

# Quick Start Guide: Logging into SIERA with HCAI MFA


SIERA users have a new way to log into SIERA that will enhance the security of the data they provide to HCAI. On May 1, 2024, SIERA implemented an HCAI multi-factor authentication (MFA) login process to access SIERA.

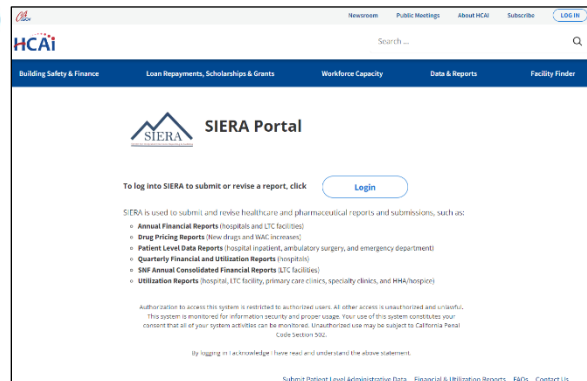
All SIERA users will be required to register their email address (one-time) and choose a new password before accessing SIERA.

After registering, the HCAI MFA system will require you to log into SIERA following the steps below.


## Logging into SIERA with MFA Validation

**Step 1** To log into SIERA, click [SIERA Portal](#).

**Step 2** In the *SIERA Portal* page, click  to open the *HCAI MFA Sign In* page.



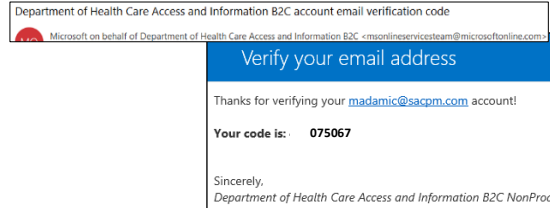
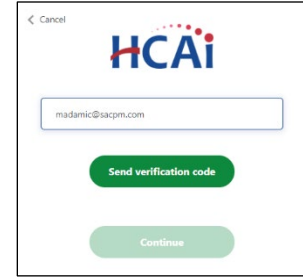
**Step 3** In the *HCAI MFA Sign In* page, enter your email address and password.

Click  to open the *HCAI MFA Send Verification Code* page.

#### Step 4

In the *HCAI MFA Send Verification Code* page, enter your email address and click the **Send verification code** button to:

- 1) Open the *HCAI MFA Enter Verification Code* page, and
- 2) Receive an email containing the verification code needed in step 5. The email should be in your inbox within a few minutes.



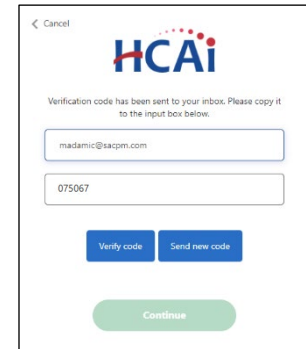
*Note that the verification code emails will be sent by Microsoft and will look different than emails sent by SIERA.*

*Do not use the code above when you are logging into SIERA. It is only an example and will not allow you to access SIERA.*

#### Step 5

In the *HCAI MFA Enter Verification Code* page, enter the verification code from the email. The code will expire 5 minutes after receipt.

Click **Verify code** to proceed.

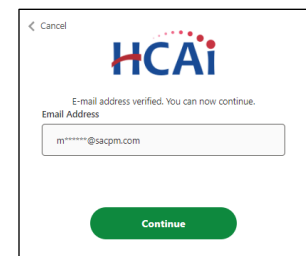


#### Step 6

The *HCAI MFA Email Verified* page will display.

Click **Continue** to proceed to the *SIERA Home* page.

Once the *SIERA Home* page opens, you can work in SIERA as you have before.



**Congratulations!** You have successfully logged into SIERA using the new HCAI MFA system.

*If the **SIERA Checkpoint** page opens instead of the **Home** page, then there may be an issue with your SIERA profile. Please contact your [HCAI representative](#).*

