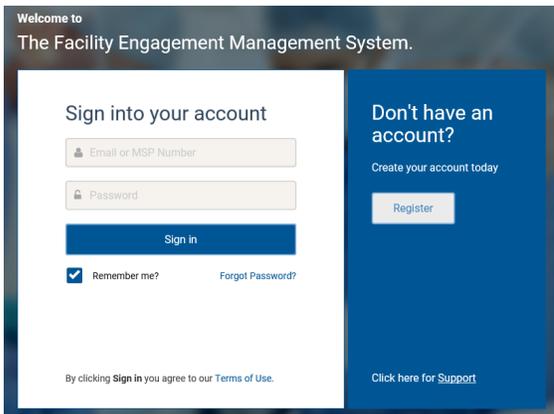
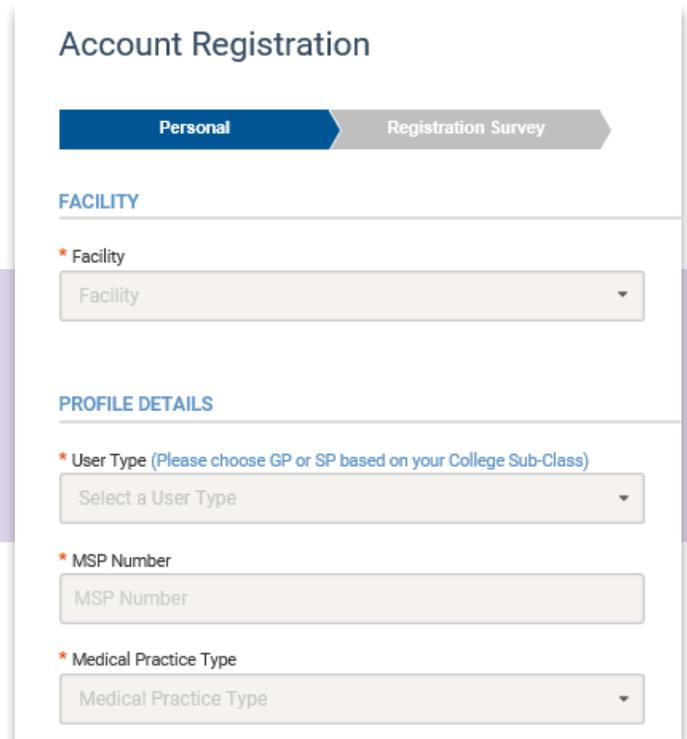


# HOW TO REGISTER IN FEMS VIA DESKTOP

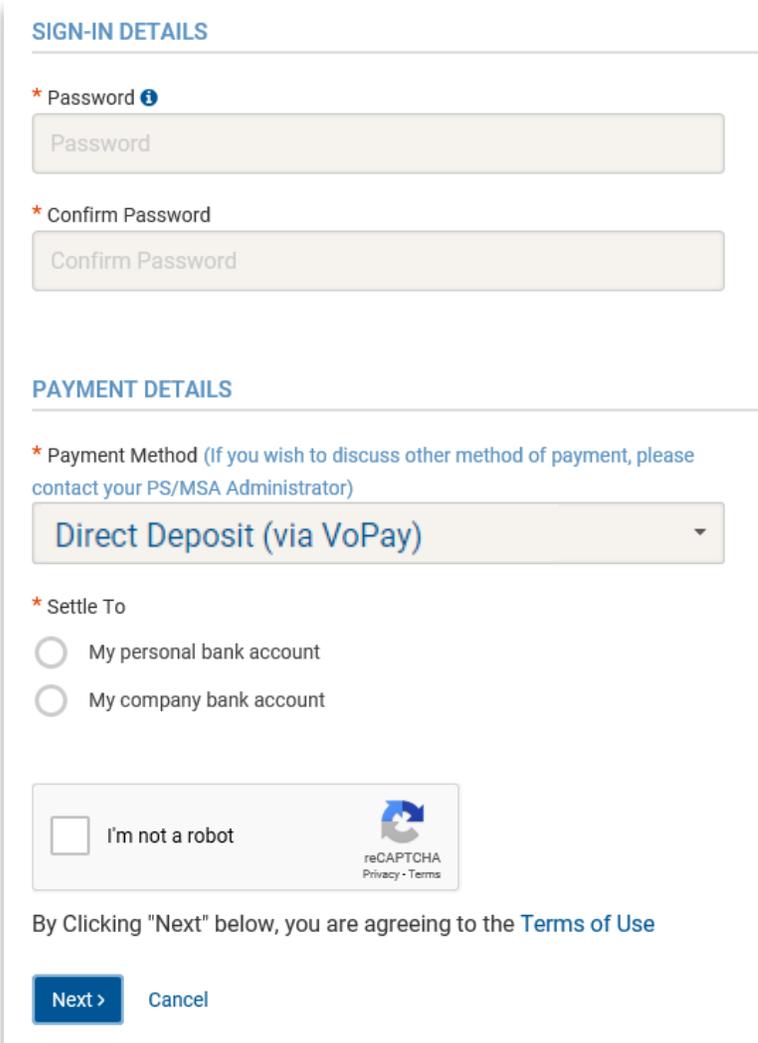
1. Log in to <https://fems.facilityengagement.ca>.
2. Click **Register**.



3. Select the facility (or facilities) where you work, add your profile information, and create a password. Your password must have at least eight characters, contain at least one uppercase letter, one lowercase letter, a number, and a special character. Example: **UserDoc12#**



4. Select where you want your claim payments directed, either to your company or your personal bank account.
5. Click **Next** and complete the registration survey.
6. A confirmation email will be sent to you to verify your email address. Click the link in your email within 7 days to activate your FEMS account.
7. Select "Direct Deposit (via VoPay)" for your payments (and see the step guide "How to Sign Up for VoPay").
8. You are now ready to submit claims in FEMS.



Need Help?

604 638 4869 or 1 800 665 2262  
femssupport@doctorsofbc.ca

M-F 9am to 4pm