

## QuickStart Guide Series

### Utilization Report

#### 4 Starting a New Report

##### Start

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

2 On the Home page under the Action column

Action

2018 01/01/2018-12/31/2018 [Submit](#) Pending 02/15/2019

3 Click [Submit](#)

4 A new page will open:

Operational Status & Report Period Page

On this page you will choose if your facility was in operation during the year.

## Operational Status

Was the facility in operation during this period?  Yes  No

You will also be able to change the reporting period

### Reporting Period


01/01/18 - 12/31/18

Operational From:

01/01/18

Operational Through:

12/31/18

- 5 Click 
- 6 The new report will open on a new page and will be ready to fill in information.
- 7 You can save you progress and return later to submit your report by clicking on Save and Validate on the bottom of the report page.

**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).