



# QuickStart Guide Series

## Utilization Report

### 2 How to Add New Users

#### Start

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

Only a **primary contact** has the system rights to add users and associate new users to the same facilities as the primary contact.

Log in

Email:

Password:

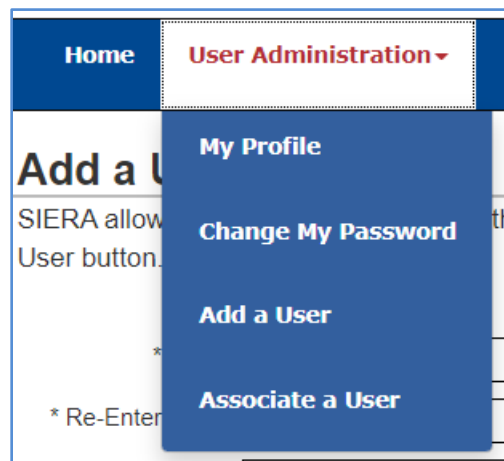
Login Cancel

[Forgot Password?](#)

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 the *User Administration* tab and select *Add a User*.



3 On this page, complete the required fields of the new user:

- Email
- First Name
- Middle Initial (optional)
- Last Name
- Facility to associate

**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:  Country: United States of America  
\* Re-Enter Email:  Street Line 1:   
\* First Name:  Line 2:   
Middle Initial Name:  City:   
\* Last Name:  State: CA - California  
Title:  ZIP/Postal Code:   
Organization:  Phone:   
Fax:

Reminder/Delinquent Emails:  Receive  Opt Out

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

Select All	Name	OSHPD ID
<input type="checkbox"/>	1 & 1 HOME HEALTH, INC.	406304538
<input type="checkbox"/>	1 & 1 HOSPICE, INC.	406304595
<input type="checkbox"/>	1 HEART HOSPICE AND PALLIATIVE CARE, INC.	406191327
<input type="checkbox"/>	1736 FAMILY CRISIS CENTER	306196101
<input type="checkbox"/>	1736 FAMILY CRISIS CENTER	306196269
<input type="checkbox"/>	1736 FAMILY CRISIS CENTER	306196698
<input type="checkbox"/>	1736 FAMILY CRISIS CENTER	306196888
<input type="checkbox"/>	1736 FAMILY CRISIS CENTER LOS ANGELES	306196225
<input type="checkbox"/>	1ST CHOICE HOME HEALTH CARE	406414156
<input type="checkbox"/>	1ST CHOICE HOSPICE CARE	406414157

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When completed, click **Add User**.

4 Once the new user's information has been added, they will receive an email from SIERA to complete the registration and access to the system.

5 The new user will need to complete their *My Profile* page and change their password\*. When ready, click **Update**. 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:  Country: United States of America  
Re-enter Email:  \* Street Line 1:   
\* First Name:  Line 2:   
Middle Initial Name:  \* City:   
\* Last Name:  State: CA - California  
Title:  \* ZIP/Postal Code:   
\* Organization:  \* Phone:   
Fax:

Reminder/Delinquent Emails:  Receive  Opt Out

Add/Change Password  
Password:   
Re-Enter Password:

**Associated Facilities**

Associated Facilities	OSHPD ID	Primary Contact
1 & 1 HOSPICE, INC.	406304595	Vince Tien

**Update** **Cancel**

Once completed, the new user will be able to go to the *Home* page to submit, revise, and view SIERA utilization reports.

\*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.

**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](mailto:utilization@hcai.ca.gov) or (916) 326-3854.