1 Getting Started

1. 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.
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**.

*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.

4 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 QuickStart Guide #2 for instructions.

**Finish**

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.