



Information Capsule

Downloading Transactions via the Visa
Business Credit Card Login

Connecting Through Your Login

Enter the following address: cartescredit.banquelaurentienne.ca/businessportal/Home.
Once on the connection page, select the desired display language.
Then, enter your e-mail address and password, and click on “Login”.



Activate



If you're a personal customer, go to the [personal credit card login](#).

BUSINESS

Credit card login

Email

claire.brmtstlisbonne@banquelaurentienne.ca

Password

[Reset Password](#)

.....



Remember me

Log in



Dashboard

Once connected, you can consult your dashboard. It allows you to view all company spending and cardholders.

You also have access to a number of tabs:

1. "Activity"
2. "Rewards"
3. "Spend"
4. "My account"

In addition, you can make a payment right from your dashboard.

The screenshot displays the Laurentian Bank dashboard for user Marie Brmtstparis. At the top, there are navigation tabs for Dashboard (1), Activity (2), Rewards (3), and Spend (4). The user's name and account ID (SAE.PTA.NEW.10) are shown, along with a 'Make a payment' button. The main content area is divided into several sections:

- Account Summary:** Shows a spend limit of \$100.00 and a current balance of \$0.00. A progress bar indicates the available spend is also \$100.00.
- My card details:** Displays a Visa card with the number **** * 5175, an expiry date of 04/28, and a CVC of ***.
- Top merchants:** A message states 'You have not made any transactions this month.'
- Spend Breakdown:** A donut chart shows no transactions for the month. A legend lists categories: Technology (\$0.00), Services (\$0.00), Transportation (\$0.00), Travel (\$0.00), Fees (\$0.00), and Workplace (\$0.00).

Activity Tab

The “Transactions” section located in the “Activity” tab allows you to:

1. select the type of transactions to display (recurrent transactions, reimbursements, payment, etc.);
2. download the list of transactions;
3. make a payment.

Downloading transactions allows you to obtain a different view and to manipulate your data by adding totals as needed.

LAURENTIAN BANK

Dashboard Activity Rewards Spend

MB Marie Brmtstparis

Activity

Card Spend ⓘ
\$0.00

3 Make a payment

Transactions

Search for transactions

1 All transactions ▾

- All transactions
- Foreign currency
- Payments
- Recurring transactions
- Refunded transactions
- eShop transactions
- inCard transactions

Show pending on

2 Download

You have not made any transactions this month. There are no recent transactions

Start using your Laurentian card and your most recent transactions will appear here.

Downloading Transactions

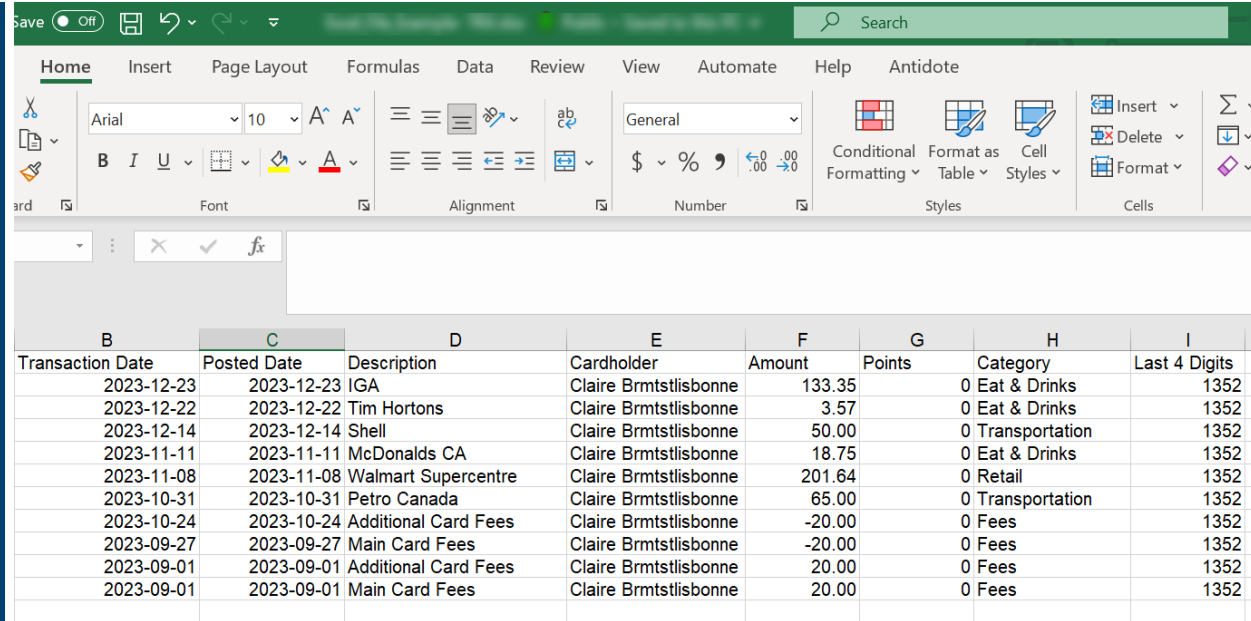
1. Select the desired period by entering the start and end dates.
2. Select the type of file to be downloaded (Excel or CSV).

