

QuickStart Guide Series

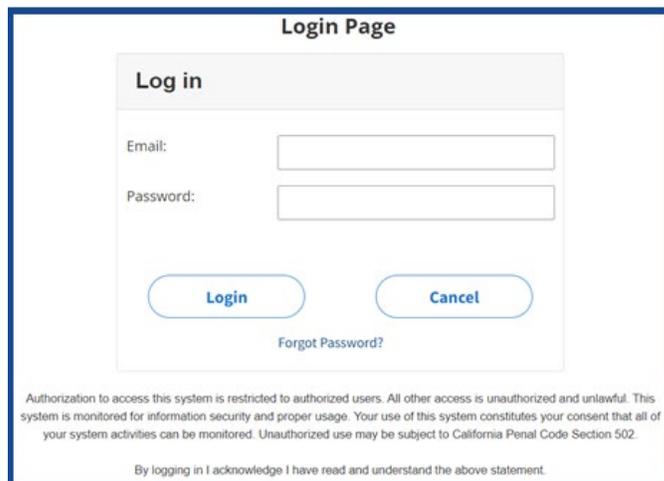
Skilled Nursing Facility Annual Consolidated Financial Report

1 – Getting Started in SIERA

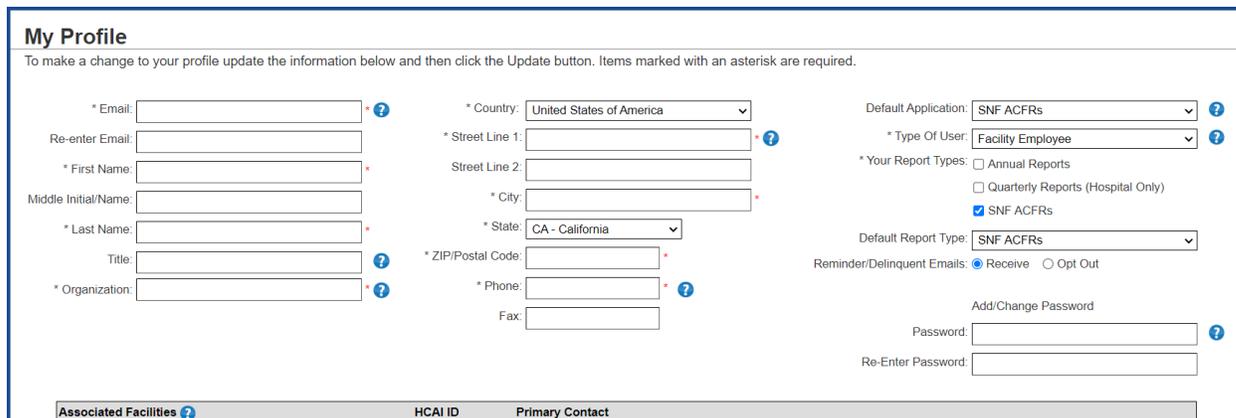
Start

- 1 Login to SIERA at <https://siera.hcai.ca.gov>.

To obtain a SIERA user profile, contact the HCAI Financial Support Team at financial@hcai.ca.gov.



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



3 On this page you will complete the entry of your profile by adding or updating your:

- Title and organization
- Country, street, city, state, and ZIP/postal code
- Telephone number
- Password (must contain at least 12 characters, with at least one special character, one upper case alphabetic character, one lower case alphabetic character, and one number)

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

4 Once your profile has been updated, select “SNF ACFRs” from the top left drop-down menu. From here you will be able to upload and link documents, submit reports, request extensions, and view your completed SNF Annual Consolidated Financial Reports. In addition, if you are the primary contact at your facility, you will be able to add other new users and associate them to your facility.



Finish

If you have any questions about how to use SIERA, you will find help information in the Help links found at the bottom of most pages. For inquiries related to reporting requirements or assistance with submitting, please contact us via email at financial@hcai.ca.gov or via phone at (916) 326-3240.