

## What is the Facility Engagement Management System?



The Facility Engagement Management System (FEMS) is a web-based information system that provides overall business management support and function to the FEMS Initiative at both the site and provincial level. All sites with full funding status will use FEMS to support their facility engagement work.

## What does FEMS do?

- **For physicians and allied health professionals,** FEMS processes and tracks sessional claims for facility engagement activities, and collects feedback for evaluation purposes.
- **For physician society executives and staff,** FEMS supports the management, tracking, and reporting of engagement activities and fund usage, and exports financial transactions to the sites.

## FEMS does NOT

- Process claims for time spent on work outside of facility engagement (e.g., Doctors of BC committee work, other Doctors of BC-Ministry of Health initiatives).
- Serve as a substitute for project management or financial management systems (such as forecasting, budgeting, and accounting tools).

## Why is FEMS being used?

**At the individual physician level:** Sessional claims can be paid electronically, allowing for faster processing times. For ease, claims can also be submitted and viewed through the mobile application of FEMS.

**At the site level:** FEMS will reduce the physician society's administrative burden related to the processing of claims, and assist in the management of engagement activities and funds.

**For the Specialist Services Committee (SSC):** FEMS allows for standardized electronic reporting at several levels, and supports the provincial program evaluation.

## How can I access FEMS?

Physicians and allied health professionals can access FEMS at <https://fems.facilityengagement.ca> after their facility has been approved for full funding by the SSC.

To find out the funding status of your facility or to inquire full funding, please email your Engagement Partner at [femssupport@doctorsofbc.ca](mailto:femssupport@doctorsofbc.ca).

Need Help?

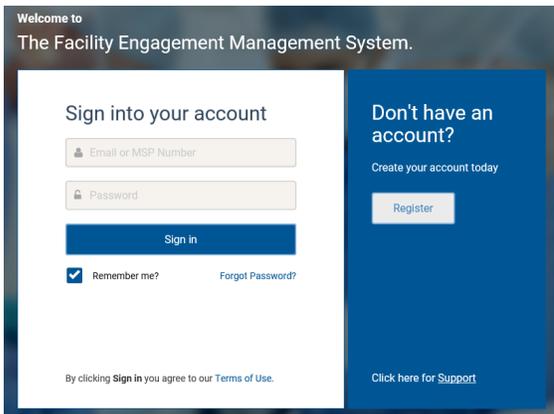
604 638 4869 or 1 800 665 2262

[femssupport@doctorsofbc.ca](mailto:femssupport@doctorsofbc.ca)

