: 18/F PSBank Center, 777 Paseo de Roxas Ave. Salcedo Village, Makati City; Tel: (632) 891 2860 to 65
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How to Enroll Multiple Accounts

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

STEP 1	
Under the Account Summary Tab, click VIEW ENROLLED ACCOUNT LIST.	
STEP 2 Click ENROLL ADDITIONAL ACCOUNT.	
STEP 3 Enter your additional Account Number, then click ENROLL YOUR ACCOUNT.	