Ameriflex Online Account Instructions

WEB-BASED FLEX ACCOUNT NAVIGATION

Accessing Your Ameriflex Account via the Internet:

Go to myameriflex.com. Select "Employees" from the home page. Select "Login" from the upper right hand corner. Select "MyAmeriflex Portal."

To Register Online for Your Ameriflex Spending Account:

On the main login screen, click on the link that reads, "New User? Please click here to create a username and password."

For Ameriflex primary account holders:
- Choose a unique User ID and create a password (*if you are told that your username is invalid or already taken, you must select another*).
- Enter your first name and then last name.
- Enter your email address.
- Enter your Employee ID which in most cases will be the account holder's Social Security Number (*no dashes or spaces needed*).

Choose your Ameriflex Registration ID:
- Card Number: Enter your Ameriflex Convenience Card number without spaces or dashes.
- Employer Code (*AMF Code*): This can be obtained by calling the Ameriflex Member Services team.

Then check the box if you accept the Terms of Use.

Finally you must complete your Secure Authentication setup. To protect your privacy, Ameriflex implements Secure Authentication. Setup is easy and only takes a few minutes. Follow these three simple steps to complete your online account registration:

Step 1: Select a picture and personal phrase.
Step 2: Provide answers to challenge questions.
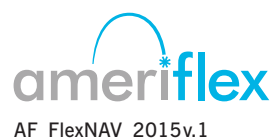**Step 3:** Additional authentication.

Click Begin Setup Now to start. This process takes only a few minutes to complete and is vital in our efforts to prevent fraudulent activity.

The registration process is complete!

Should you receive an information error message that does not easily guide you through the information correction process, please feel free to contact our dedicated Member Services Team at 888.868.FLEX (3539).

Want to manage your account on-the-go?

Download the MyAmeriflex Mobile App, available through the App Store or Google Play. Your credentials for the MyAmeriflex Portal and the MyAmeriflex Mobile App are the same; there is no need for separate login information!