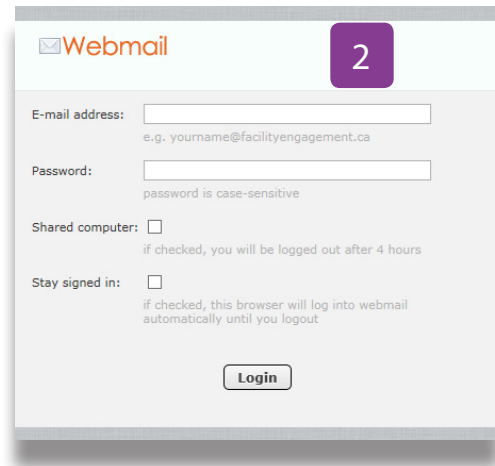


# HOW TO: ACCESS YOUR @FACILITYENGAGEMENT.CA EMAIL

All sites have been given the option to have an @facilityengagement.ca email address, and all incorporated sites must use one for their VersaPay accounts. Contact [engagement@doctorsofbc.ca](mailto:engagement@doctorsofbc.ca) to have one set up.

1. Go to <https://mail.facilityengagement.ca>.  
You may encounter a security certificate error depending on how your internet connection is structured. Click [Continue to this website](#).

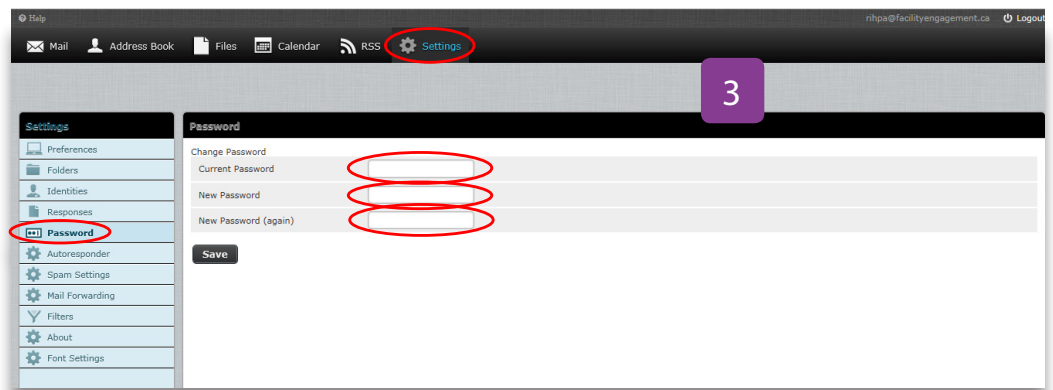
2. Enter the email address and password that have been supplied to you.  
Note: Ensure the 'Shared Computer' box is checked  
Click [Login](#).



3. The first time you log in, please change your password.  
Click on [Settings](#) and then click [Password](#) on the left hand menu.

Enter your old password twice, followed by your new password, which must contain: an uppercase letter, a lowercase letter, a number, a character and be at least 8 characters long. I.e: Username1!

Click [Save](#).



4. Remember that you must log out of your email at the end of every session.

Need Help?

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm