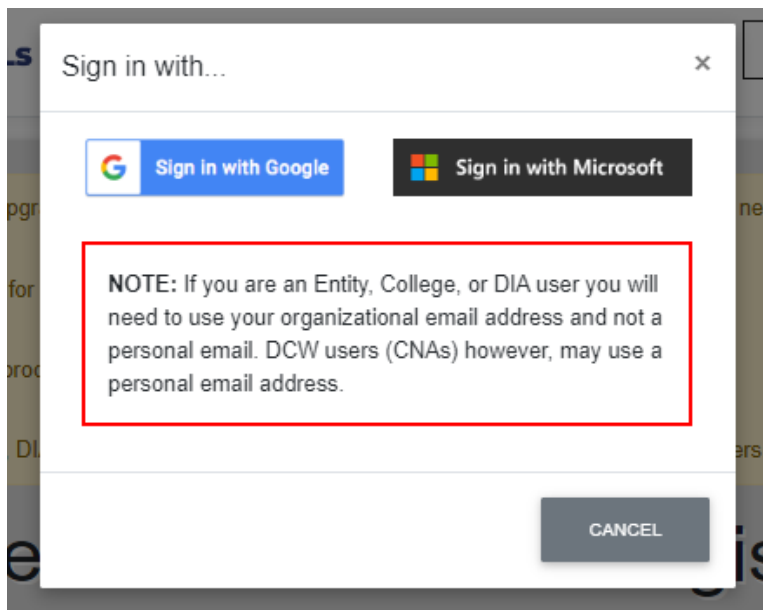


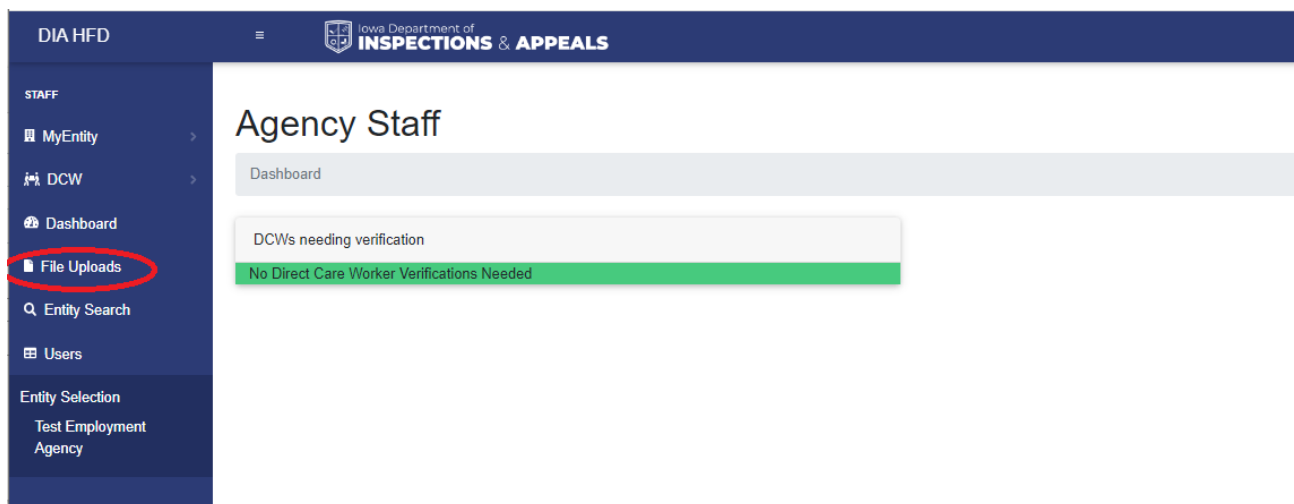
How to submit quarterly HCEA reports to the Health Facilities database

