



# Information Capsule

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Downloading Transactions via the Visa  
Business Credit Card Login

# Connect 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

@banquelaurentienne.ca

Password

[Reset Password](#)

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☒ Remember me

Login



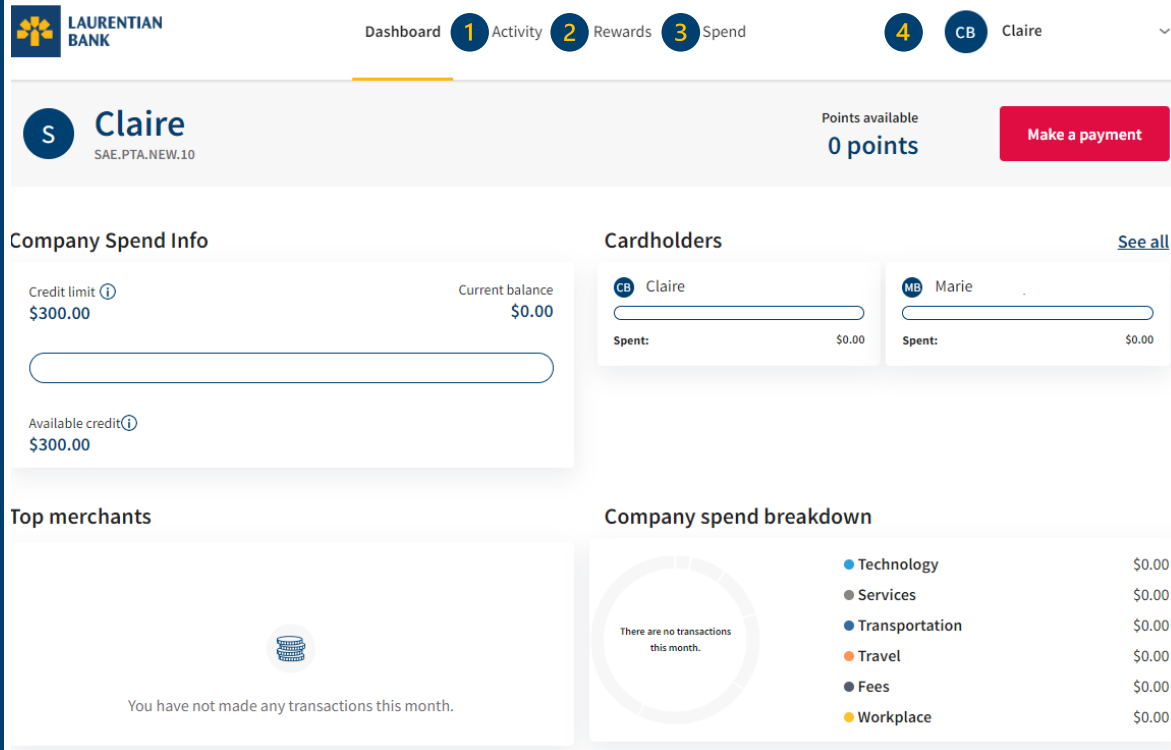
# Dashboard

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.



# Activity

Access the “Activity” section in order to:

1. Consult transactions made by different users
2. Consult your monthly statements
3. Download the list of transactions selected
4. Make a payment

LAURENTIAN BANK

Dashboard **Activity** Rewards Spend

CB Claire

Activity

Points available: 0 points

Account balance ⓘ: \$0.00

4 Make a payment

Search for transactions

1 Transactions 2 Statements

Your account ▾ All transactions ▾

Show pending on ☒

3 Download

Merchant name	Category	Cardholder	Points	Amount
Tue, Oct 24				
Cr Authorized User Card F	Fees	Claire	0 pts	\$-20.00
Wed, Sep 27				
Cr Primary Card Fee	Fees	Claire	0 pts	\$-20.00
Fri, Sep 1				
Authorized User Card Fee	Fees	Claire	0 pts	\$20.00
Primary Card Fee	Fees	Claire	0 pts	\$20.00

# Downloading Transactions

The “Transactions” section allows you to:

1. select and display spending by different users;
2. select the type of transactions to display (recurrent transactions, reimbursements, payment, etc.);
3. download the list of transactions;
4. make a payment.

