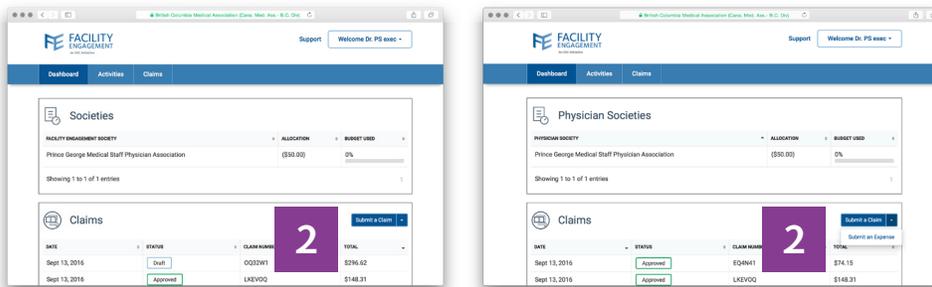


HOW TO: SUBMIT A CLAIM

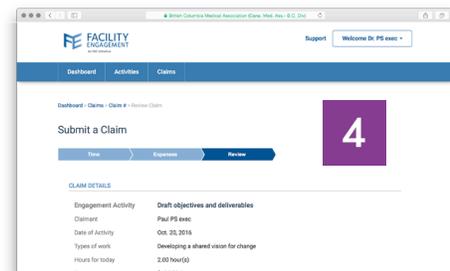
Facility Engagement Management System (FEMS)

1. Log in to: <https://fems.facilityengagement.ca> or launch the **FEMS mobile app**.
To download the APP: search 'Facility Engagement' in your App store.
2. Click **Submit a Claim**. Enter the requested information and click **Next**.
If only submitting an expense, go directly to **Submit an Expense**.



3. In the section labeled **Expenses**, select the expense type, amount, and attach a receipt as needed. There will be a prompt to attach one if required for the selected expense type.
To attach a receipt: take a picture of it with a phone or scan a copy of the receipt to a computer. Once this is done, click **Upload File**, search and select the appropriate file to add it to the claim.
**If there are no expenses, click Skip Expenses.*
4. View and edit the claim in the next section. Up to this point the claim is a draft, if satisfied with the entered details click **Submit**.

Once the claim is submitted a confirmation will be sent via email.



Need Help?

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1 800 665 2262

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M-F 9am to 4pm