



# Laurentian Bank

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Information Capsule on Managing Your  
Profile in the Visa Business Credit Card  
Login

# Connecting to Your Account

Enter the following address: <https://cartescredit.banquelaurentienne.ca/businessportal/Home>.  
Once on the connection page, select the language you would like the platform to be displayed in.  
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



# My Account

You will see the following page when you log in. To access your profile, click on your name at the top right of your screen. A scrolling menu will appear.

The screenshot shows the 'My Account' page for Claire Brmtstlisbonne. The user's name and a 'CB' icon are at the top right. A yellow arrow points to the name. A dropdown menu is open, listing various account management options. The main page content includes 'Company Spend Info', 'Cardholders', 'Top merchants', and 'Company spend breakdown'.

**LAURENTIAN BANK** Dashboard Activity Rewards Spend

**CB** Claire Brmtstlisbonne

**My account**

- Business Information
- Cardholders and administrators
- AutoPay
- Notifications
- Travel notice
- Contact us
- Language preferences

**Log out**

**Company Spend Info**

Credit limit <sup>1</sup> \$300.00 Current balance \$0.00

Available credit <sup>1</sup> \$300.00

**Cardholders**

**CB** Claire Brmtstlisbonne

Spent: \$0.00

**Top merchants**

You have not made any transactions this month.

**Company spend breakdown**

● Tech	
● Serv	
● Tran	
● Travel	\$0.00
● Fees	\$0.00
● Workplace	\$0.00

# Business Information

The “Business information” section allows you to:

1. Add an image to your profile (optional)
2. Modify the business correspondence address
3. Add or modify your annual business income (optional)

LAURENTIAN BANK

Dashboard Activity Rewards Spend

CB Claire Brmtstlisbonne

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## Business information

1 SAE.PTA.NEW.10

### Business information

2 **Current address**  
1360 Boul. René-Lévesque Ouest #600  
Montreal, QC  
H3G0E5 [Edit](#)

3 **Business annual income**  
\$0 [Edit](#)

# Cardholder and Administrator Management

The “Cardholders and administrators” section allows you to:

1. Add a level-2 administrator (read access only)
2. Consult the details on different cardholders or administrators

To access the details on a particular cardholder, click on his/her name.

*Note : The “Add cardholder” field is greyed out because you must contact the Telebanking Centre or your Business Centre Coordinator to make the request.*

**LAURENTIAN BANK**

Dashboard Activity Rewards Spend CB Claire Brmsttisbonne

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## Cardholders and administrators

**1** Add administrator + Add cardholder +

### Cardholders

**2** CB Claire Brmsttisbonne Last 4 digits: 1352

### Admin 1

SB Sara Brmstturque Admin 1

### Admin 2

NP Natacha Pierre admin 2

# Personal Information

When clicking your or a user's card name, you can:

1. Change your credit card's PIN
2. Consult card details
3. Report a stolen or lost card
4. Change your or a user's personal information and spend limit

*Note: When modifying a user's spend limit, this change will take effect immediately.*

**LAURENTIAN BANK**

Dashboard Activity Rewards Spend CB Claire Brmtstlisbonne

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### Your card

CB Claire Brmtstlisbonne

- 1 Change PIN
- 2 Card details
- 3 Report lost or stolen card

### 4 Personal information

**Name**  
Claire Brmtstlisbonne

**Job title** [Edit](#)

**Email**  
claire.brmtstlisbonne@banquelaurentienne.ca [Edit](#)

**Mobile phone**  
(514) 000-0000 [Edit](#)

### Security

**Password**  
\*\*\*\*\* [Edit](#)

# Change Your Card's PIN

You can change your PIN as follows:

1. Enter the card number
2. Create your new PIN and confirm it
3. Click on "Next"

← Your card

## Change my PIN

### Step 1 of 2

Enter the following account details to change the PIN.

Card number

1

Next

← Your card

## Change my PIN

### Step 2 of 2

Please create a new card PIN. Avoid the following combinations:

- Your card expiration date
- Your date of birth
- Any 4 digit grouping of your card number
- Any consecutive numbers, such as 0123, 4321, 1111 etc.

