

# How to install the Neo mobile app

Neo User Guides



## TRAVEL

## Profile

Neo user profile

## Create trip

## Mobile App

Activate now

## Trip list

## EXPENSE

## Create expense report

1 pending expense

## Pending expenses

## Expense reports list

Select  
“Mobile App”.

Neo mobile



Access Neo on your mobile

Activate new device

Neo

Profile

Neo user profile

Mobile App

Trip list

Pending expenses

Expense reports list

Select  
“Activate new  
device”.



< Scan the QR Code from your app to activate Neo on your mobile



Activation code:

**c6mke3h3uw**

Client Id:

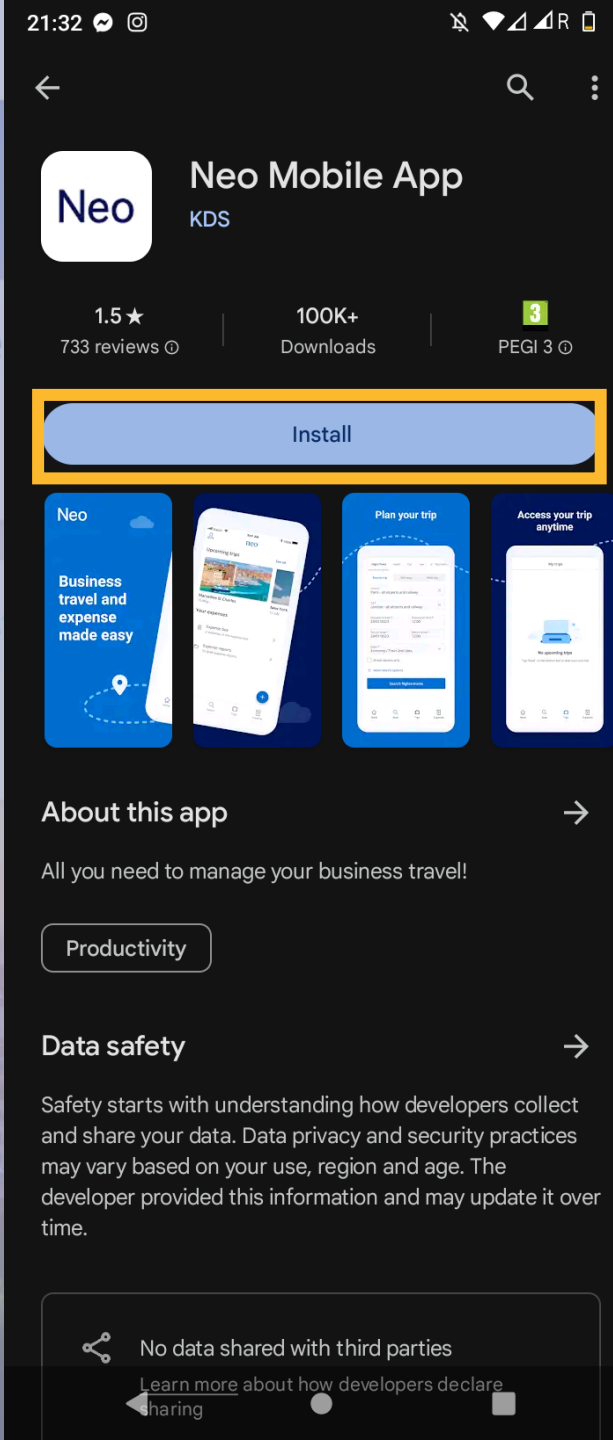
**kds**

The activation code expires in 2 hours. This activation must be renewed every year.

Generate new QR Code

You will need  
your mobile  
device ready.

Download  
and open Neo  
mobile app on  
your mobile  
or tablet.