1. Login to the site: <https://dia-hfd.iowa.gov/>

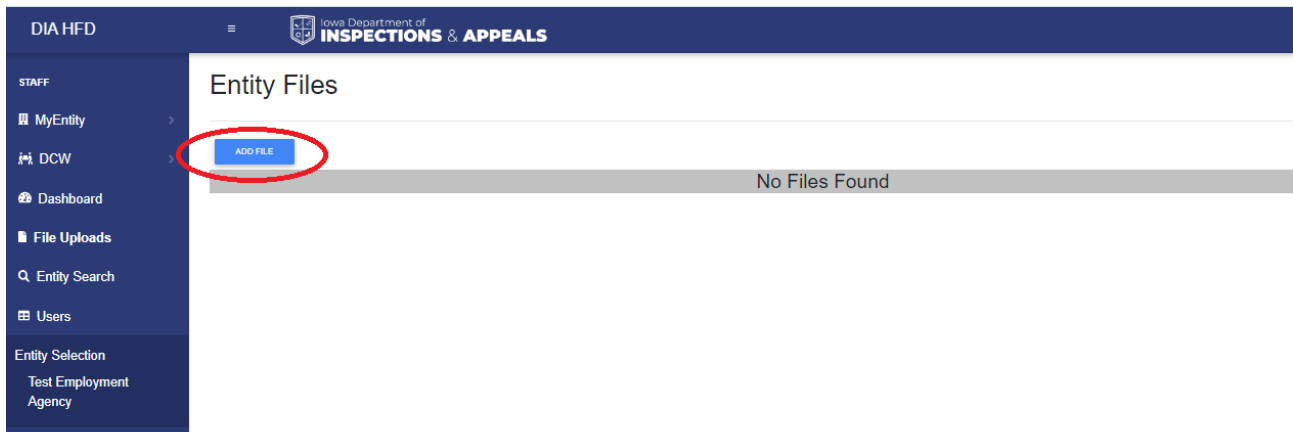
2. Choose the method you used when originally requesting access to the system. If you have not yet requested access you will be guided through the process at this time.



3. Once you have logged in, choose File Uploads from the left navigation menu.

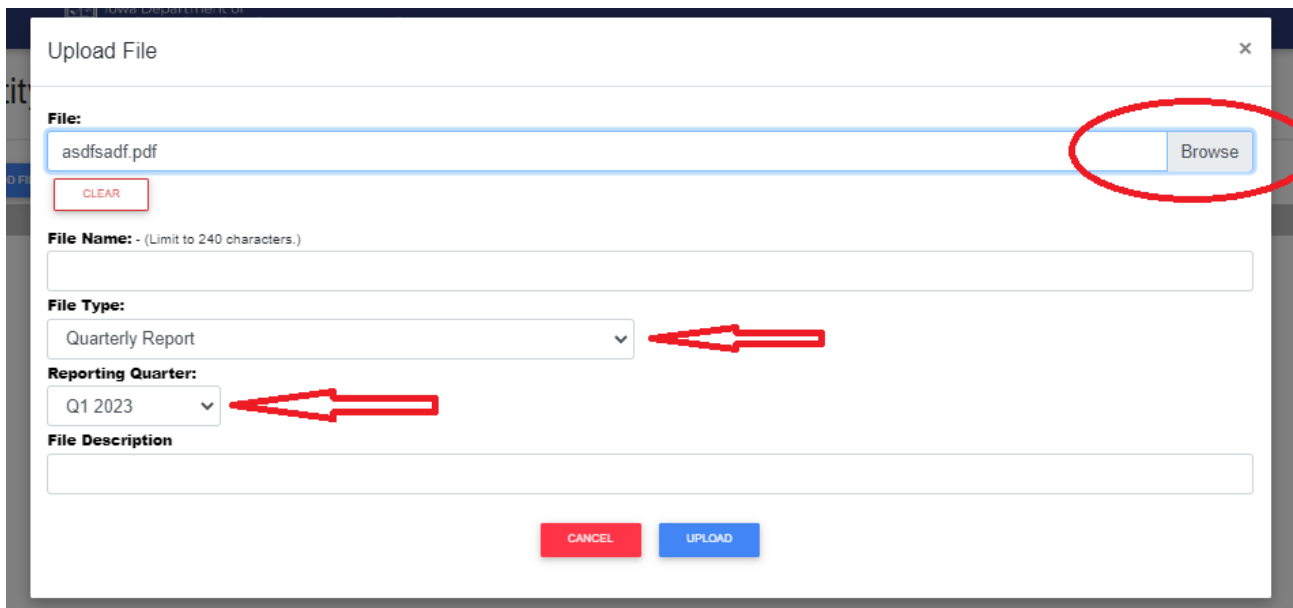


4. Click the “ADD FILE” button.



5. Click the “Browse” button to select the file you wish to upload. Select “Quarterly Report” from the “File Type” list, and choose the quarter for which you are filing.

“File Name” and “File Description” are optional. By default, the name of the file you upload will be displayed as the “File Name.”



You can delete and replace the file up until it is either marked as “Under Review” or has been “Reviewed.”

