

QuickStart Guide Series

Skilled Nursing Facility Annual Consolidated Financial Report

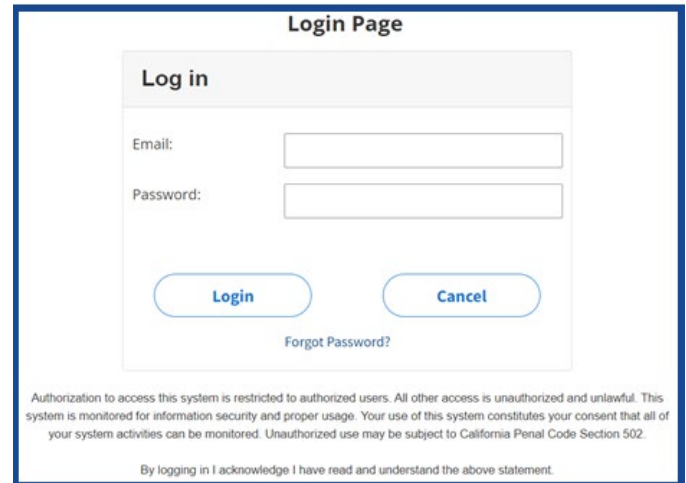
2 – How to Add New Users

Start

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

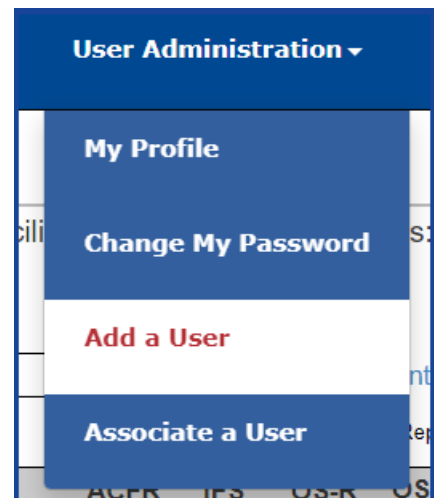
Only a **primary contact** is able to add users and associate them to the same facilities that the primary contact is associated.

If you are not the primary contact and need to add a user, contact the HCAI Financial Support Team at financial@hcai.ca.gov.



The screenshot shows the 'Login Page' for SIERA. It features a 'Log in' header, an 'Email:' field, a 'Password:' field, and two buttons: 'Login' and 'Cancel'. Below the buttons is a 'Forgot Password?' link. At the bottom, there is a disclaimer: '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.'

- 2 Go to and click the **User Administration** tab and select **Add a User**.



The screenshot shows a dropdown menu titled 'User Administration'. The menu items are: 'My Profile', 'Change My Password', 'Add a User' (highlighted in red), and 'Associate a User'.

3 On this page you will complete the entry of the new user information by entering their:

- Email
- First Name
- Last Name
- Type of User

When completed, click **Add User**. On the next page, review the information you entered and, if correct, click **Confirm**.

Add a User

SIERA allows authorized users to add other users so they can access SIERA. To add a new user, enter information about the user (values marked with an asterisk are required) and then click the Add User button.

* Email: <input type="text"/>	Country: <input type="text" value="United States of America"/>	* Type Of User: <input type="text" value="Facility Employee"/>
* Re-Enter Email: <input type="text"/>	Street Line 1: <input type="text"/>	Your Report Types: <input checked="" type="checkbox"/> Annual Reports
* First Name: <input type="text"/>	Street Line 2: <input type="text"/>	<input checked="" type="checkbox"/> Quarterly Reports (Hospital Only)
Middle Initial/Name: <input type="text"/>	City: <input type="text"/>	<input checked="" type="checkbox"/> SNF ACFRs
* Last Name: <input type="text"/>	State: <input type="text" value="CA - California"/>	Default Report Type: <input type="text"/>
Title: <input type="text"/>	ZIP/Postal Code: <input type="text"/>	Reminder/Delinquent Emails: <input checked="" type="radio"/> Receive <input type="radio"/> Opt Out
Organization: <input type="text"/>	Phone: <input type="text"/>	
	Fax: <input type="text"/>	

Associated Facilities Check the box next to the facility name to associate the user to the facility.

	Name	HCAI ID	
Select All	<input type="checkbox"/>		Apply Filter Clear

4 Once the new user’s information has been added, they will receive an email from SIERA giving them instructions on how to access the system.

5 The new user will need to complete their *My Profile* page and change their password. When they are ready, the new user will click **Update** and on the next page, click **Confirm**.

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: <input type="text"/>	* Country: <input type="text" value="United States of America"/>	Default Application: <input type="text" value="SNF ACFRs"/>
Re-enter Email: <input type="text"/>	* Street Line 1: <input type="text"/>	* Type Of User: <input type="text" value="Facility Employee"/>
* First Name: <input type="text"/>	Street Line 2: <input type="text"/>	* Your Report Types: <input type="checkbox"/> Annual Reports
Middle Initial/Name: <input type="text"/>	* City: <input type="text"/>	<input type="checkbox"/> Quarterly Reports (Hospital Only)
* Last Name: <input type="text"/>	* State: <input type="text" value="CA - California"/>	<input checked="" type="checkbox"/> SNF ACFRs
Title: <input type="text"/>	* ZIP/Postal Code: <input type="text"/>	Default Report Type: <input type="text" value="SNF ACFRs"/>
* Organization: <input type="text"/>	* Phone: <input type="text"/>	Reminder/Delinquent Emails: <input checked="" type="radio"/> Receive <input type="radio"/> Opt Out
	Fax: <input type="text"/>	

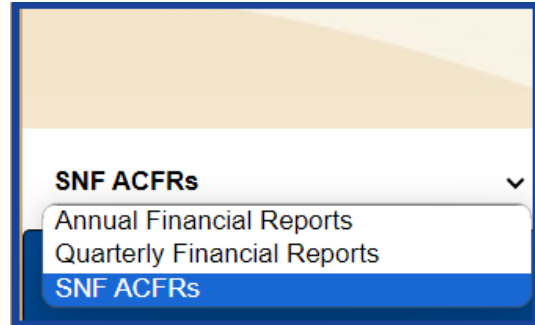
Add/Change Password

Password:

Re-Enter Password:

Associated Facilities	HCAI ID	Primary Contact
<input type="checkbox"/>		

- 6 Once completed, the new user should select “SNF ACFRs” from the top left drop-down menu to upload and link documents, submit reports, request extensions, and view their completed SNF Annual Consolidated Financial Reports.



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.