

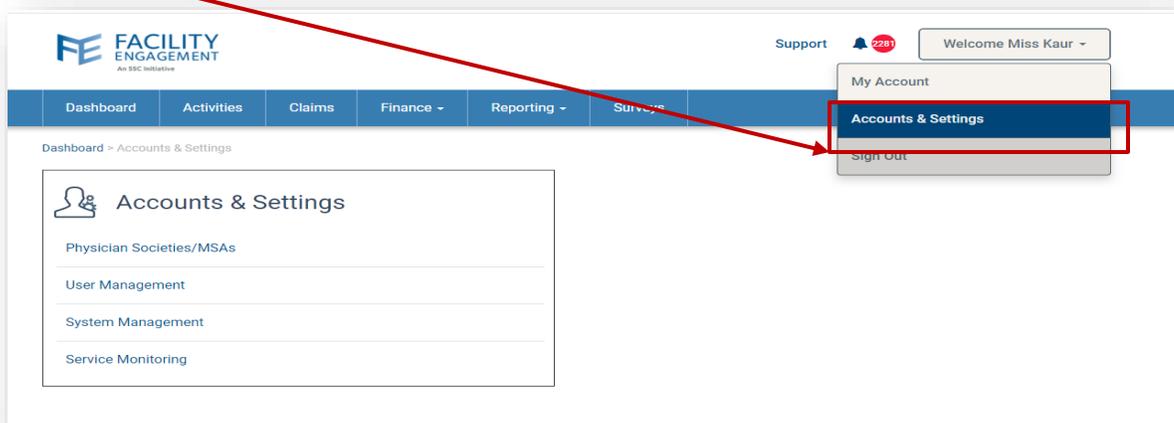
# FEMS Tip Sheet: How to Change a User's Method of Payment

## How to solve it in FEMS

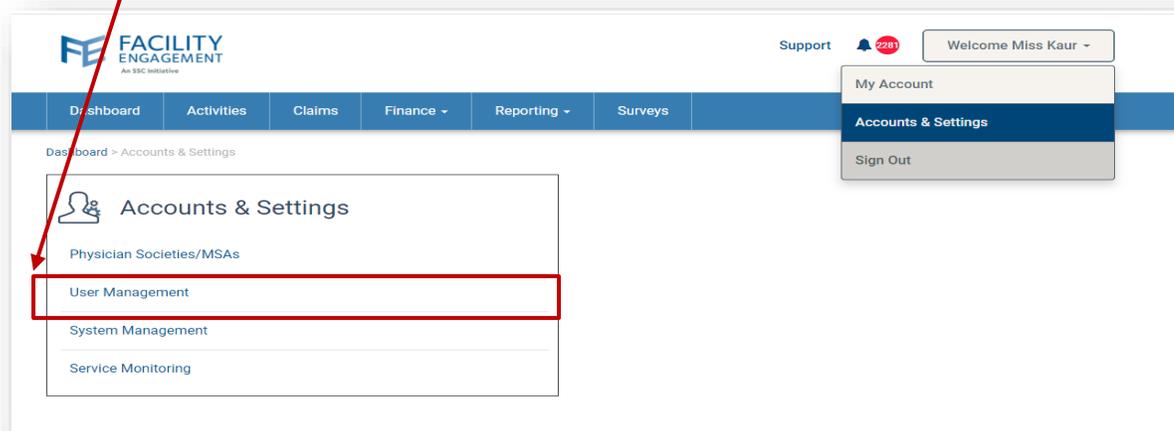
1. Click on the "Welcome *username*" button at the top left corner in FEMS dashboard.



