



<https://fems.facilityengagement.ca>

Welcome to
The Facility Engagement Management System.

Sign into your account

 Remember me?

[Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

Don't have an account?

Create your account today



Who can register?

- **Physicians**
- **Allied health professionals**
who are part of the MSA

Click here for [Support](#)



Account Registration

Personal

Registration Survey

FACILITY

* Facility

Facility

PROFILE DETAILS

* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

* MSP Number

MSP Number

* Medical Practice Type

Medical Practice Type

* Prefix

Title

* First Name

First Name

* Last Name

Last Name

PROFILE DETAILS

* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

PHYSICIANS

Specialist Physician

General Practitioner

Dentist

ALLIED HEALTH PROFESSIONALS

Clinical Psychologist

Choose based on your college sub-class

* Medical Practice Type

Medical Practice Type

Administration (non-medical staff)

Allergy and Immunology

Anesthesiology

Cardiac Surgery

Cardiology

Community and Rural



SIGN-IN DETAILS

* Password ⓘ

Password

* Confirm Password

Confirm Password

VersaPay is the Canadian equivalent to **PayPal**

Sign up at
<https://secure.versapay.com>

PAYMENT DETAILS

* Payment Method

Direct Deposit (via VersaPay)



* Settle To

My personal bank account

My company bank account

I'm not a robot



By Clicking "Next" below, you are agreeing to the [Terms of Use](#)

Next >

Cancel

Direct Deposit (via VersaPay) is set as default for all new FEMS users. Only the **Administrator can change the method of payment** if a physician requests it.

PAYMENT DETAILS

* Payment Method

Cheque

Cheque

Direct Deposit (via VersaPay)

Email Transfer



VersaPay <https://secure.versapay.com>

Sign Up for VersaPay

Business Name
Use your legal name if signing up for a personal account.

First Name

Last Name

Email

Password

Repeat Password

Already have an account? Please [Sign In](#).

By creating an account you agree to our [user agreement](#), [privacy policy](#) and to accept transactional and newsletter emails from VersaPay Corporation.

Sign Up

1

Add personal information requested and submit.

NOTE: Use the **same personal email address** for FEMS and VersaPay.

2

Add a bank account

Select your bank:

[Don't see your bank?](#)

Transit number:

Account number:

* Account holder:

Your Name DATE

Your Address

PAY TO THE ORDER OF

DOLLARS

MEMO

Transit Institution Account

II' 001 II' I: 38314 III 004 III 5948894300 :'

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip:

I agree to the [Pre-authorized Debit Agreement](#) allowing Versapay to debit this account according to my instructions.

Add Bank Account

You must add your bank account to the VersaPay account. Click on **Add Bank Account** under the **Quick Links** menu.

HOW TO: SIGN UP FOR VERSAPAY

Facility Engagement Management System (FEMS)

1. Sign up at <https://secure.versapay.com>
VersaPay is the Canadian-hosted version of Pay Pal.
2. Click on **Sign Up** (small text below Sign in button)
3. Choose **Send and Receive EFTs**.
4. Add personal information requested and submit. Use the **same personal** email address for FEMS and VersaPay. An email will be sent to the address you provided.
**When signing up for a personal account, your business name should be your legal name.*
5. You will receive an email asking you to confirm your email address. You must complete this step before you can receive funds. Click on **Confirm Account** in the email you receive.
**If it's not in your inbox, check your 'junk' folder.*
6. You must add a bank account to your VersaPay account. Click on **Add Bank Account** under the Quick Links menu.
7. Fill in the fields with your banking information.
**you can find this information on a cheque or direct deposit slip from your bank.*
 - Check the box indicating you **Agree to the Pre-Authorized Debit Agreement**. *VersaPay's terms and conditions have been vetted by Doctors of BC's general counsel. Note that VersaPay will not debit your account without your express permission.*
 - Click **Add Bank Account**.
8. Review the details you have entered and click **Confirm Bank Account** or **Go Back** to edit your information.

Smart. Simple. Secure. **2**

Email

Password

Sign In

[Forgot your password?](#)

New to Versapay? **Sign Up**

Sign Up for VersaPay **4**

Business Name
Use your legal name if signing up for a personal account.

First Name

Last Name

Email

Password

Repeat Password

Already have an account? Please [Sign In](#).

By creating an account you agree to our [user agreement](#), [privacy policy](#) and to accept transactional and newsletter emails from VersaPay Corporation.

