



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](#)

EN
ENGLISH ✓
FRANÇAIS

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



BUSINESS
Credit card login

Email

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 a user named Marie. The top navigation bar includes tabs for Dashboard (1), Activity (2), Rewards (3), and Spend (4). The user's name and account number (SAE.PTA.NEW.10) are displayed, along with a "Make a payment" button. The dashboard is divided into several sections: "Spend limit" and "Current balance" (both \$0.00), "Available Spend" (\$100.00), "My card details" (showing a Visa card with masked number and expiry date 04/28), "Top merchants" (no transactions this month), and "Spend Breakdown" (no transactions this month).

Category	Amount
Technology	\$ 0.00
Services	\$ 0.00
Transportation	\$ 0.00
Travel	\$ 0.00
Fees	\$ 0.00
Workplace	\$ 0.00

Downloading Transactions

The “Activity” tab allows you to:

1. select the type of transactions to display (recurrent transactions, reimbursements, payment, etc.);
2. download the list of your transactions;
3. 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 mobile app interface. At the top, there are navigation tabs: Dashboard, Activity (highlighted), Rewards, and Spend. The user's name 'Marie' is visible in the top right. Below the navigation, the 'Activity' section displays 'Card Spend \$0.00' and a 'Make a payment' button. A search bar for transactions is present. A 'Transactions' filter button is highlighted with a red box. A dropdown menu is open, showing options: All transactions (selected), Foreign currency, Payments, Recurring transactions, Refunded transactions, eShop transactions, and inCard transactions. A red box highlights the 'All transactions' dropdown, and a blue box highlights the 'Download' button. A message states: '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 display method.
2. Select the desired period by entering the start and end dates.
3. Select the type of file to be downloaded (Excel or CSV).

- The Excel file allows you to classify your transactions 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.

Download transactions

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

View by posted date

View by transaction date

Select a statement period

From

To

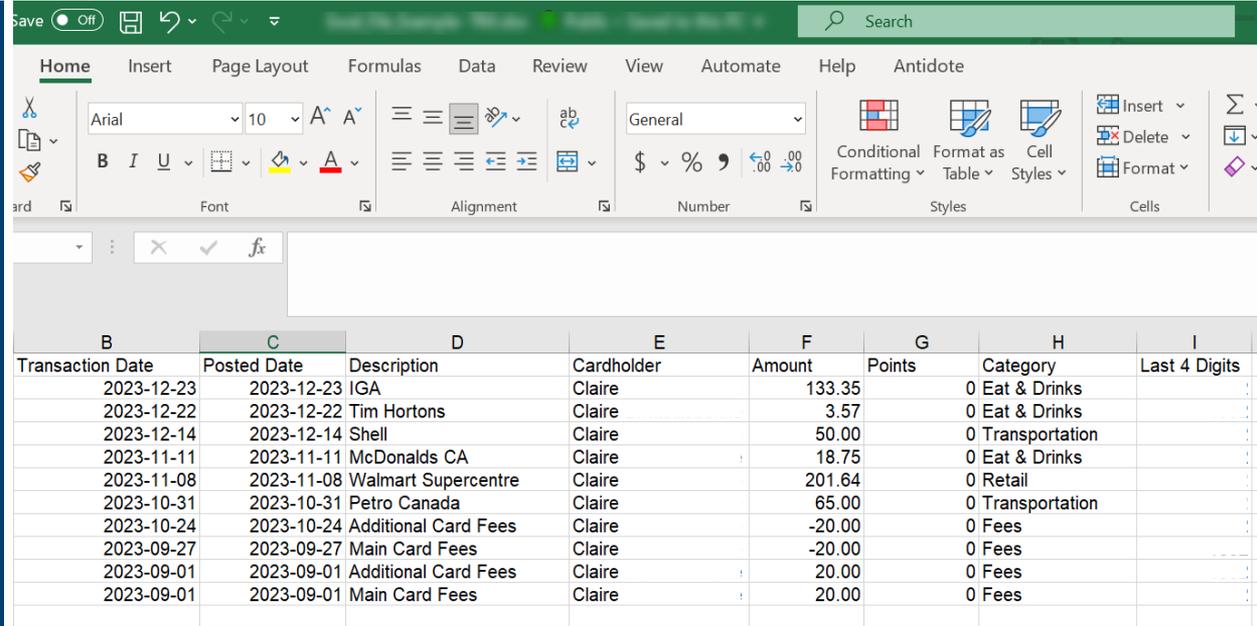
Select file type

Select a file type to download

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.

