

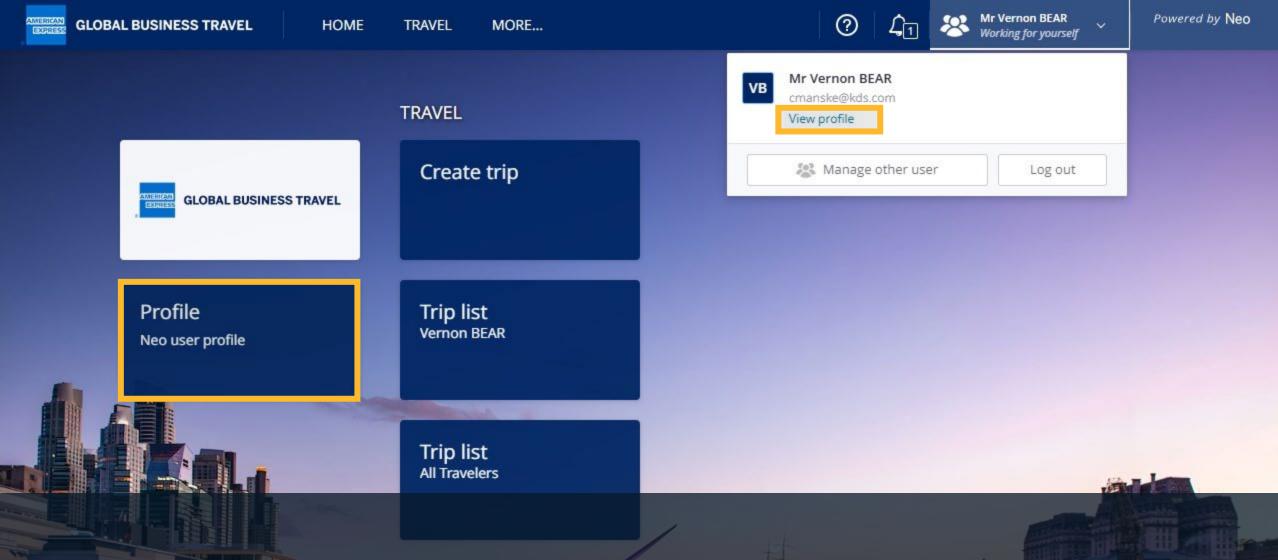
Step-by-Step

How to Use Your Profile

Neo User Guides



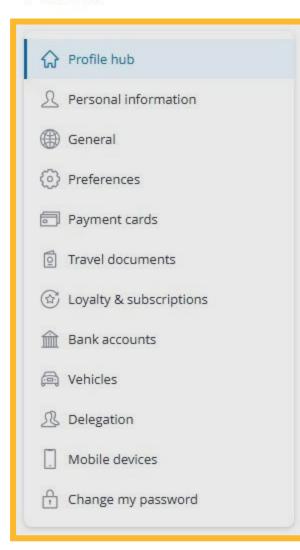
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Your profile is accessible by clicking on the tile entitled "Profile".

You can also click on your name and "View Profile".

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Discover the new profile

A new updated look

An improved and more user-friendly look to make your information easier to find and update. Additional fields and features will be added over next months.

While the new pages are not yet completed, the existing information remains available in the previous sections.



(View change history

Your profile can be set up and modified by clicking on a category within the menu.

