

FEMS Tip Sheet: How to Sign Up for VoPay

The sign-up process to VoPay is straightforward and takes less than 3 minutes to complete.

Please have the following information on hand before you start:

- Your usual access to FEMS.
- Your usual bank account credentials (personal account or business account – it should correlate to your choice specified in your FEMS profile page).
- You do not need the bank account number – you will select the account you want to use.
- VoPay sign-up can only be completed using the FEMS Desktop version (not via the mobile option).

Sign Up Steps

Change The Payment Method in FEMS:

- Sign in to FEMS as usual.
- Select the button in the top right corner Welcome (your name).
- Select the My Account option.



The screenshot shows the FEMS desktop interface. At the top left is the Facility Engagement logo and a 'Test Environment' warning. A navigation bar contains 'Dashboard', 'Activities', and 'Claims'. In the top right, a 'Welcome Dr. Physician' dropdown menu is open, with 'My Account' selected. Below the navigation bar are two main sections: 'Engagement Activities' and 'Claims'.

NAME	BUDGET
ARHCC Dobic Managed EA - FEMSPRO-66	\$2,342.19
Bring the Tri-cities together	\$1,977.96
Coquitlam Shark Test	\$2,000.00
DoBC Managed EA - Keith 2	\$0.00

DATE	STATUS	CLAIM NUMBER	TOTAL
Jun 18, 2020	Pending Review	5WLEKX	\$6,269.54
May 07, 2019	Payment Problem	5D6DJ5	\$33.69
Mar 28, 2019	Payment Problem	54Z2L5	\$5.30
Mar 27, 2019	Paid	XPY6J5	\$136.77

- On the My Account page, verify that the email address specified is active and can receive emails. Update the email address as needed by clicking on the pencil edit icon.
- Scroll down to the Payment Details section and click on the pencil edit icon



My Account page

MSP Number: 1234A
Email Address: tatum.baytest+TestPhysician@gmail.com
Profession: General Practitioner
Medical Practice Type: Cardiac Surgery
Facility: Abbotsford Regional Hospital & Cancer Centre
Michelle's Test Facility

1. Confirm this is your correct email address.

2. Scroll down to the Payment Details section.

3. Click on the Edit icon.

CONTACT DETAILS

Address: 10 Main Vancouver, BC V6J 5A4 Canada

SIGN-IN DETAILS

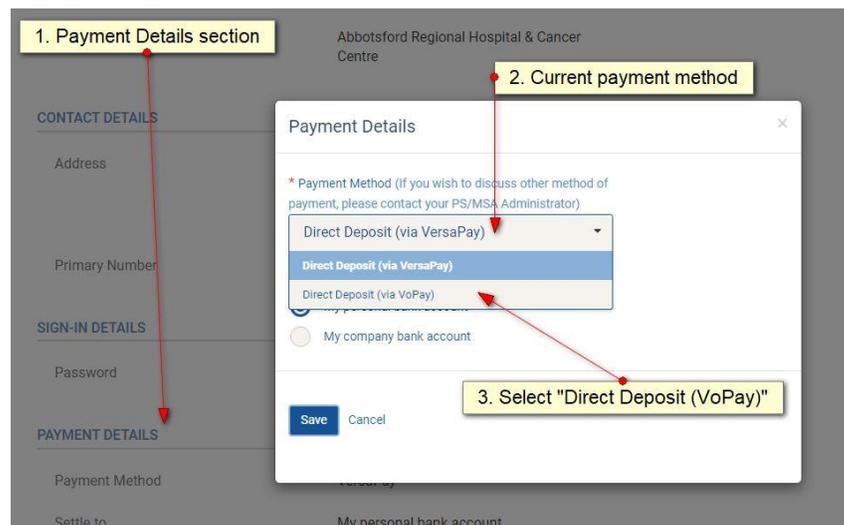
Password: *****

PAYMENT DETAILS

Payment Method: VersaPay
Settle to: My personal bank account



- The Payment Details pop-up shows and indicates your current payment choice.
- Change the Payment Method to Direct Deposit (via VoPay) and click Save.



1. Payment Details section

Abbotsford Regional Hospital & Cancer Centre

2. Current payment method

Payment Details

* Payment Method (If you wish to discuss other method of payment, please contact your PS/MSA Administrator)

Direct Deposit (via VersaPay) [dropdown arrow]

Direct Deposit (via VersaPay)

Direct Deposit (via VoPay)