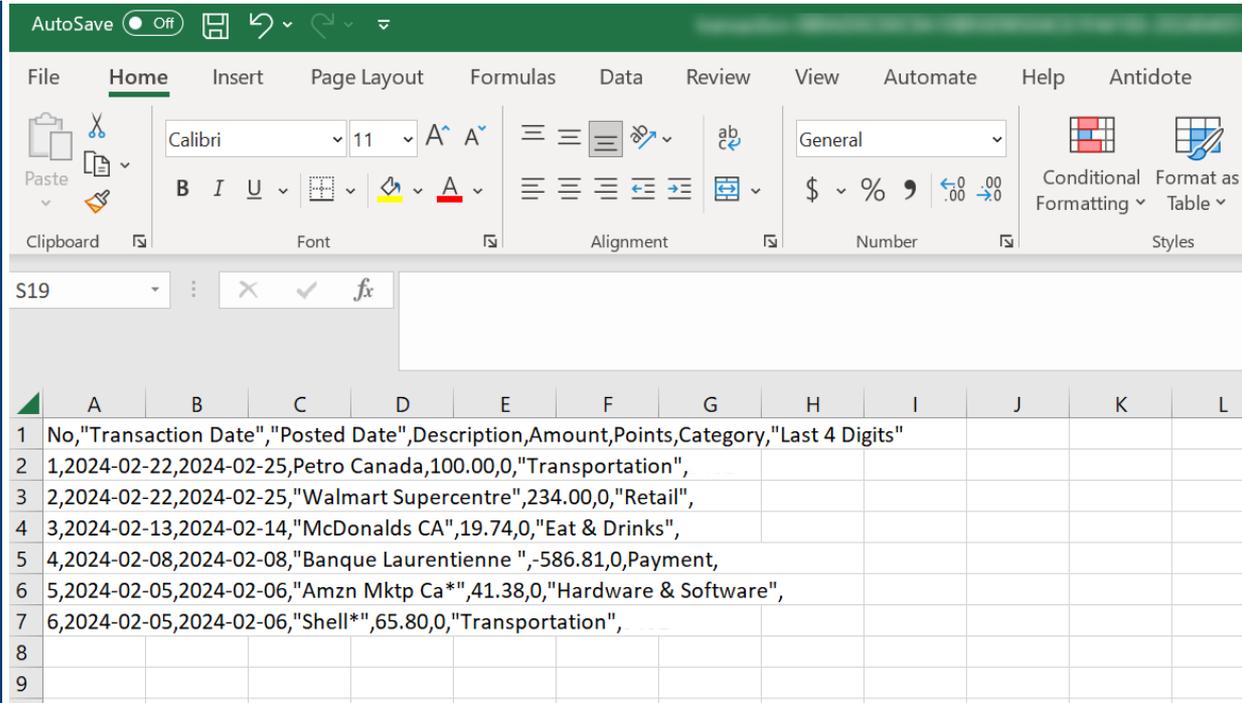


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Font, Alignment, Number, Styles, and Cells. Below the ribbon, a table of transactions is displayed with the following columns: Transaction Date, Posted Date, Description, Cardholder, Amount, Points, Category, and Last 4 Digits.

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.



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	
2	2024-02-22	2024-02-25	Walmart Supercentre	234.00	0	Retail	
3	2024-02-13	2024-02-14	McDonalds CA	19.74	0	Eat & Drinks	
4	2024-02-08	2024-02-08	Banque Laurentienne	-586.81	0	Payment	
5	2024-02-05	2024-02-06	Amzn Mktp Ca*	41.38	0	Hardware & Software	
6	2024-02-05	2024-02-06	Shell*	65.80	0	Transportation	
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

Activity

Card Spend ⓘ
\$0.00

Make a payment

Transactions

Search for transactions



All transactions ▾

Show pending

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 several sections:

- 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: \$0.00
 - A 'Copy' button is located below the suggested payment.
- Select your financial institution:** A row of logos for various banks: Desjardins, BMO, Scotiabank, National Bank, Tangerine, and HSBC.

