



Online Account Instructions

How to Access Your Ameriflex Account:

Go to myameriflex.com and click "Login In To Your Account" from the upper right-hand corner. Select "Participants" from the drop-down menu.

How to Register Your Ameriflex Account:

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

- 1. As the primary account holder, enter your personal information.**
 - Choose a unique User ID and create a password (*if user ID is invalid or taken, you must select another*).
 - Enter your first and last name.
 - Enter your email address.
 - Enter your Employee ID, which will be your Social Security Number (*no dashes or spaces needed*).
- 2. Choose your Ameriflex Registration ID.**
 - Card Number: Enter your MyAmeriflex Card number without spaces or dashes.
 - Employer Code AMFSTJBCC
- 3. Check the box if you accept the terms of use.**
- 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. Click "Begin Setup Now" to start and follow these simple steps to complete your online account registration:
 - ✓ **Step 1:** Select a Security Question option, and type in a corresponding answer.
 - ✓ **Step 2:** Repeat for the following three Security Questions, then click "Continue Setup."
 - ✓ **Step 3:** Review your questions and answers thoroughly before clicking "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 Participant 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 MyAmeriflex and the MyAmeriflex Mobile App are the same; there is no need for separate login information!