TRAVEL

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ports list

Start

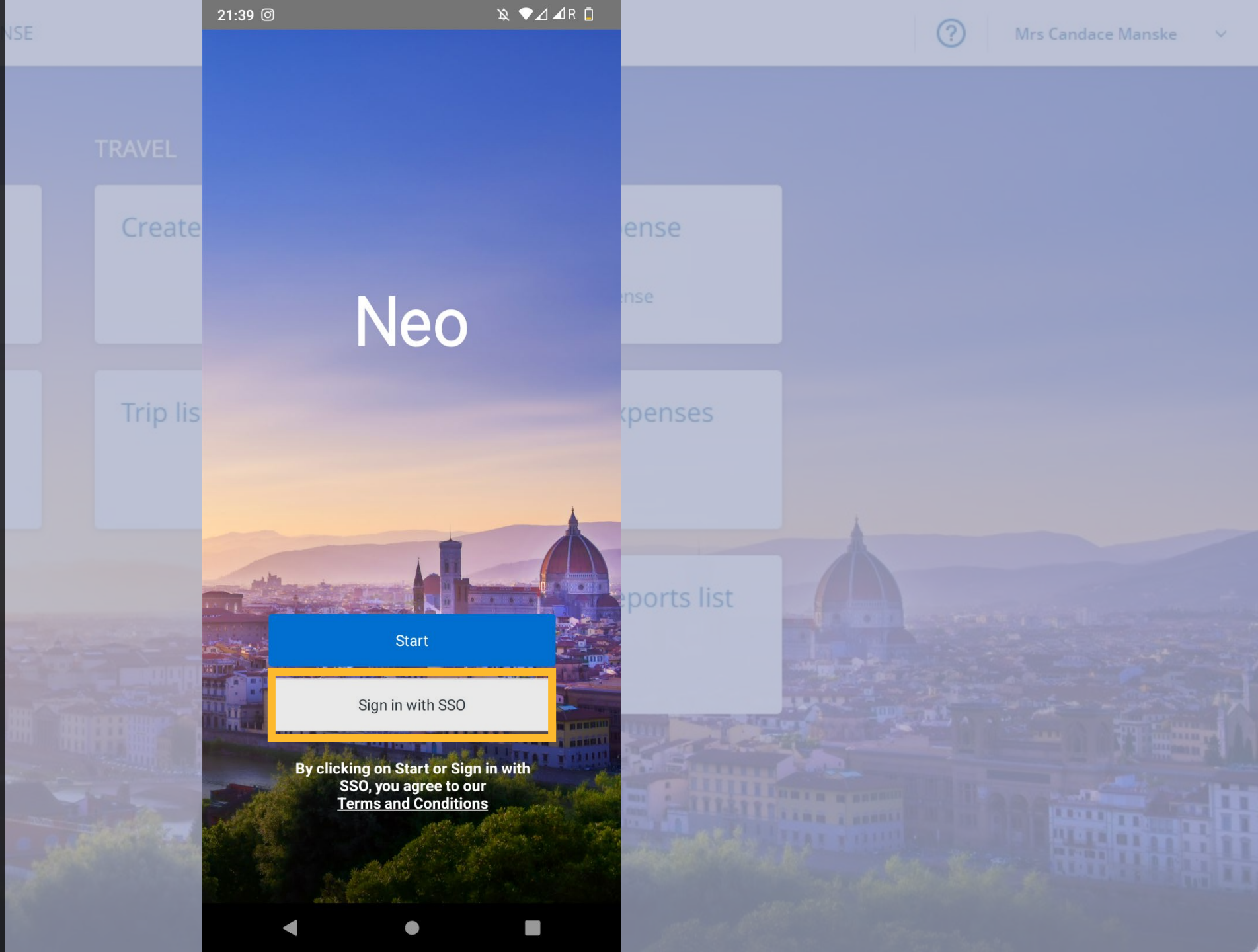
Sign in with SSO

By clicking on Start or Sign in with  
SSO, you agree to our  
[Terms and Conditions](#)

Select  
“Start”.