- The Excel file allows you to classify your transactions on your own according to your specific needs (date, spend category or cashback, if applicable).
- The CSV file allows you to conserve your data and to easily import/export it.

The screenshot displays a mobile banking application interface. At the top, the 'Activity' section shows 'Points available' at 0 points and 'Account balance' at \$0.00. A 'Make a payment' button is visible in the top right. Below this, there are tabs for 'Transactions' and 'Statements'. A search bar for transactions is present. A modal dialog box titled 'Download Transactions' is open in the center. It asks the user to 'Select the dates for the transactions you would like to download.' The 'From' date is set to 'Jan 01, 2024' and the 'To' date is 'Feb 04, 2024'. Below the date selection, there is a 'SELECT FILE TYPE' dropdown menu with 'Excel file' selected. A 'Download' button is at the bottom of the dialog. In the background, a list of transactions is visible, including entries for 'Cr Authorized User Card F' and 'Cr Primary Card Fee' with various amounts.

Downloading Transactions (Excel)

Once the document is downloaded, you can use a filter to classify your transactions yourself according to your specific needs. It is also possible to add the amount and point sub-total and total.

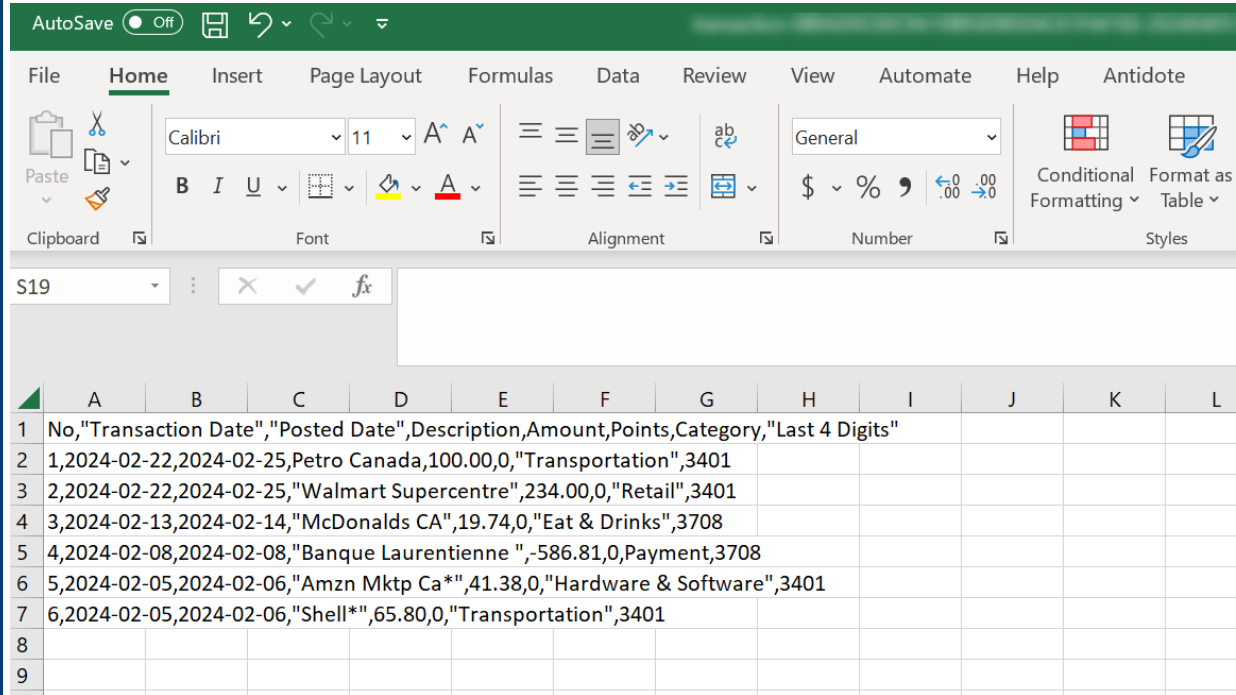


The screenshot shows the Microsoft Excel interface with a table of transactions. The ribbon is set to 'Home'. The table has the following data:

B	C	D	E	F	G	H	I
Transaction Date	Posted Date	Description	Cardholder	Amount	Points	Category	Last 4 Digits
2023-12-23	2023-12-23	IGA	Claire Brmsttisbonne	133.35		0 Eat & Drinks	1352
2023-12-22	2023-12-22	Tim Hortons	Claire Brmsttisbonne	3.57		0 Eat & Drinks	1352
2023-12-14	2023-12-14	Shell	Claire Brmsttisbonne	50.00		0 Transportation	1352
2023-11-11	2023-11-11	McDonalds CA	Claire Brmsttisbonne	18.75		0 Eat & Drinks	1352
2023-11-08	2023-11-08	Walmart Supercentre	Claire Brmsttisbonne	201.64		0 Retail	1352
2023-10-31	2023-10-31	Petro Canada	Claire Brmsttisbonne	65.00		0 Transportation	1352
2023-10-24	2023-10-24	Additional Card Fees	Claire Brmsttisbonne	-20.00		0 Fees	1352
2023-09-27	2023-09-27	Main Card Fees	Claire Brmsttisbonne	-20.00		0 Fees	1352
2023-09-01	2023-09-01	Additional Card Fees	Claire Brmsttisbonne	20.00		0 Fees	1352
