









## Laurentian Bank Credit Card Structure & Role

Your Laurentian Bank credit card gives you access to features that give you greater freedom in managing your card and your company account.

|  | Role   | Card           | Access Type   | Emails   |
|--|--|----------------|---|--|
| <br><b>Primary Cardholder</b>   | Sole Proprietor  | Yes            | Full Access   | All notifications relating to company account  |
| <br><br><b>Surety</b>     | Signatory  | Yes            | Full Access   | All notifications relating to company account  |
| <br><br><b>Admin 1</b> | Signatories  | Yes            | Full Access   | All notifications relating to company account  |
| <br><b>Admin 2</b>  | Other (e.g. an accountant)   | May or may not | Read Only Access  | Some notifications relating to company account |
| <br><b>Cardholder</b>   | Employee/ Auth User  | Yes            | Own Card Access   | All notifications relating to their card       |
| <br><b>Primary Contact</b>  | If paper statements are selected for the company, they will be addressed to the Primary Contact for the organization |                | The Primary Contact for the company will also be an Admin (either Level 1 or Level 2) |  |

|  |   |   |
|--|---|---|
| <p>If you are the signatory of the account, you will be a primary cardholder or a <b>Level 1 Administrator</b>.</p>  | <p><b>Level 2 Administrators</b> receive read-only access to the company account information. As an example, you may choose to add your business accountant as a <b>Level 2 Administrator</b>.</p>  | <p><b>Authorized Users</b> are Cardholders who can view and manage their own card but do not see information relating to the company account.</p>   |
| <p><b>As a Level 1 Administrator, you are able to:</b></p>   | <p><b>Level 2 Administrators are able to:</b></p>   | <p><b>Authorized Users are able to:</b></p>   |
| <ul style="list-style-type: none"> <li>• View all Cardholders in the company</li> <li>• See the company's Account Balance</li> <li>• See Credit Limit and available credit</li> <li>• View and download monthly Account Statements</li> <li>• Make a payment</li> <li>• View your rewards balance (points or cashback)</li> <li>• View inCard and eShop offers</li> <li>• Update company information</li> <li>• View your and your Cardholders' transactions</li> <li>• Change Cardholders' Spend Limits</li> <li>• Add or remove level 2 administrators</li> <li>• Lock/unlock your card or Cardholders' cards</li> <li>• Remove Cardholder</li> <li>• Change your PIN</li> <li>• Manage notifications that you receive about Cardholders</li> <li>• Manage payment and Credit Limit notifications</li> <li>• Add, modify or cancel AutoPay</li> <li>• Add and manage travel notices</li> <li>• Update your personal information and that of Cardholders.</li> <li>• Report your or an Cardholder's card as lost or stolen</li> <li>• If you are a Cardholder, access your digital card and activate your physical card</li> <li>• View your card details and those of Cardholders</li> </ul> | <ul style="list-style-type: none"> <li>• View all other Cardholders in the company</li> <li>• View the company's Account Balance, Credit Limit and available credit</li> <li>• View transactions</li> <li>• View and download monthly Account Statements</li> <li>• Manage notifications received</li> <li>• View rewards balance (points or cashback)</li> <li>• View inCard and eShop offers</li> <li>• View AutoPay details</li> </ul> | <ul style="list-style-type: none"> <li>• View their card's transactions and available Spend Limit</li> <li>• View inCard and eShop offers</li> <li>• Lock/unlock their card</li> <li>• Change their PIN</li> <li>• Manage their purchase notifications for their card</li> <li>• Manage travel notices</li> <li>• Update personal information</li> <li>• Report a card as lost or stolen</li> <li>• Activate physical card and access digital card for online purchases</li> <li>• View card details</li> </ul> |

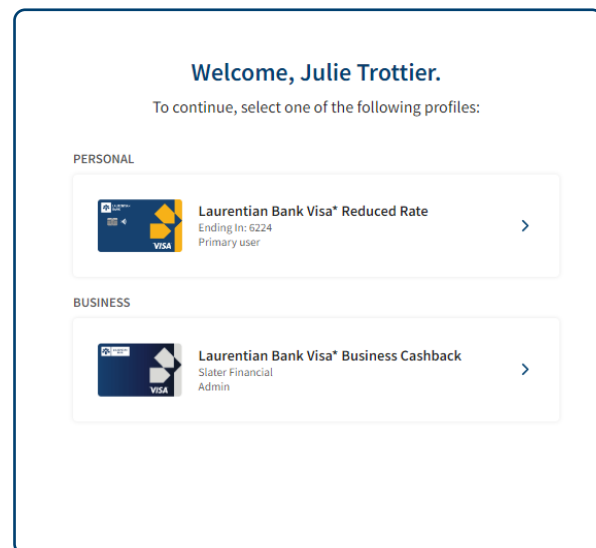
## How to Access Multiple Roles, Accounts or Cards

You will be able to view any profiles or cards that you have across Business credit card accounts or across Business and Personal credit card accounts under a single email address. This email address is used to access the Credit Card Login.

