

QuickStart Guide Series

Skilled Nursing Facility Annual Consolidated Financial Report

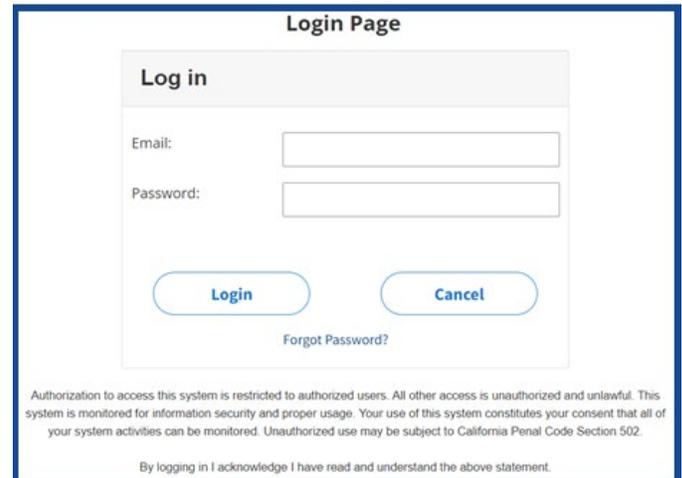
3 – Managing Users

Start

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

Only Primary Contacts are able to add new and associate existing users.

If you are not the primary contact and need assistance with managing users, 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 then select **Associate a User**.



- The Associate User page opens, where you can link or assign SIERA users to your facilities.

Associate User

To find the person you want to associate to a facility, enter the person's name, organization, or email address into the Search for User box. When their name appears below the box, click on their name and then click the Select button. You can also locate a person by scrolling through the user list. Once you find the person, click on their Select button. If you cannot find a user and want to add them as a user, click [Add User](#)

Search for User: Select

OR

Find User in the List: User Name Organization

F Test Select

- Search for an existing user by entering their name, organization, or email address in the Search box and when their name appears, click on the name and then click the Select button.

Alternatively, you can locate an existing user by scrolling through the user list and clicking the user's Select button.

Note: If you need to add the person as a new user before you can associate them, click the [Add User](#) link and follow the instructions on that page.

- After clicking the Select button, the Select Facility page will open.

Select Facility

To associate this user to one or more facilities simply click the checkbox next to each facility name and click the Modify Associations button.

Modify Associations Return to Associate User Home

2029 facilities found.

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Jane (HCAI) Doe (HCAI) has been selected.

Select All	Facility	HCAI ID	Apply Filter	Clear
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	365 CONGREGATE CARE	206150219		
<input type="checkbox"/>	A & A WELLNESS CONGREGATE, INC.	206198528		
<input type="checkbox"/>	A GRACE SUB ACUTE AND SKILLED CARE	206430789		
<input type="checkbox"/>	ABBY GARDENS HEALTHCARE CENTER	206370711		
<input type="checkbox"/>	ACC CARE CENTER	206344001		

To modify facility association of existing users, check or uncheck the boxes next to the facilities. Then click Modify Associations. After confirming the change, SIERA will send an email to you.

6 Associating/Disassociating Yourself

Users may find a need to be associated or disassociated from a facility. SIERA does not allow non-primary contact users to associate or disassociate themselves. The user must ask the primary contact of the facility to associate or disassociate them. The user may also contact HCAI for help.

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.