Quick Start Guide: Registering SIERA Accounts 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 and choose a new password to use SIERA to submit and manage their reports and submissions. The steps in the process are described below.

Registering SIERA Accounts in the MFA System

Step 1 All active SIERA users will receive an email from HCAI with the subject "HCAI SIERA - User Account Registration Begins May 1".

> The email contains a temporary password for registering SIERA accounts in HCAI's new multi-factor authentication (MFA) system.

SIFRA users now how annov awy talog into SIFRA that will achievant the security of the date they provide to HCAL On Vay 1, 2024, SIFRA still ingitement an HCAL multi-factor witheritarian (NFA) login process to excess SIFRA
User Account Registration
Beginning May 1, all SIEVA users will be required to register their email addresses and choose a new possivorid to use SIEVA to submit and manage their reports and submissions.
To register yourself in the new SELIAN MITA process, follow these steps:
1. On the Cardinal State Stat
Accessing SIERA After Registration
After you have registered your SIDM user account, you will use the following steps each time you need to access SIDM.
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You will neer be able to use SHFPA as before
On occasion, the HGAI MEA sign-in process will ask you to verify your identity by sending you an email with a verification code. You will be instructed to enter the code before you can access SIERA.
Help Information

To proceed with registering your SIERA account in MFA, click SIERA Portal.

Alternative: If you did not receive an "HCAI SIERA - User Account Registration Begins May 1" email, then you can use the "Forgot your password?" option starting at **step 1a** in the Alternative Registration Method section below.

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

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	SIERA Portal					
	To log into SIERA to submit or revise a report, click	c Login	\supset			
	SIERA is used to submit and revise healthcare and ph	armaceutical reports and	submissions, such	185		
	 Annual Financial Reports (hospitals and LTC facilities) 					
	 Drug Pricing Reports (New drugs and WAC increases) 					
	 Patient Level Data Reports (hospital inpatient, ambul	atory surgery, and emergen-	cy department)			
	 SNF Annual Consolidated Financial Reports (LTC facil) 	n/ ities)				
	 Utilization Reports (hospital, LTC facility, primary care 	clinics, specialty clinics, an	d HHA/hospice)			
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HCAi the temporary password listed in the "HCAI SIERA - User Account Registration Begins May 1" email. Sign in with your email address Click sign in to open the HCAI MFA Change Password Email Address page. H For HCAI Staff Only Step 4 In the HCAI MFA Change Password page, enter the < Cancel temporary password again, and then enter a new password of HCAi your choosing twice in the page. Your new password must be: Different than the temporary password . Between 16 and 64 characters At least 3 of the following: a lowercase letter an uppercase letter a digit _ a symbol Click **Control** to proceed to the HCAI MFA Send Verification Code page. Step 5 In the HCAI MFA Send Verification Code page, enter your < Cancel HCAi email address and click the button to: 1) Open the HCAI MFA Enter Verification Code madamic@sacpm.com page, and 2) Receive an email containing a verification code needed in step 6. The email should be in your inbox within a few minutes. Department of Health Care Access and Information B2C account email verification code

In the HCAI MFA Sign In page, enter your email address and

Step 3

Verify your email address	Note that the ve
Thanks for verifying your madamic@sacpm.com account!	code emails will Microsoft and w
Your code is: 406217	different than en
Sincerely, Department of Health Care Access and Information B2C NonProd	SIERA.

It is only an example and will not allow you to access SIERA.

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



Step 6	In the <i>HCAI MFA Enter Verification Code</i> page, enter the verification code from the email. The code will expire 5 minutes after receipt.
	Click Verify code to proceed.
Step 7	The HCAI MFA Email Verified page will display.
	Click to proceed to the SIERA <i>Home</i> page.

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

Verificati	on code has been sent to yo	our inbox. Please copy it
	to the input box b	elow.
mada	nic@sacpm.com	
40621	7	
	Verify code Send	I new code

< Cancel



Congratulations! You have completed your registration in the 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.

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	Sy logging in Lacknowledge I have re-	et and understand the above statement		

Alternative Registration Method

If you do not have or did not receive a "SIERA User Account Registration Begins May 1" email, then you can use the "Forgot your password?" function to register your SIERA account in the HCAI MFA system.

Follow the steps below to complete your registration.

Step 1a Click SIERA Portal.

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



Step 3a In the *HCAI MFA Sign In* page, click the "Forgot your password?" link to open the *HCAI MFA Send Verification Code* page.



- **Step 4a** In the *HCAI MFA Send Verification Code* page, enter your email address and click the **Generalization code** button to:
 - 2) Open the HCAI MFA Enter Verification Code page, and
 - Receive an email containing a verification code needed in step 5a. The email should be in your inbox within a few minutes.





Step 5a	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.	Conternational Conter
Step 6a	The HCAI MFA Email verified page will display. Click the button to proceed to the HCAI MFA Send Verification Code page. Note: The HCAI MFA process requires a second verification if you use the alternative registration method.	Carcel Charge e-mail Continue Continue
Step 7a	<text><list-item><list-item><text></text></list-item></list-item></text>	Cancel
Step 8a	In the <i>HCAI MFA Enter Verification Code</i> page, enter the verification code from the email. Click Verify code to proceed.	Cancel Concel Co

Step 9a The HCAI MFA Email verified page will display.

Click the **Constant** button to proceed to the *HCAI MFA Enter New Password* page.

Step 10a In the *HCAI MFA Enter New Password* page, enter a new password twice in the page. Your new password must be:

- Different than the temporary password
- Between 16 and 64 characters
- At least 3 of the following:
 - a lowercase letter
 - an uppercase letter
 - a digit
 - a symbol

Click **Contract** 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 completed your registration in the 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 <u>HCAI representative</u>.

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