NEW CARD PIN:

2

CONFIRM NEW CARD PIN:

Must be 4 digits

Avoid using obvious numbers

Back

3

Next

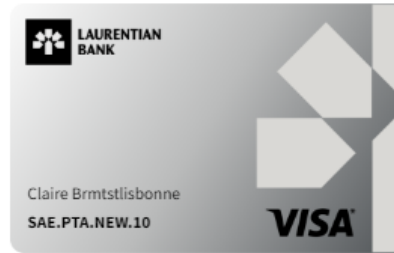


# Card Details

When accessing “Card details”, the following options are accessible to you:

1. Lock the card
2. Lock online purchases
3. Lock foreign currency purchases
4. Consult card spending by category

## Card details



Name on card

Claire Brmstlisbonne



Card number

XXXXXXXXXXXX



Expiry date

04/28



CVC ⓘ

XXXX



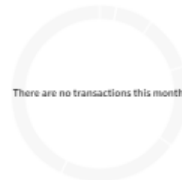
1 Lock card

2 Lock online purchases

3 Lock foreign currency purchases

## 4 Spend breakdown

Spend breakdown will appear once the transactions are posted.



Technology	\$0.00	Services	\$0.00
Transportation	\$0.00	Travel	\$0.00





# Reporting a Lost or Stolen Card

Clicking on “Report lost or stolen card” allows you to file your report quickly online.

A window will be displayed.

Please read the information that appears carefully and click on “Yes” if you wish to proceed with the report.

You can then contact the Telebanking Centre at 1 800 252-1846 to replace the card in question.



Report lost or stolen card ✕

**Do any of the following statements apply to the cardholder?**

- 1) Did the cardholder notice any suspicious activity on their account?
- 2) Did the cardholder change their address in the past 30 days?
- 3) Is the cardholder travelling outside of Canada?

Report lost or stolen card ✕

**Next steps**

Lock the cardholder's card immediately. For help or to get a replacement card, contact us at [1-800-522-1846](tel:1-800-522-1846).



# AutoPay

AutoPay is a preauthorized payment service.

The service allows you to set an amount at your discretion that will be automatically debited on the due date indicated on your monthly statement and applied to your Visa\* account balance. Thus, AutoPay helps avoid payment delays.

To begin:

1. Click on “Configure AutoPay”
2. Select your financial institution



Dashboard

Activity

Rewards

Spend

CB

Claire Brr

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## AutoPay



### AutoPay has been set up

Your next automatic payment of the Balance Due will be paid on August 25, 2024. You can update the payment amount any time before the payment date. To make a change, select “Manage AutoPay”.

1

Manage AutoPay

Cancel AutoPay

2

← AutoPay

### Select your financial institution



Other

Next



# AutoPay

You must then enter your banking coordinates:

1. Your financial institution's 5-digit transit number
2. Your account number (the number of digits may vary depending on the financial institution)

Click on "Next".

## Note:

You can find your transit and account numbers:

- in your online banking services
- on a cheque

TEST 1 SOLO SAE 001  
DATE 0000-00-00  
PAY TO THE ORDER OF \$  
/100 DOLLARS  
LAURENTIAN BANK OF CANADA  
MEMO \_\_\_\_\_ MP  
00071 : " 039 : 000000000

Transit

Account no.

← AutoPay

## Selected institution

Selected institution



Name of financial institution  
Laurentian Bank

Review your bank account details.

All fields are required unless marked as optional.

Transit number

1

00738

Account number

2

0012345

Back

Next



# AutoPay

The adjacent window will be displayed. In this window, you can:

1. Select the amount of the payment to be made (balance due, minimum payment due, fixed amount).

If you select a fixed amount, please indicate the amount.

2. Be advised of the AutoPay terms and conditions and indicate your acceptance of these.

Click on “Confirm”.