Downloading transactions allows you to obtain a different view and to manipulate your data by adding totals, for example.

The screenshot shows the Laurentian Bank Activity page. At the top, there's a navigation bar with 'Dashboard', 'Activity' (selected), 'Rewards', and 'Spend'. The user is logged in as 'CB Claire'. Below the navigation bar, the 'Activity' section displays 'Points available: 0 points' and 'Account balance: \$0.00'. There's a 'Make a payment' button. A search bar for transactions is also present. Below the search bar, there are two tabs: 'Transactions' (selected) and 'Statements'. A dropdown menu for 'Your account' is open, showing options like 'Your purchases' and 'Marie's purchases'. A 'Show pending' toggle is set to 'On'. A 'Download' button is visible. The main table lists transactions with columns for Category, Cardholder, Points, and Amount. Transactions include 'Cr Primary Card Fee' and 'Authorized User Card Fee'.

Category	Cardholder	Points	Amount
Cr Primary Card Fee	Claire	0 pts	\$-20.00
Authorized User Card Fee	Claire	0 pts	\$20.00

# Downloading Transactions

1. Select whether you wish to view the transaction history for all cardholders or for a specific cardholder.
2. Select the desired display method.
3. Select the desired period by entering the start and end dates.
4. 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 (by cardholder, date, spend category or cashback, if applicable).
- The CSV file allows you to conserve your data and to easily import/export it.

**Download transactions**

Select the dates for the transactions you would like to download.

**Cardholder**

Select a cardholder 1

☒ View by posted date  
☐ View by transaction date 2  
☐ Select a statement period

