# Online Account Instructions

## How to Access Your Ameriflex Account:

Go to MyAmeriflex.com and click "Login" from the upper right hand corner. When prompted, select "Participant."

## How to Register Online For Your Ameriflex Spending Account:

Click the *register* button atop the right corner of the home screen.

1. **As the primary account holder, enter your personal information.**

   - 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 and 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).*

2. **Check the box if you accept the terms of use.**

3. **Click *register*.** This process may take a few seconds. Do not click your browser's back button or refresh the page.

4. **Last, you must complete your Secure Authentication setup.** Implemented to protect your privacy and help us prevent fraudulent activity, setup is quick and easy. After the registration form is successfully completed, you will be prompted to complete the secure authentication setup process:

   - ✓ **Step 1:** Select a Security Question option, and type in a corresponding answer.

   - ✓ **Step 2:** Repeat for the following three Security Questions, then click *next*.

   - ✓ **Step 3:** Verify your email address, and then click *next*.

   - ✓ **Step 3:** Verify and submit setup information,

5. **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!