My company bank account

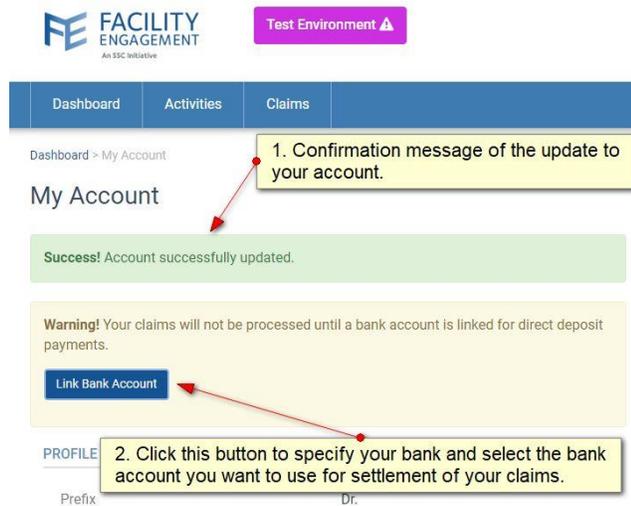
3. Select "Direct Deposit (VoPay)"

Save Cancel

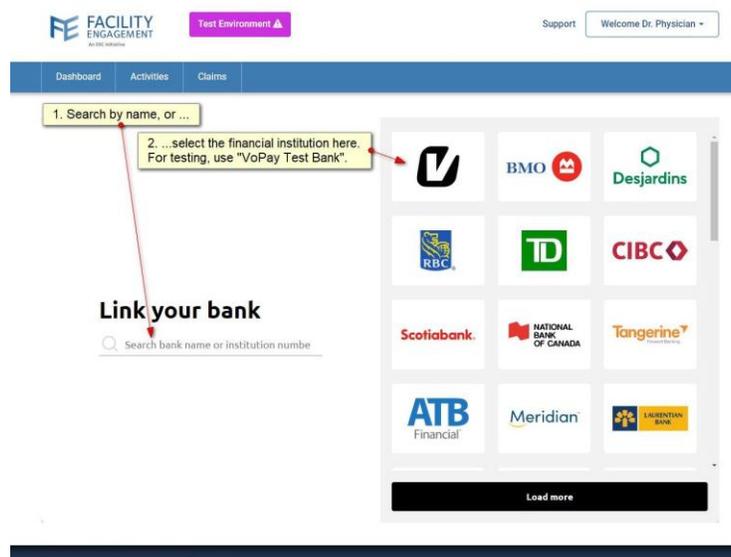
Payment Method: VersaPay
Settle to: My personal bank account

Sign Up for VoPay:

- There will be a confirmation message of the change and a warning message indicating that you still need to create the link to your financial institution and specific bank account.
- Click on the button “Link Bank Account”.

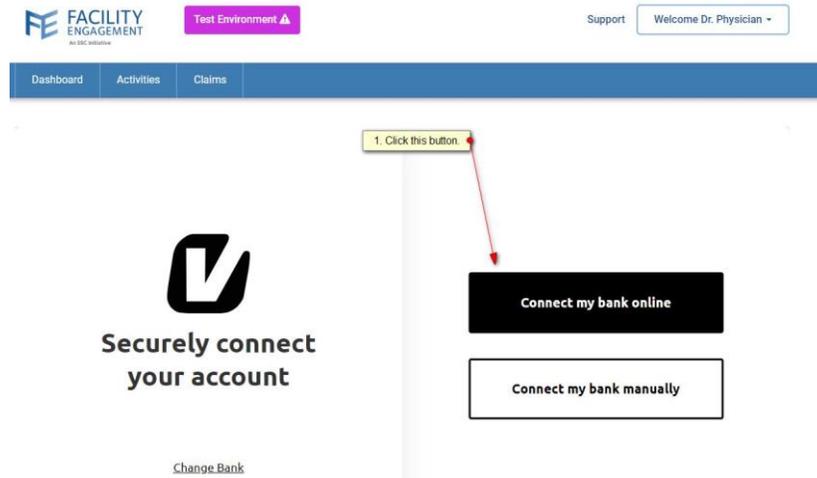


- A list of banks will show, or you can use the search box to find your specific financial institution.
- Select the financial institution and click Continue.



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- Click the option Connect my bank online.
 - a. **Alternatively:** if you select Option 2 “Connect my bank manually”, you will need to enter your financial institution’s transit number and your account number manually. No sign-in to your financial institution is needed.



- Choose the Personal Account option and click continue.
- The Terms of Use are displayed. If OK, click continue.
- If you selected Option 2 “Connect my bank manually”, then please skip to page 7.



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- Sign-in to the selected financial institution using the appropriate username and password credentials for online banking.

