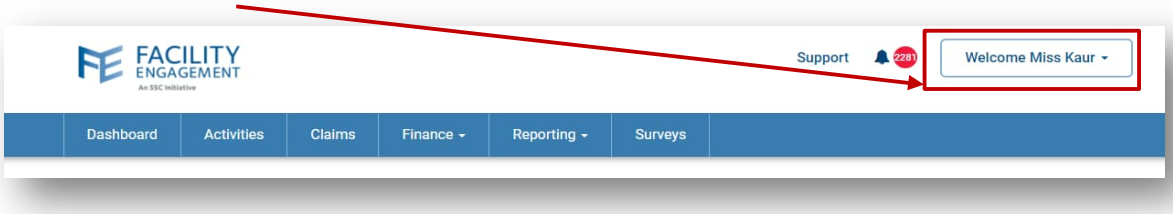
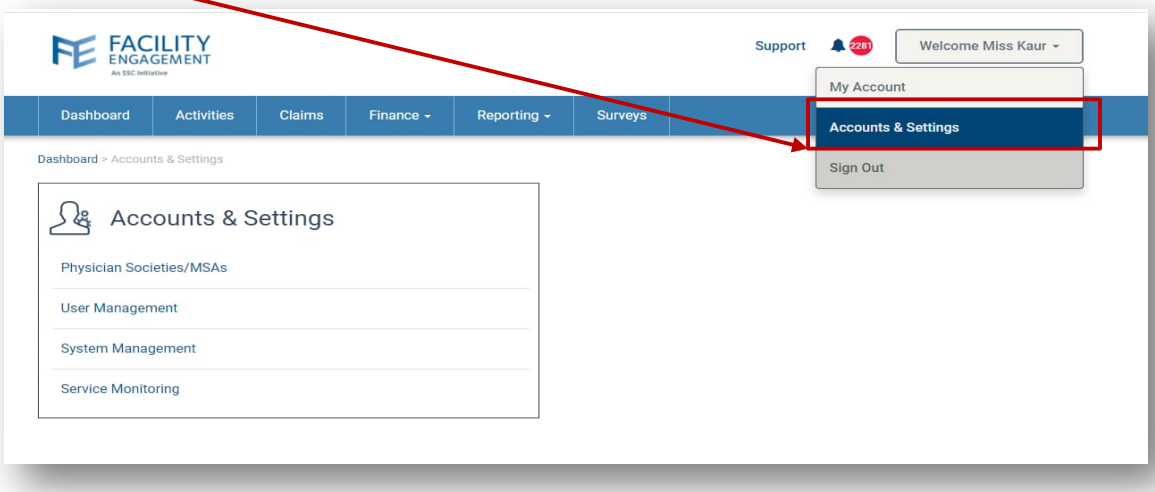
FEMS Tip Sheet:
How to Add a User to Your MSA

How to solve it in FEMS

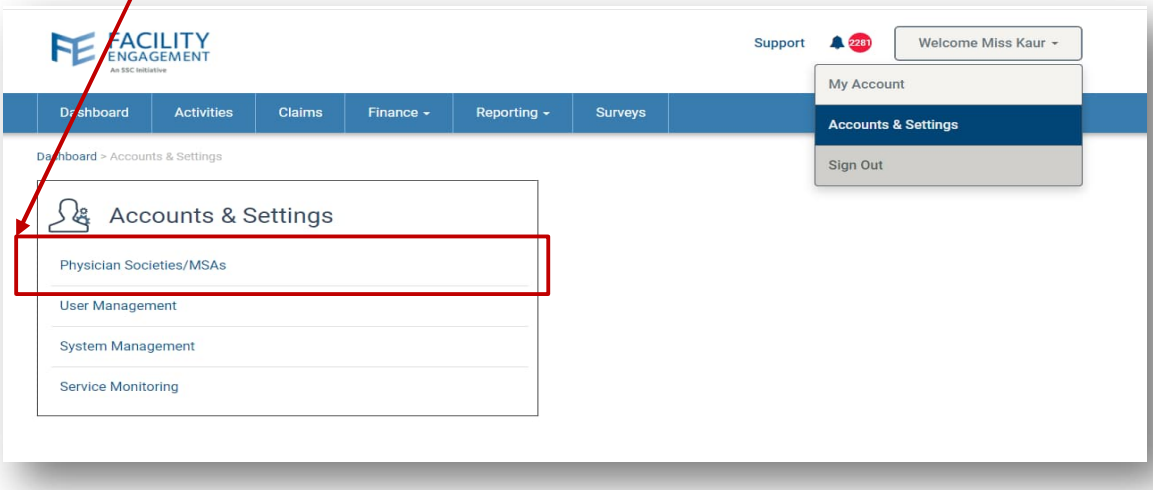
1. **Click on the "Welcome *username*" button at the top right corner of the screen.**



