



Information Capsule

Downloading Transactions via the Visa
Business Credit Card Login

Connecting Through Your Login

Enter the following address: <https://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 shows the Laurentian Bank dashboard for Claire Brmtstlisbonne. The top navigation bar includes tabs for Dashboard (selected), Activity, Rewards, and Spend. The user's name and account type (SAE.PTA.NEW.10) are displayed. A 'Points available' section shows 0 points and a 'Make a payment' button. The 'Company Spend Info' section displays a credit limit of \$300.00, a current balance of \$0.00, and an available credit of \$300.00. The 'Cardholders' section lists Claire Brmtstlisbonne and Marie Brmtstparis, both with a spent amount of \$0.00. The 'Top merchants' section shows no transactions this month. The 'Company spend breakdown' section shows a donut chart with no transactions and a list of categories: Technology, Services, Transportation, Travel, Fees, and Workplace, all with a value of \$0.00.

LAURENTIAN BANK

Dashboard **1** Activity **2** Rewards **3** Spend **4** **CB** Claire Brmtstlisbonne

S **Claire Brmtstlisbonne** Points available **0 points** **Make a payment**
SAE.PTA.NEW.10

Company Spend Info

Credit limit ⓘ **\$300.00** Current balance **\$0.00**

Available credit ⓘ **\$300.00**

Cardholders

CB Claire Brmtstlisbonne **MB** Marie Brmtstparis [See all](#)

Spent: **\$0.00** Spent: **\$0.00**

Top merchants

You have not made any transactions this month.

Company spend breakdown

There are no transactions this month.

- Technology \$0.00
- Services \$0.00
- Transportation \$0.00
- Travel \$0.00
- Fees \$0.00
- Workplace \$0.00

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 Brmstlisbonne

Activity

Points available: 0 points

Account balance ⓘ: \$0.00

4 Make a payment

1 Transactions 2 Statements

Search for transactions

Your account All transactions

Show pending on 3 Download

Merchant name	Category	Cardholder	Points	Amount	
Tue, Oct 24				0 points	\$0.00
Cr Authorized User Card F	Fees	Claire Brmstlisbonn	0 pts	-\$20.00	
Wed, Sep 27				0 points	\$20.00
Cr Primary Card Fee	Fees	Claire Brmstlisbonn	0 pts	-\$20.00	
Fri, Sep 1				0 points	\$40.00
Authorized User Card Fee	Fees	Claire Brmstlisbonn	0 pts	\$20.00	
Primary Card Fee	Fees	Claire Brmstlisbonn	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 as needed.

The screenshot shows the Laurentian Bank Activity page. At the top, there is a navigation bar with 'Dashboard', 'Activity', 'Rewards', and 'Spend'. The user's name 'Claire Brmtstlisbonne' is in the top right. Below the navigation bar, the 'Activity' section displays 'Points available: 0 points' and 'Account balance: \$0.00'. There are four numbered callouts: 1 points to the 'Transactions' tab, 2 points to the 'Your account' dropdown menu, 3 points to the 'Download' button, and 4 points to the 'Make a payment' button. A search bar for transactions is also visible. Below the filters, there is a table of transactions with columns for Category, Cardholder, Points, and Amount. The table shows several transactions, including 'Cr Primary Card Fee' and 'Authorized User Card Fee'.

Category	Cardholder	Points	Amount
		0 points	\$0.00
Cr Primary Card Fee	Claire Brmtstlisbonn	0 pts	\$-20.00
Cr Primary Card Fee	Claire Brmtstlisbonn	0 pts	\$-20.00
Authorized User Card Fee	Claire Brmtstlisbonn	0 pts	\$20.00
Authorized User Card Fee	Claire Brmtstlisbonn	0 pts	\$40.00
Authorized User Card Fee	Claire Brmtstlisbonn	0 pts	\$20.00