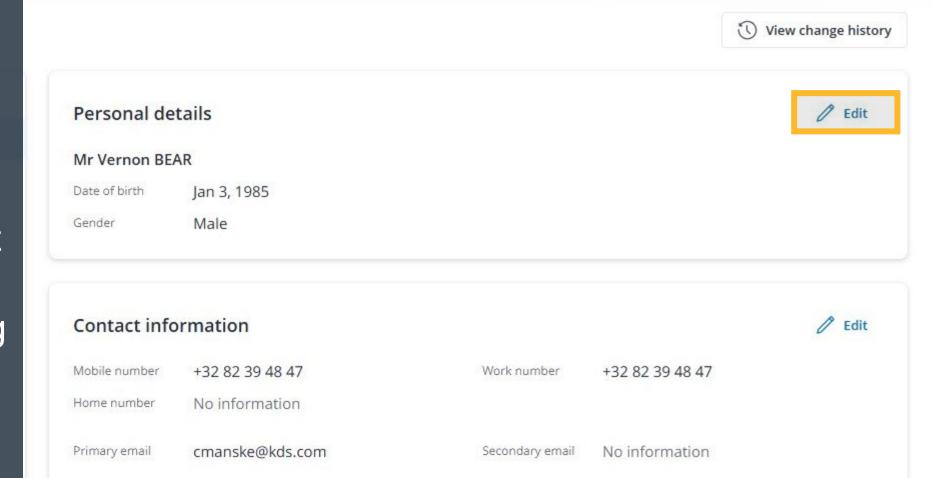
Home address



Profile hub

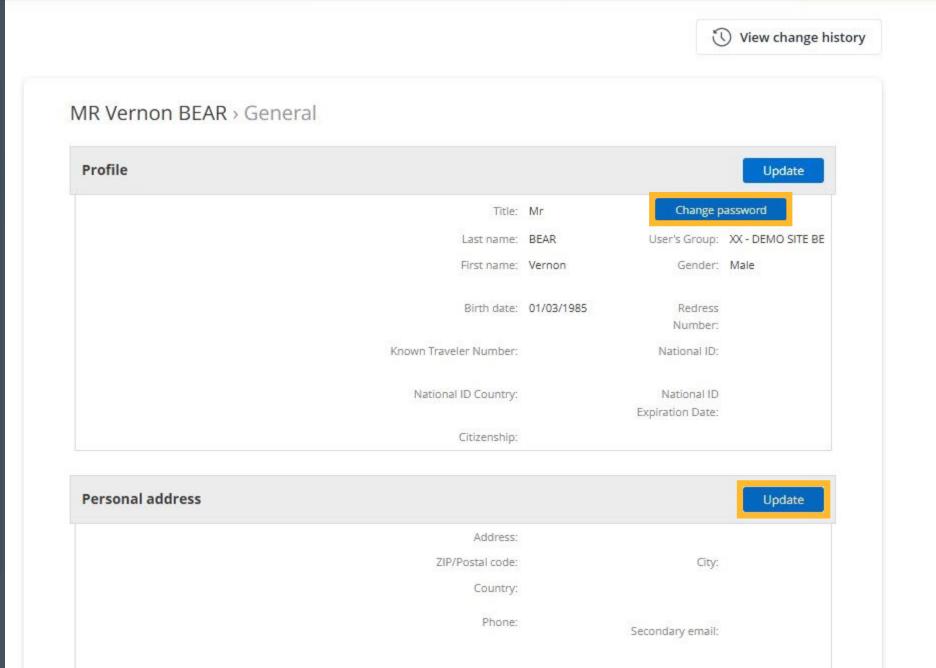
Under "Personal information" you can view and edit details about yourself, including your contact information. Click on Edit to make any changes.

