

QuickStart Guide Series

Utilization Report

1 Getting Started

Start

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

Log in

Email:

Password:

[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 First-time SIERA Utilization users will be directed to the *My Profile* page and the facilities associated with this account will be listed.

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: ?

Re-enter Email:

* First Name: ?

Middle Initial/Name:

* Last Name: ?

Title: ?

* Organization: ?

* Country: ?

* Street: ?

* City:

* State: ?

ZIP/Postal Code:

* Phone: ?

Fax:

Receive Reminder and Delinquent Emails:

* Update Password: ?

* Re-Enter Updated Password:

Associated Facilities	Primary Contact
406190910- ROYAL HOMEHEALTH CARE, INC.	<input type="checkbox"/>
106190555-CEDARS SINAI MEDICAL CENTER	<input type="checkbox"/>

3 On this page you will complete the entry of your profile by adding or updating your:

- Title and organization
- Country, street, city, state, and ZIP/postal code
- Telephone number
- Password

When ready, click . On the next page, click .

4 Once your profile has been updated, you will be able to go to the *Home* page to add, revise, and view your SIERA utilization reports.

In addition, if you are the **primary contact** at your facility, then you will be able to add other new users and associate them to your facility.

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 OSHPD Utilization team at utilization@oshpd.ca.gov or (916) 326-3854.