Downloading Transactions

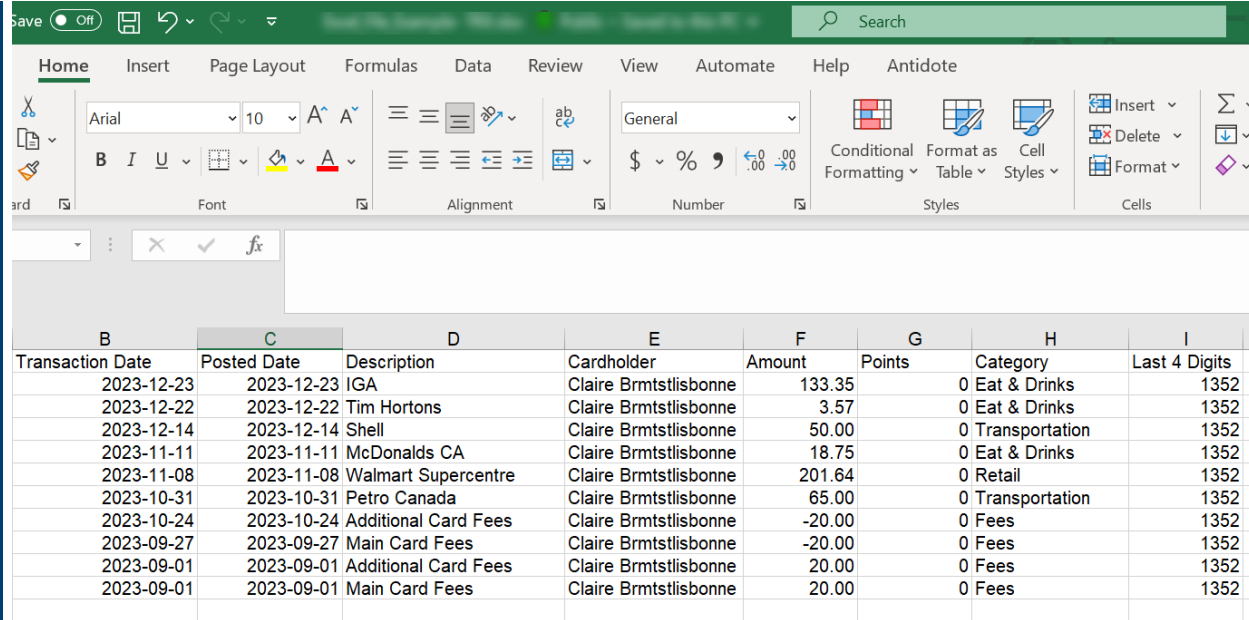
1. Select the desired period by entering the start and end dates.
2. Select the type of file to be downloaded (Excel or CSV).

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

The screenshot shows a mobile banking app interface. At the top, there's a header with 'Activity', 'Points available 0 points', and 'Account balance \$0.00'. Below this, there are tabs for 'Transactions' and 'Statements'. A 'Download Transactions' dialog box is open in the center, with a close button (X) in the top right corner. The dialog title is 'Download Transactions' and it contains the instruction 'Select the dates for the transactions you would like to download.' There are two date pickers: 'From' (Jan 01, 2024) and 'To' (Feb 04, 2024). Below the date pickers is a section titled 'SELECT FILE TYPE' with a dropdown menu currently showing 'Excel file'. A blue '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'.

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.

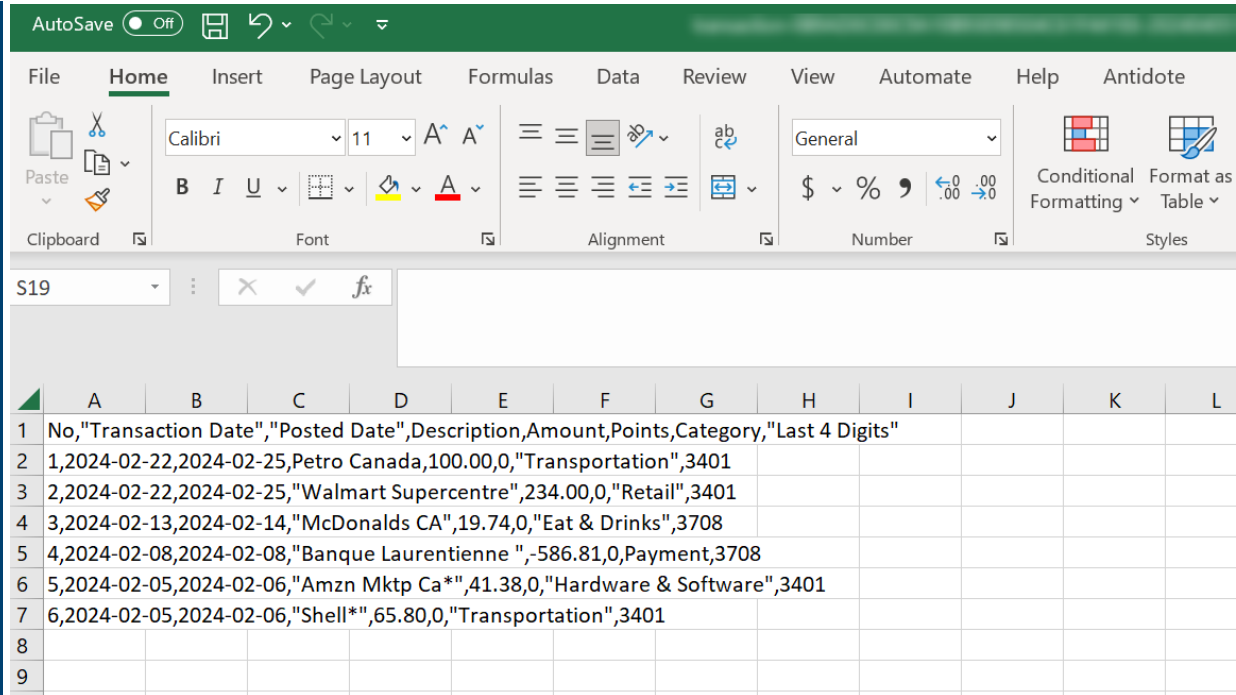


The screenshot shows the Microsoft Excel interface with a table of transactions. The ribbon is set to 'Home'. The table has the following data:

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							

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



Dashboard

Activity

Rewards

Spend

CB Claire Brmtstisbonne

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

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.

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 Aug 28, 2023 - Sep 27, 2023

LAURENTIAN BANK VISA BUSINESS REWARDS

Account #: 4854 8800 2382 1352
Business Name: SAE.PTA.NEW.10
Credit Limit: \$300.00

Calculating Your Balance

1	A. Previous Total Account Balance:	\$0.00
	Purchases:	\$0.00
	Cash Advances:	\$0.00
	Interest:	\$0.00
	Fees:	\$40.00
2	B. Total Charges:	\$40.00
	Payments:	\$0.00
	Other Credits:	-\$20.00
	C. Total Payments and Credits:	-\$20.00
3	Balance Due = (A + B + C):	\$20.00
	Current Minimum Payment:	\$10.00
	Past Due:	\$0.00
	Minimum Payment Due:	\$10.00
	Payment Due Date:	Oct 25, 2023
	New Total Account Balance:	\$20.00
	Available Credit:	\$280.00

Rewards Summary

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

Automated Redemption 0

Annual Interest Rates

Purchases:	19.99%
Cash Advances:	19.99%



Remittance slip
Laurentian Bank Visa

4

Account #: 4854 8800 2382 1352
Balance Due: \$20.00
Minimum Due by Oct 25, 2023: **\$10.00**

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

Amount Enclosed

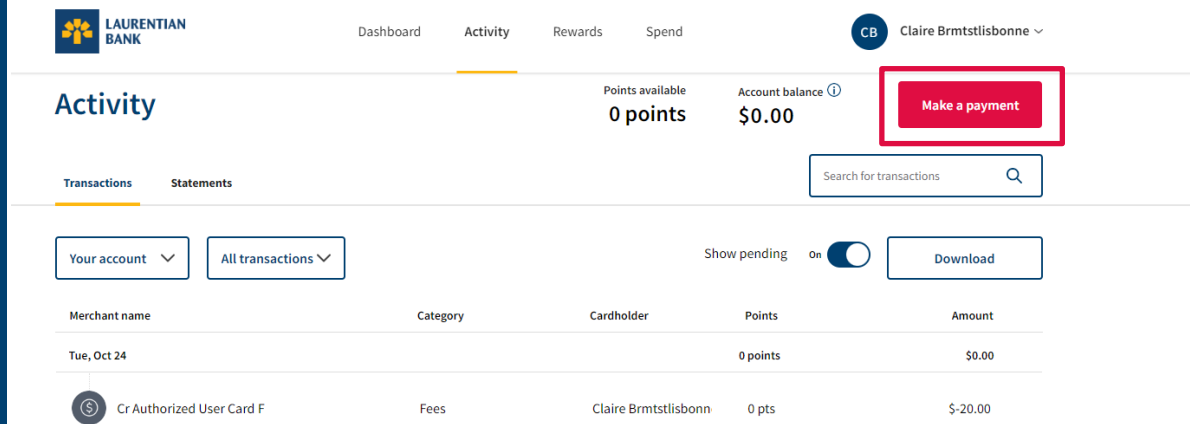
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Making a Payment

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 are navigation tabs: Dashboard, Activity (selected), Rewards, and Spend. The user's name, Claire Brmtstlisbonne, is displayed in the top right corner. Below the navigation, the 'Activity' section is visible, showing 'Points available' as 0 points and 'Account balance' as \$0.00. A red box highlights the 'Make a payment' button. Below this, there are tabs for 'Transactions' and 'Statements'. A search bar for transactions is present. There are also filters for 'Your account' and 'All transactions', a 'Show pending' toggle (set to On), and a 'Download' button. A table of transactions is shown 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 Brmtstlisbonne	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: 1352

Suggested payments

Balance - all cards	Balance due	Minimum payment
\$0.00	\$0.00	\$0.00
<input type="button" value="Copy"/>	<input type="button" value="Copy"/>	<input type="button" value="Copy"/>

Select your financial institution:

Logos for: BNP Paribas, BDC, CIBC, TD, Desjardins, BMO, Scotiabank, National Bank, Tangerine, HSBC