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.

2. Go to the **User Administration** tab and select **Add a User**.
On this page, complete the required fields of the new user:

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

When completed, click **Add User**.

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.

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**.

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.*

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.