

FEMS Tip Sheet: How to Sign Up for VoPay

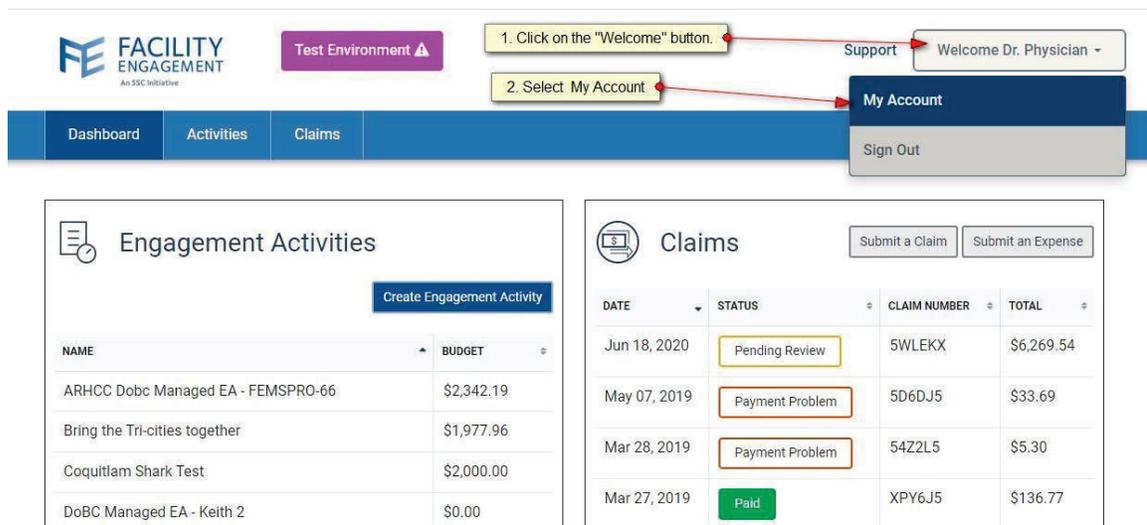
The sign-up process to VoPay is straightforward and takes less than 3 minutes to complete.

Please have the following information on hand before you start:

- Your usual access to FEMS.
- Your usual bank account credentials (personal account or business account – it should correlate to your choice specified in your FEMS profile page).
- You do not need the bank account number – you will select the account you want to use.
- VoPay sign-up can only be completed using the FEMS Desktop version (not via the mobile option).

Sign Up Steps

- Change The Payment Method in FEMS:
 - Sign in to FEMS as usual.
 - Select the button in the top right corner Welcome (your name).
 - Select the My Account option.



1. Click on the "Welcome" button.

2. Select My Account

NAME	BUDGET
ARHCC Dobic Managed EA - FEMSPRO-66	\$2,342.19
Bring the Tri-cities together	\$1,977.96
Coquitlam Shark Test	\$2,000.00
DoBC Managed EA - Keith 2	\$0.00

DATE	STATUS	CLAIM NUMBER	TOTAL
Jun 18, 2020	Pending Review	5WLEKX	\$6,269.54
May 07, 2019	Payment Problem	5D6DJ5	\$33.69
Mar 28, 2019	Payment Problem	54Z2L5	\$5.30
Mar 27, 2019	Paid	XPY6J5	\$136.77

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- On the My Account page, verify that the email address specified is active and can receive emails. Update the email address as needed by clicking on the pencil edit icon.
- Scroll down to the Payment Details section and click on the pencil edit icon

The screenshot shows the 'My Account page' with the following information:

MSP Number	1234A
Email Address	tsuhm.bayleth+TestPhysician@gmail.com
Profession	General Practitioner
Medical Practice Type	Cardiac Surgery
Facility	Abbotsford Regional Hospital & Cancer Centre Michelle's Test Facility

Below this are three sections, each with an edit icon:

- CONTACT DETAILS:** Address: 10 Main Vancouver, BC V6J 5A4 Canada
- SIGN-IN DETAILS:** Password: *****
- PAYMENT DETAILS:** Payment Method: VersaPay; Settle to: My personal bank account

Three callout boxes provide instructions: 1. Confirm this is your correct email address. 2. Scroll down to the Payment Details section. 3. Click on the Edit icon.



- The Payment Details pop-up shows and indicates your current payment choice.
- Change the Payment Method to Direct Deposit (via VoPay) and click Save.

The screenshot shows the 'Payment Details' pop-up window over the 'My Account page'. The pop-up contains the following information:

Abbotsford Regional Hospital & Cancer Centre

Payment Method (If you wish to discuss other method of payment, please contact your PS/MSA Administrator)

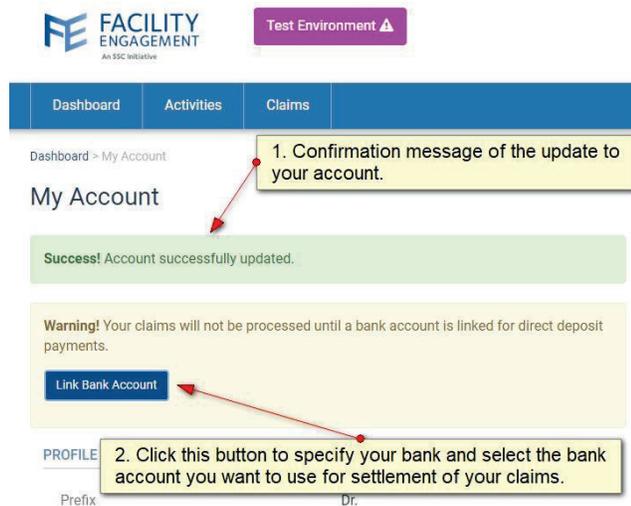
- Direct Deposit (via VersaPay)
- Direct Deposit (via VoPay)
- My company bank account

Buttons: Save, Cancel

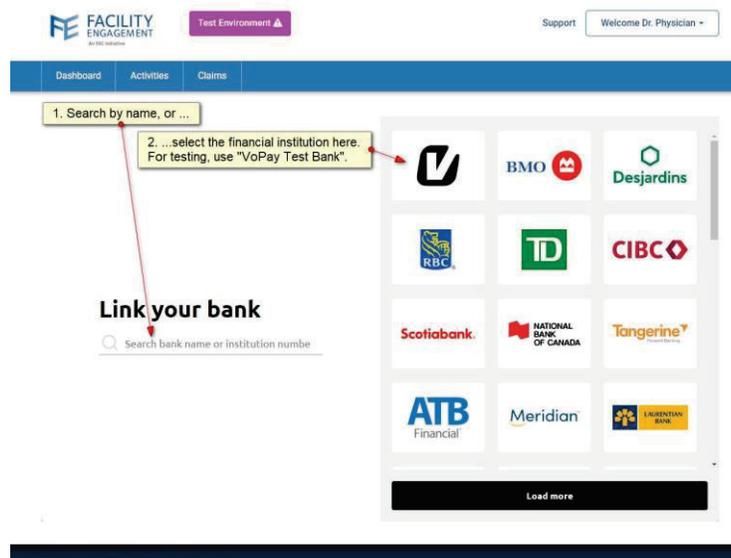
Three callout boxes provide instructions: 1. Payment Details section. 2. Current payment method. 3. Select "Direct Deposit (VoPay)".

Sign Up for VoPay:

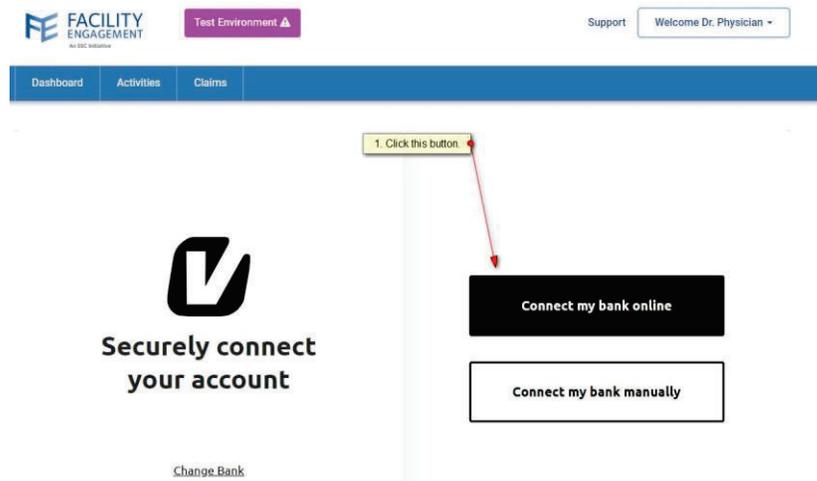
- There will be a confirmation message of the change and a warning message indicating that you still need to create the link to your financial institution and specific bank account.
- Click on the button "Link Bank Account".



- A list of banks will show, or you can use the search box to find your specific financial institution.
- Select the financial institution and click Continue.



- Click the option Connect my bank online.
 - a. **Alternatively:** if you select Option 2 “Connect my bank manually”, you will need to enter your financial institution’s transit number and your account number manually. No sign-in to your financial institution is needed.