**From** MM/DD/YYYY 3 **To** MM/DD/YYYY

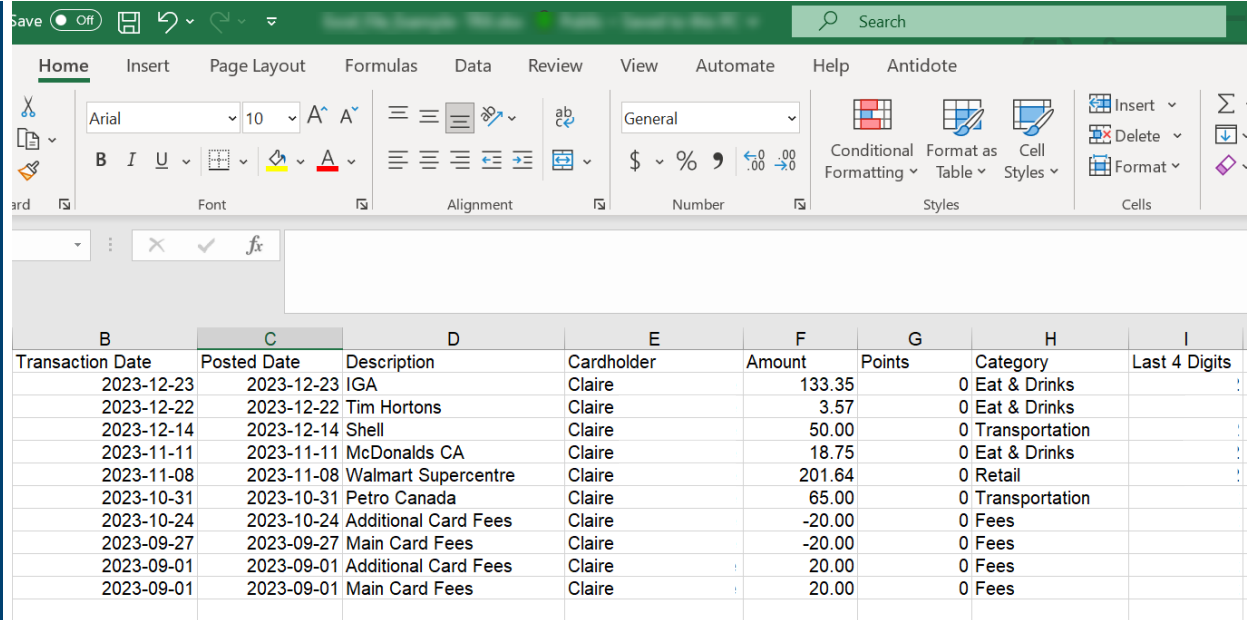
**Select file type**

Select a file type to download 4

**Download**

# Downloading Transactions (Excel)

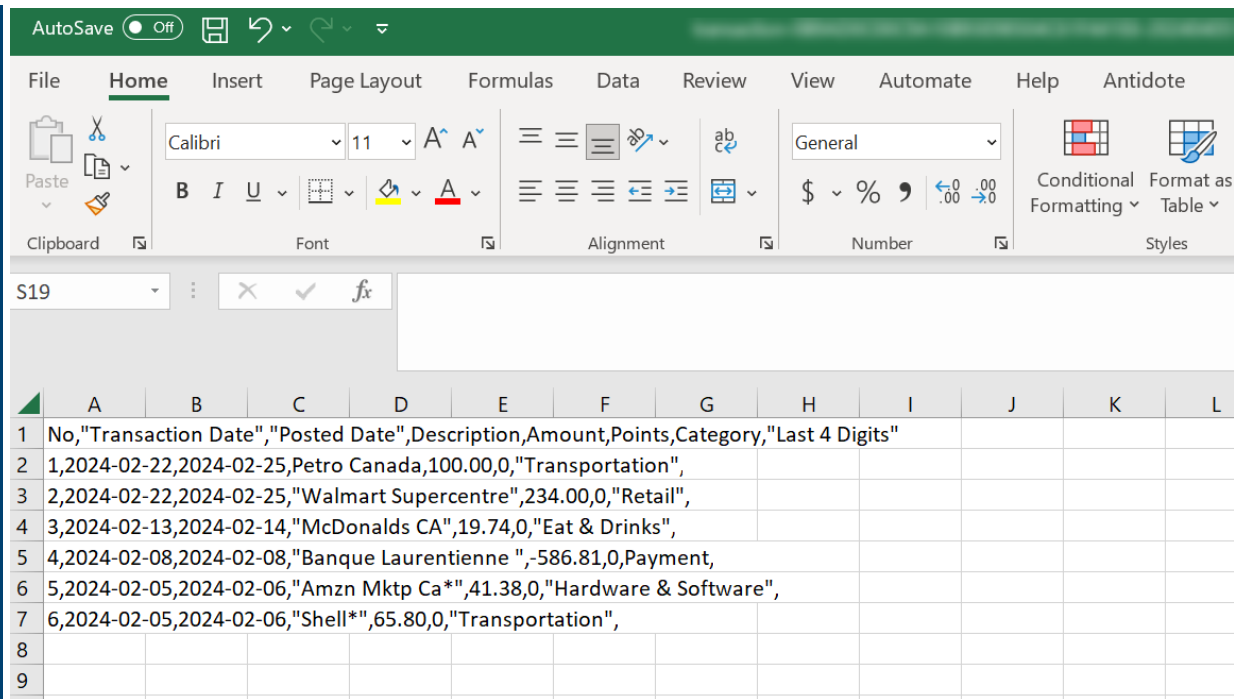
Once the Excel file is downloaded, you can use a filter to classify your transactions according to your specific needs. It is also possible to add the amount and point sub-total and total.



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	133.35		0 Eat & Drinks	
2023-12-22	2023-12-22	Tim Hortons	Claire	3.57		0 Eat & Drinks	
2023-12-14	2023-12-14	Shell	Claire	50.00		0 Transportation	
2023-11-11	2023-11-11	McDonalds CA	Claire	18.75		0 Eat & Drinks	
2023-11-08	2023-11-08	Walmart Supercentre	Claire	201.64		0 Retail	
2023-10-31	2023-10-31	Petro Canada	Claire	65.00		0 Transportation	
2023-10-24	2023-10-24	Additional Card Fees	Claire	-20.00		0 Fees	
2023-09-27	2023-09-27	Main Card Fees	Claire	-20.00		0 Fees	
2023-09-01	2023-09-01	Additional Card Fees	Claire	20.00		0 Fees	
2023-09-01	2023-09-01	Main Card Fees	Claire	20.00		0 Fees	