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

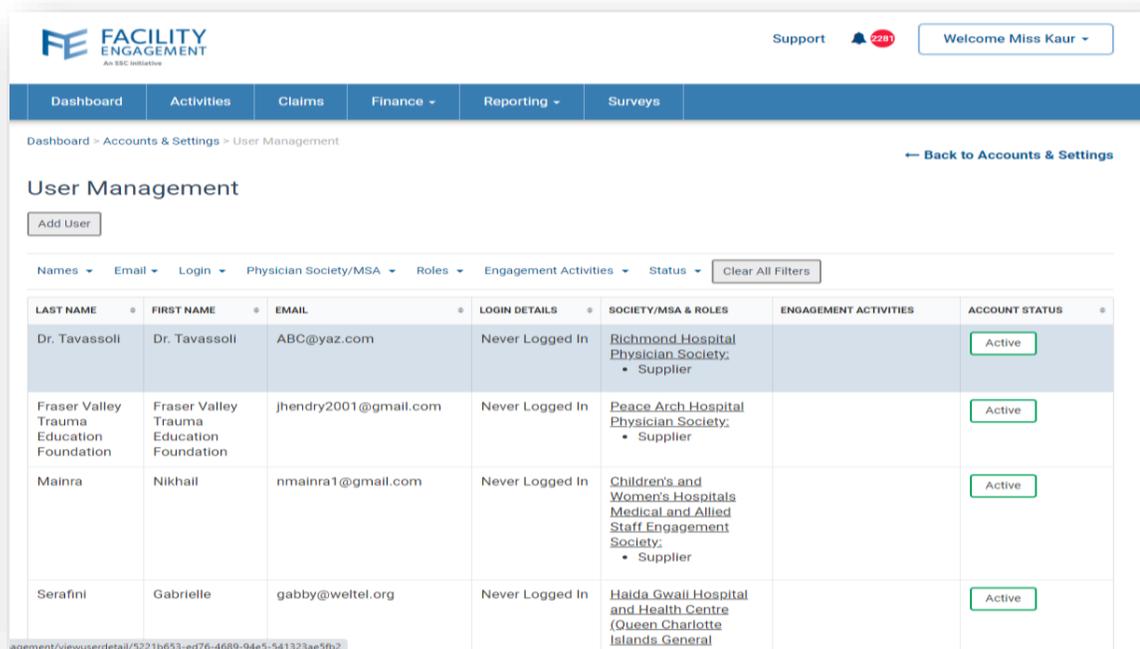


3. Select "User Management" option from the Accounts and Settings Menu.



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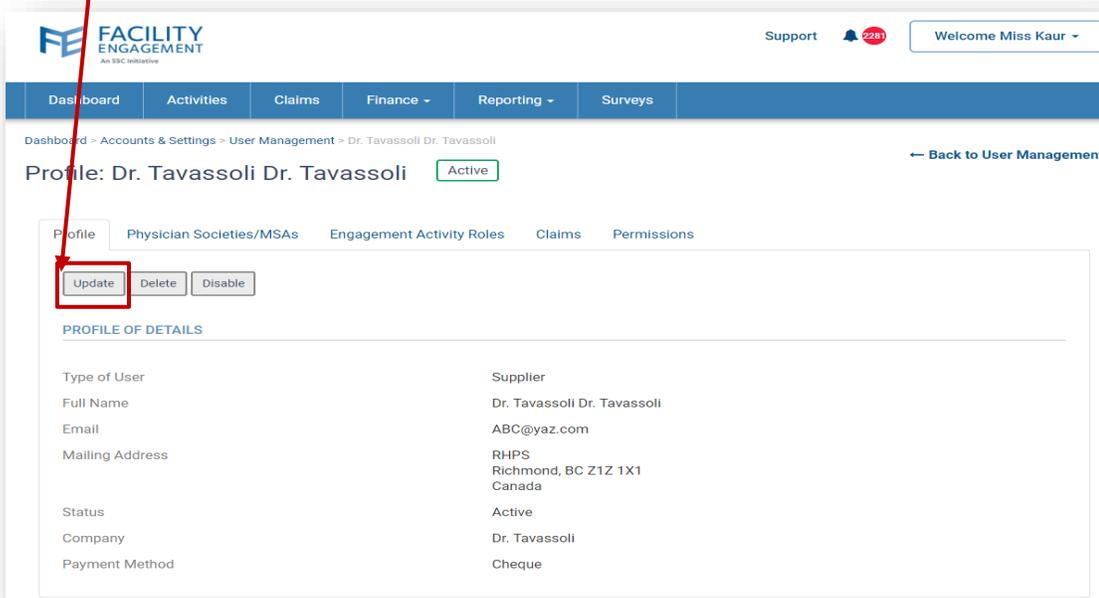
4. Click on the Names drop down and search for user. Once found, double click on the record for the user for whom the payment method needs to be changed.



