QuickStart Guide Series

Utilization Report

1 Getting Started

Start

❶ Login to SIERA Utilization at

https://siera.hcai.ca.gov/

Log in

Email:

Password:

Login   Cancel

Forgot Password?

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.

❷ First-time SIERA Utilization users will be directed to the *My Profile* page and the facilities associated with this account will be listed.

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: JanedoeHcai@gmail.com

Re-enter Email:

* First Name: Jane

Middle Initial/Name:

* Last Name: DoeHcai

Title:

* Organization: Hcai

* Country: United States of America

* Street Line 1:

Line 2:

* City:

* State: CA - California

* ZIP/Postal Code:

* Phone:

Fax:

Reminder/Delinquent Emails: ⦿ Receive   ◯ Opt Out

Add/Change Password

Password:

Re-Enter Password:

Associated Facilities	OSHPD ID	Primary Contact
1 & 1 HOSPICE, INC.	406304595	Vince Tien

Update   Cancel

❸ On this page, please review or update your profile:

- Email
- Name
- Title and organization
- Address
- Telephone number
- Password*

When ready, click Update . On the next page, click Confirm .

*The password must contain at least **12** 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.

❹ Once your profile has been updated, you will be able to go to the *Home* page to submit, revise, and view your SIERA utilization reports.
In addition, if you are the **primary contact** of your facility, then you will be able to add other new users and associate them to your facility. Please refer to QuickStart Guide #2 for instructions.

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 or (916) 326-3854.