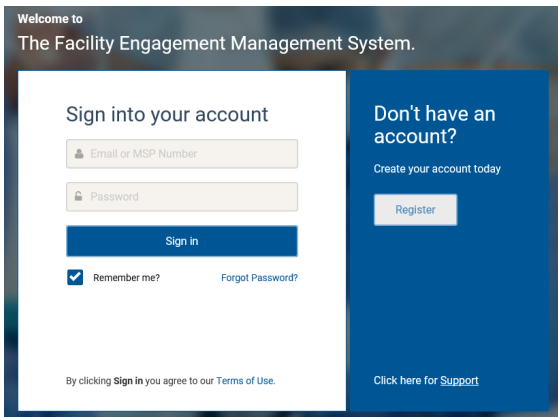
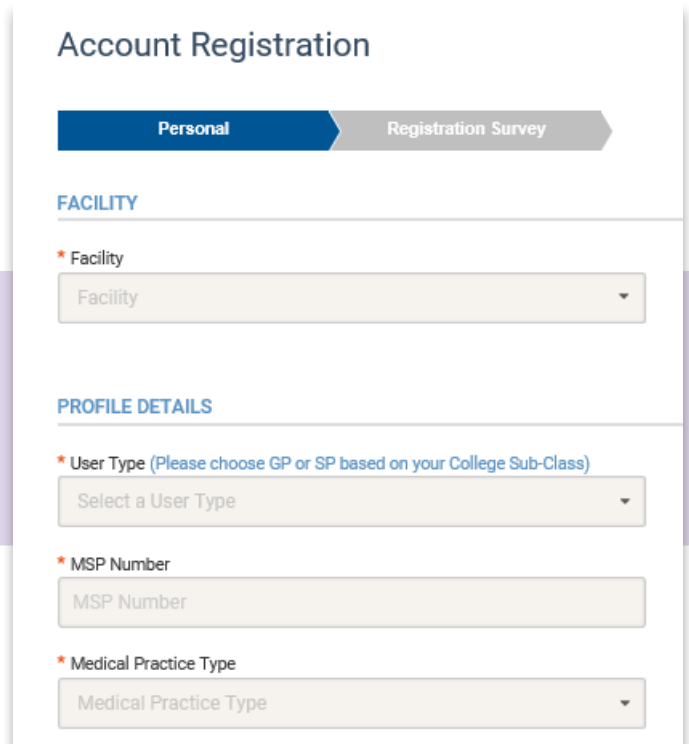


HOW TO REGISTER IN FEMS VIA DESKTOP

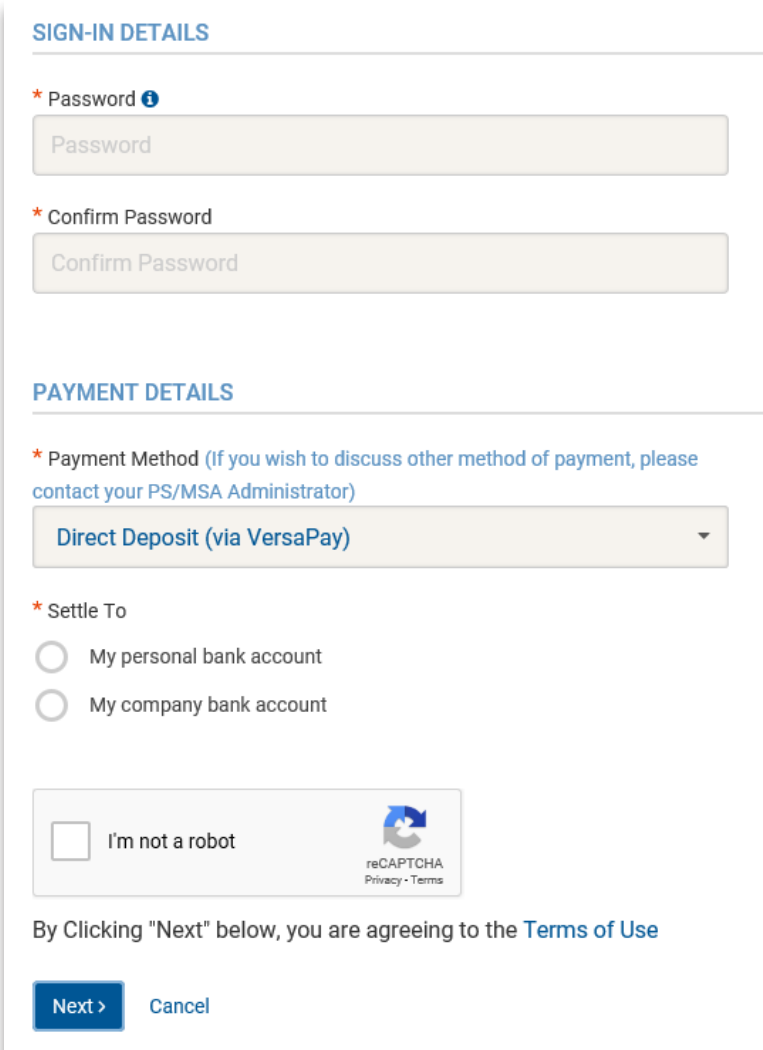
1. Log in to <https://fems.facilityengagement.ca>.
2. Click **Register**.



3. 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#**



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.
6. 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 VersaPay account for your payments (see step guide "How to Sign Up for VersaPay").
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