



1. Log in to SIERA.
2. Click the *User Administrator* tab at the top banner.
3. Choose *Facility Users* from the drop-down list.
4. If you are the UAA for multiple facilities, select the applicable facility from the drop-down list.

5. On the Facility Users page, select the user to be disassociated from the Associated Users list. To select a user, click on the user's name.

Facility Users

Select one of your facilities to view all currently associated users. If you are a primary contact for drug pricing, financial, or utilization reporting, or a UAA for patient level data reporting, then you can change a user's facility roles by adjusting the settings in their row and then clicking Update. Also, you can click a user's name to go to their *User Profile* page to view or change their profile information.

Select Facility:

* First Name * Last Name Title * Email Address

Facility Administrator (CEO or equivalent):

Associated Users [Add New User](#)

Name	Email	UAA	Primary	Secondary
George Smith	G.Smith@oshpd.ca.gov	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lupe Cortez	L.Cortez@oshpd.ca.gov	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Select Disassociate All to disassociate a user from all assigned facilities.

Note: To disassociate a user from one facility at a time, uncheck the box next to the name of the associated facility.

Associated Facilities Check the box next to the facility name to associate the user to the facility.

All User Associations

Name	OSHPD ID	UAA	Primary	Secondary	Disassociate All
<input checked="" type="checkbox"/> Advanced Endoscopy Center	306244032	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adventist Health and Rideout	106580996	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Click Update to finish. The user should now appear in the Disassociated Users box.