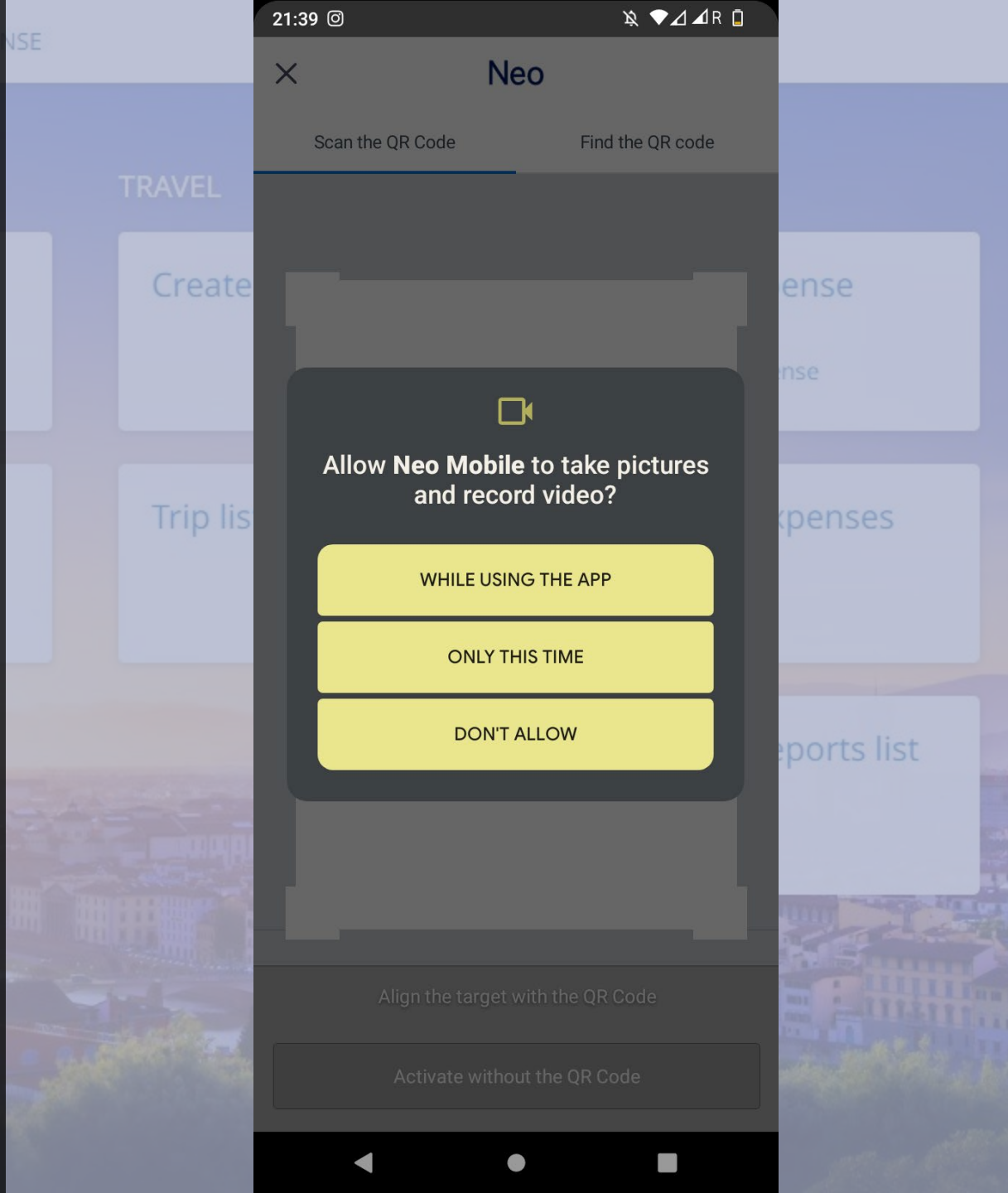


Or select  
“Sign in with  
SSO” to log in  
using your  
company  
details.



To activate  
your mobile  
app using the  
QR Code, you  
need to select  
“OK”.

This is also  
required to  
scan receipts.



Scan the QR  
code on your  
computer  
screen.



Select a 6-digit PIN code following the instructions.

