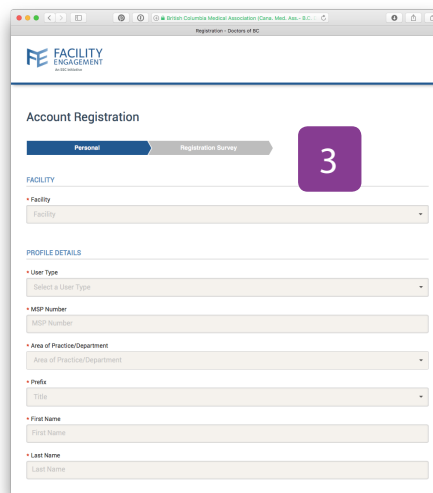
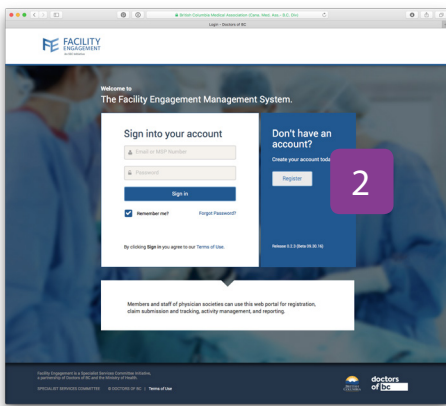


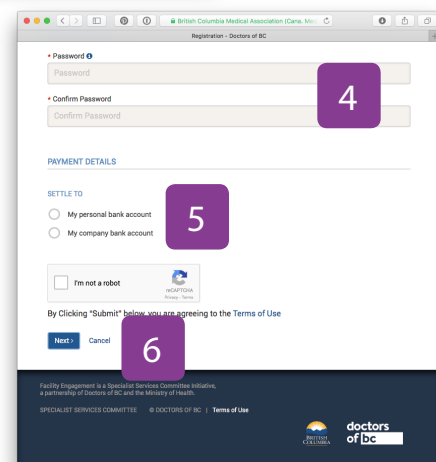
# HOW TO: REGISTER

## 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