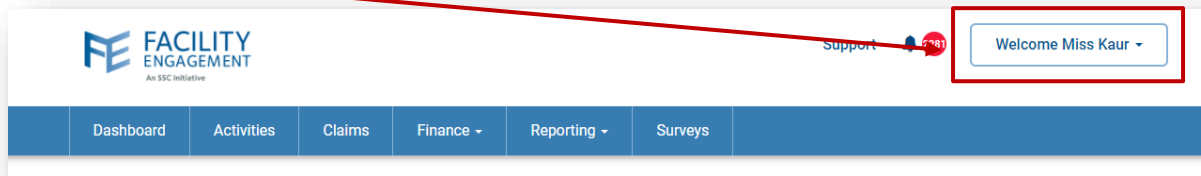


FEMS Tip Sheet:

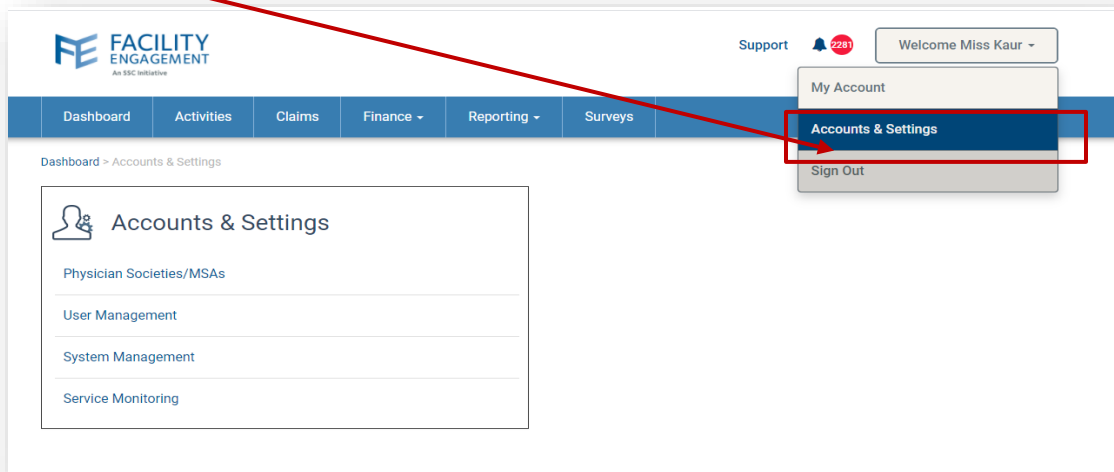
How to Update User Profile information

How to solve it in FEMS

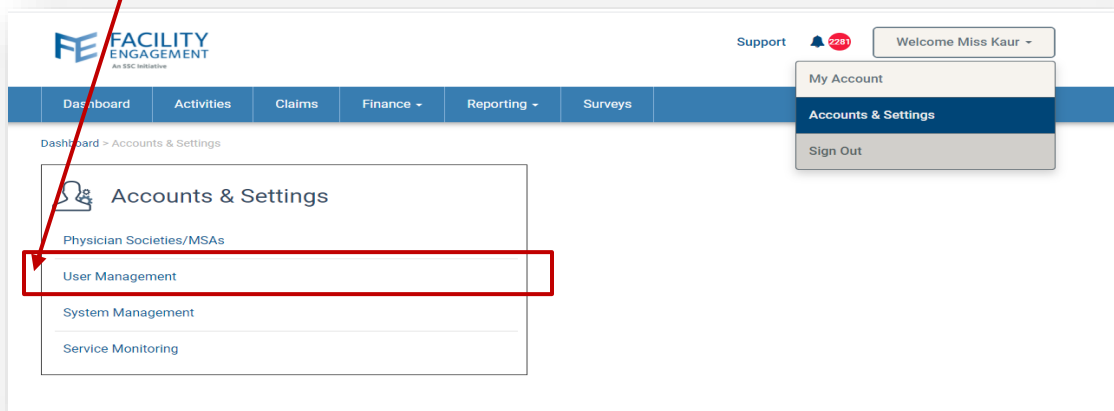
1. Click on the "Welcome *username*" button at the top left corner in FEMS dashboard.