The screenshot shows the Facility Engagement User Management interface. At the top, there is a navigation bar with 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. Below this, the breadcrumb trail reads 'Dashboard > Accounts & Settings > User Management'. The main heading is 'User Management' with an 'Add User' button. A filter bar includes 'Names', 'Email', 'Login', 'Physician Society/MSA', 'Roles', 'Engagement Activities', and 'Status', along with a 'Clear All Filters' button. The user list table has the following data:

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	nmairra1@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 Gwall Hospital and Health Centre (Queen Charlotte Islands General Hospital)		Active

5. Click on the "Update" button.



The screenshot shows the user profile page for Dr. Tavassoli. The breadcrumb trail is 'Dashboard > Accounts & Settings > User Management > Dr. Tavassoli Dr. Tavassoli'. The profile is shown as 'Active'. There are tabs for 'Profile', 'Physician Societies/MSAs', 'Engagement Activity Roles', 'Claims', and 'Permissions'. Below the tabs are 'Update', 'Delete', and 'Disable' buttons. The 'Update' button is highlighted with a red box and a red arrow. The 'PROFILE OF DETAILS' section contains the following information:

Type of User	Supplier
Full Name	Dr. Tavassoli Dr. Tavassoli
Email	ABC@yaz.com
Mailing Address	RHPS Richmond, BC Z1Z 1X1 Canada
Status	Active
Company	Dr. Tavassoli
Payment Method	Cheque

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6. The update account web page will open up. Scroll down to payment details section.

Support 2281 Welcome Miss Kaur

Dashboard Activities Claims Finance - Reporting - Surveys

### Update Account

← Back to User Profile

**TYPE**

\* User Type  
Supplier

**PROFILE DETAILS**

\* Prefix  
Title

\* First Name  
Dr. Tavassoli

\* Last Name  
Dr. Tavassoli

**PROFILE IMAGE**

Upload Image

Scroll down

7. Click on the "Payment Method" dropdown and choose the desired option.

\* Confirm Password

Lock Account  No Require Password Change  No

**PAYMENT DETAILS**

\* Payment Method  
Cheque  
Cheque  
Email Transfer

My company bank account

Company Name  
Dr. Tavassoli

Does your company exceed the CRA threshold value for non-clinical billings that requires you to collect GST?

Yes  
 No

Submit Cancel

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8. Once the changes are done, click on the "Submit" button to save the changes.

The screenshot shows a form titled "PAYMENT DETAILS" with the following fields and options:

- \* Payment Method:** A dropdown menu currently set to "Cheque".
- \* Settle To:** Two radio button options: "My personal bank account" (unselected) and "My company bank account" (selected).
- Company Name:** A text input field containing "Dr. Tavassoli".
- Does your company exceed the CRA threshold value for non-clinical billings that requires you to collect GST?:** Two radio button options: "Yes" (unselected) and "No" (selected).
- Buttons:** A blue "Submit" button and a grey "Cancel" button. The "Submit" button is highlighted with a red box, and a red arrow points from the top of the form down to it.

Physicians use VoPay as their payment processor, the sign-up instructions for that service are linked [here](#).

Administrators use e-transfer or cheque. NOTE: cheque is only available to physician societies, FESC administrators must choose e-transfer.