

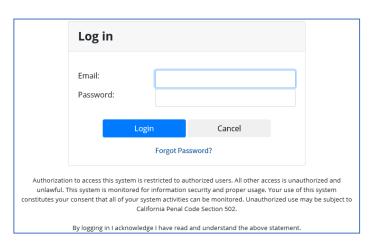
QuickStart Guide Series

Utilization Report

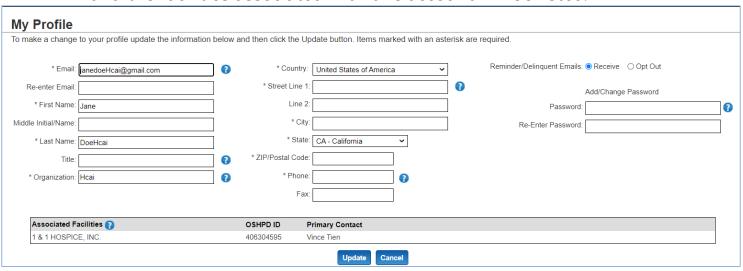
1 Getting Started

Start

Login to SIERA Utilization at https://siera.hcai.ca.gov/



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



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- 3 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 .

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 OuickStart Guide #2 for instructions.



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.

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^{*}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.