QuickStart Guide Series

Utilization Report

8 Forgot Password

Start

❶ Login to SIERA Utilization at https://siera.hcai.ca.gov by clicking **Login** .

SIERA Portal

To log into SIERA to submit or revise a report, click **Login**

SIERA is used to submit and revise healthcare and pharmaceutical reports and submissions, such as:

- ○ **Annual Financial Reports** (hospitals and LTC facilities)
- ○ **Drug Pricing Reports** (New drugs and WAC increases)
- ○ **Patient Level Data Reports** (hospital inpatient, ambulatory surgery, and emergency department)
- ○ **Quarterly Financial and Utilization Reports** (hospitals)
- ○ **SNF Annual Consolidated Financial Reports** (LTC facilities)
- ○ **Utilization Reports** (hospital, LTC facility, primary care clinics, specialty clinics, and HHA/hospice)

Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502.

By logging in I acknowledge I have read and understand the above statement.

❷Sign in with your email address and password.

❸ If you forget your password, click on the "*Forgot your password?*" link and a verification code would be sent to your email address. Once you input verification code, click "*continue.*"
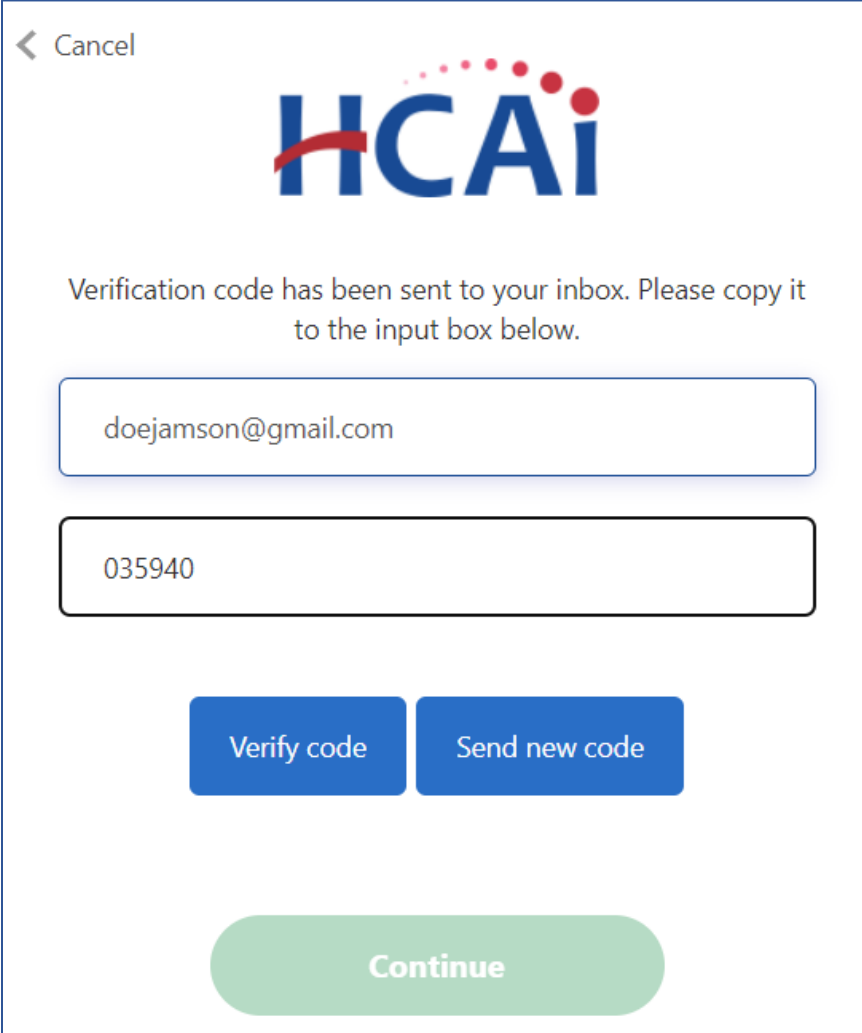
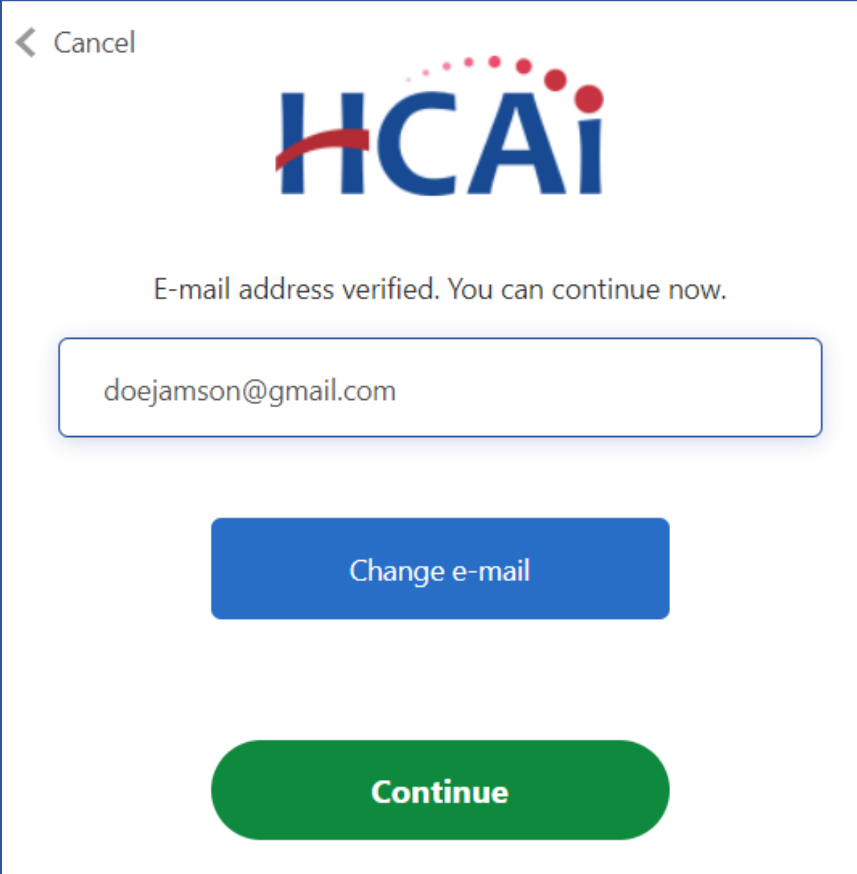❹ Once you receive the verification code through HCAI email, copy and paste the code. Click "*verify code*."

