To access the SF Planning Public Portal, copy and paste the URL below into your web browser’s search bar:


Log in with the same email you applied with and new password you’ve created.
Click “My Records” to see your STR Quarterly Reports page.
Select the blue highlighted link that says "Update".
Click “Add a Row” to start reporting your quarterly stays.
You can see the dropdown of choices "Hosted", "Unhosted", "No Stays" by clicking this arrow.
Select which option applies to your type of stay to start the reporting.
After you have selected the type of stay and input the Reporting Period, Reporting Year, Check in Dates, Check Out dates and Service Name, please add the URL of your listing site here.
Once you have finished the above please click the "Submit" button. To complete the quarterly report