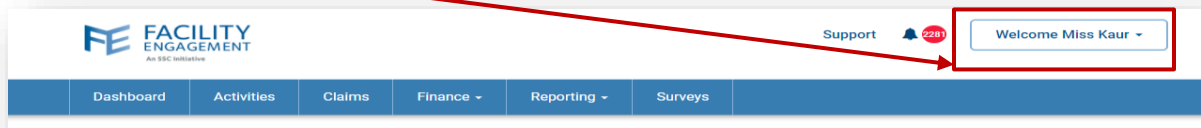


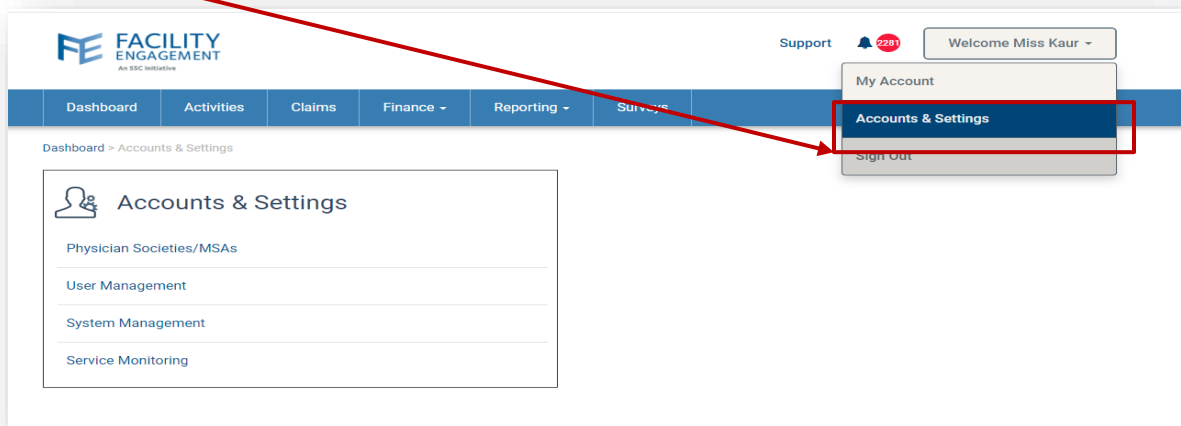
FEMS Tip Sheet: How to Change a User's Method of Payment

How to solve it in FEMS

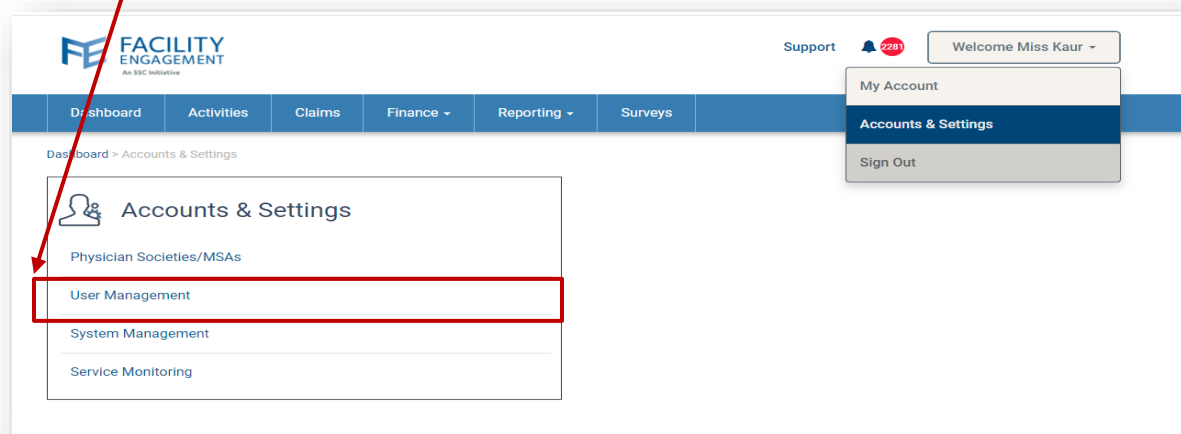
1. Click on the Welcome *username* button at the top left corner in FEMS dashboard.



