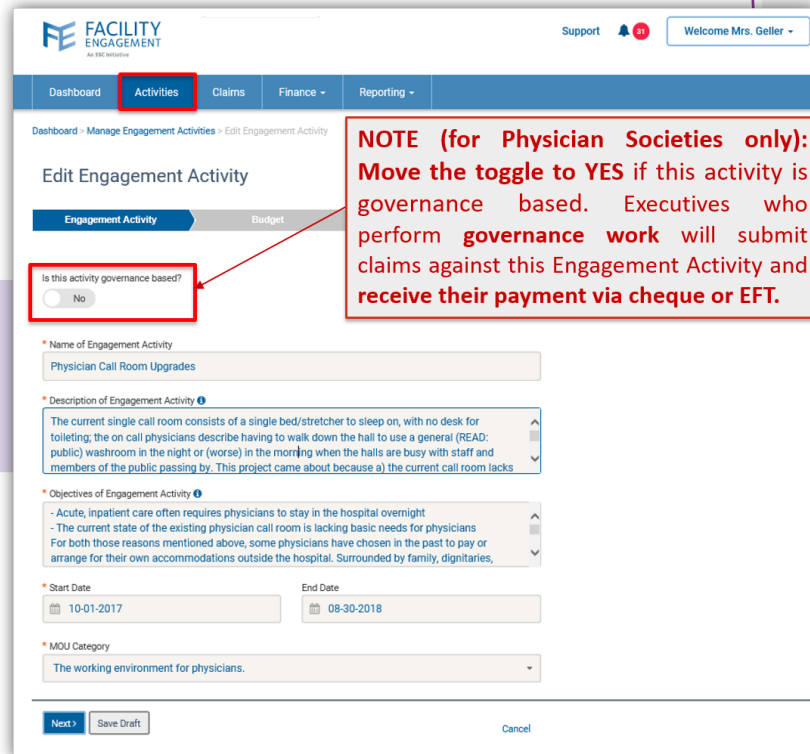


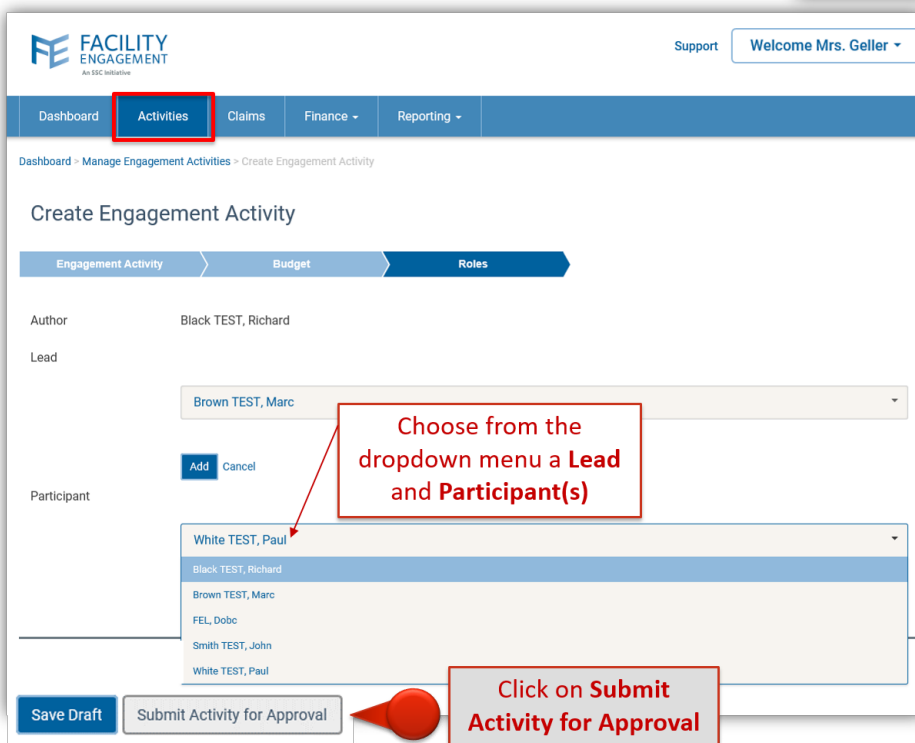
# HOW TO CREATE AND APPROVE AN ENGAGEMENT ACTIVITY



1. Log in to <https://fems.facilityengagement.ca>, click **Activities** in the blue toolbar, and select **Create Engagement Activity**.



2. Enter the requested information and select an end date.
3. Click **Next** to add a budget.



4. Select a Lead and Participant(s) from the dropdown menu, and click **Add** to confirm your selection.
5. Click **Submit Activity for Approval**.
6. Once the Engagement Activity has been approved, it will be updated to **Active** status and participants can start to submit claims and expenses.

Need Help?

604 638 4869 or 1 800 665 2262  
femssupport@doctorsofbc.ca

M-F 9am to 4pm