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.

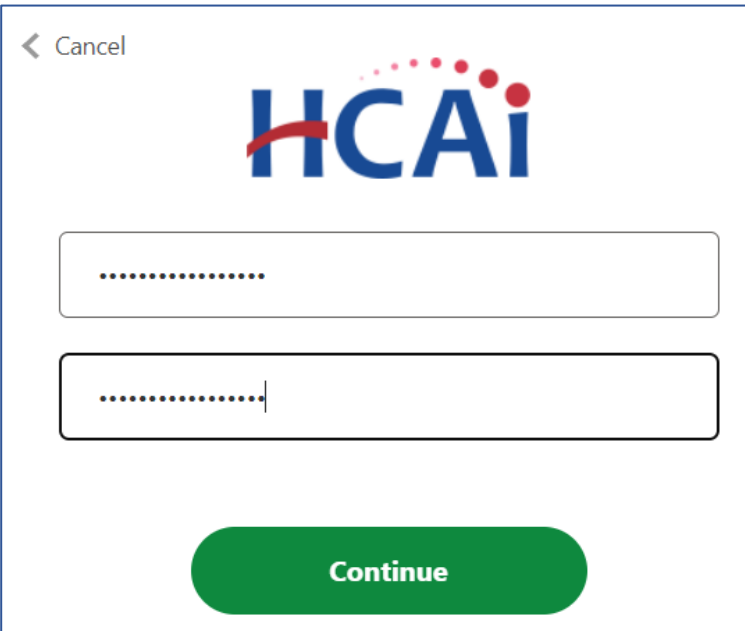❺The "*Continue*" button will turn green. Click "*Continue*" or change email if necessary.

‹ Cancel

HCAi

E-mail address verified. You can continue now.

