

### Log In to SIERA

1. You will receive an email from OSHDP that includes a link to the SIERA log in page. The screen below will appear in your default browser when you click the link.
2. Create a password using the criteria in the box at right.
3. Re-enter the same password.
4. Click on the update button.

Update

The password must not match the email address.

The password must contain at least 12 characters with at least one each of the following:

A special character (! @ # \$ % ^ & \*)

An uppercase alphabetic character

A lowercase alphabetic character

A number

#### Update My Password

Enter the New Password twice and then click the Update button.

\* New Password:  ?

\* Re-enter Password:

Update Login

[Submit Patient Level Administrative Data](#) [Financial & Utilization Reports](#) [FAQs](#) [Contact Us](#)

5. A message noting your password was changed successfully will display. Click on OK.

OK

tstsiera.oshpd.gov says  
Password changed successfully

OK

6. You are now ready to log in. Enter your email and password and click Login.

Login

#### Login Page

Log in

Email:

Password:

Login Cancel

[Forgot Password?](#)

7. If you are having difficulty logging in, click on the Forgot Password link and try resetting your password. If that is not successful, contact your User Account Administrator.

8. The first time you log in you will receive this message directing you to update your profile. Click OK to proceed.

OK

tstsiera.oshpd.gov says

This is the first time you have accessed SIERA with this email address or password, or your password may have been reset. Before proceeding to other functions in SIERA you must first enter or update information in your My Profile page. After you update your profile and confirm, you will have access, as authorized, to the SIERA system.

If you need assistance please contact OSHPD.

OK

9. Fill out form as completely as possible. Fields that are marked with an asterisk (\*) are required. Click Update.

Update

Home Request Extensions User Administration

### My Profile

* Email:	<input type="text"/>	Country:	<input type="text" value="United States of America"/>	Credentials:	<input type="text"/>
* Re-Enter Email:	<input type="text"/>	Street Line 1:	<input type="text"/>	Supervisor:	<input type="text"/>
* First Name:	<input type="text"/>	Line 2:	<input type="text"/>	Position Held:	<input type="text"/>
Middle Initial/Name:	<input type="text"/>	City:	<input type="text"/>	Reminder/Delinquent Emails:	<input checked="" type="radio"/> Receive <input type="radio"/> Opt Out
* Last Name:	<input type="text"/>	State:	<input type="text" value="CA - California"/>		
Title:	<input type="text"/>	ZIP/Postal Code:	<input type="text"/>		
Organization:	<input type="text"/>	Phone:	<input type="text"/>		
		Fax:	<input type="text"/>		

10. A Confirm My Profile screen will appear. Review your information for accuracy and then click on Confirm.

Confirm

You have finished logging in and you are now on the SIERA home page.