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



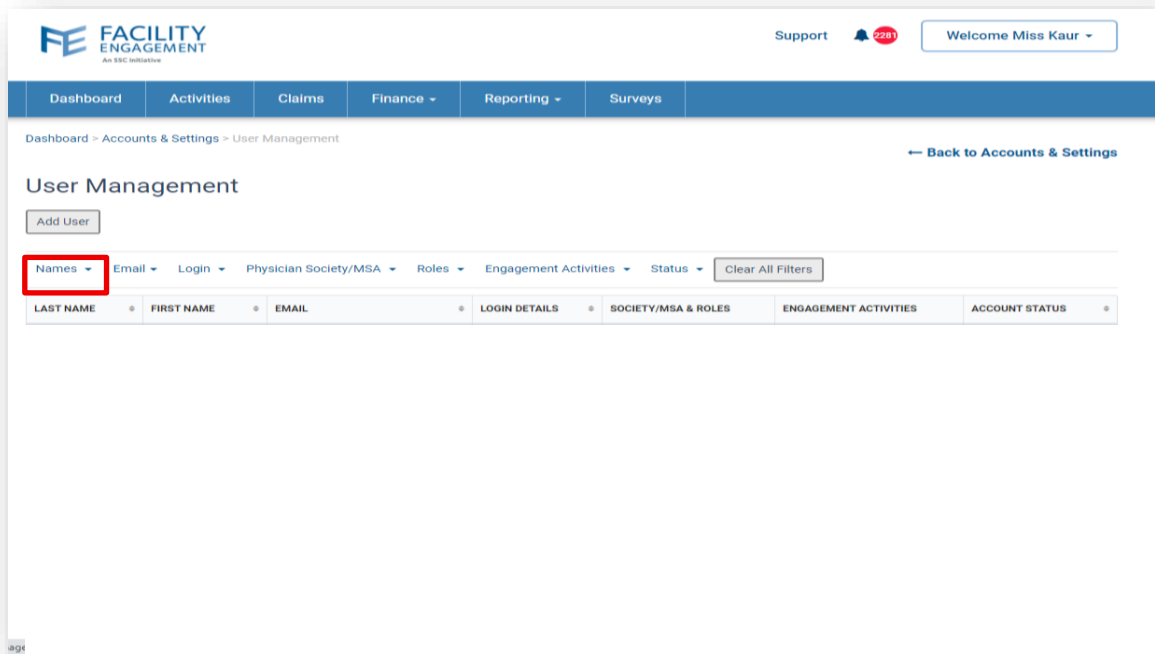
3. Select the User Management option from the Accounts and Settings Menu.



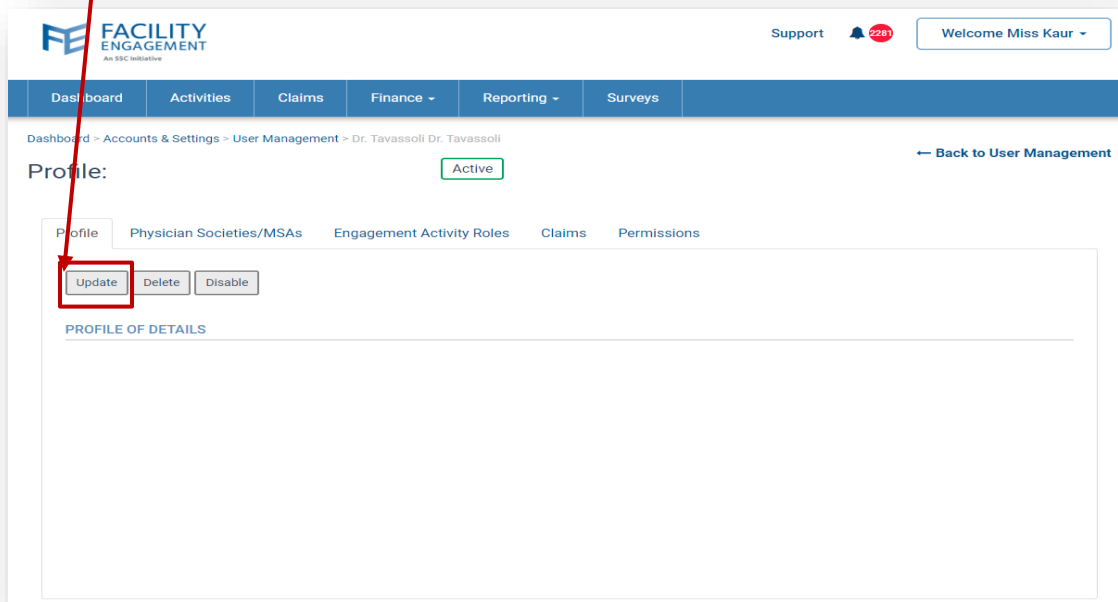
FEMS Tip Sheet:

How to Change a User's Method of Payment

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



- Click on the Update button.



FEMS Tip Sheet:

How to Change a User's Method of Payment

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

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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

* Last Name

PROFILE IMAGE

Upload Image

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

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

☐ Yes
☒ No

Submit Cancel

FEMS Tip Sheet:

How to Change a User's Method of Payment

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

The screenshot shows a web form titled "PAYMENT DETAILS". It contains the following fields and options:

- * Payment Method**: A dropdown menu currently showing "Cheque".
- * Settle To**: Two radio button options: "My personal bank account" (unselected) and "My company bank account" (selected).
- Company Name**: An empty text input field.
- 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 rectangular 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: Cheques are only available to physician societies; FESC administrators must choose e-transfer.