21:41

×

### Create PIN

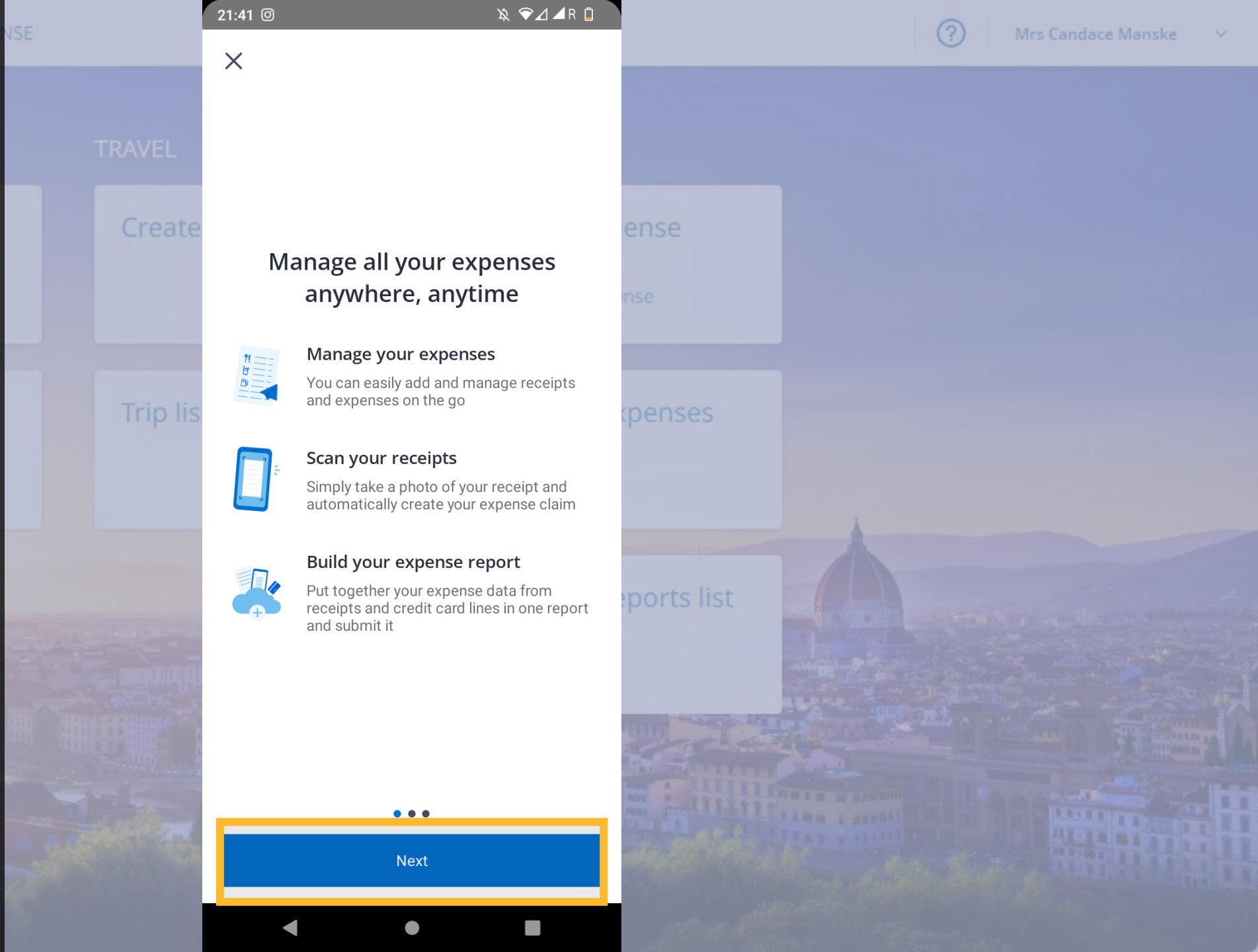
Your PIN must:

- Contain 6 numbers
- Contain 3 different numbers
- Not contain 6 consecutive numbers