Sign Up

Add a bank account

Select your bank:

[Don't see your bank?](#)

Transit number:

Account number:

* Account holder:

Your Name DATE
Your Address

PAY TO THE ORDER OF

DOLLARS

MEMO

Transit Institution Account

II' 001 II' I: 38314 III 004 III 5948894300

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip:

I agree to the **Pre-authorized Debit Agreement** allowing Versapay to debit this account according to my instructions.

Add Bank Account

7

Quick Links **6**

Add Bank Account

[Send Money](#)

[Request Money](#)

[Upload Batch File](#)

Continued below . . .

Verifying your account

- You will receive an email (example below) from VersaPay when your bank account is ready to be verified. Click on **Verify my bank account** in the email to complete step 11 below.

You must verify your bank account before funds can be received. A micro credit/debit (deposit & withdrawal) will appear on your statement 1-2 days after your bank account has been added. The amount will be under \$5.00 and be from VersaPay BUS. This is needed to verify your bank account and is in lieu of providing a void cheque.

Your bank account is ready to be verified

9

In order to verify your bank account please check either your online banking or last bank statement and note the dollar amount next to the "VersaPay Verify" transaction.

Once you have your verification amount, please click the link below to verify your bank account.

Here is an example bank statement with the verification deposit circled:

Account Statement			
Date	Description	Debits	Credits
Apr. 16	Canadian Tire	\$25.00	
Apr. 10	VersaPay Verify BUS	\$2.79	
Apr. 10	VersaPay Verify AP		\$2.79
Apr. 10	Whole Foods	\$26.20	

Verify my bank account

- Login to your online banking and note the amount of the deposit and withdrawal from **VersaPay Verify BUS**.
- Login to your VersaPay account and enter the amount of the micro deposit amount into the textbox on the Dashboard. Click the **Verify Bank Account** button once done.

Verify ownership of TD Canada Trust (7854)

11

Deposit amount: 3 attempts left ?

Date	Description	Debits	Credits
Feb 22	Canadian Tire	25.00	
Feb 21	VersaPay Verify BUS	2.79	
Feb 21	VersaPay Verify AP		2.79

Verify Bank Account

© 2017 versapay.

The funds for sessional claims and expenses will now be sent to the verified bank account.

Need Help?

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm



Submit a Claim



When can I submit a claim?
When you claim your **attendance time** in an engagement activity.
Any expenses incurred can be submitted with the claim.

Example:

Attend a meeting for an hour

Submit a claim in FEMS

Get paid via VersaPay



Welcome to
The Facility Engagement Management System.

Sign into your account

Sign in

Remember me? [Forgot Password?](#)

Don't have an account?

Create your account today

Register

[Click here for Support](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

FE FACILITY ENGAGEMENT An SSC Initiative Support Welcome Dr. Black TEST ▾

Dashboard Activities Claims Finance ▾ Reporting ▾

Dashboard > Claims

Claims

Submit a Claim Submit an Expense

Click on Submit a Claim

CLAIM NUMBER	CLAIMANT	ENGAGEMENT ACTIVITY	PHYSICIAN SOCIETY/MSA	SUBMITTED	ACTIVITY DATE	TIME	EXPENSES	TOTAL	STATUS
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Medical Staff Association (Test)	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	Draft



Submit a Claim

Submit a Claim



CLAIM DETAILS

* Claimant
Geller, Ross

* You participated in Engagement Activity
-- Select an Engagement Activity --

* Date of Activity
07-23-2018

TIME

* Hours Quantity
15 min increments (ie for 2 hours 30 min, enter '2.5')

Description (optional)

Indicate the **Number of Hours** you have participated in an engagement activity

* You participated in Engagement Activity

- Select an Engagement Activity --
- Anesthesia ERAS Project
- Familiar Faces Project
- Governance
- Helipad
- Mental Health Teenage Pregnancy
- OR Project

If you **DON'T** see your Engagement Activity please contact your **MSA administrator**

Next >

Save Draft

Cancel



Submit a Claim

Submit a Claim

Time **Expenses** Review

EXPENSES If submitting for **expenses only**, please select the expense type, amount, and attach a receipt.
Please "Skip Expenses" if there are none.