Change my password



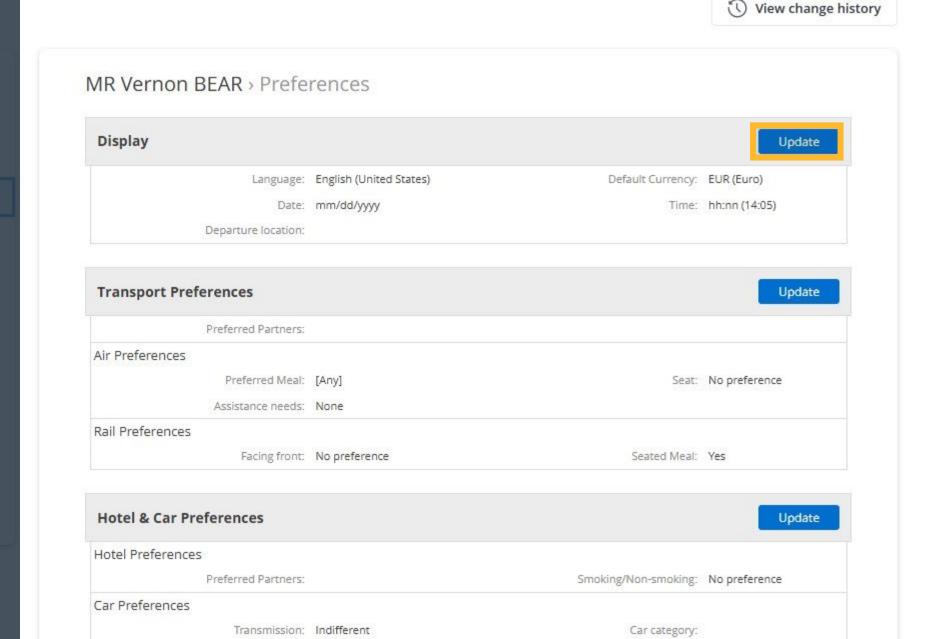
Select "General" to update information such as your name, address, and password... Select "Update" to make any changes, or "Change Password"

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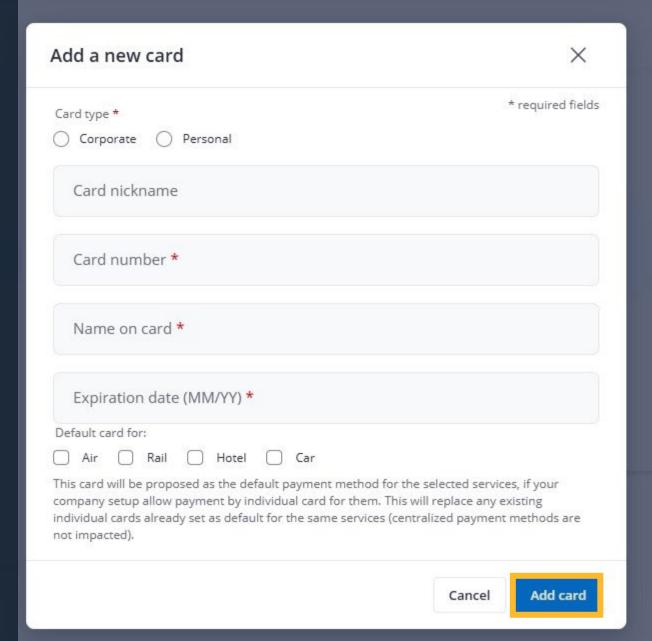


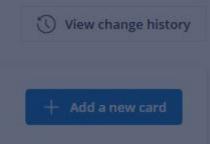
Select "Preferences" to modify the default language, currency, and update your travel preferences.

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To update or add credit cards and loyalty cards, select "Payment Cards/Loyalty Programs".



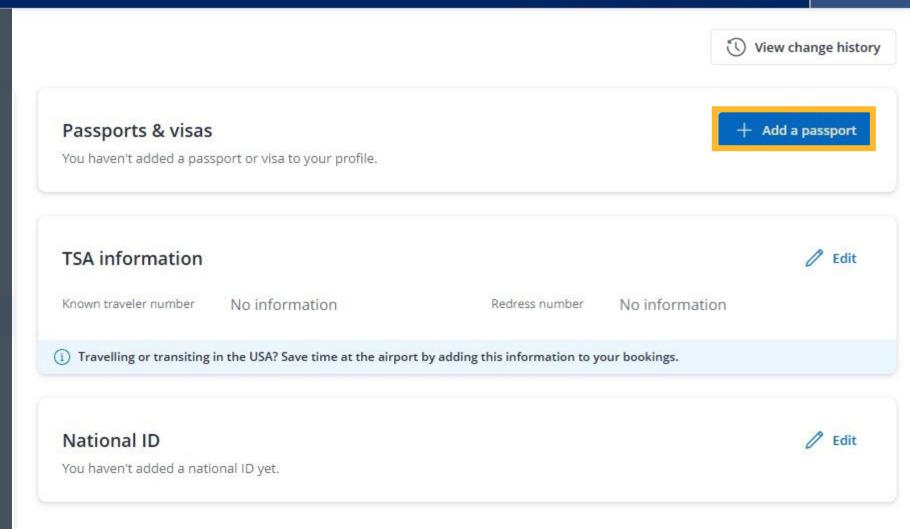


TRAVEL

Profile

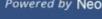
Select "Travel Documents" to view your passports, visas, TSA information and National ID.