doejamson@gmail.com

Change e-mail
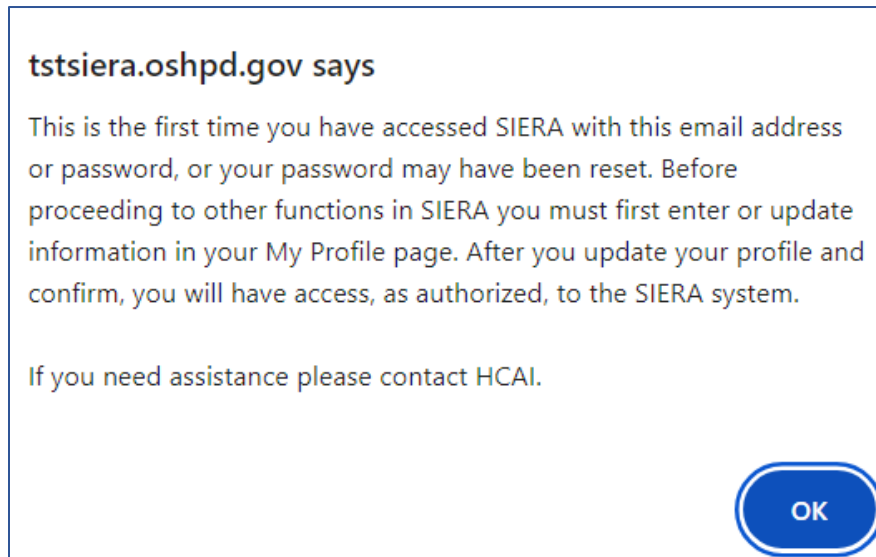
Continue

❻ Change new password and click "*continue.*"

*The password must contain at least **16-68** characters, with at least one special character (!, @, #, $, %, ^, &, and * only), one upper case alphabetic character, one lower case alphabetic character, and one number. Also, the password cannot match the email address.
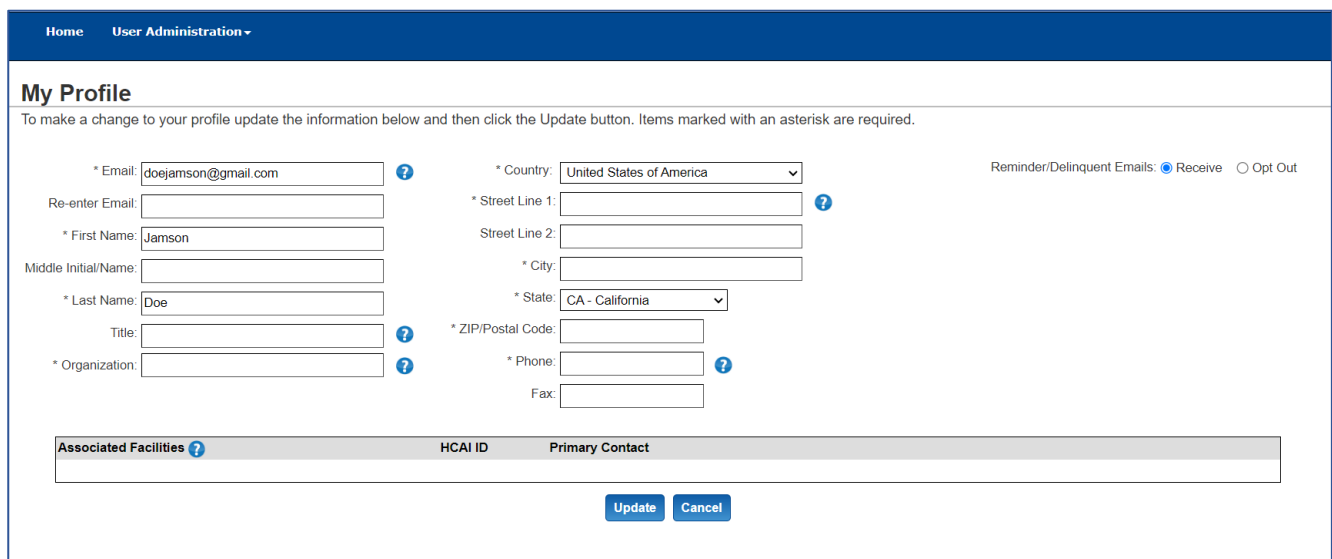
‹ Cancel

HCAi

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Continue

❼ The screen will prompt a message if you are first time user. Click "*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 HCAI.

OK

❽ On *"My Profile,"* page, please review or revise your profile. Click on "*Update*" when finished.

Home	User Administration ▾

My Profile

To make a change to your profile update the information below and then click the Update button. Items marked with an asterisk are required.

* Email: doejamson@gmail.com ❓
Re-enter Email:
* First Name: Jamson
Middle Initial/Name:
* Last Name: Doe
Title: ❓
* Organization: ❓

* Country: United States of America
* Street Line 1: ❓
Street Line 2:
* City:
* State: CA - California
* ZIP/Postal Code:
* Phone: ❓
Fax:

Reminder/Delinquent Emails: ● Receive ○ Opt Out

Associated Facilities ❓	HCAI ID	Primary Contact

Update Cancel

Finish

If you have any questions about how to use SIERA-Utilization, you will find help information in the Help links found at the bottom of most pages. For additional assistance, please contact the HCAI Utilization team at utilization@hcai.ca.gov.