- Choose the Personal Account option and click continue.
 - **NOTE:** Even if you have a business account, please choose personal. Business accounts are only for companies such as DoBC.
- The Terms of Use are displayed. If OK, click continue.
- If you selected Option 2 “Connect my bank manually”, then please skip to page 7.



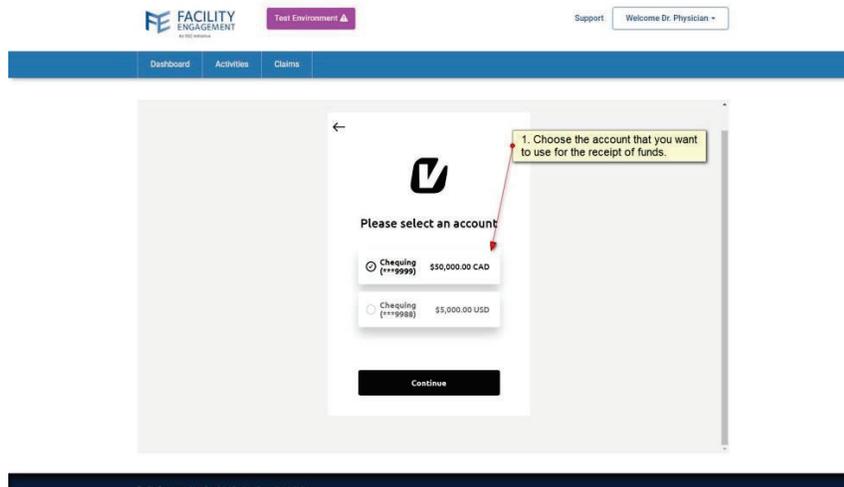
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- Sign-in to the selected financial institution using the appropriate username and password credentials for online banking.

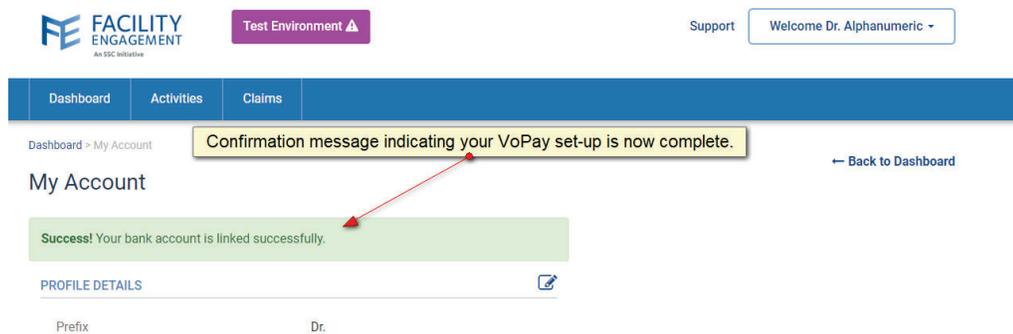
- Answer the security question (if applicable to your financial institution).

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- The list of your bank accounts available will show. Select the bank account you wish to use.
- When you click the Continue button, an encrypted link is created which enables FEMS to reference your selected bank account. This link is only a reference to the account – it does not include any account number details.



- A confirmation message will display indicating that the set-up is complete. All your future claims will now settle to your bank account via the VoPay payment processor.



Connect My Bank Manually

- Please provide the transit number and account number information for the account you wish to use to receive funds for your claims.

The screenshot shows the 'Manual Connect option' page in the FEMS system. At the top, there is a navigation bar with 'Dashboard', 'Activities', and 'Claims'. A 'Test Environment' indicator and a 'Support' link are also visible. The main content area features a form for manual bank connection. A callout box labeled '1. Your financial institution's logo' points to the logo field, which contains a stylized 'V' logo and the text 'Institution Number: 9999'. Below this is a 'CAD' field. The 'Transit Number' and 'Account Number' fields are highlighted with a green box and a callout box labeled '2. Provide the transit number and account number. Click the "?" icon for further info.'. A 'Continue' button is at the bottom of the form. A security notice at the bottom states: 'This is a secure page and your information will be encrypted. No bank account login details will be'.

- Provide your first name and last name as specified on your bank account.
- You will then be transferred back to FEMS and receive the confirmation as pictured on the previous page.

The screenshot shows the next step in the manual bank connection process. It features a form with a 'Company name' field and a callout box labeled '1. Specify this if you are using a company account'. Below this are fields for 'First Name', 'Last Name', and 'Phone (Optional)'. A callout box labeled '2. Otherwise provide your first and last name as it appears on your bank account' points to the 'First Name' and 'Last Name' fields. At the bottom, there is a link 'Add my Address (Optional)' and a 'Continue' button, with a callout box labeled '3. Click Continue' pointing to the button.