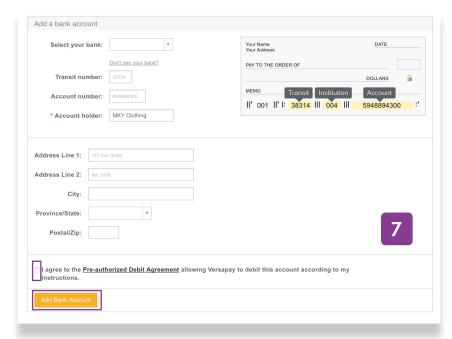


## HOW TO: SIGN UP FOR VERSAPAY

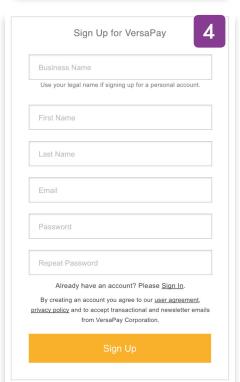
## Facility Engagement Management System (FEMS)

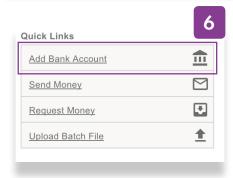
- 1. Sign up at <a href="https://secure.versapay.com">https://secure.versapay.com</a>
  VersaPay is the Canadian-hosted version of Pay Pal.
- 2. Click on Sign Up (small text below Sign in button)
- 3. Choose Send and Receive EFTs.
- **4.** Add personal information requested and submit. Use the **same 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 Agreegment.** 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.









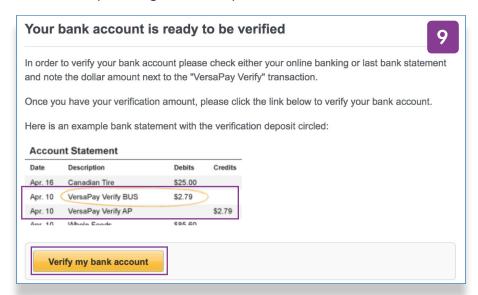
Continued below . . .



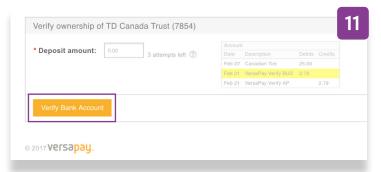
## Verifying your account

**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.

## Need Help?

604 638 4869 1800 665 2262 upport@doctorsofbc.

femssupport@doctorsofbc.ca M-F 9am to 4pm