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



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

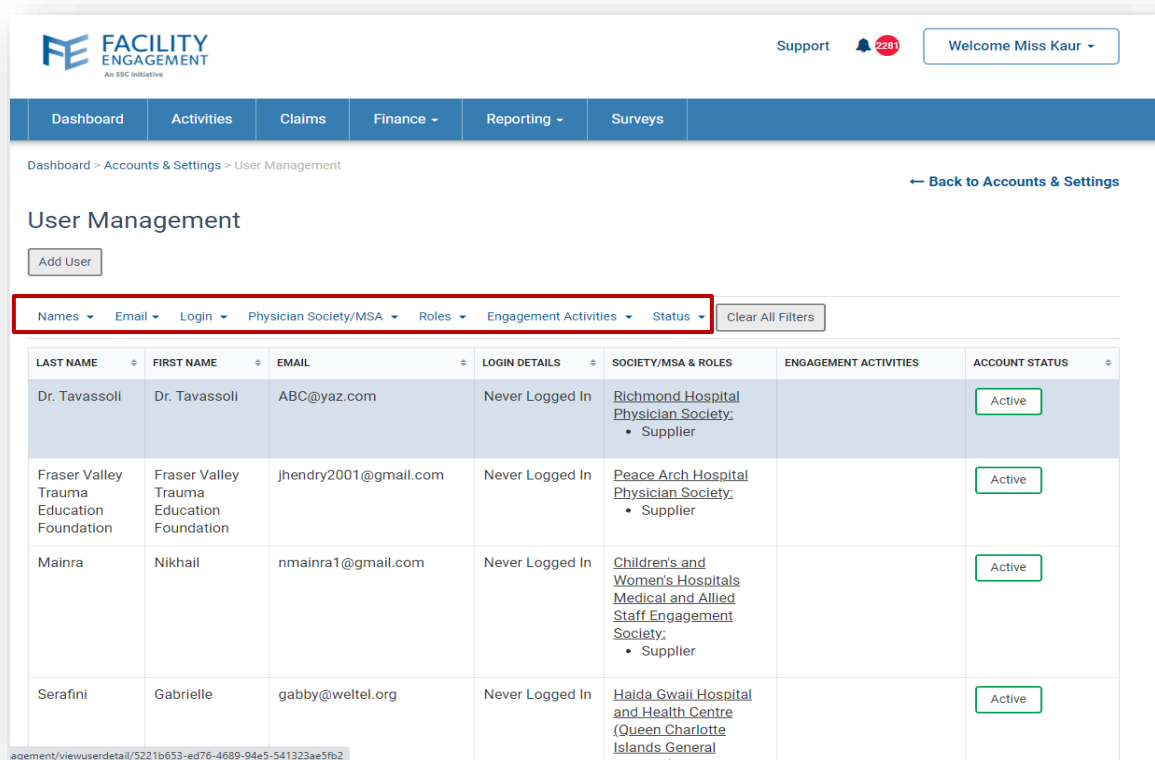


FEMS Tip Sheet:

How to Update User Profile information

- 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.



Dashboard > Accounts & Settings > User Management

← Back to Accounts & Settings

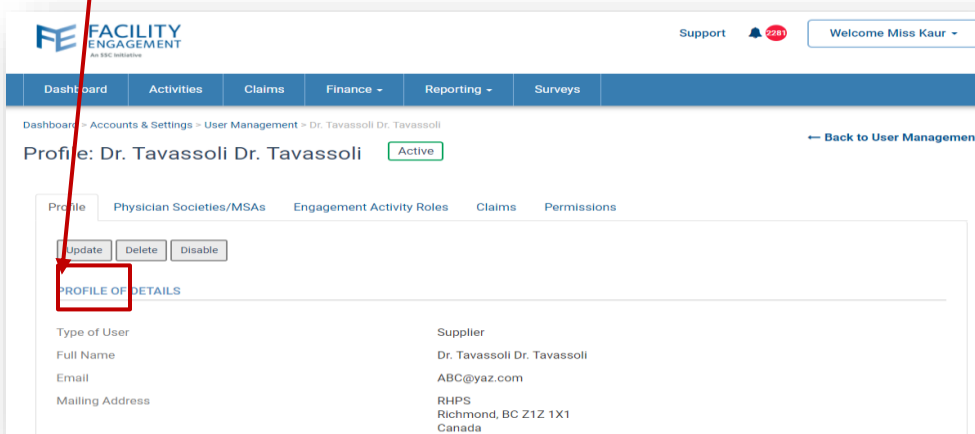
User Management

Add User

Names ▾ Email ▾ Login ▾ Physician Society/MSA ▾ Roles ▾ Engagement Activities ▾ Status ▾ Clear All Filters

LAST NAME	FIRST NAME	EMAIL	LOGIN DETAILS	SOCIETY/MSA & ROLES	ENGAGEMENT ACTIVITIES	ACCOUNT STATUS
Dr. Tavassoli	Dr. Tavassoli	ABC@yaz.com	Never Logged In	Richmond Hospital Physician Society: • Supplier		Active
Fraser Valley Trauma Education Foundation	Fraser Valley Trauma Education Foundation	jhendry2001@gmail.com	Never Logged In	Peace Arch Hospital Physician Society: • Supplier		Active
Mainra	Nikhail	nmainra1@gmail.com	Never Logged In	Children's and Women's Hospitals Medical and Allied Staff Engagement Society: • Supplier		Active
Serafini	Gabrielle	gabby@weltel.org	Never Logged In	Halda Gwaii Hospital and Health Centre (Queen Charlotte Islands General Hospital)		Active

- Click on the "Update" button.



Dashboard > Accounts & Settings > User Management > Dr. Tavassoli Dr. Tavassoli

← Back to User Management

Profile: Dr. Tavassoli Dr. Tavassoli

Active

Profile Physician Societies/MSAs Engagement Activity Roles Claims Permissions

Update Delete Disable

PROFILE OF DETAILS

Type of User Supplier

Full Name Dr. Tavassoli Dr. Tavassoli

Email ABC@yaz.com

Mailing Address RHPS
Richmond, BC V1Z 1X1
Canada

FEMS Tip Sheet:

How to Update User Profile information

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 top navigation bar includes 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. The user is logged in as 'Miss Kaur'. The page title is 'Update Account' with a 'Back to User Profile' link. The form is divided into three sections: 'TYPE' with a 'User Type' dropdown set to 'Supplier'; 'PROFILE DETAILS' with fields for 'Prefix' (set to 'Title'), 'First Name' (Dr. Tavassoli), and 'Last Name' (Dr. Tavassoli); and 'PROFILE IMAGE' with a placeholder image and an 'Upload image' button.

The screenshot shows the 'PAYMENT DETAILS' section of the 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' (the latter is selected), a 'Company Name' text field containing 'Dr. Tavassoli', and 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' and 'No' (the latter is selected). At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red rectangle.