

## FOR A FESC FEMS ADMIN

**Step 1:** Please review the video recordings and step guides linked below. Once completed, please log into the [training environment](https://training.facilityengagement.ca/Account/Login) (<https://training.facilityengagement.ca/Account/Login>) and complete the set of accompanying exercises.

**Username:** [project.manager1@gmail.com](mailto:project.manager1@gmail.com)

**Password:** Test123!

SELF-GUIDED COURSES	VIDEO RECORDINGS	STEP GUIDES	SET OF EXERCISES
FEMS Overview FEMS Terminology	<a href="https://youtu.be/au04KC7_WOA">https://youtu.be/au04KC7_WOA</a>	<a href="#">What is FEMS Terminology Guide</a>	
How to register for FEMS How to register for VersaPay	<a href="https://youtu.be/0fUoNUdwlik">https://youtu.be/0fUoNUdwlik</a> <a href="https://youtu.be/YGkM7iO7A1Q">https://youtu.be/YGkM7iO7A1Q</a>	<a href="#">Link to Step Guide</a> <a href="#">Link to Step Guide</a>	
How to create an Engagement Activity (EA) and submit it into the SEAT database	<a href="https://youtu.be/P9IXSiFLOEY">https://youtu.be/P9IXSiFLOEY</a>	<a href="#">Link to Step Guide</a>	Create an Engagement Activity <ul style="list-style-type: none"> <li>○ Enter a budget</li> <li>○ Add Multiple Participants</li> </ul>
How to create a Sub-activity and submit it into the SEAT database	<a href="https://youtu.be/C9YAz0iFG8g">https://youtu.be/C9YAz0iFG8g</a>	<a href="#">Link to Step Guide</a>	Create a Sub activity <ul style="list-style-type: none"> <li>○ Enter a budget</li> <li>○ Add Multiple Participants</li> </ul>
How to update SEAT EAs for submission deadlines	<a href="https://youtu.be/dtqm5YGiel4">https://youtu.be/dtqm5YGiel4</a>	<a href="#">Link to Step Guide</a>	
How to create an EA for Internal Operating Expenses (IOE)	<a href="https://youtu.be/3i5GrZ-5lwk">https://youtu.be/3i5GrZ-5lwk</a>	<a href="#">Link to Step Guide</a>	Create an IOE EA <ul style="list-style-type: none"> <li>○ Enter a budget</li> </ul>
When to submit a Claim / Expense / Supplier Claim?	<a href="https://youtu.be/vAw2knLKn_8">https://youtu.be/vAw2knLKn_8</a>		
How to submit a Claim	<a href="https://youtu.be/vATKrOI26h0">https://youtu.be/vATKrOI26h0</a>	<a href="#">Link to Step Guide</a>	Submit a Claim on behalf of a physician
How to submit an Expense <ul style="list-style-type: none"> <li>○ Approve a Pending Claim</li> <li>○ Adjust a Pending Claim</li> </ul>	<a href="https://youtu.be/v7sUo_Xrijbg">https://youtu.be/v7sUo_Xrijbg</a>	<a href="#">Link to Step Guide</a>	Submit an Expense for a physician <ul style="list-style-type: none"> <li>○ Approve a Pending Claim</li> <li>○ Adjust a Pending Claim</li> </ul>
How to submit a Supplier Claim How to submit an expense paid with the MSA Credit Card	<a href="https://youtu.be/2eEkjoqPT90">https://youtu.be/2eEkjoqPT90</a> <a href="https://youtu.be/D7kaC9D2ch4">https://youtu.be/D7kaC9D2ch4</a>	<a href="#">Link to Step Guide</a> <a href="#">Link to Step Guide</a>	Submit a Supplier Claim Submit a Credit Card Expense
How to adjust the budget of an Engagement Activity	<a href="https://youtu.be/ehhBp6yttuM">https://youtu.be/ehhBp6yttuM</a>		Add fund to an EA
Users Management Notifications	<a href="https://youtu.be/Yz7ftqtwLqc">https://youtu.be/Yz7ftqtwLqc</a> <a href="https://youtu.be/EbCEmJRwzoo">https://youtu.be/EbCEmJRwzoo</a>	<a href="#">Link to Step Guide</a> <a href="#">Link to Step Guide</a>	Reactivate an Expired User
Role of ENKEL	<a href="https://youtu.be/zdfLIAoV_2Y">https://youtu.be/zdfLIAoV_2Y</a>	<a href="#">Link to Step Guide</a>	

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**Step 2:** To register for an account in FEMS, please email [femssupport@doctorsofbc.ca](mailto:femssupport@doctorsofbc.ca) your answers to the questions below:

Question 1: **In order for a physician to submit a claim, a FEMS admin needs to ensure that:**

- a) The physician is added as a “Participant” to the Engagement Activity/Sub Activity
- b) The physician is added as a “Physician Lead” to the Engagement Activity/Sub Activity
- c) The Engagement Activity needs to be in “Active” status
- d) The physician is added as a “Participant” to an “Active” Engagement Activity/Sub Activity

Question 2: **If you paid for an expense with your own credit card, you will need to submit one of the following to get reimbursed:**

- a) An expense as a “Claimant”. Your reimbursement will be processed via VersaPay
- b) An expense as a “Claimant”. Your reimbursement will be processed via Cheque
- c) A supplier claim and the reimbursement will be processed via Cheque
- d) A supplier claim for an expense paid with the MSA credit Card

Question 3: **If you paid for an expense with a MSA credit card, you will need to submit one of the following in FEMS:**

- a) An expense as a “Claimant”. The reimbursement will be processed via VersaPay
- b) An expense as a “Claimant”. The reimbursement will be processed via Cheque
- c) A supplier claim and the reimbursement will be processed via Cheque
- d) A supplier claim for an expense paid with the MSA credit Card

