

## HOW TO SUBMIT A CLAIM

Dashboard Activities Claims Finance - Reporting -   Dashboard > Claims     Claims     Submit a Claim Submit an Expense     Claim Number a Click on Submit a Claim Submitted -	1. Log in to https://fems.facilityengagement.ca, click Claims in the blue toolbar, and select Submit a Claim.
2. Enter the requested information and click Next.	Time       Expenses and Millinger       Review         CLAM DETAILS       • Claimant         © claimant       • You participated in Engagement Activity         • Select an Engagement Activity       • Select an Engagement Activity         • Select an Engagement Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Date of Activity       • Select an Engagement Activity         • Heipad       • Select an Engagement Activity         • Heipad       • Select an Engagement Activity         • Description (optione)       Indicate the number of hours you have participated in an engagement activity         • Nource       • Selected         • Selected       • Carcel
Submit a Claim Tome Expenses Review EXPENSES If submitting for expenses only, please select the expense type, amount, and attach a receipt. Please "Skip Expenses" if the Skip Expenses" if the Skip Expenses" if the Parking * Expense/Mileage * Total Amount (incl. taxes) \$ 10.00 Amount Claimed \$ 10.00	<ol> <li>Add Expenses (if applicable), select the expense type and amount, attach a receipt, and click Next.</li> <li>Review the claim in the next section. If satisfied with the details you have entered, click Submit.</li> </ol>
Image: State Draft         C Back	Need Help? 604 638 4869 or 1 800 665 2262 femssupport@doctorsofbc.ca M-F 9am to 4pm