Who can register?
• Physicians
• Allied health professionals who are part of the MSA

https://fems.facilityengagement.ca
Choose based on your college sub-class
VersaPay is the Canadian equivalent to PayPal. Sign up at https://secure.versapay.com.

Direct Deposit (via VersaPay) is set as default for all new FEMS users. Only the Administrator can change the method of payment if a physician requests it.
VersaPay https://secure.versapay.com

1. Add personal information requested and submit.

   **NOTE:** Use the same personal email address for FEMS and VersaPay.

2. You must add your bank account to the VersaPay account. Click on **Add Bank Account** under the **Quick Links** menu.
**HOW TO: SIGN UP FOR VersaPay**

**Facility Engagement Management System (FEMS)**

1. Sign up at [https://secure.versapay.com](https://secure.versapay.com)
   VersaPay is the Canadian-hosted version of Pay Pal.
2. Click on Sign Up (small text below Sign in button)
3. Choose Send and Receive EFTs.
4. Add personal information requested and submit. Use the same personal email address for FEMS and VersaPay. An email will be sent to the address you provided.
   "When signing up for a personal account, your business name should be your legal name.
5. You will receive an email asking you to confirm your email address. You must complete this step before you can receive funds. Click on Confirm Account in the email you receive.
   "If it’s not in your inbox, check your ‘junk’ folder.
6. You must add a bank account to your VersaPay account. Click on Add Bank Account under the Quick Links menu.
7. Fill in the fields with your banking information.
   "you can find this information on a cheque or direct deposit slip from your bank.
   - Check the box indicating you Agree to the Pre-Authorized Debit Agreement. VersaPay’s terms and conditions have been vetted by Doctors of BC’s general counsel. Note that VersaPay will not debit your account without your express permission.
   - Click Add Bank Account.
8. Review the details you have entered and click Confirm Bank Account or Go Back to edit your information.

**This Step Guide is Useful For:**
All Physician Society Members
Verifying your account

9. You will receive an email (example below) from VersaPay when your bank account is ready to be verified. Click on Verify my bank account in the email to complete step 11 below.

You must verify your bank account before funds can be received. A micro credit/debit (deposit & withdrawal) will appear on your statement 1-2 days after your bank account has been added. The amount will be under $5.00 and be from VersaPay BUS. This is needed to verify your bank account and is in lieu of providing a void cheque.

10. Login to your online banking and note the amount of the deposit and withdrawal from VersaPay Verify BUS.

11. Login to your VersaPay account and enter the amount of the micro deposit amount into the textbox on the Dashboard. Click the Verify Bank Account button once done.

The funds for sessional claims and expenses will now be sent to the verified bank account.
Submit a Claim

When can I submit a claim?
When you claim your *attendance time* in an engagement activity. Any expenses incurred can be submitted with the claim.

Example:
- Attend a meeting for an hour
- Submit a claim in FEMS
- Get paid via VersaPay
Click on Submit a Claim
Submit a Claim

If you DON’T see your Engagement Activity please contact your MSA administrator.

Indicate the **Number of Hours** you have participated in an engagement activity.
Indicate the **Total Amount** for any expenses incurred and upload the **Receipt**.
### Submit a Claim

**Claim Details**

**Engagement Activity:** Weekly Meeting - Test  
**Claimant:** Richard Black TEST  
**Date of Activity:** Aug. 14, 2018  
**Types of work:**  
**Hours for today:** 1.00 hour(s)  
**Rate:** $148.31/hour  
**Subtotal:** $148.31  
**Status:** Draft

### Expenses/Mileage

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<thead>
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<tbody>
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### Claim Totals

<table>
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</tr>
</thead>
<tbody>
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<td>$158.31</td>
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</tbody>
</table>

Review the **Number of Hours** you have participated in an engagement activity and **Expenses**.
The provincial evaluation of the FEI is being conducted by UBC researchers and examines:
• How the initiative is being implemented
• Whether the initiative is meeting its target objectives

NOTE: if you navigate away from this page, this claim will be on draft status until you submit the claim and the questions to the evaluation.
Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

Thank you!

Your claim #XM4845 has been successfully submitted.

Submit another claim  View my claims
HOW TO: DOWNLOAD FEMS MOBILE APP AND REGISTER

Facility Engagement Management System (FEMS)

1. Open the Google Play or Apple App store on any mobile device.
2. Search Facility Engagement.
3. Select, download and open the FEMS mobile app.

4. Click on Sign Up.
5. Select the facility (or facilities) where you work, add your profile information, and create a password. Use the same personal email for both FEMS and VersaPay.
6. Password must have at least eight characters, include a capital letter, number(s) and a symbol.
   e.g. Userpass12#
7. Select where you want your claim payments.

8. Click Next and complete the Registration Survey.
   Once an initial claim is submitted, you'll receive an email from a DoBC-vetted, third-party company called VersaPay. Follow the prompts within the email to sign up for VersaPay. This will include providing banking information and the same email used for FEMS. Once complete, all sessional claims and expenses will be paid via Electronic Funds Transfer (EFT).

Need Help?

604 638 4869
1 800 665 2262
femssupport@doctorsofbc.ca
M-F 9am to 4pm
Contact FEMS Support

femssupport@doctorsofbc.ca
604-638-4869 or 1-800-665-2262
www.fems.facilityengagement.ca