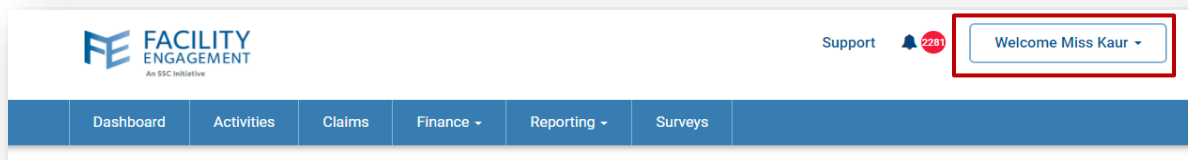


# FEMS Tip Sheet:

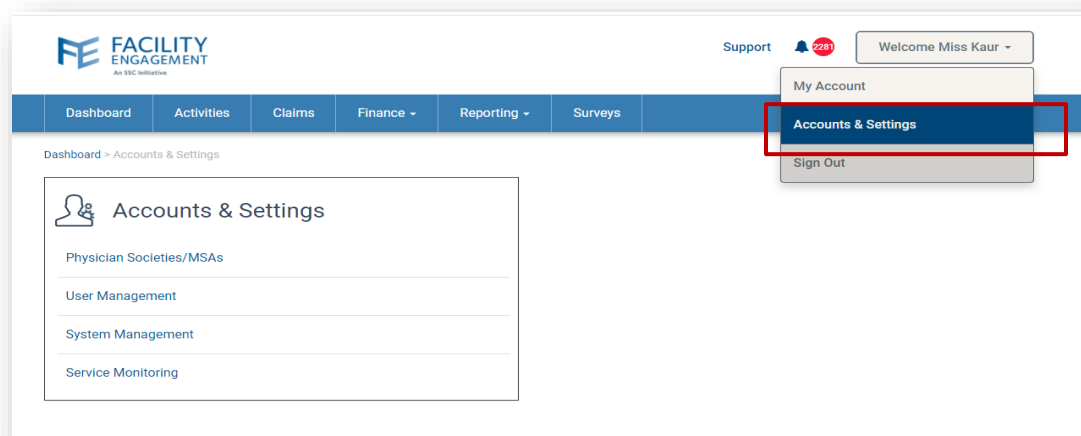
## How to Turn Off MSA Executive Email Notifications

### How to solve it in FEMS

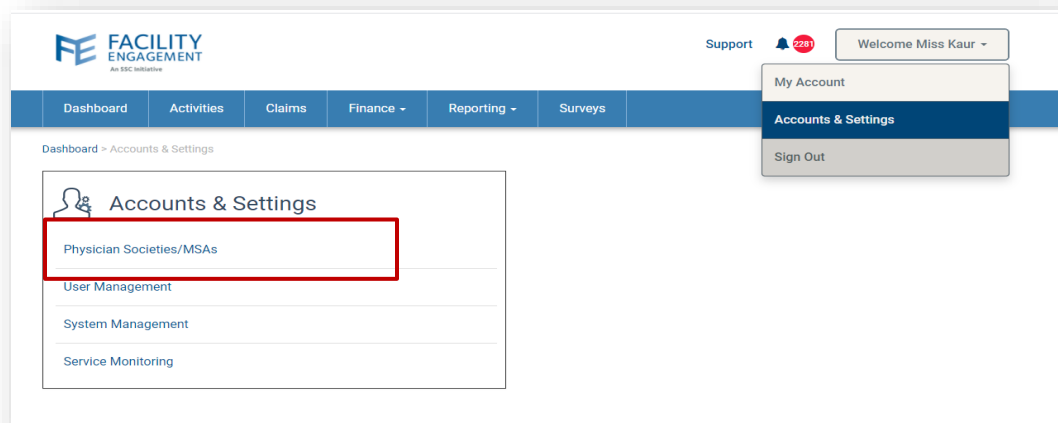
1. Click on the Welcome *username* button at the top right corner of the screen.



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



3. Select the Physicians Societies/MSAs option from the Accounts and Settings menu.




# FEMS Tip Sheet:

## How to Turn Off MSA Executive Email Notifications

### 4. Click on your MSA name.

#### Search Physician Society/MSA/Service Company

Physician Society/MSA ▾ Entity ▾ President ▾ FEL ▾ Tier ▾

PHYSICIAN SOCIETY/MSA	ENTITY TYPE	EXECUTIVE PRESIDENT	ENGAGEMENT PARTNER	TIER	# OF ENGAGEMENT ACTIVITIES
 F.E. Services Inc.	Service Company		Hamman , Ronnie		18

### 5. Click on the site tab on the left side panel.

Dashboard > Accounts & Settings > Physician Societies/MSAs > F.E. Services Inc.

**F.E. Services Inc.**

**FESC** [Edit](#) [Delete](#)

- MSAs
- Facilities
- Executives
- Members
- Suppliers
- Financial Overview
- Settings

#### ASSOCIATION

Name	F.E. Services Inc.
Mailing Address	115 - 1665 W Broadway Vancouver, BC V6J 5A4
Phone	111-222-3333
Email	engagement@doctorsofbc.ca
Health Authority	Provincial Health Services Authority
Enable Approvals Notifications	Enabled

# FEMS Tip Sheet:

## How to Turn Off MSA Executive Email Notifications

### 6. Click on the Edit button.

Dashboard > Accounts & Settings > Physician Societies/MSAs > F.E. Services Inc.

FESC	F.E. Services Inc.	
MSAs	<b>Edit</b> Delete	
Facilities	<b>ASSOCIATION</b>	
Executives	Name	F.E. Services Inc.
Members	Mailing Address	115 - 1665 W Broadway Vancouver, BC V6J 5A4
Suppliers	Phone	111-222-3333
Financial Overview	Email	engagement@doctorsofbc.ca
Settings	Health Authority	Provincial Health Services Authority
	Enable Approvals Notifications	Enabled

### 7. Scroll down on the page below the contact details and toggle the Enable Approvals Notification button off.

#### CONTACT DETAILS

\* Phone

111-222-3333

Fax

-----

\* Email

engagement@doctorsofbc.ca

Enable Approvals Notifications

**Yes**

**Submit** Cancel

# FEMS Tip Sheet:

## How to Turn Off MSA Executive Email Notifications

8. Once done, press the Submit button.

### CONTACT DETAILS

\* Phone

111-222-3333

Fax

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\* Email

engagement@doctorsofbc.ca

Enable Approvals Notifications

No

Submit Cancel

9. You will see a green banner at the top of the page once completed, and the setting will show as disabled.

F.E. Services Inc.

Success! Physician society successfully updated.

F.E. Services Inc.

Edit Delete

### ASSOCIATION

Name	F.E. Services Inc.
Mailing Address	115 - 1665 W Broadway Vancouver, BC V6J 5A4
Phone	111-222-3333
Email	engagement@doctorsofbc.ca
Health Authority	Provincial Health Services Authority
Enable Approvals Notifications	Disabled