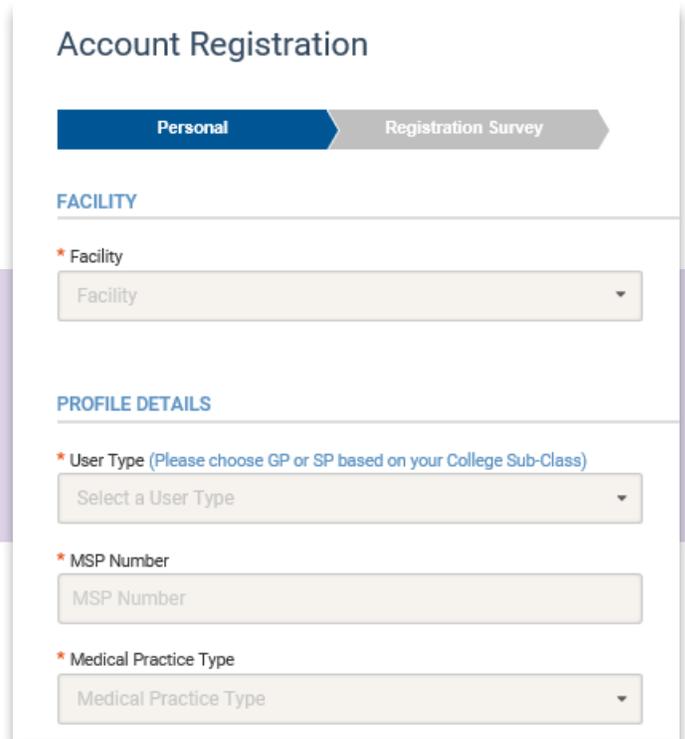
M-F 9am to 4pm

# HOW TO REGISTER IN FEMS VIA DESKTOP

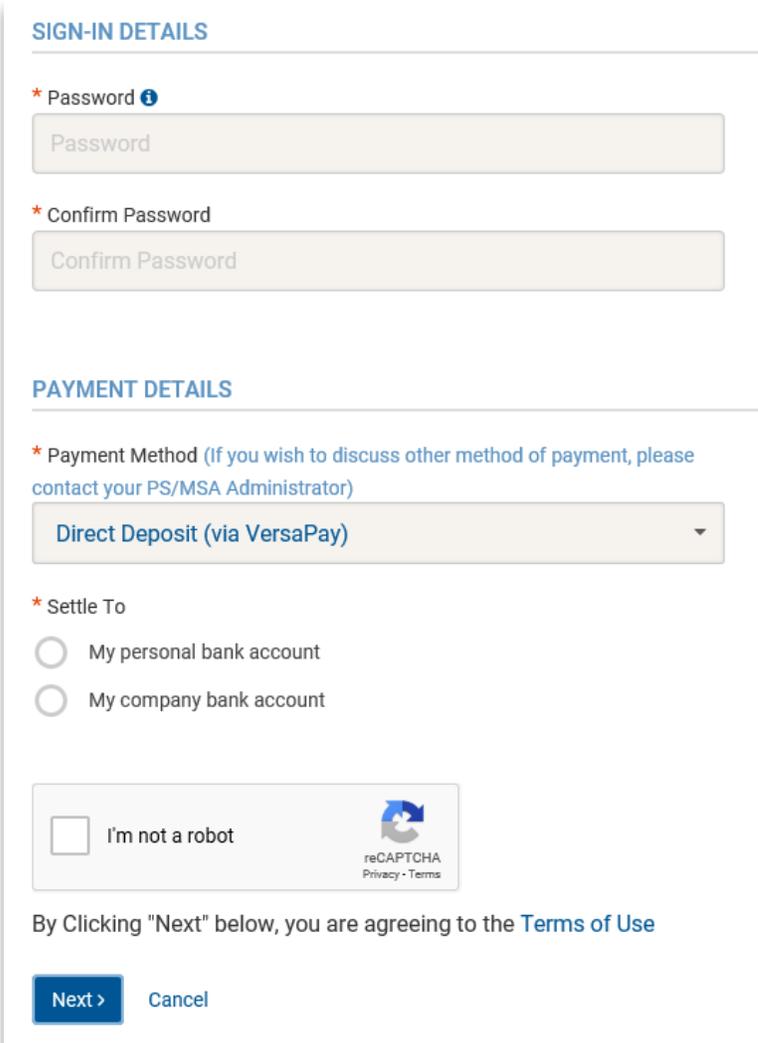
1. Log in to <https://fems.facilityengagement.ca>.
2. Click **Register**.



3. Select the facility (or facilities) where you work, add your profile information, and create a password. Your password must have at least eight characters, contain at least one uppercase letter, one lowercase letter, a number, and a special character. Example: **UserDoc12#**



4. Select where you want your claim payments directed, either to your company or your personal bank account.
5. Click **Next** and complete the registration survey.
6. A confirmation email will be sent to you to verify your email address. Click the link in your email within 7 days to activate your FEMS account.
7. Set up a VersaPay account for your payments (see step guide "How to Sign Up for VersaPay").
8. You are now ready to submit claims in FEMS.



Need Help?

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femssupport@doctorsofbc.ca

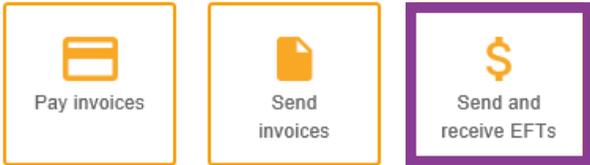
M-F 9am to 4pm

# HOW TO SIGN UP FOR VERSAPAY

VersaPay is the Canadian equivalent to PayPal. As a payment processor, it administers electronic fund transfers (EFTs) of your claims.

Smart. Simple. Secure.

What would you like to do?



1. Sign up at <https://secure.versapay.com> and choose **Send and Receive EFTs**.

2. Use the **same** email address for VersaPay that you used to register in FEMS. Click **Confirm Account** in the confirmation email.

Sign Up for VersaPay

Business Name  
Use your legal name if signing up for a personal account.

First Name

Last Name

Email

Password  
At least 8 characters  
At least 1 lowercase letter  
At least 1 uppercase letter  
At least 1 number

Repeat Password

Already have an account? Please Sign In.

By creating an account you agree to our user agreement, privacy policy and to accept transactional and newsletter emails from VersaPay Corporation.

Sign Up

Quick Links

Add Bank Account



Send Money



Request Money



Upload Batch File



3. Click **Add Bank Account** under the **Quick Links Menu** to fill in the fields with your banking information.

Need Help?

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M-F 9am to 4pm

Add a bank account

Select your bank:

[Don't see your bank?](#)

Transit number:

Account number:

\* Account holder:

Your Name  DATE   
Your Address

PAY TO THE ORDER OF

DOLLARS

MEMO

Transit Institution Account

⑈ 001 ⑈ ⑈ 38314 ⑈ ⑈ 004 ⑈ ⑈ 5948894300 ⑈ ⑈

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip:

I agree to the [Pre-authorized Debit Agreement](#) allowing Versapay to debit this account according to my instructions.

[Add Bank Account](#)

4. Check the box indicating you **Agree to the Pre-Authorized Debit Agreement** and click **Add Bank Account**.
5. Review the details you have entered and click **Confirm Bank Account** or go **Back** to edit your information.

### Your bank account is ready to be verified

In order to verify your bank account please check either your online banking or last bank statement and note the dollar amount next to the "VersaPay Verify" transaction.

Once you have your verification amount, please click the link below to verify your bank account.

Here is an example bank statement with the verification deposit circled:

#### Account Statement

Date	Description	Debits	Credits
Apr. 16	Canadian Tire	\$25.00	
Apr. 10	VersaPay Verify BUS	\$2.79	
Apr. 10	VersaPay Verify AP		\$2.79
Apr. 10	Whole Foods	\$85.20	

[Verify my bank account](#)

6. Within 2 to 3 business days of adding the bank account, a verification micro deposit from VersaPay will appear on your bank statement.
7. You will also receive an email reminder from VersaPay to verify your bank account. Click **Verify my Bank Account** to redirect you to VersaPay and sign in to continue.

8. Enter the deposit amount that you observed in your bank account in the field provided and click **Verify Bank Account**. Once your account is verified, the deposit will be reversed. VersaPay is now ready to take your claims.

Verify ownership of TD Canada Trust (7854)

\* Deposit amount:  3 attempts left [?](#)

Account

Date	Description	Debits	Credits
Feb 22	Canadian Tire	25.00	
Feb 21	VersaPay Verify BUS	2.79	
Feb 21	VersaPay Verify AP		2.79

[Verify Bank Account](#)