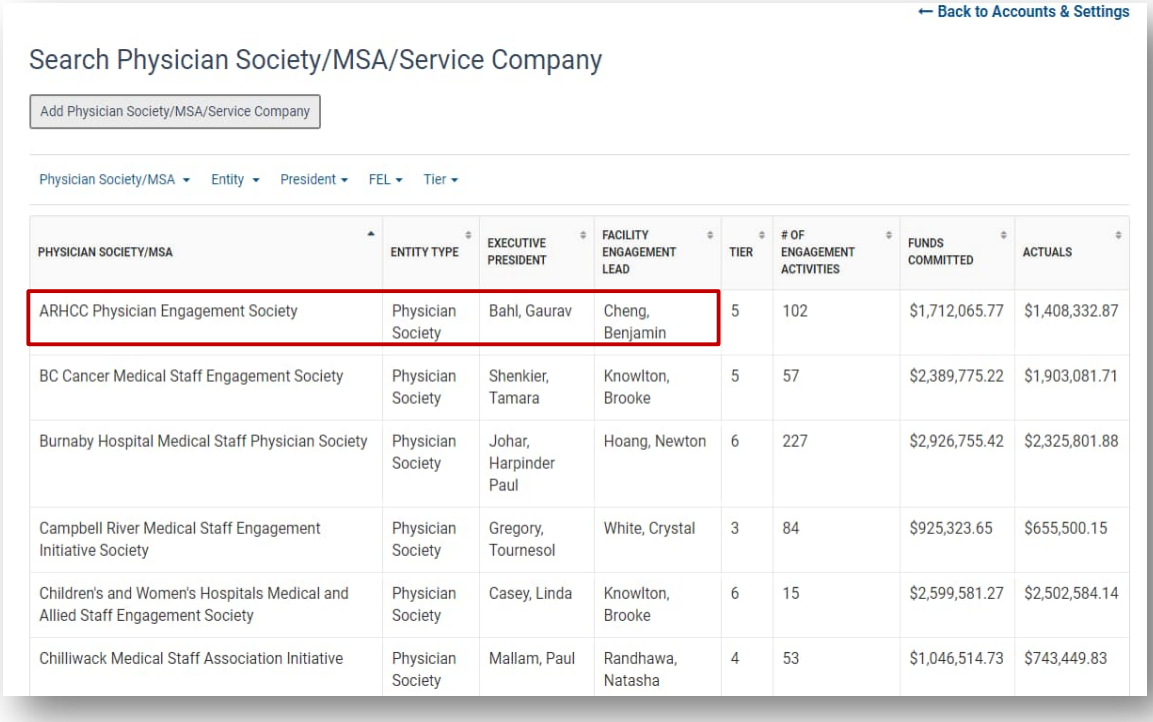
2. **Select "Account and Settings" option from the drop down.**



3. **Select "Physicians Societies/MSAs" option from the "Accounts and Settings" menu.**