Facility Engagement Test Environment Support Welcome Dr. Physician

Dashboard Activities Claims

Specify your actual username and password.
For testing, use the VoPay Bank test credentials.

vopaydemo

By checking this you agree to the [Terms of Use](#)

Continue

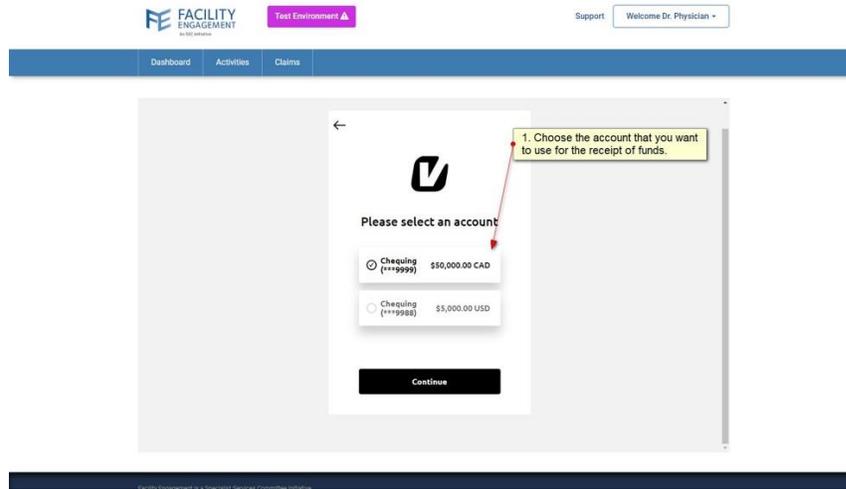
This is a secure page and your information will be encrypted. No bank account login details will be saved.

- Answer the security question (if applicable to your financial institution).

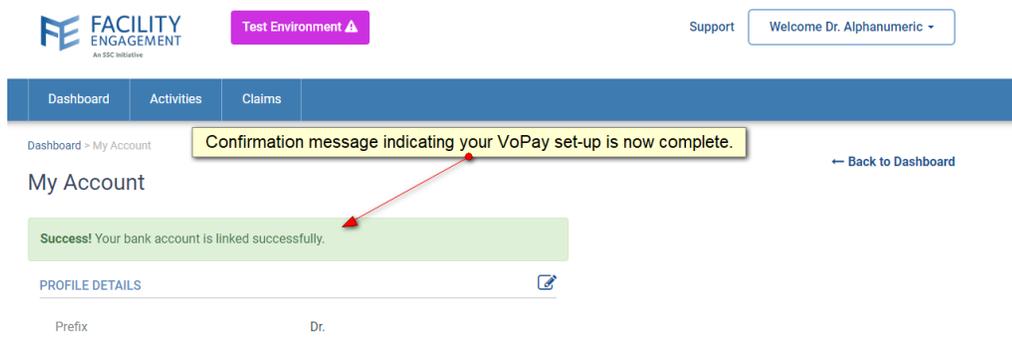
5

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- The list of your bank accounts available will show. Select the bank account you wish to use.
- When you click the Continue button, an encrypted link is created which enables FEMS to reference your selected bank account. This link is only a reference to the account – it does not include any account number details.

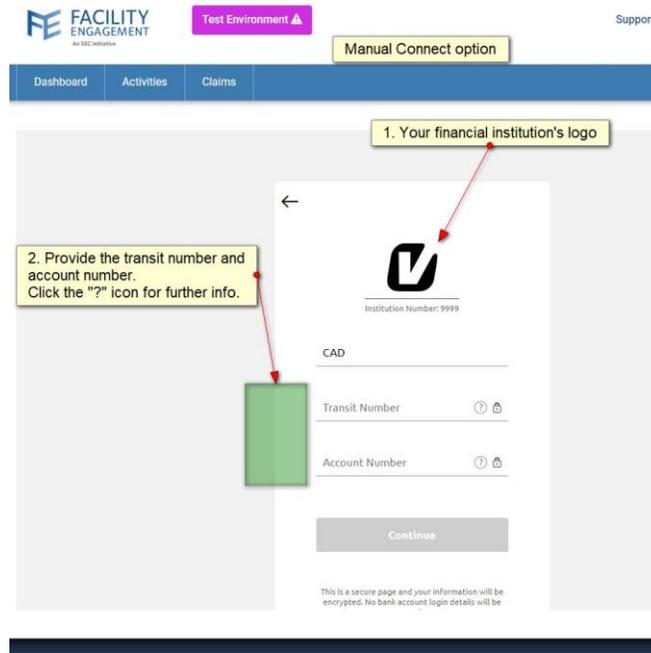


- A confirmation message will display indicating that the set-up is complete. All your future claims will now settle to your bank account via the VoPay payment processor.



Connect My Bank Manually

- Please provide the transit number and account number information for the account you wish to use to receive funds for your claims.



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Manual Connect option

Dashboard Activities Claims

1. Your financial institution's logo

2. Provide the transit number and account number. Click the "?" icon for further info.

Institution Number: 9999

CAD

Transit Number

Account Number

Continue

This is a secure page and your information will be encrypted. No bank account login details will be

- Provide your first name and last name as specified on your bank account.
- You will then be transferred back to FEMS and receive the confirmation as pictured on the previous page.



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Dashboard Activities Claims

1. Specify this if you are using a company account

2. Otherwise provide your first and last name as it appears on your bank account

3. Click Continue

Company name

First Name

Last Name

Phone (Optional)

Add my Address (Optional)

Continue

This is a secure page and your information will be encrypted. No bank account login details will be