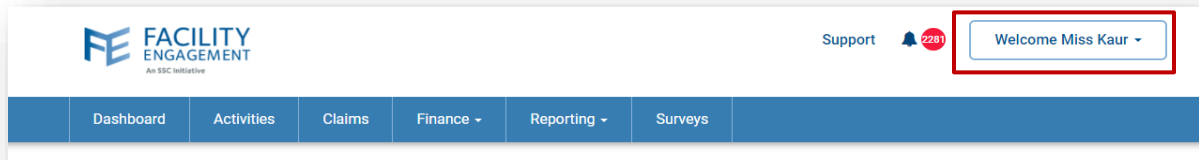


FEMS Tip Sheet:

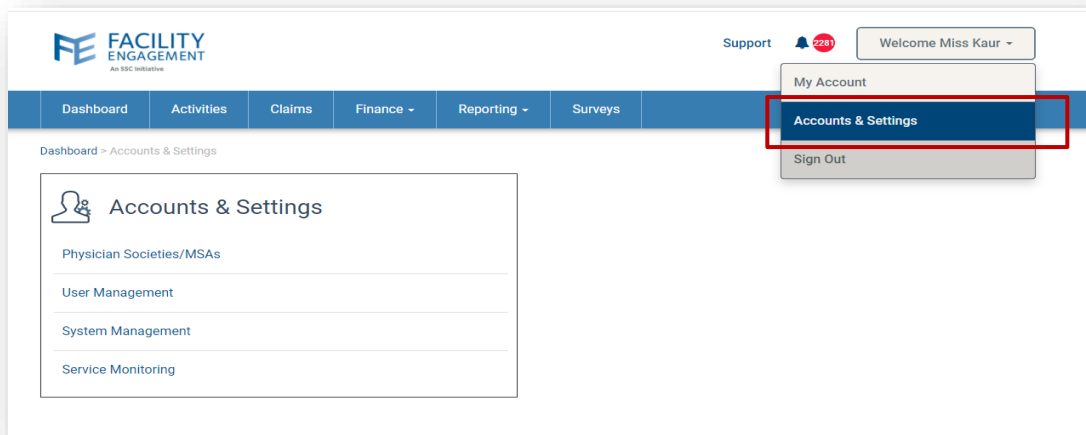
How to Add a User to Your MSA

How to solve it in FEMS

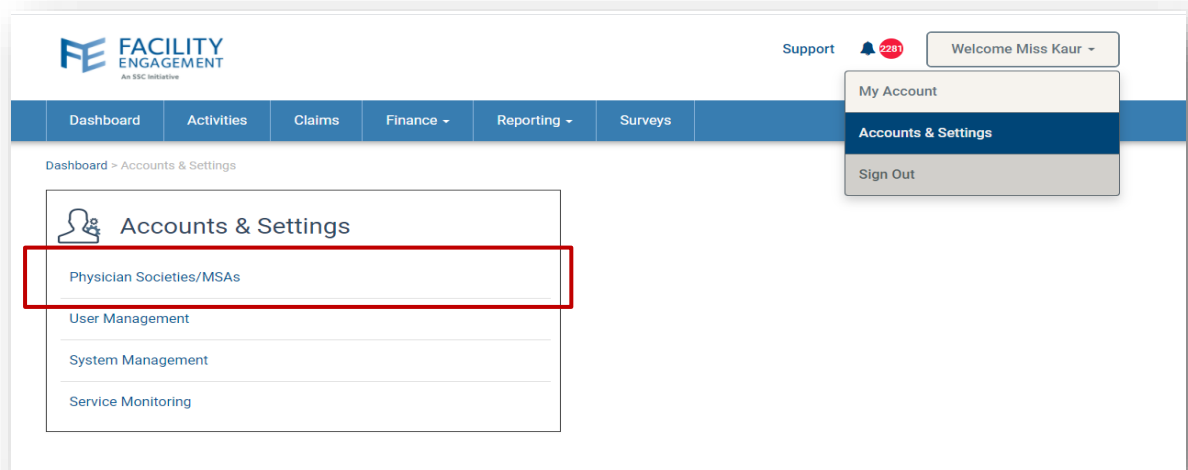
1. Click on the Welcome *username* button at the top right corner of the screen.



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 Add a User to Your MSA

4. Click on your MSA name.

← Back to Accounts & Settings

Search Physician Society/MSA/Service Company

Add Physician Society/MSA/Service Company

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

PHYSICIAN SOCIETY/MSA	ENTITY TYPE	EXECUTIVE PRESIDENT	FACILITY ENGAGEMENT LEAD	TIER	# OF ENGAGEMENT ACTIVITIES	FUNDS COMMITTED	ACTUALS
ARHCC Physician Engagement Society	Physician Society	Bahl, Gaurav	Cheng, Benjamin	5			

5. Click on the Members tab on the left side panel.

Dashboard > Accounts & Settings > Physician Societies/MSAs > ARHCC Physician Engagement Society > Members

Members

Add Member

- ARHCC
- Facilities
- Executives
- Members**
- Suppliers
- Financial Overview
- Settings

FEMS Tip Sheet:

How to Add a User to Your MSA

6. Click on the Add Member button available above the member's grid.

Dashboard > Accounts & Settings > Physician Societies/MSAs > ARHCC Physician Engagement Society > Members

ARHCC

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Members

Add Member

Name Role Practice/Dept User Type

	NAME	ROLE	PRACTICE/DEPT	USER TYPE

7. Please check first if the member is already in FEMS. Search for the member using the Contacts dropdown. If they are listed, click on their name and then the Submit button beside it to add the member to your MSA.

ARHCC

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Quick Add Member

Contacts

— Select a Contact —

Submit Create a New Member Cancel

Statuses

	PRACTICE/DEPT	USER TYPE	STATUS

← Back to Members

FEMS Tip Sheet:

How to Add a User to Your MSA

8. If the member is not listed, press the Create New Member button to add the information required.

Dashboard > Accounts & Settings > Physician Societies/MSAs > ARHCC Physician Engagement Society > Members > Add Member

ARHCC

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Quick Add Member

← Back to Members

Contacts

-- Select a Contact --

Submit **Create a New Member** Cancel

Bulk Add

Names ▾ Practices/Dept ▾ User Types ▾ Statuses ▾

	NAME	PRACTICE/DEPT	USER TYPE	STATUS
☐				
☐				
☐				