

Bill payment

How to add a payee to your LBC*Direct* account

Tutorial

Discover our
digital solutions



Open your client session in LBCDirect

1 Visit the laurentianbank.ca website

2 Click on the **Login** button

3 Select **LBCDirect**

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Open your client session in LBCDirect



- 1 Enter your access code
- 2 Enter your password
- 3 Click on **LOG IN** button

A screenshot of the LBCDirect login interface. It features three input fields and a button, each highlighted with a red border and a red circle containing a number. Step 1 points to the "Access code" field. Step 2 points to the "Password" field, which includes a "Show password" toggle. Step 3 points to the "LOG IN" button. Below the button is a "Reset password" link.

1 Access code

2 Password Show password

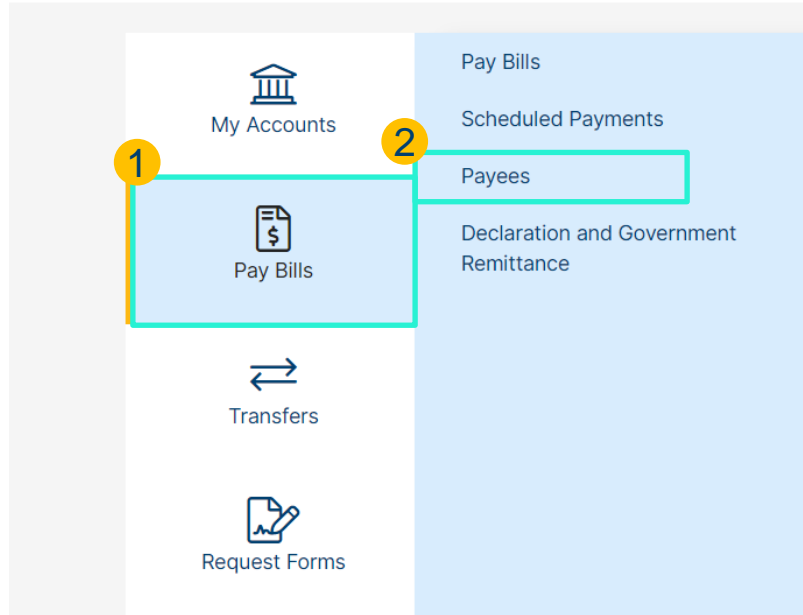
Remember me
To create a login profile, select "Remember me". On the mobile app, this option will let you use QuickView or biometric login.

3 **LOG IN**

[Reset password](#)



Adding a payee to make a bill payment



1 Go to **Pay Bills** tab

2 From the submenu, select **Payees**



Adding a payee to make a bill payment

1

Click on **Add Payee**



Home > Pay Bills > Payees

My Accounts

Pay Bills

Transfers

Request Forms

Delete Payee

1

+ Add Payee

Adding a payee to make a bill payment

- 1 Search by **payee name** or browse the alphabetical **list of payees**
- 2 Click on **Search** button

LAURENTIAN BANK

Home > Pay Bills > Payees

Add Payee - Step 1

Search for a new payee by name or by alphabetical order

1

Search by name

Search by alphabetical order

Payee Name

videotron

Search

Adding a payee to make a bill payment



1 Once you've found the payee, **click on it**

The screenshot shows the Laurentian Bank mobile app interface. On the left is a navigation menu with icons and labels for "My Accounts", "Pay Bills" (highlighted with a blue bar), "Transfers", "Request Forms", and "Messages". The main content area shows a breadcrumb trail "Home > Pay Bills > Payees" and the title "Add Payee - Step 2". Below the title is the instruction "Add a payee by clicking on the payee name." and two search options: "Search by name" (underlined) and "Search by alphabetical order". A search input field contains the letter "V" and a list item "VIDEOTRON LTEE" is displayed below it. A yellow circle with the number "1" is positioned to the left of the search input field, indicating the step to click on the payee name.



Adding a payee to make a bill payment



1 You will then be asked to enter the **Reference Number of your account with the payee.**

This number can be found on the **payee's invoice**, and the format is indicated below the box to be filled in (for example: Format: 9999999, so enter 7 digits).

2 Click on **Add Payee** button

Home > Pay Bills > Payees

Add Payee - Step 3

Search by name Search by alphabetical order

Payee
VIDEOTRON LTEE

Reference Number

Format: 9999999999999





YOU DID IT!

If you encounter any problems, please do not hesitate to contact us at **514 252-1846** or toll-free at **1-800-252-1846** for assistance.

Now you're ready to pay your bill online at **LBCDirect** or at the **ATM!** *

* The payee will now appear in your payees list on your **LBCDirect** account and the next day at the **ATM**.

