



**GLOBAL
BUSINESS
TRAVEL**

Step-by-Step

How to Use Your Profile

Neo User Guides



TRAVEL



Create trip

Profile
Neo user profile

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.

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Reservations

Reservations

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Change my password

 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

Loyalty subscriptions

Bank accounts

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

Profile hub

Select "Travel Documents" to

view your

passports, visas, TSA information and National ID.

Bank accounts

Vehicles

Delegation

Mobile devices

My passwords

My preferences

 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

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Change my password

Loyalty & subscriptions

Add a new card

1 Select your card type > 2 Fill in card information

* required fields

Air

Rail

Hotel

Car

Supplier*

Card type*

Cancel

View change history

+ Add a new card

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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-  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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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.

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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 the mobile app using a QR code or by scanning 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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-  Mobile devices
-  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 (ex: "E5%AS*").
(._+#@?/\|)

* 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

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Credit cards

Travel

Travel arrangements

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.

[< Back to profile](#)

Change history

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

i 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](#)

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

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Cards

Destinations

My itineraries

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.



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