## Setup AutoPay

**Selected institution**

From  
Laurentian Bank account \*3456

To  
Laurentian Bank Visa\* Business Rewards \*1352

**1 Confirm your AutoPay payment details**  
Select a payment option.

Balance due ⓘ This billing cycle: **\$0.00**

Minimum payment ⓘ This billing cycle: **\$0.00**

Fixed Amount

**AutoPay Terms and conditions:**  
*Review the following document. When you're done, select the checkbox to agree to our terms and conditions. To continue, select "Confirm".*

[Download PDF](#)

**2**  I have read, understood and agree to be bound by the above terms and document. I confirm that I am authorized to set up a pre-authorized payment service that'll debit funds from the selected bank account. ⓘ

# AutoPay

The adjacent window will then be displayed.

You have successfully configured AutoPay.

As needed, you can:

1. Make changes by selecting the “Manage AutoPay” option
2. Cancel your AutoPay by selecting the “Cancel AutoPay” option

*Note: The change will take effect as of your next billing cycle.*

## AutoPay



### AutoPay has been set up

Your next automatic payment of \$5.00 will be paid on July 25, 2024. You can update the payment amount any time before the payment date. To make a change, select “Manage AutoPay”.

1

Manage AutoPay

2

Cancel AutoPay



# Notifications

The “Notifications” section allows you to select the personal notifications or those for authorized users that you wish to receive via e-mail.

You can receive notifications when:

- your credit limit is reached
- a payment is made to your account
- a purchase is made with your card or that of an authorized user

You can opt to receive your statements electronically or on paper (free of charge).

The screenshot shows the Laurentian Bank online account management interface. The top navigation bar includes "Dashboard", "Activity", "Rewards", and "Spend". The user's name "Claire Brmsttisbonne" is visible in the top right corner. The left sidebar menu includes "My account" with options: "Business information", "Cardholders and administrators", "AutoPay", "Notifications" (highlighted with a red box), "Travel notice", "Contact us", and "Language preferences". A "Log out" button is located at the bottom of the sidebar. The main content area is titled "Notifications" and is divided into three sections: "Personal notifications", "Statements", and "Documents and information". The "Personal notifications" section includes: "Receive all email notifications." (On), "Credit limit notifications" (On) with a link to "Change alert", "Payment received notifications" (On), and "Purchase notifications" (On). The "Statements" section includes "eStatements" (On) with a green checkmark. The "Documents and information" section includes "Electronic documents and information." (On) with a green checkmark. A yellow arrow points from the "Notifications" menu item in the sidebar to the "eStatements" toggle switch.

# Travel Notice

The travel notice assures you that your card will not be flagged for suspicious activities.

To configure the travel notice:

1. Select the cardholder
2. Add the destination where the card is to be used
3. Indicate the departure date
4. Indicate the return date

Click on “Add travel notice”.

*Note: If you have multiple trips upcoming, you can add them ahead in the platform.*



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## Travel notice

### Where are you travelling to?

To make sure that your card won't be flagged for suspicious activities, keep us informed on your upcoming travel plans.

- 1 Cardholder**
- 2 Add Destination**
- 3 Departure date**
- 4 Return date**

Add travel notice

### Destinations

You don't have any travel notices yet.



# Language Preferences

The “Language preferences” section enables you to select the language in which you wish to receive your communications.

To do so, choose your preferred language and click on “Change language”.

*Note: This change will not affect the language of your communications. To modify the language of your statements, the language displayed on merchant terminals, or on ATMs, please contact the Telebanking Centre at 1 800 252-1846. You can change the language in which you access the platform from the login page.*

The screenshot shows the 'My account' page of the Laurentian Bank. The 'Language preferences' option is highlighted with a red box. A yellow arrow points to the 'Change language' button at the bottom of the page. The 'Language preferences' section is titled 'Language preferences' and includes the text 'Select your preferred language'. Below this, it states: 'Your current language is shown below. You can choose to receive your emails in English or French. To change your preferred language, switch options and select “Change language”.' A note in a light blue box says: 'Note: This change won't impact the language of your monthly statements, the language displayed on merchant terminals or ATMs. If you'd like to make a change, contact us at 1-800-522-1846.' Below the note, it says: 'If you have multiple cards linked to your account, you'll need to change the language preferences for each of your profiles.' The language selection options are: English (radio button) and French (radio button, selected). A 'Change language' button is located at the bottom of the section.