

## QuickStart Guide Series

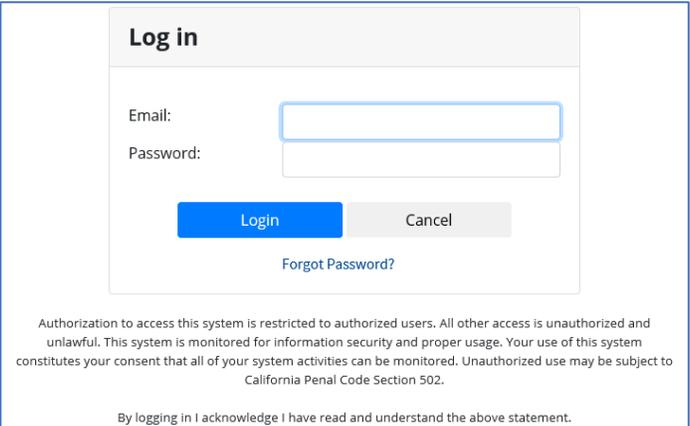
### Utilization Report

### 2 How to Add New Users

#### Start

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

Only a primary contact is able to add users and associate them to the same facilities that the primary contact is associated.



Log in

Email:

Password:

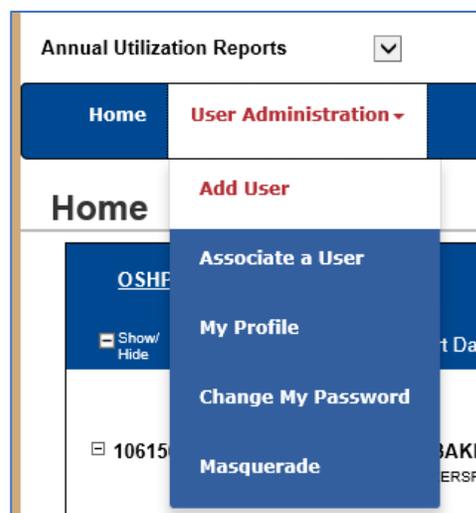
Login Cancel

[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 User*.



3 On this page, you will complete the entry of the new user information by entering their:

- Email
- First Name
- Middle Initial
- Last Name

Annual Utilization Reports

Home User Administration ▾

### Add User

SIERA allows authorized users to add other users so they can access SIERA. To add a new user, just enter and click the Add button.

\* Email:  ? Clear

\* Re-enter Email:

\* First Name:

Middle Initial/Name:

\* Last Name:  x

When completed, click .

4 Once the new user's information has been added, they will receive an email from SIERA giving them instructions on how to access the system.

5 The new user will need to complete their *My Profile* page and change their password. When ready, click . On the next page, click .

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
406190916- ROYAL HOMEHEALTH CARE, INC.	<input type="checkbox"/>
106190555-CEDARS SINAI MEDICAL CENTER	<input type="checkbox"/>

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

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