4. **Click on your MSA name.**



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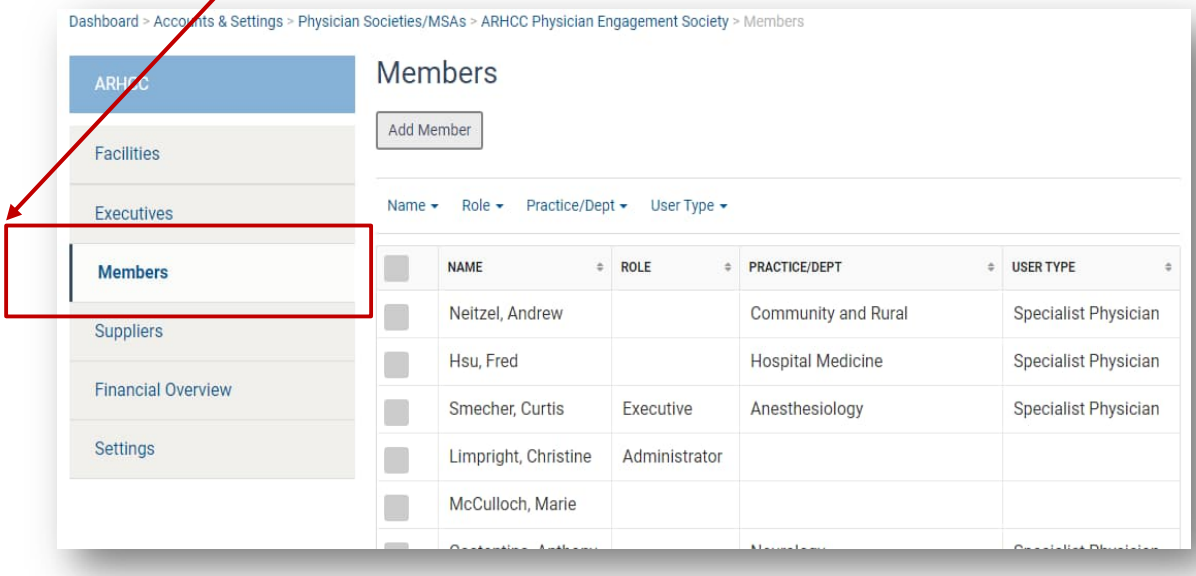
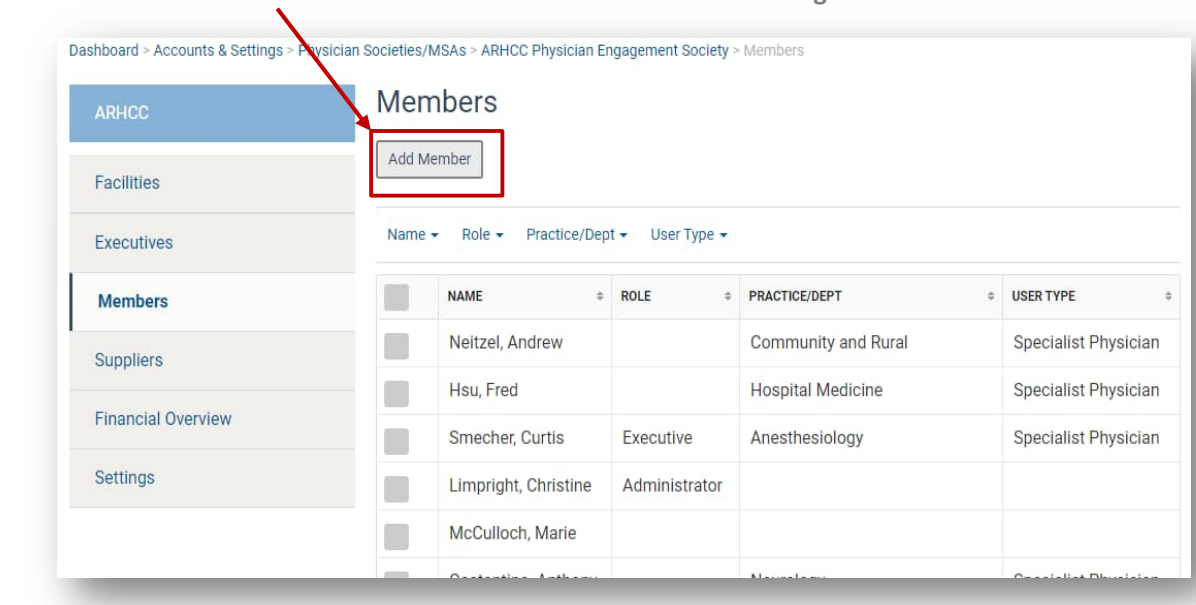
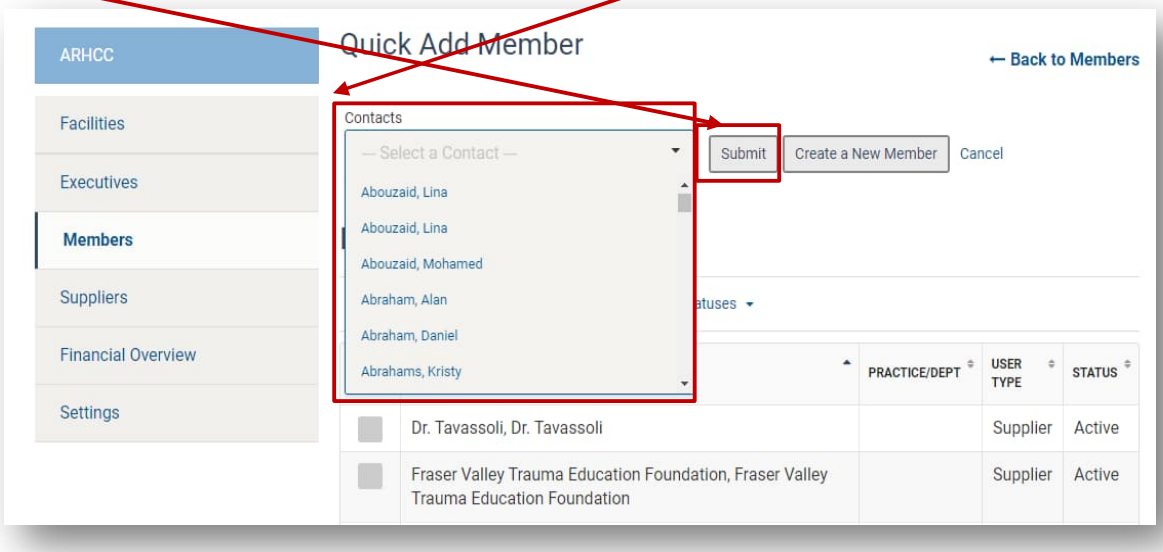
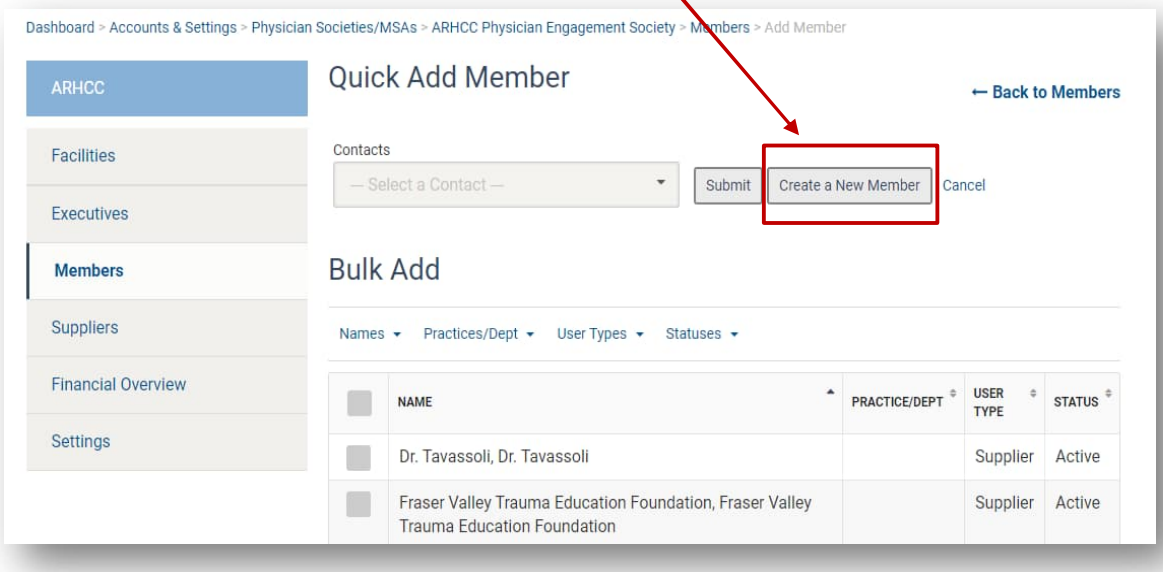
5. **Click on the "Members tab" on the left side panel.**



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



7. **If the member is already in FEMS then search for the member using the "Contacts" dropdown and then press "Submit" button beside it to add the member to the current Physician society or MSA.**



8. **If the member is not in FEMS then press the "Create New Member" button to add the information of the new member.**