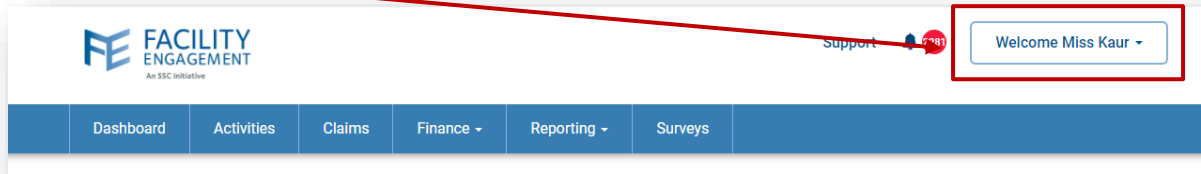


FEMS Tip Sheet:

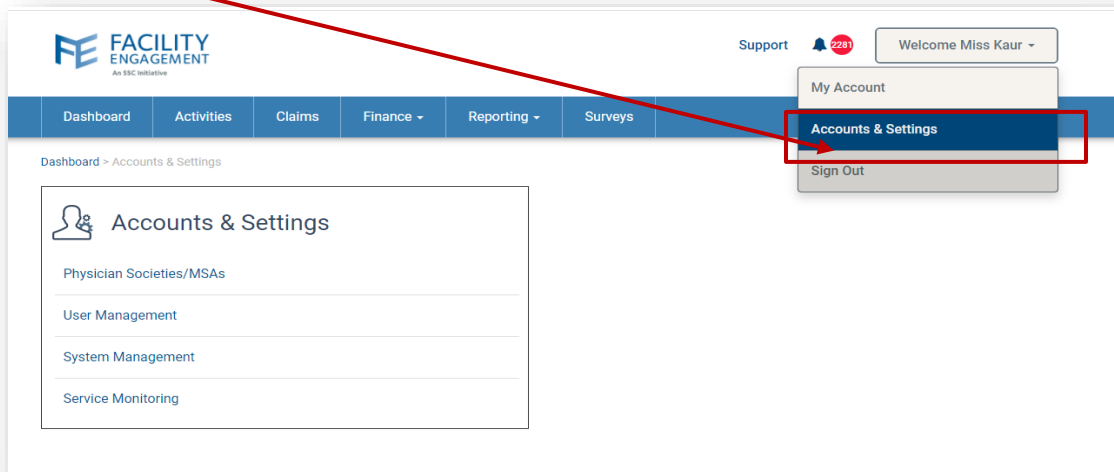
How to Update User Profile information

How to solve it in FEMS

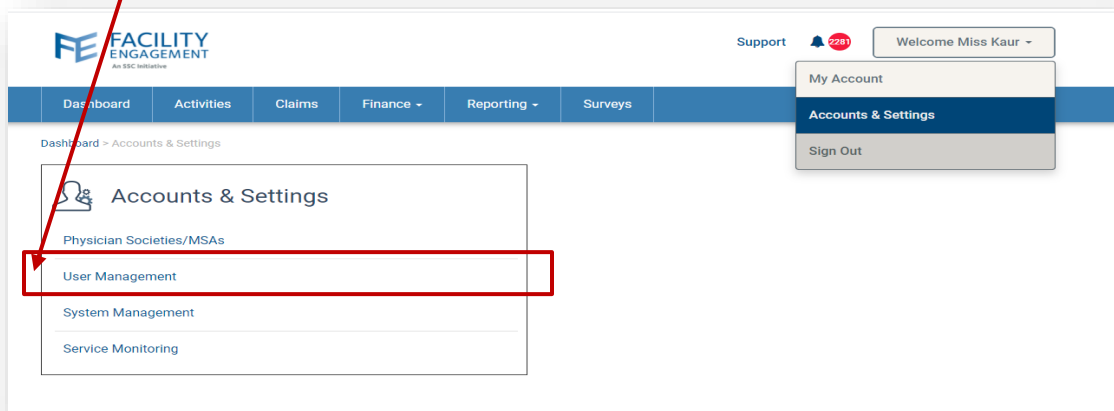
1. Click on the "Welcome *username*" button at the top left corner in FEMS dashboard.



2. Select "Account and Settings" option from the drop down.



3. Select "User Management" option from the Accounts and Settings Menu.



FEMS Tip Sheet:

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4. Search for the user using the filters and then click on the record for the user from the list of users, whose profile information needs to be changed.

NOTE: Ensure that all other statuses are cleared while searching.

The screenshot shows the 'User Management' page in the Facility Engagement system. At the top, there's a navigation bar with 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. Below this, a breadcrumb trail reads 'Dashboard > Accounts & Settings > User Management'. A 'Back to Accounts & Settings' link is on the right. The main heading is 'User Management' with an 'Add User' button. A filter bar contains dropdowns for 'Names', 'Email', 'Login', 'Physician Society/MSA', 'Roles', 'Engagement Activities', and 'Status'. The 'Status' dropdown is highlighted with a red box. Below the filters is a table with columns: 'LAST NAME', 'FIRST NAME', 'EMAIL', 'LOGIN DETAILS', 'SOCIETY/MSA & ROLES', 'ENGAGEMENT ACTIVITIES', and 'ACCOUNT STATUS'. The 'ACCOUNT STATUS' column contains four 'Active' buttons.

5. Click on the "Update" button.

The screenshot shows the user profile page for 'Dr. Tavassoli Dr. Tavassoli'. The breadcrumb trail is 'Dashboard > Accounts & Settings > User Management > Dr. Tavassoli Dr. Tavassoli'. A 'Back to User Management' link is on the right. The main heading is 'Profile:' with an 'Active' status button. Below this are tabs for 'Profile', 'Physician Societies/MSAs', 'Engagement Activity Roles', 'Claims', and 'Permissions'. The 'Profile' tab is selected. It contains three buttons: 'Update', 'Delete', and 'Disable'. The 'Update' button is highlighted with a red box. Below the buttons is a section titled 'PROFILE OF DETAILS' with fields for 'Type of User', 'Full Name', 'Email', and 'Mailing Address'.

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6. The update account web page will open. Make the desired changes to the user's profile information and once the changes are done, click on the "Submit" button at the bottom of the page to save the changes.

NOTE: if a physician would like to add a GST number and charge GST on their claims, please select "Yes" to the last question on the page and enter the GST number.

The screenshot shows the 'Update Account' page in the Facility Engagement system. The page has a blue header with the Facility Engagement logo and navigation tabs: Dashboard, Activities, Claims, Finance, Reporting, and Surveys. A 'Support' link and a 'Welcome Miss Kaur' message are also visible. The main content area is titled 'Update Account' and includes a 'Back to User Profile' link. The form is divided into three sections: 'TYPE' with a 'User Type' dropdown; 'PROFILE DETAILS' with fields for 'Prefix' (Title), 'First Name', and 'Last Name'; and 'PROFILE IMAGE' with a placeholder image and an 'Upload image' button.

The screenshot shows the 'PAYMENT DETAILS' section of the update account form. It includes a 'Payment Method' dropdown set to 'Cheque', a 'Settle To' section with radio buttons for 'My personal bank account' and 'My company bank account' (selected), a 'Company Name' text field, a question 'Does your company exceed the CRA threshold value for non-clinical billings that requires you to collect GST?' with radio buttons for 'Yes' (selected) and 'No', a 'GST Number' text field, and 'Submit' and 'Cancel' buttons at the bottom.