

How to Access AmeriFlex and Personal Account Setup

1. Go to <http://www.flex125.com>
2. On the left-hand side, select "EMPLOYEES"
3. FLEXMENU/ EMPLOYEES will expand on the left-hand side, select "VIEW YOUR ACCOUNT ACTIVITY"
4. A new window will be opened- across the top of the page will read "Welcome to the AmeriFlex Convenience Portals," Click on the picture of the credit card.
5. When you click on the card, a login page will come up. At the lower, right-hand corner of the gray box, select "Create New Account."
6. "Account Creation" page will come up. Enter your information here. (All fields with asterisks are required)
*Special instructions for personal information entry:
 - For your Employee ID, enter your Social Security number.
 - Your Employer ID is: AMFOKBUOK
 - Card Number is not required, only Employer ID
 - Your New User ID may only contain letters and numbers, no special characters or spaces
 - Your password must contain at least one letter and one number, and is case sensitive
 - Your Security Word and Birth City will be used to confirm your identity if you lose your password and need to reset.
7. When finished filling in information, click " Submit," if any mistakes have been made, the page will ask you to correct them before proceeding. If no mistakes have been made, you will be told your account creation was successful.

If you have not logged into your account within 30 days it may deny you access and ask you to contact your administrator. You will need to contact AMERIFLEX to reset your password at 1-888-868-3539 (press 0 immediately after they answer for a shorter wait time).

Call OBU Human Resources if you have any questions at 405-878-2013.