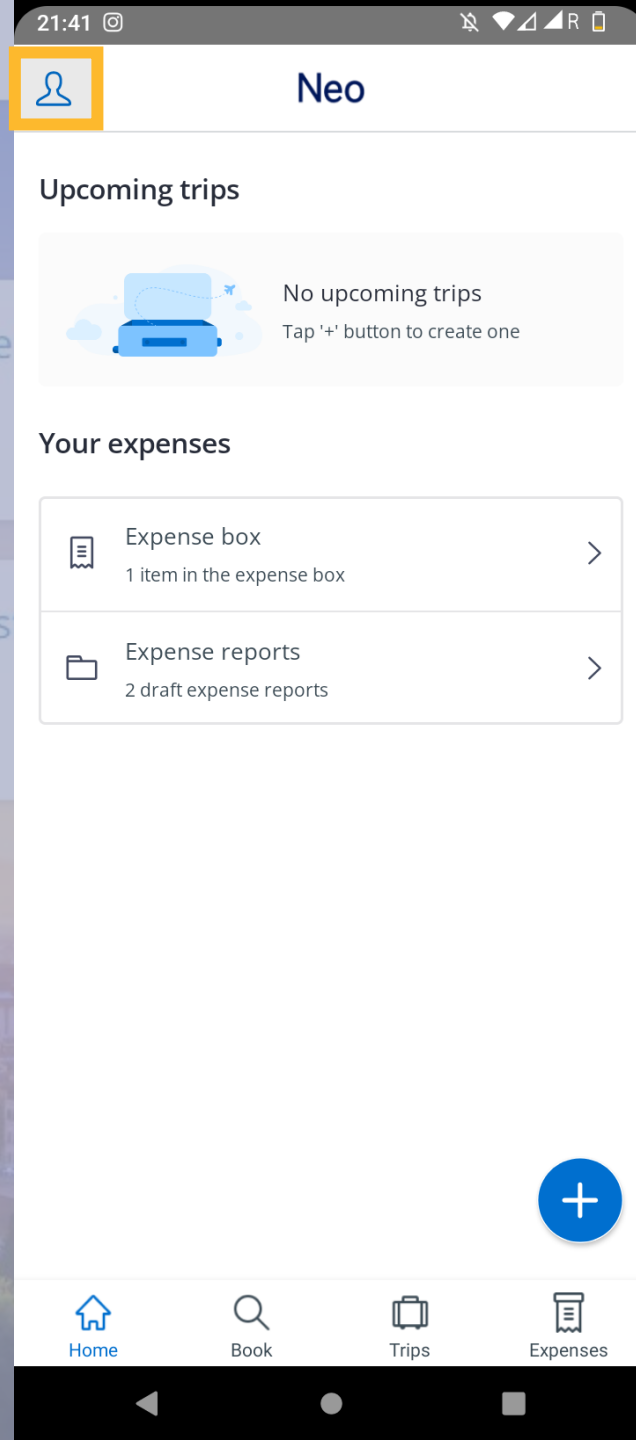
0	1	2	3	4
5	6	7	8	9

Clear

Swipe right if  
you want to  
get a quick  
overview of  
the  
highlighted  
features or  
select “Next”.