Skip Expenses >

* Expense/Mileage
Parking Remove Expense

* Total Amount (incl. taxes)
\$ 10.00

Amount Claimed
\$ 10.00

Indicate the **Total Amount** for any expenses incurred and upload the **Receipt**

* Receipt Upload File

Next >

< Back Save Draft Add Expense



Submit a Claim

Submit a Claim



CLAIM DETAILS

Engagement Activity **Weekly Meeting - Test**

Claimant Richard Black TEST

Date of Activity Aug. 14, 2018

Types of work

Hours for today 1.00 hour(s) ←

Rate \$148.31/hour

Subtotal \$148.31

Status

Review the Number of Hours you have participated in an engagement activity and Expenses

EXPENSES/MILEAGE

Parking \$10.00

Subtotal \$10.00

CLAIM TOTALS

Tax \$0.00

Claim Total \$158.31



Evaluation

The provincial evaluation of the FEI is being conducted by UBC researchers and examines:

- How the initiative is being implemented
- Whether the initiative is meeting its target objectives

Submit feedback

Success! Claim successfully updated.



Your feedback is important and will help evaluate the effectiveness of the provincial Facility Engagement Initiative by a third party evaluator. Disclosure of this information will be anonymized and feedback will be aggregated. Thank you for your participation.

MEETING / ACTIVITY RATING

1) This engagement activity is proceeding as intended:

Strongly agree	Agree	Disagree	Strongly disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2) In my opinion, this session contributed to increasing physician engagement:

Strongly agree	Agree	Disagree	Strongly disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3) Add Comment (optional):

NOTE: if you navigate away from this page, this claim will be on **draft status until you submit the claim and the questions to the evaluation**

Submit Expenses

Support

Welcome Ms. Turtle ▾

Dashboard

Activities

Claims

Finance ▾

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

Thank you!

Your claim #XM4845 has been successfully submitted.

Submit another claim

View my claims

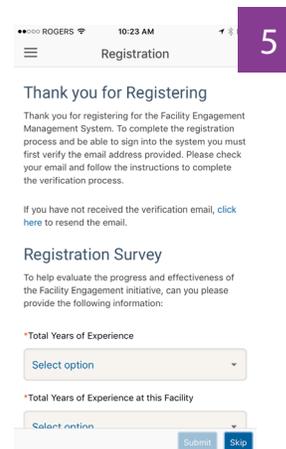
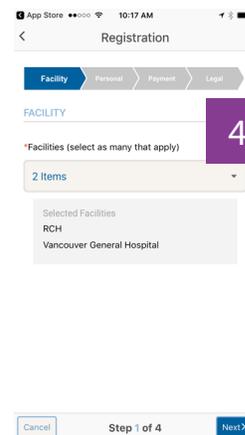
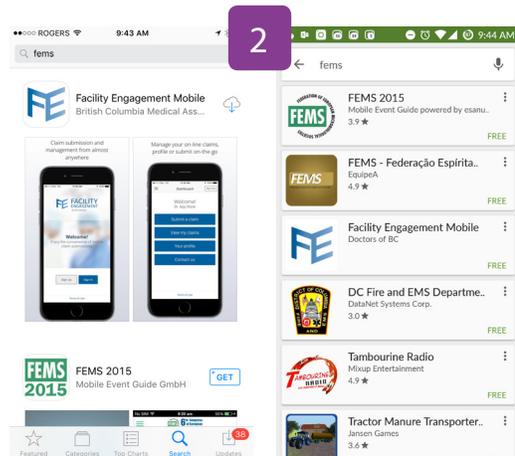
Claim Confirmation

HOW TO: DOWNLOAD FEMS MOBILE APP AND REGISTER

Facility Engagement Management System (FEMS)

1. Open the **Google Play** or **Apple App** store on any mobile device.
2. Search **Facility Engagement**.
3. Select, download and open the FEMS mobile app.
4. Click on **Sign Up**.
5. Select the facility (or facilities) where you work, add your profile information, and create a password. Use the same personal email for both FEMS and VersaPay.
6. Password must have at least eight characters, include a capital letter, number(s) and a symbol.
e.g. Userpass12#
7. Select where you want your claim payments.
8. Click **Next** and complete the Registration Survey.

Once an initial claim is submitted, you'll receive an email from a DoBC-vetted, third-party company called VersaPay. Follow the prompts within the email to sign up for VersaPay. This will include providing banking information and the same email used for FEMS. Once complete, all sessional claims and expenses will be paid via Electronic Funds Transfer (EFT).



Need Help?
604 638 4869
1 800 665 2262
femssupport@doctorsofbc.ca
M-F 9am to 4pm

Contact FEMS Support



femssupport@doctorsofbc.ca



604-638-4869 or 1-800-665-2262



www.fems.facilityengagement.ca