# 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.




The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Styles. The worksheet displays a CSV file imported into a table with 12 columns (A-L) and 10 rows (1-9). The data in row 1 is: No, "Transaction Date", "Posted Date", Description, Amount, Points, Category, "Last 4 Digits". The data in row 2 is: 1, 2024-02-22, 2024-02-25, Petro Canada, 100.00, 0, "Transportation",. The data in row 3 is: 2, 2024-02-22, 2024-02-25, Walmart Supercentre, 234.00, 0, "Retail",. The data in row 4 is: 3, 2024-02-13, 2024-02-14, "McDonalds CA", 19.74, 0, "Eat & Drinks",. The data in row 5 is: 4, 2024-02-08, 2024-02-08, "Banque Laurentienne ", -586.81, 0, "Payment",. The data in row 6 is: 5, 2024-02-05, 2024-02-06, "Amzn Mktp Ca\*", 41.38, 0, "Hardware & Software",. The data in row 7 is: 6, 2024-02-05, 2024-02-06, "Shell\*", 65.80, 0, "Transportation",. The data in row 8 is empty. The data in row 9 is empty.

	A	B	C	D	E	F	G	H	I	J	K	L
1	No,	"Transaction Date",	"Posted Date",	Description,	Amount,	Points,	Category,	"Last 4 Digits"				
2	1,	2024-02-22,	2024-02-25,	Petro Canada,	100.00,	0,	"Transportation",					
3	2,	2024-02-22,	2024-02-25,	Walmart Supercentre",	234.00,	0,	"Retail",					
4	3,	2024-02-13,	2024-02-14,	"McDonalds CA",	19.74,	0,	"Eat & Drinks",					
5	4,	2024-02-08,	2024-02-08,	"Banque Laurentienne ",	-586.81,	0,	"Payment",					
6	5,	2024-02-05,	2024-02-06,	"Amzn Mktp Ca*",	41.38,	0,	"Hardware & Software",					
7	6,	2024-02-05,	2024-02-06,	"Shell*",	65.80,	0,	"Transportation",					
8												
9												



# Account Statements

- The “Statements” section allows you to:
- 1.Consult your monthly statement in PDF format
  - 2. Download your monthly statement
  - 3. Make a payment

LAURENTIAN BANK

Dashboard

Activity

Rewards

Spend

CB

Claire

Activity

Balance due ⓘ  
\$0.00

3

Make a Payment

Transactions

Statements

Latest Statement

Aug 28 - Sep 27, 2023

Balance due  
\$0.00

Minimum payment  
\$10.00

Payment Due Date  
Oct 25, 2023

1

View PDF

2

Download ▾

CSV

Excel



# Monthly Statement (1/2)

Here is an example of a statement in PDF format.

1. The total A corresponds to your balance the previous month.
2. The total B corresponds to the sum of your purchases, cash advances and interest incurred for the current period (between your two statements), if applicable.
3. The total C includes the payments made and credits received during the period.
4. To obtain your balance due, simply add the prior balance and the new charges, and then, deduct the payments made and credits received.

*\* Your balance due, due date and minimum payment amount can be found on the slip at the bottom of the page.*



## Monthly Statement

for Jun 14, 2024 - Jul 02, 2024

### LAURENTIAN BANK VISA BUSINESS REWARDS

Account #:   
Business Name:   
Credit Limit: \$50,000.00

#### Calculating Your Balance

1	<b>A. Previous Total Account Balance:</b>	<b>\$23,418.32</b>
	Purchases:	\$6,500.83
	Cash Advances:	\$0.00
	Interest:	\$0.00
	Fees:	\$0.00
2	<b>B. Total Charges:</b>	<b>\$6,500.83</b>
	Payments:	-\$3,413.03
	Other Credits:	\$0.00
3	<b>C. Total Payments and Credits:</b>	<b>-\$3,413.03</b>
	<b>Balance Due = (A + B + C):</b>	<b>\$26,506.12</b>
	Current Minimum Payment:	\$795.18
	Past Due:	\$0.00
	<b>Minimum Payment Due:</b>	<b>\$795.18</b>
	Payment Due Date:	Jul 30, 2024
4	<b>New Total Account Balance:</b>	<b>\$26,506.12</b>
	Available Credit:	\$23,493.88

