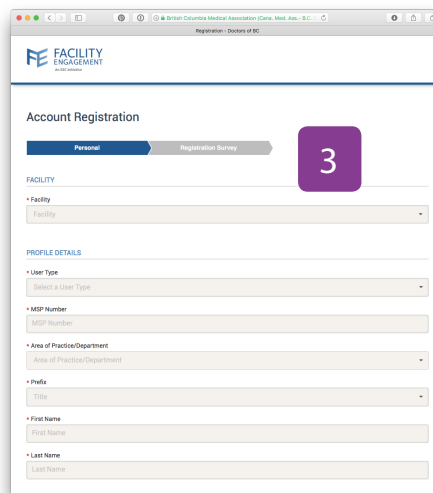
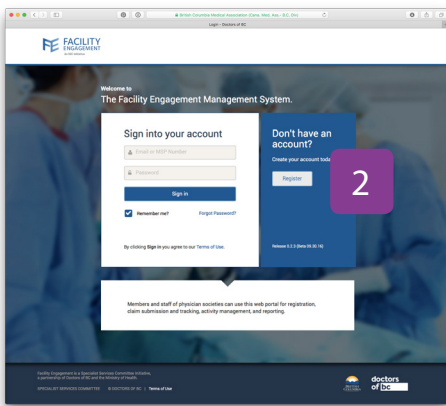


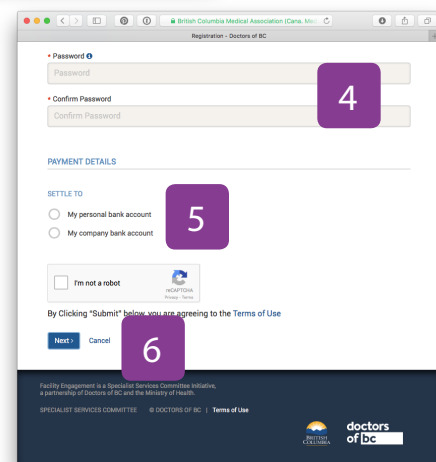
HOW TO: REGISTER

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 on **Register** or **Sign Up** on the mobile apps.
3. Select the facility (or facilities) where you work, add your profile information, and create a password.
Use the same personal email for FEMS and VersaPay.



4. Password must have at least eight characters, include a capital letter, number(s) and a symbol.
e.g. Userpass12#
5. Select where you want your claim payments directed, either to your company or your personal bank account.
If a company bank account, provide additional information requested.
6. Click **Next** and complete the registration survey.
7. A confirmation email will be sent to you with a link requesting you verify your email address.



8. Click the link in your email and now you're **DONE!**
Your FEMS account is now activated.

Need Help?

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm