

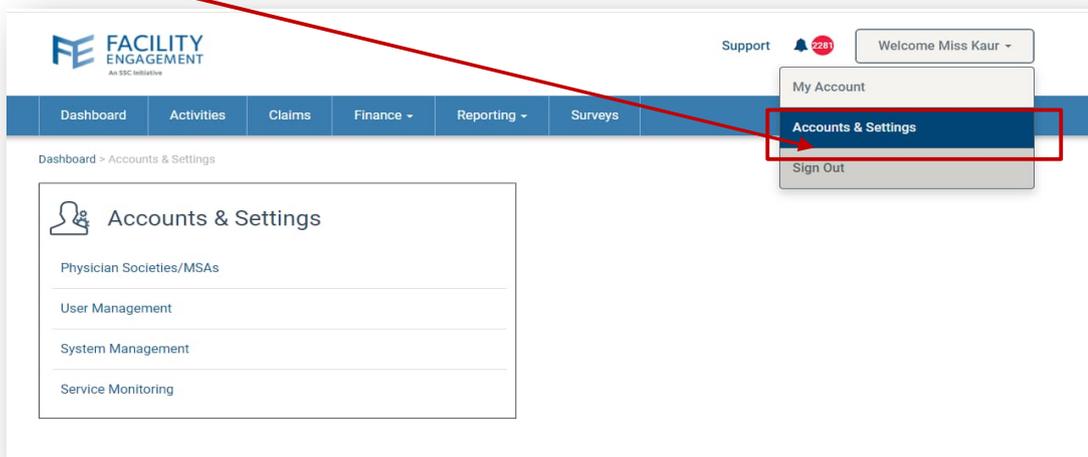
FEMS Tip Sheet: How to Update User Profile information

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. Search for the user using the filters and then click on the record for the user from the list of users, whose profile information needs to be changed.

The screenshot shows the Facility Engagement User Management interface. At the top, there is a navigation bar with 'Support' and a notification bell icon showing 228 notifications. A welcome message 'Welcome Miss Kaur' is displayed. Below the navigation bar, there are tabs for 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. The breadcrumb trail indicates the current location: 'Dashboard > Accounts & Settings > User Management'. A 'Back to Accounts & Settings' link is also present.

The main heading is 'User Management', with an 'Add User' button. Below this, there is a filter bar with dropdown menus for 'Names', 'Email', 'Login', 'Physician Society/MSA', 'Roles', 'Engagement Activities', and 'Status'. A 'Clear All Filters' button is also available.

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	nmainra1@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	Haida Gwaii 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 Dr. Tavassoli'. The breadcrumb trail is 'Dashboard > Accounts & Settings > User Management > Dr. Tavassoli Dr. Tavassoli'. A 'Back to User Management' link is visible. The profile is currently 'Active'.

There are tabs for 'Profile', 'Physician Societies/MSAs', 'Engagement Activity Roles', 'Claims', and 'Permissions'. The 'Profile' tab is selected, and it contains 'Update', 'Delete', and 'Disable' buttons. A red box highlights the 'Update' button, and a red arrow points to it from the text above.

Below the buttons is the 'PROFILE OF DETAILS' section:

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

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6. The update account web page will open. Make the desired changes to the user's profile information and once the changes are done, click on the "Submit" button at the bottom of the page to save the changes.

NOTE: if a physician would like to add a GST number and charge GST on their claims, please select "Yes" to the last question on the page and enter the GST number.

The screenshot shows the 'Update Account' page in the Facility Engagement system. The page header includes the logo, 'Support' with a notification bell (228), and a user greeting 'Welcome Miss Kaur'. A navigation bar contains 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. The main content area is titled 'Update Account' with a 'Back to User Profile' link. The form is divided into sections: 'TYPE' with a 'User Type' dropdown set to 'Supplier'; 'PROFILE DETAILS' with 'Prefix' (Title), 'First Name' (Dr. Tavassoli), and 'Last Name' (Dr. Tavassoli); and 'PROFILE IMAGE' with a placeholder and an 'Upload Image' button.

The screenshot shows the 'PAYMENT DETAILS' section of the form. It includes a 'Payment Method' dropdown set to 'Cheque', a 'Settle To' section with radio buttons for 'My personal bank account' and 'My company bank account' (selected), a 'Company Name' text field with 'Dr. Tavassoli', and a question 'Does your company exceed the CRA threshold value for non-clinical billings that requires you to collect GST?' with radio buttons for 'Yes' and 'No' (selected). At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box.