Click "Add Passport" to add a passport or visa

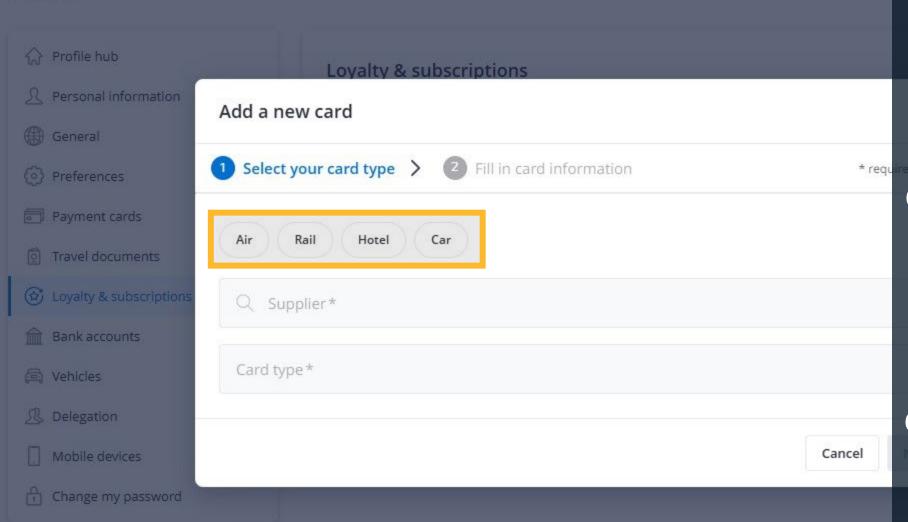






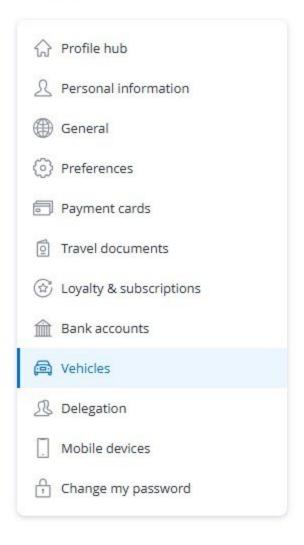


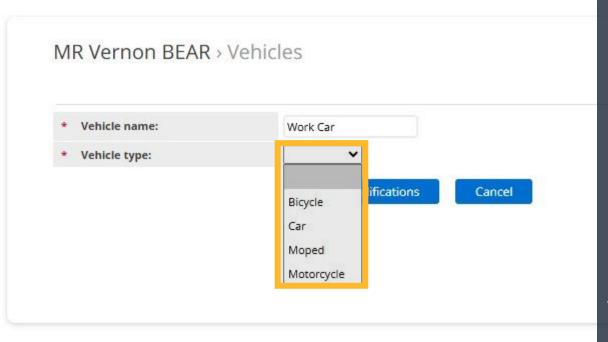
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Under "Loyalty & subscriptions" you can add any cards you may have for travel programmes. The possible categories are: air, rail, hotel and car.

