



# Member Online Account Manager

## A MORE CONVENIENT WAY TO SUBMIT YOUR HEALTH CARE CLAIMS

Ameriflex is pleased to offer several features to enhance your spending account program via the MyAmeriflex Portal (formerly the Ameriflex Convenience Portal)!

Through the online MyAmeriflex Portal, members can perform the following:

- Update demographic information
- Access dependent information
- Access and update direct deposit information
- View detailed eligible expense list
- Email the Ameriflex Member Services team
- Opt in and out of email communications
- Enter and upload claim requests and supporting documentation to expedite reimbursement process
- Online Claims Submission: Enter and upload claim requests and supporting documentation to expedite your reimbursement
- Pay Provider: Have your reimbursement sent directly to the provider

\* Please note: If your employer sends eligibility data to Ameriflex via Electronic Data Interchange (EDI), you will be unable to update your demographic information through the portal. In this case you should contact your employer to update this information.

## DON'T HAVE AN ONLINE ACCOUNT YET? IT'S EASY!

To create an online account, simply visit [myameriflex.com](http://myameriflex.com). Select "Employee," then "Login." When prompted to enter your user ID and password, click "Register" and follow the instructions to complete the registration process. You will need your Member ID (SSN) and Ameriflex Convenience Card number (or Ameriflex Group ID if you do not have a Convenience Card).

Ameriflex provides the most comprehensive HR services in the industry (Readers' Choice Award) and is recognized for its commitment to superior service and product innovation.



Want to take control on-the-go?  
Download the MyAmeriflex Mobile App available on Google Play or the App Store

## WE'RE HERE TO HELP.

If you have any questions or concerns, please feel free to contact the Ameriflex Member Services team via live chat at [myameriflex.com](http://myameriflex.com) or at 888.868.FLEX (3539).