



GLOBAL
BUSINESS
TRAVEL

Step-by-Step How to Use Your Profile

Neo User Guides



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TRAVEL



GLOBAL BUSINESS TRAVEL

Profile

Neo user profile

Create trip

Trip list

Vernon BEAR

Trip list

All Travelers

VB

Mr Vernon BEAR

cmanske@kds.com

[View profile](#)

Manage other user

Log out

Your profile is accessible by clicking on the tile entitled "Profile".
You can also click on your name and "View Profile".

Profile

Profile hub

Personal information

General

Preferences

Payment cards

Travel documents

Loyalty & subscriptions

Bank accounts

Vehicles

Delegation

Mobile devices

Change my password

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.

Profile

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Loyalty & subscriptions

Bank accounts

Regional settings


Fraud detection

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 View change history

Personal details

 Edit

Mr Vernon BEAR

Date of birth Jan 3, 1985

Gender Male

Contact information

 Edit

Mobile number +32 82 39 48 47

Work number +32 82 39 48 47

Home number No information

Primary email cmanske@kds.com

Secondary email No information

Home address

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

Profile

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

[View change history](#)

MR Vernon BEAR > General

Profile

[Update](#)

Title: Mr

[Change password](#)

Last name: BEAR

User's Group: XX - DEMO SITE BE

First name: Vernon

Gender: Male

Birth date: 01/03/1985

Redress
Number:

Known Traveler Number:

National ID:

National ID Country:

National ID
Expiration Date:

Citizenship:

Personal address

[Update](#)

Address:

ZIP/Postal code:

City:

Country:

Phone:

Secondary email:

Profile

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

[View change history](#)

MR Vernon BEAR > Preferences

Display

[Update](#)

Language: English (United States)

Default Currency: EUR (Euro)

Date: mm/dd/yyyy

Time: hh:nn (14:05)

Departure location:

Transport Preferences

[Update](#)

Preferred Partners:

Air Preferences

Preferred Meal: [Any]

Seat: No preference

Assistance needs: None

Rail Preferences

Facing front: No preference

Seated Meal: Yes

Hotel & Car Preferences

[Update](#)

Hotel Preferences

Preferred Partners:

Smoking/Non-smoking: No preference

Car Preferences

Transmission: Indifferent

Car category:

Profile

Profile hub

Preferences

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Loyalty subscriptions

Bank accounts

Alerts

Mobile devices

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

Add a new card



Card type *

* required fields

☐

Corporate

☐

Personal

Card nickname

Card number *

Name on card *

Expiration date (MM/YY) *

Default card for:

☐

Air

☐

Rail

☐

Hotel

☐

Car

This card will be proposed as the default payment method for the selected services, if your company setup allow payment by individual card for them. This will replace any existing individual cards already set as default for the same services (centralized payment methods are not impacted).

Cancel

Add card



View change history



Add a new card

Profile

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Change my password


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

Click “Add Passport” to add a passport or visa

 View change history

Passports & visas

You haven't added a passport or visa to your profile.

 Add a passport

TSA information

 Edit

Known traveler number

No information

Redress number

No information







 Travelling or transiting in the USA? Save time at the airport by adding this information to your bookings.

National ID



You haven't added a national ID yet.

 Edit

Profile

 Profile hub Personal information General Preferences Payment cards Travel documents Loyalty & subscriptions Bank accounts Vehicles Delegation Mobile devices Change my password

Loyalty & subscriptions

 View change history Add a new card

Add a new card

1 Select your card type > 2 Fill in card information

* required fields

Air

Rail

Hotel

Car

 Supplier*

Card type*

Cancel

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

Profile

- Profile hub
- Personal information
- General
- Preferences
- Payment cards
- Travel documents
- Loyalty & subscriptions
- Bank accounts
- Vehicles**
- Delegation
- Mobile devices
- Change my password

MR Vernon BEAR > Vehicles

* Vehicle name:

* Vehicle type:

▼

Bicycle

Car

Moped

Motorcycle

[View change history](#)

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

[View change history](#)

MR Vernon BEAR › Vehicles

NewCar 2025

Default vehicle

Update

Delete

Vehicle name: NewCar 2025

Vehicle type: Car













[Add a new vehicle](#)

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

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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-  Bank accounts
-  Vehicles
-  **Delegation**
-  Mobile devices
-  Change my password

MR Vernon BEAR > Delegation

Arranger for travel

VERNON BEAR

Mr Vernon BEAR


Mr Vernon Bear

Travel Counselor EXL


 [Add a new arranger for travel](#)


Main Arranger to Contact

None

 [Select the main arranger to contact](#)













Arranger for expense

 [Add a new arranger for expense](#)

 [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.

Profile

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-  **Mobile devices**
-  Change my password

Connected mobile devices

If your company has activated one of these options, you can add a new device by either logging in via app using 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



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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-  Change my password

Change password

The new password must contain at least 10 characters including one lowercase letter, one uppercase letter, one digit, and one special symbol (e.g., !@#\$%^&*()_+#!@?/\|)


* Old Password:

* Type the new password:

* Retype the new password:

OK






Cancel

 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

 Profile hub Personal information General Calendar Documents Travel documents Loyalty & subscriptions Bank accounts Vehicles Delegation Mobile devices Change my password View change history

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:

OK

Cancel

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







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

[< Back to profile](#)

Change history

Last updated on September 15, 2025 at 1:10 PM Europe, Paris

 Not all profile data changes are covered by the current version. The scope will be extended in future releases. Changes are kept for 1 year.

Update	Changes	
 Modified by Application September 15, 2025 at 1:10 PM Europe, Paris	language	
 Modified by Application August 21, 2025 at 12:17 AM Europe, Paris	displayDateFormat + 1 OTHER FIELDS	
 Modified by Application May 14, 2025 at 4:16 PM Europe, Paris	businessPhones.fax + 2 OTHER FIELDS	

[View all changes](#)

Profile

Profile hub

Personal information

General

Preferences

Payment cards

Travel documents

Loyalty & subscriptions

Articles

Delegation

Mobile devices

Change my password

View change history

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.

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.



Travel and Expense. Simplified.

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