

# HOW TO: SUBMIT A CLAIM

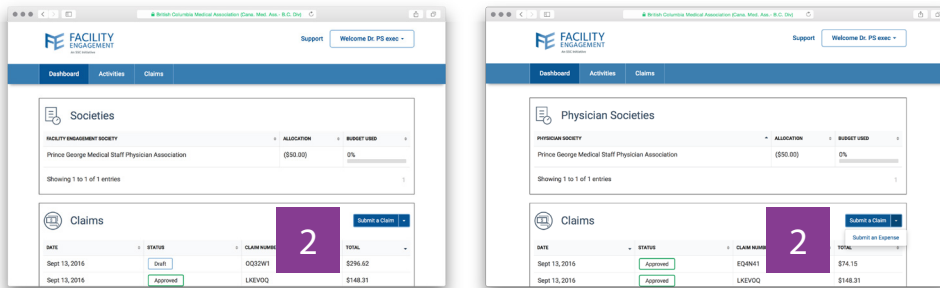
## Facility Engagement Management System (FEMS)

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 **Submit a Claim**. Enter the requested information and click **Next**.

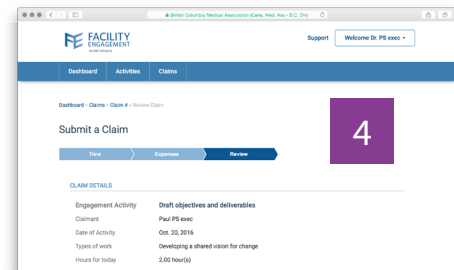
If only submitting an expense, go directly to **Submit an Expense**.

Note: You can only submit a claim against Engagement Activities that you have participated in, and you must be added as a participant of these activities in FEMS. If you don't see your Engagement Activities when trying to submit a claim, please contact your Physician Society Administrator, Engagement Activity Lead, or Physician Society Executives.



3. In the section labeled **Expenses**, select the expense type, amount, and attach a receipt as needed. There will be a prompt to attach one if required for the selected expense type.  
To attach a receipt: take a picture of it with a phone or scan a copy of the receipt to a computer. Once this is done, click **Upload File**, search and select the appropriate file to add it to the claim.  
\*If there are no expenses, click **Skip Expenses**.
4. View and edit the claim in the next section. Up to this point the claim is a draft. Please make sure that you review your claim fully. Once submitted, you cannot edit it. If satisfied with the details you have entered, click **Submit**.

Once the claim is submitted a confirmation will be sent via email.



**Need Help?**

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca  
M-F 9am to 4pm