You will be able to activate each of these roles through emails you receive prompting you to create credentials and access one or more profiles within the Credit Card Login.

Once you have logged in, you will see a list of all profiles or cards that are associated with that email address and you can select which you would like to view.

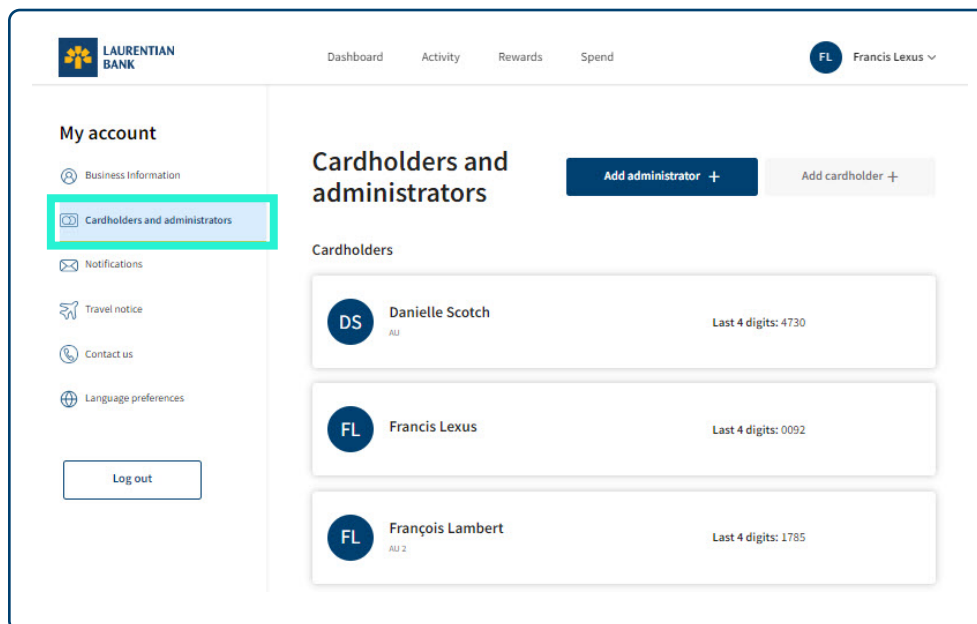
You can change the email address or password associated with any of your profiles or cards at any time within the Credit Card Login.



## How to View or Modify Users and Roles in Your Online Account

### View Users:

If you are a signatory and have Administrator access, you can log into your online account and view the full list of users for the company account.



## Add or Remove Users:

- If you are a signatory to the account, and therefore a Level 1 Administrator, you can add or remove a Level 2 Administrator at any time in your online account. You can also remove any Cardholder at any time in your online account.
- If you would like to add or remove another Level 1 Administrator or add a new Cardholder, please contact us at 1-800-522-1846 or your business centre coordinator and we would be happy to assist.

Add administrator (Step 1 of 2)

All fields are required unless marked as optional.

First name \*

Last name \*

Date of birth \*

Day

Month

Year

Language setting \*

Select a preferred language

Email \*

Example: hello@example.com

Mobile phone (Canada only) \*

Example: 1234567890

Job title \*

Next

## Add or Change Your Company's Primary Contact:

LAURENTIAN BANK

Dashboard

Activity

Rewards

Spend

Francis Leduc

My account

Business information

Cardholders and administrators

Notifications

Travel notice

Contact us

Language preferences

Log out

Business information

LA MILAN

Business information

Current address

1855 Austin Avenue

Burnaby, BC

V5J 3M4

Industry

Business annual income

\$0

Primary contact information

Name

Stephanie Gordon

Email

sgordon@yourapide.com

- Your company's Primary Contact is the person to whom statements or other physical correspondence to the company will be addressed and must always be a user with either Level 1 or Level 2 Administrator access.
- Account signatories can view or change the Primary Contact for the company at any time.

## Need Help?



For additional support, please contact the Telebanking Centre at 1-800-522-1846 or your business centre coordinator.

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Capitalized terms not defined in this page have the meaning ascribed to them in the Agreement Governing the Use of the Laurentian Bank Visa\* Business Card, as updated.