

## How to create a profile in Neo (Payment Profile)

Open the profile creation form via this link (you need your Aalto ID and password):

<https://sharepoint.aalto.fi/sites/Workflow/Students/Lists/Payment%20Profile/NewForm.aspx>

**Step 1** Accept the terms and fill in the requested information. All details are mandatory due to Finnish taxation and bookkeeping rules.

- accept the terms and conditions
- country of residence
- bank information: country and bank account number (in IBAN format)

Click "Save". The system checks your details and you will receive an email with a link to Step 2 form.

**Step 2** Follow the link in the email notification you received. Fill in additional information:

- all first names as written in your passport
- name of Aalto school
- address

Click "Save and submit". It takes overnight for the system to create a NEO profile for you.

Your profile will be active until the next July 31<sup>st</sup>.

In case of any technical problems, please contact [servicedesk@aalto.fi](mailto:servicedesk@aalto.fi)  
If you have need instructions on how to use NEO, contact [neo@aalto.fi](mailto:neo@aalto.fi)