



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.benefitspaymentsystem.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 *Participant Login* button, then select *Create Account* from the main screen. All fields **MUST** be completed to create an account.

For AmeriFlex Convenience Card Holders:

- ***Name** - enter participants First and Last name
- ***Employee ID** - enter participant's social security number without dashes
- ***Card Number** - enter your AmeriFlex Convenience Card number without spaces
- ***New User ID** - create a username specific to you
- ***Password** - create a password specific to you
- ***Security Word** - enter Mother's Maiden Name
- ***E-Mail Address** - enter your email address

For Non-Cardholders:

- ***Name** - enter participants First and Last name
- ***Employee ID** - enter participant's social security number without dashes
- ***Employer ID** - this can be obtained by calling AmeriFlex's Customer Service Dept.
- ***New User ID** - create a username specific to you
- ***Password** - create a password specific to you
- ***Security Word** - enter Mother's Maiden Name
- ***E-Mail Address** - enter your email address

■ 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.