



AmeriFlex Online Account Instructions

Accessing your AmeriFlex Account via the Internet:

Step 1: Visit www.flex125.com Select *MEMBER* from the toolbar then select “Member Portal Login.”

Step 2: Log in with your existing credentials, or click the “You must register first” link on the right-hand side if you have never registered your account online.

A: If you are registering for the first time, you will need to complete the necessary fields to finalize your registration. If you are already registered, you will skip this step.

Step 3: Select “Enter the AmeriFlex Convenience Portal.” *Please note: also listed on this page are quick links to Member Services Support, Frequently Asked Questions (FAQ’s) and to the list of Eligible Expenses.*

To Register Online for your AmeriFlex Spending Account:

Select Create Account from the main screen. All fields MUST be completed to create your account.

For AmeriFlex Primary Accountholders – Member Registration Process:

- *Name - enter Accountholder’s Last Name
- *SSN - enter Social Security Number
- *DOB - enter Date of Birth
- *Gender - enter Gender

Provide the *AmeriFlex Convenience Debit Card number* or the employer *AMF Code* in order to register on this Portal.

- *Card Number - enter your AmeriFlex Convenience Card number without spaces or dashes
- *Employer Code (AMFcode) - this can be obtained by calling AmeriFlex’s Member Service Team

- *User ID (Email Address): - enter your preferred Email Address
- *Password - create a password specific to you; re-enter it
- *Secret Questions & Answers: Choose 2 questions and enter your secret answers

Click the *Enter the AmeriFlex Convenience Portal* button

Your Registration Process is now Complete!

Click the Login link and begin navigating the updated website!