2023-09-01	2023-09-01	Main Card Fees	Claire Brmsttisbonne	20.00		0 Fees	1352

Downloading Transactions (CSV)

Once the CSV file is downloaded, you can save it to conserve the data. You can also easily import/export the data.



No	Transaction Date	Posted Date	Description	Amount	Points	Category	Last 4 Digits
1	2024-02-22	2024-02-25	Petro Canada	100.00	0	Transportation	3401
2	2024-02-22	2024-02-25	Walmart Supercentre	234.00	0	Retail	3401
3	2024-02-13	2024-02-14	McDonalds CA	19.74	0	Eat & Drinks	3708
4	2024-02-08	2024-02-08	Banque Laurentienne	-586.81	0	Payment	3708
5	2024-02-05	2024-02-06	Amzn Mktp Ca*	41.38	0	Hardware & Software	3401
6	2024-02-05	2024-02-06	Shell*	65.80	0	Transportation	3401
7							
8							
9							

Making a Payment

You can make a payment from different tabs, including the “Dashboard” or “Activity” sections.

Simply click on the “Make a payment” button that can also be found on your dashboard.



Dashboard

Activity

Rewards

Spend

MB Marie Brmstparis

Activity

Card Spend ⓘ
\$0.00

Make a payment

Transactions

Search for transactions

All transactions

Show pending on

Download



You have not made any transactions this month. There are no recent transactions

Start using your Laurentian card and your most recent transactions will appear here.



Making a Payment

The window displayed allows you to select the payment amount, as well as the institution with which you wish to make a payment to the main account.

You can pay:

1. the balance in full;
2. an amount at your discretion.

The screenshot shows a 'Make a payment' window with a close button (X) in the top right corner. The window is divided into two main sections: instructions and payment details.

Make a payment in 4 easy steps:

- 1 Copy the amount you want to add to your bill payment.
- 2 Select your financial institution's logo.
- 3 Log in and add "Laurentian Bank Visa" as a bill payee.
- 4 Enter the amount on the bill payments page to make a payment to your credit card.

Payment details

Payee name: Laurentian Bank Visa*
Account number: 5175

Suggested payments

Balance - all cards
\$0.00

Copy

Select your financial institution:

A row of ten financial institution logos is displayed: Desjardins, RBC, CIBC, TD, Desjardins, BMO, Scotiabank, NATIONAL BANK, Tangerine, and HSBC.

