



AmeriFlex Online Account Instructions

■ Accessing Your AmeriFlex Account via the Internet:

Go to www.flex125.com. Select *Employee* from the left navigation menu. Next, select *View Your Account Activity*. You will be redirected to www.mbicard.com. Please note that pop-up blockers will need to be disabled in order to access this site.

■ To Create an Account:

Click on the *Employee and Cardholder Login* button, then select *Create Account* from the main screen.

For cardholders:

- Select *If you have a Flex Convenience Card*.
- Enter the card number from your AmeriFlex Convenience Card® and then enter the participant's social security number in the Employee ID box. Online account setup can be done by the main cardholder only.
- Next, enter a User ID and password (created by the participant), email address, security word, and city of birth.

For non-cardholders:

- Select *If you DO NOT have a Flex Convenience Card*.
- Enter first name, last name, employee ID (participant's SSN) and Employer ID. The Employer ID can be obtained by contacting AmeriFlex.
- Next, enter a User ID and password (created by the participant), email address, security word, and city of birth.

■ Balances:

Select the *Accounts* tab to view balances in all accounts. You can also view the Plan Year, Account Type, YTD Contributions, Annual Election, Disbursements YTD, and Disbursable Balance.

■ Statements:

Under the *Accounts* tab, select *Statement* to prepare and print a cardholder statement. The statement will illustrate only those transactions that were successfully deducted from or deposited into the account.

■ History:

Under the *Accounts* tab, select *History* to show a complete Transaction History. The Transaction History includes all attempted charges regardless of the success of those transactions.

■ Lost/Stolen Card:

Under the *Home* tab, select *Lost/Stolen Card* to report your card lost or stolen. Please contact AmeriFlex to have a new card issued.

■ Frequently Asked Questions:

Under the *Home* tab, select *Frequently Asked Questions* to view FAQs such as definitions of terms, *How Do I* questions, etc.

■ Change Log-In Information:

Select *User Options* from the top right corner of the screen. Within *User Options* you can change your password and email address.