Question 4: **A catering company emailed you an invoice for \$2,500 for lunch served at a working group.**

**What step do you follow in FEMS to you get the invoice paid? You will submit:**

- a) An expense as a “Claimant”. The reimbursement will be processed via Cheque
- b) An expense as a “Claimant”. The reimbursement will be processed via VersaPay
- c) An expense as a “Physician Claimant”. The reimbursement will be processed via Cheque
- d) A supplier claim and the reimbursement to the supplier will be processed via Cheque/E-transfer by ENKEL bookkeeper

Question 5: **What step to you follow to get your monthly consulting invoices paid?**

- a) You will submit an expense as a “Claimant”. The reimbursement will be processed via VersaPay
- b) You send all your consulting invoices to ENKEL bookkeeper for payment via DEXT along with the Executive’s approval
- c) You send all your consulting invoices to ENKEL bookkeeper for payment via DEXT along with the Executive’s approval once you ensure that the “Internal Operating Expense” Engagement Activity has enough budget to cover your invoice
- d) You send all your consulting invoices & expenses to ENKEL bookkeeper

Question 6: **Some “Supplier Claims” show in the dashboard as “Payment Queued”: when would they get paid?**

- a) All supplier claims are processed and paid by ENKEL bookkeeper, therefore you should follow up with them on their payment schedule
- b) All supplier claims are processed and paid by VersaPay, therefore you should follow up with the VersaPay team
- c) All supplier claims are processed and paid by FEMS Support, therefore you should follow up with the FEMS team
- d) None of the above

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## SET OF TASKS IN FEMS

**STEP 3:** Once you have received your login credentials, please log into <https://fems.facilityengagement.ca/Account/Login> to complete the tasks below:

### Task 1:

- Add yourself as a Participant to all Engagement Activities (in order to submit expenses, you need to be added to the EAs as “Participant”)  
→ refer to this video <https://youtu.be/P9IXSiFLOEY> to complete this task

### Task 2:

- Register for VersaPay (all of your expenses must be submitted in FEMS and you will be reimbursed via VersaPay)  
→ refer to this video <https://youtu.be/YGkM7iO7A1Q> to complete this task

### Task 3:

- Add a budget to an Engagement Activity called “Internal Operating Expenses” to cover your salary for the current fiscal year (example: \$40,000 for the current fiscal year from April 1 to March 31). If you do not complete this step, the ENKEL bookkeeper can't pay for your consulting invoices.
- **REMINDER: Don't include expenses in your consulting invoices (these must be submitted in FEMS).**  
→ refer to this video <https://youtu.be/3i5GrZ-5lwk> to complete this task

### Task 4:

- In the “Notifications” section:
  - If there are any claims in “Pending Review”, please review and approve them  
→ refer to this video <https://youtu.be/EbCEmJRwzoo> to complete this task
  - If there are any “New Members”, please add them as participants to the Engagement Activities they are planning to attend  
→ refer to this video <https://youtu.be/EbCEmJRwzoo> to complete this task

### Task 5:

- Send your VOID cheque to ENKEL at [fesc@enkel.ca](mailto:fesc@enkel.ca) and watch the video on how to submit your consulting invoices via DEXT  
→ refer to this video to complete this task <https://youtu.be/Pf1iYpY0tcQ>

### NOTE:

- ✓ Your expenses must be submitted via FEMS - refer to this video [https://youtu.be/v7sUo\\_Xrijg](https://youtu.be/v7sUo_Xrijg) to complete this task
- ✓ Your consulting invoices must be submitted via DEXT along with your executive approval
- ✓ Refer to this video [https://youtu.be/zdfLIAoV\\_2Y](https://youtu.be/zdfLIAoV_2Y) to complete this task

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### ADDITIONAL RESOURCES:

[ENTIRE FEMS PRESENTATION](#)

[RESOURCES ON THE FE WEBSITE](#)

[HOW TO BUDGET IN FEMS](#)

### FEMS VIRTUAL TRAINING – Additional VIDEOS

SELF-GUIDED COURSES	STEP GUIDES	VIDEO RECORDINGS
How to create a FEMS account for a physician		<a href="https://youtu.be/Yz7ftqtwLqc">https://youtu.be/Yz7ftqtwLqc</a>
How to update a user's profile: address, email address, method of payment etc.		<a href="https://youtu.be/Yz7ftqtwLqc">https://youtu.be/Yz7ftqtwLqc</a>
Where to check the list of Executives in FEMS and submit any changes to FEMS Support	<a href="#">Link to Step Guide</a>	<a href="https://youtu.be/Yz7ftqtwLqc">https://youtu.be/Yz7ftqtwLqc</a>
How to reset a user's password in FEMS	<a href="#">Link to Step Guide</a>	<a href="https://youtu.be/Yz7ftqtwLqc">https://youtu.be/Yz7ftqtwLqc</a>
How to change banking information (bank account) in VersaPay		<a href="https://youtu.be/YGkM7iO7A1Q">https://youtu.be/YGkM7iO7A1Q</a>
How to add members from other facilities to your Physician Society/MSA		<a href="https://youtu.be/Yz7ftqtwLqc">https://youtu.be/Yz7ftqtwLqc</a>
What to do when a claim is flagged "Information Required"	<a href="#">Link to Step Guide</a>	
Status of claims and when to contact FEMS support or VersaPay	<a href="#">Link to Step Guide</a>	<a href="https://youtu.be/EbCEmJRwzoo">https://youtu.be/EbCEmJRwzoo</a>
Reports available in FEMS	<a href="#">Link to Step Guide</a>	
How to reverse an Approved claim	<a href="#">Link to Step Guide</a>	