#### Rewards Summary

Rewards Earned This Cycle:	0
Rewards Redeemed This Cycle:	0

Automated Redemption 0

#### Annual Interest Rates

Purchases:	0.00%
Cash Advances:	0.00%



Remittance slip  
Laurentian Bank Visa

Account #:

Balance Due:  
\$26,506.12

Minimum Due by Jul 30, 2024  
\$795.18

Do not send cash. Please make cheques payable to  
Laurentian Bank of Visa.

Amount Enclosed

\$ .



# Monthly Statement (2/2)

You will find the following elements on the second page of your statement:

- 1. Previous Total Account Balance:** Represents the last statement's balance.
- 2. Subtotal:** Represents the total of transactions conducted by cardholders (purchases, payments and credits) during the statement period.
- 3. Total:** Represents all purchases and payments made during the statement period.
- 4. New Total Account Balance:** Represents your balance due at the end of the statement period.

## Transactions (for the statement period of Jun 14, 2024 to Jul 02, 2024)

**1** Previous Total Account Balance: \$23,418.32

Transaction Date	Posted Date	Description	Location	Amount
Card#: **** * Jun 28 Jun 28 STAPLES TORONTO ON \$800.23 Jun 28 Jun 28 PAYMENT TORONTO ON (\$260.44)				

**2** Subtotal: \$539.79

Card#: **** * Jun 28 Jun 28 AMAZON.CA TORONTO ON \$900.22 Jun 28 Jun 28 PAYMENT TORONTO ON (\$260.49)				
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Subtotal: \$639.73

Card#: **** * Jun 28 Jun 28 HOME DEPOT TORONTO ON \$550.23 Jun 28 Jun 28 PAYMENT TORONTO ON (\$260.45)				
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Subtotal: \$289.78

Card#: **** * Jun 28 Jun 28 CANADIAN TIRE TORONTO ON \$893.23 Jun 28 Jun 28 PAYMENT TORONTO ON (\$260.48) Jul 02 Jul 02 H2GOA BARBER TORONTO ON \$160.23 Jul 02 Jul 02 PAYMENT TORONTO ON (\$1,450.12)				
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Subtotal: (\$657.14)

**3** Total: \$3,087.80

**4** New Total Account Balance: \$26,506.12

# Making a Payment

You can make a payment from different parts of the “Activity” section, including under the “Transactions” or “Statements” tabs.

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

The screenshot shows the Laurentian Bank Activity page. At the top, there's a navigation bar with 'Dashboard', 'Activity' (selected), 'Rewards', and 'Spend'. The user's name 'Claire' is in the top right. Below the navigation bar, the 'Activity' section is active, showing 'Points available: 0 points' and 'Account balance: \$0.00'. A red box highlights the 'Make a payment' button in the top right corner. Below this, there's a search bar for transactions. Further down, there are filters for 'Your account' and 'All transactions', a 'Show pending' toggle (set to 'On'), and a 'Download' button. A table of transactions is displayed below, with columns for Merchant name, Category, Cardholder, Points, and Amount.

Merchant name	Category	Cardholder	Points	Amount
Tue, Oct 24			0 points	\$0.00
Cr Authorized User Card F	Fees	Claire	0 pts	\$-20.00

# Making a Payment

The window displayed allows you to select the payment amount, as well as the institution with which you wish to conduct the transaction.

It is possible to pay:

1. the balance in full
2. the minimum payment due
3. an amount at your discretion

**Make a payment**

**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: .....

**Suggested payments**

Balance – all cards	Balance due	Minimum payment
\$0.00	\$0.00	\$0.00
<a href="#">Copy</a>	<a href="#">Copy</a>	<a href="#">Copy</a>

**Select your financial institution:**

Logos for: BMO, RBC, CIBC, TD, Desjardins, BMO, Scotiabank, National Bank, Tangerine, and HSBC.