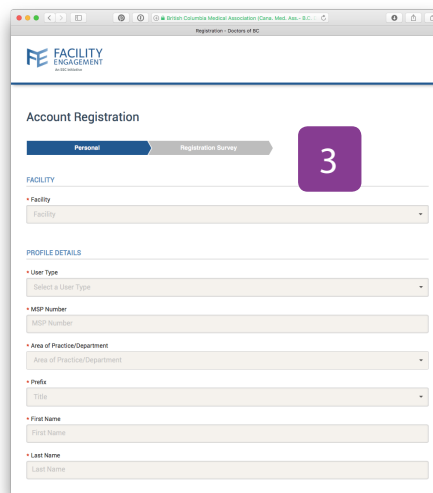
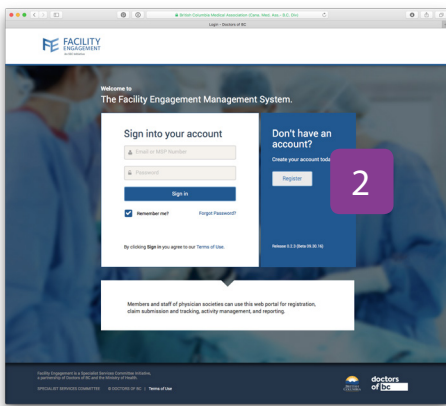


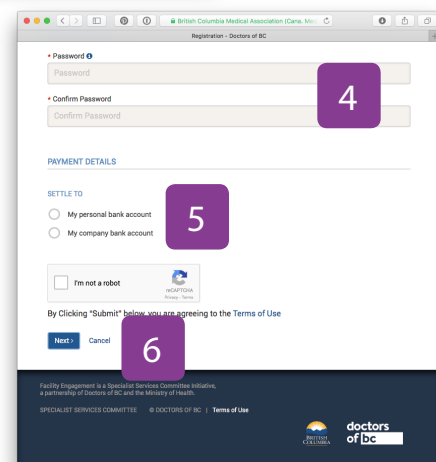
HOW TO: REGISTER

Facility Engagement Management System (FEMS)

1. Log in to: <https://fems.facilityengagement.ca> or launch the **FEMS mobile app**.
To download the App: search 'Facility Engagement' in your App store.
2. Click on **Register** or **Sign Up** on the mobile apps.
3. Select the facility (or facilities) where you work, add your profile information, and create a password.
Use the same personal email for FEMS and VersaPay.



4. Password must have at least eight characters, include a capital letter, number(s) and a symbol.
e.g. Userpass12#
5. Select where you want your claim payments directed, either to your company or your personal bank account.
If a company bank account, provide additional information requested.
6. Click **Next** and complete the registration survey.
7. A confirmation email will be sent to you with a link requesting you verify your email address.



8. Click the link in your email and now you're **DONE!**
Your FEMS account is now activated.

Need Help?

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm

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

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6

Quick Links

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

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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)

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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

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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