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(1) View change history

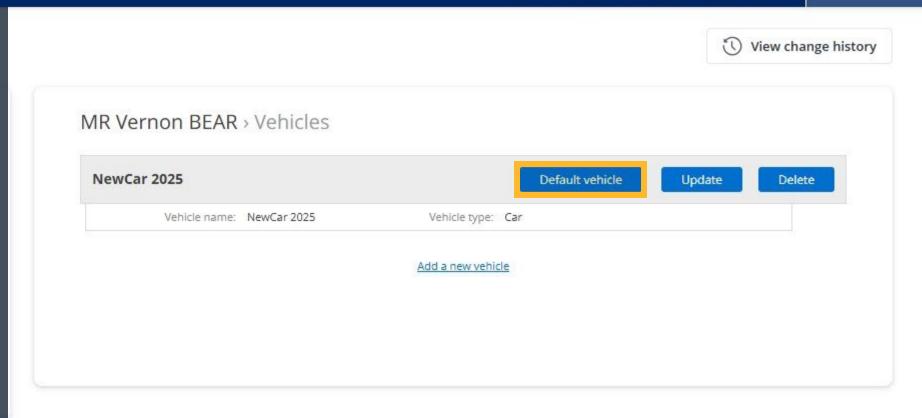
Under "Vehicles" you can add a vehicle, and choose the vehicle type with the drop down menu.

You can click Default vehicle for the designation of a default vehicle in case of several attached to your account.

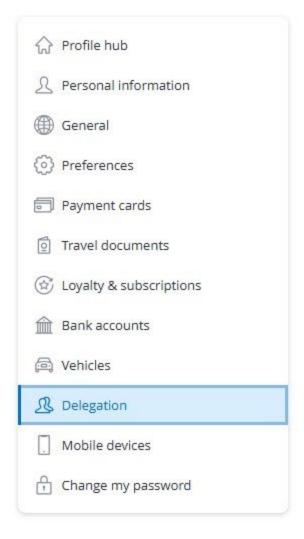
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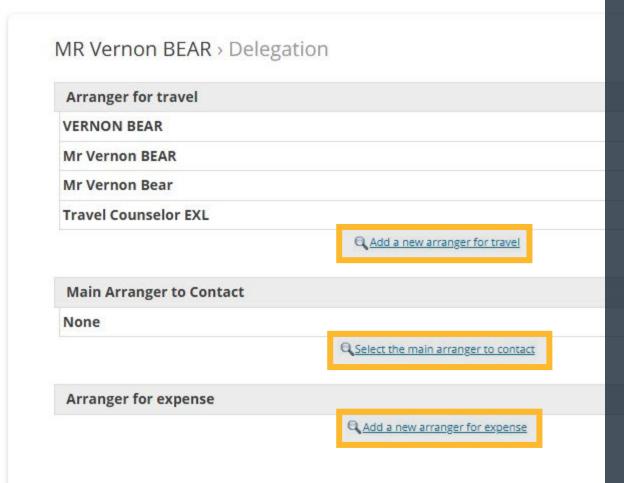
You must have a vehicle set up in your profile to claim mileage.

It will also enable Neo to suggest car itineraries.



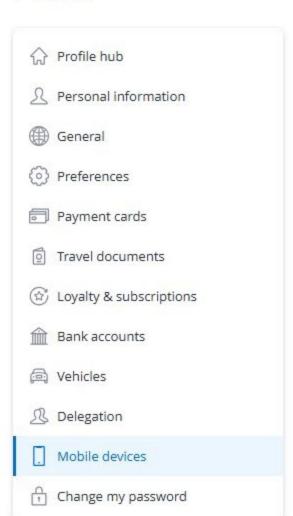
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(\) View change history

You can manage any delegations under the "Delegation" category. It is possible to add a new arranger for travel, select the main arranger, or add a new arranger for expenses.



