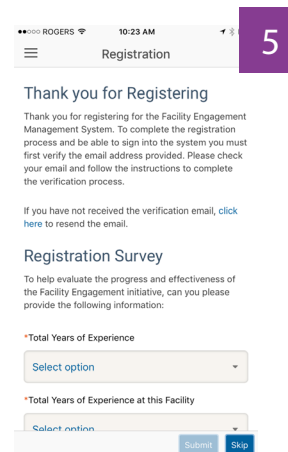
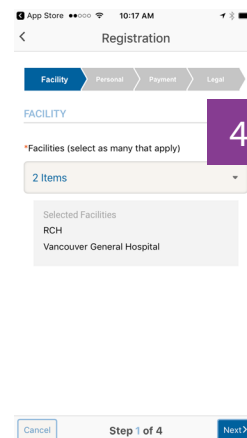
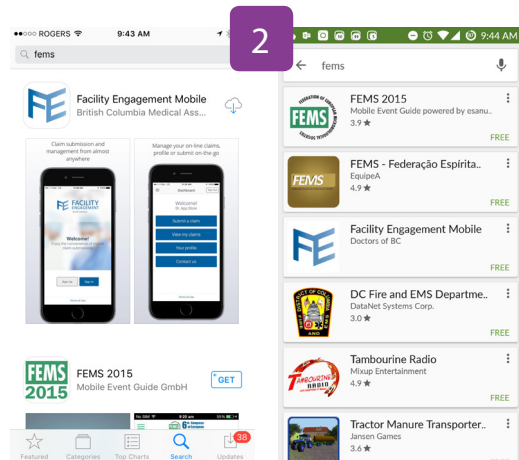


HOW TO: DOWNLOAD FEMS MOBILE APP AND REGISTER

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