

## HOW TO REGISTER IN FEMS VIA DESKTOP

Sign into your account	Don't have an
Email or MSP Number	Create your account toda
Password	Register
Sign in	
Remember me? Forgot Password?	

- 1. Log in to https://fems.facilityengagement.ca.
- 2. Click Register.

 Select the facility (or facilities) where you work, add your profile information, and create a password. Your password must have at least eight characters, contain at least one uppercase letter, one lowercase letter, a number, and a special character. Example: UserDoc12#

SIGN-IN DETAILS
* Password 🚯
Password
* Confirm Password
Confirm Password
PAYMENT DETAILS
* Payment Method (If you wish to discuss other method of payment, please contact your PS/MSA Administrator)
Direct Deposit (via VoPay)
* Settle To
O My personal bank account
My company bank account
l'm not a robot
By Clicking "Next" below, you are agreeing to the Terms of Use
Next > Cancel

Account Registration		
Personal	Registration Survey	
FACILITY		
* Facility		
Facility	¥	
* User Type (Please choose GP or SP based on your College Sub-Class)		
Select a User Type		
* MSP Number		
MSP Number		
Medical Practice Type		
Medical Practice Type	<b>.</b>	

- 4. Select where you want your claim payments directed, either to your company or your personal bank account.
- 5. Click **Next** and complete the registration survey.
- A confirmation email will be sent to you to verify your email address. Click the link in your email within 7 days to activate your FEMS account.
- 7. Set up a VoPay account for your payments (see separate guide "VoPay setup").
- 8. You are now ready to submit claims in FEMS.

## Need Help?

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