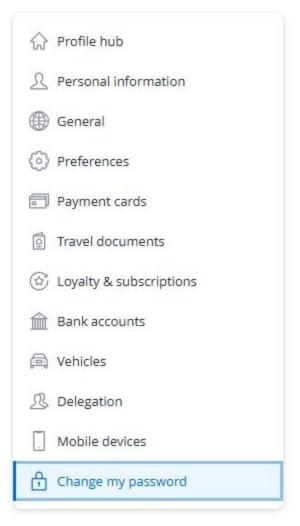
Connected mobile devices

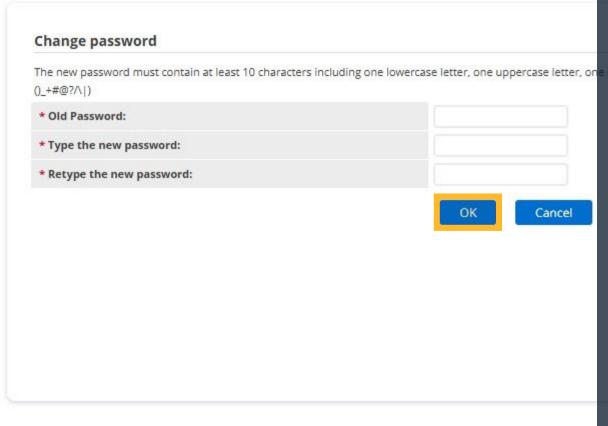
If your company has activated one of these options, you can add a new device by either logging in via ing a QR code from the "Mobile app - Activate now" tile in the home page.

ANDROID - HMD GLOBAL HMD **FUSION** Active Valid until May 17, 2026 X Remove this device

If you have any mobile devices attached to your account, they are viewable under the category "Mobile devices". Here you have the possibility to see if the device is active, remove the device, and see until when this activity is valid.

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(1) View change history

Changing your Neo password has been made easy under the tab "Change Password".

Remember to press "OK" once the password has been changed.



Profile hub



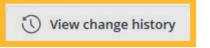
Personal information

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General

By clicking "View change history" it is possible to see any changes made to your Neo profile.

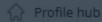


Change password The new password must contain at least 10 characters including one lowercase letter, one uppercase letter, one digit, one special symbol (ex: !"£\$%^&* () +#@?/\|) * Old Password: * Type the new password: * Retype the new password: Cancel

Any changes made to your profile are recorded under the Change history.

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r september 15, 2025 at 1.10 PM Europe, Pani	>
the current version. The scope will be extended in futu	re releases.
Changes	
language	0
displayDateFormat +1 OTHER FIELDS	0
businessPhones.fax +2 OTHER FIELDS	o
	language displayDateFormat + 1 OTHER FIELDS



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Some information may or may not be used by your company. If it is not used, a message will appear prompting you to contact your administrator.

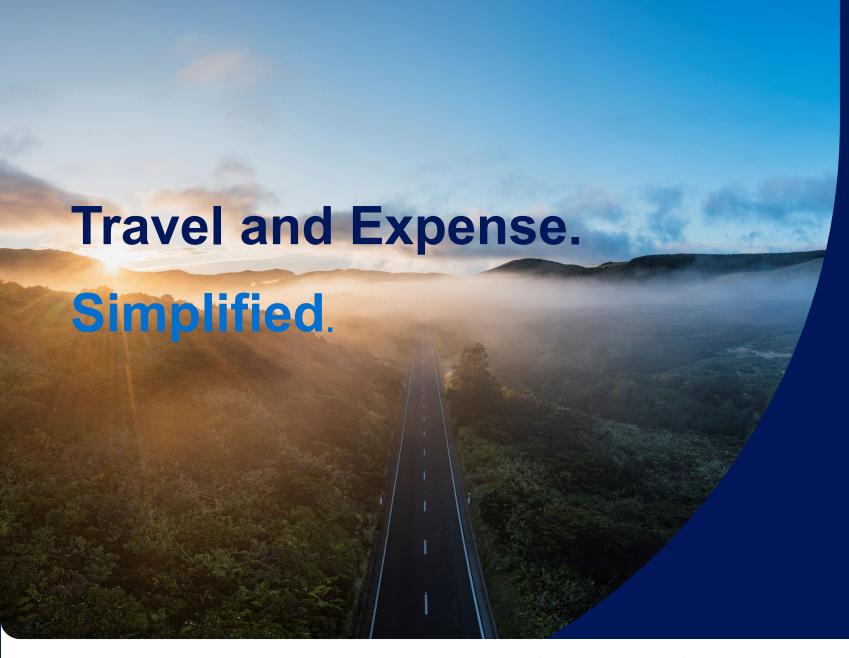


MR Vernon BEAR >



This information isn't used by your company

This information isn't displayed due to your company settings. Contact your administrator for more details.



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