



Managing your Benefit Convenience Card issued by Carewell SEIU 503 just got easier!

The MyAmeriflex Portal is a one-stop-shop for all of your Benefit Convenience Card needs. It's packed with several self-service tools and resources designed to help you use your card and reduce the amount of the time you may be spending searching for answers.

Below is a description of the top five service features available to you through the MyAmeriflex Portal.

- 1. Order Replacement Cards:** To report a card lost/stolen and order a replacement card, hover your cursor over the 'Debit Card' drop-down menu, and then click on 'Debit Card Management.' On the right-hand side of the Debit Card Management page, click on the 'Report lost/stolen card' icon (scissors cutting card).
- 2. Check Your Balance:** To check your available balance for covered out-of-pocket expense reimbursements through the MyAmeriflex Portal, click on the 'Benefit Account Details' link located in the 'My Accounts' drop-down menu. From here, you can view your balance recent transactions and more.
- 3. Reset Password/Retrieve Username:** If you forget your username or password, you can reset your password and/or retrieve your username directly from the MyAmeriflex Portal login page. To reset your password, enter your username and click 'Continue.' Next, click the 'Forgot your password?' link. Enter the answers to your security questions and click 'Continue.'
- 4. Submit Claims Online:** Click on the 'Reimbursement Request' link located in the navigation menu to submit a claim for reimbursement. Simply follow the instructions on the page, check the 'I authorize' box, and click 'Submit' to complete your reimbursement request.
- 5. Access Forms/General Info:** You can also access helpful FAQs, plan forms and documents, and online calculators via the 'Resources' drop-down menu. If you have any questions along the way, click 'Contact Us' to get in touch with our dedicated Member Services team.

#### **Manage your account on the go!**

The MyAmeriflex Mobile App puts the convenience of the MyAmeriflex Portal at your fingertips! Need to check your balance, view recent transactions, or submit a claim for reimbursement on the go? You can with the MyAmeriflex Mobile App. You can download the app for free through the Apple App Store and Google Play.

#### **Haven't registered your online account?**

It's easy! To create an online account, visit [myameriflex.com](http://myameriflex.com) > select 'Employees' > click 'Login' > and click on the 'MyAmeriflex Portal' button. Select the 'New User' link and follow the instructions to complete the registration process. You will need your Employee ID (SSN) and MyAmeriflex Card number (or Ameriflex Group ID if you do not have a MyAmeriflex Card) to complete the registration process.



**TOLL FREE:**

**888.868.FLEX (3539)**

**[myameriflex.com](http://myameriflex.com)**

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