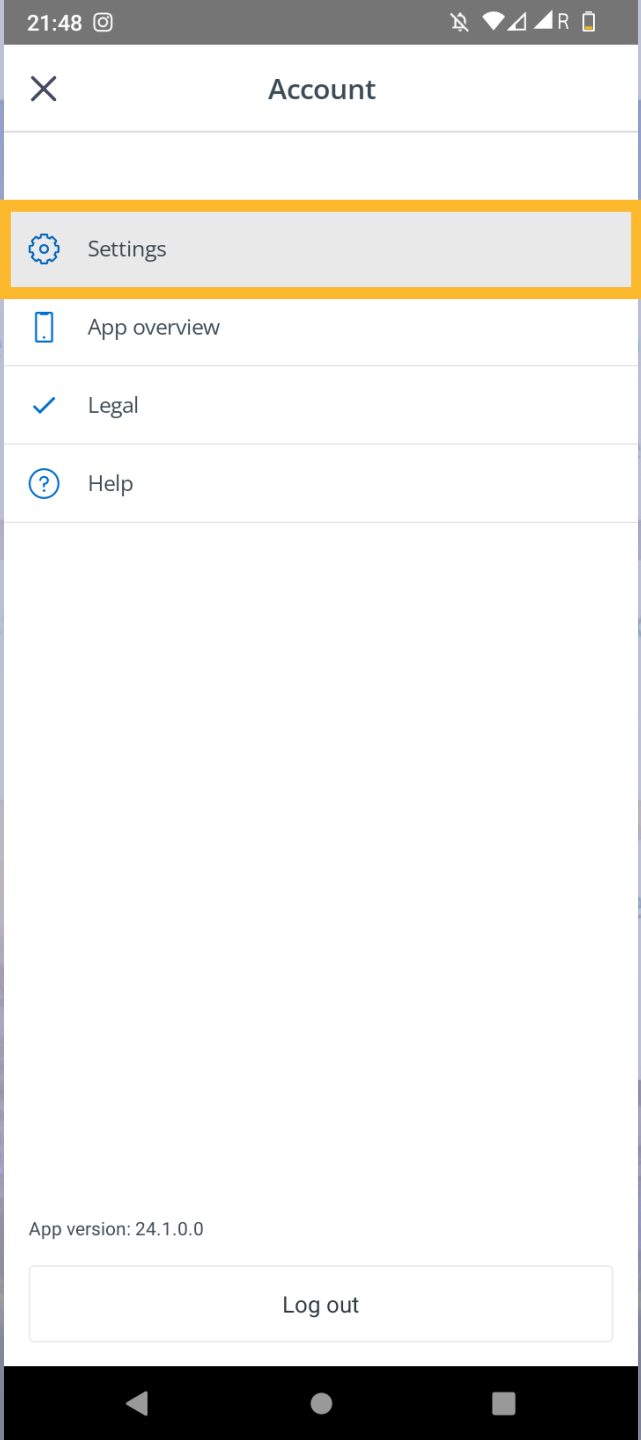


To access the settings and terms and conditions, select your account at the top left.

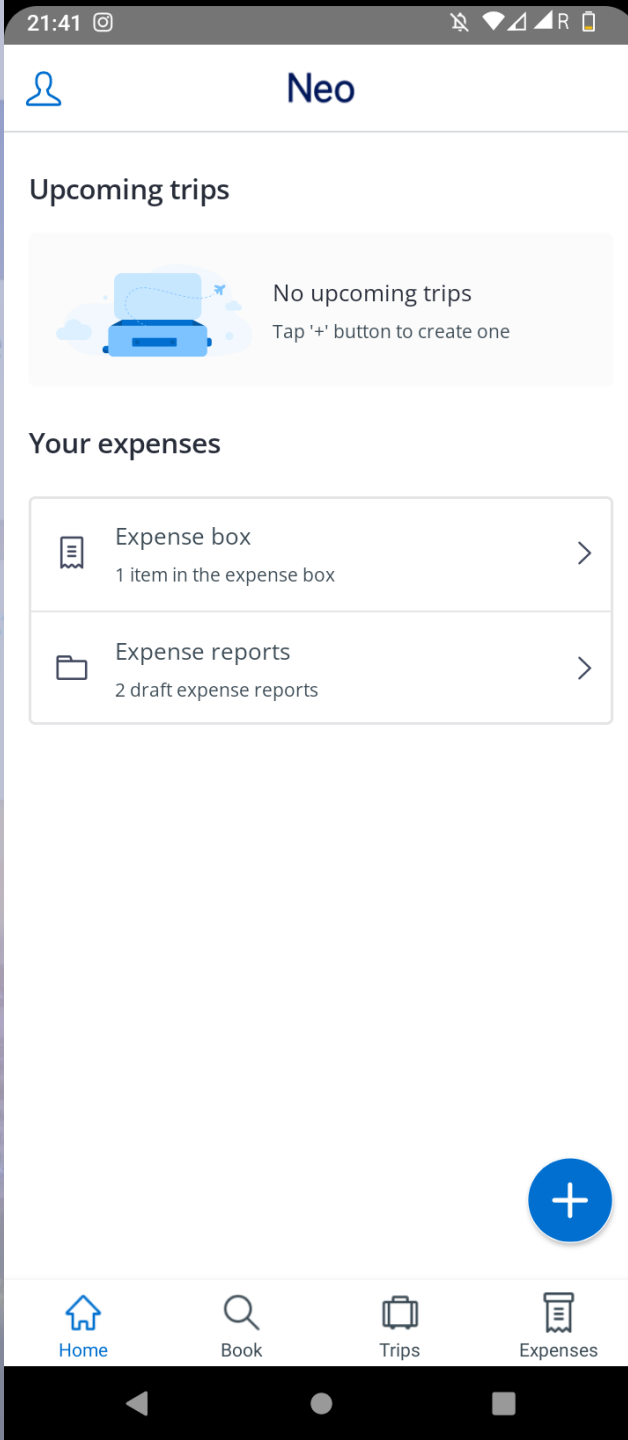




To synchronize  
your calendars  
or enable the  
app to use Face  
ID or Touch ID  
(if your device  
is compatible),  
select  
“Settings”.



You are now  
ready to  
manage your  
travel and  
expenses with  
Neo on  
mobile!





# Travel and Expense. Simplified.

