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.

**QUARTERLY REPORT OF STAYS**

- **Type of Stay:**
  - -Select--
  - Hosted
  - No Stays
  - Unhosted

- **Reporting Period:**
  - -Select--

- **Check Out Date:**
  - [Calendar icon]

- **Service Name:**
  - -Select--

- **Listing ID:**
  - [Input field]

- **Submit**  
- **Cancel**
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 all information is entered below is a preview of a “Unhosted Stay” being reported.

Once you have finished the above please click the “Submit” button. To complete the quarterly report.
## Step 1: Hosting Information > Quarterly Reporting

Select "Add a Row" (or multiple rows) below to report when you have rented your short-term rental unit. If the unit was not rented for the quarterly reporting period, select "No Stays". This form may be updated with additional stays during the active quarterly reporting period. For additional information on quarterly reporting, including deadlines, visit [Maintain Your Certified Host Status](#).

*indicates a required field.

### Stays

**QUARTERLY REPORT OF STAYS**

<table>
<thead>
<tr>
<th></th>
<th>Type of Stay</th>
<th>Reporting Period</th>
<th>Reporting Year</th>
<th>Check In Date</th>
<th>Check Out Date</th>
<th>Service Name</th>
<th>Other Service Name</th>
<th>Listing ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unhosted</td>
<td>April-June</td>
<td>2022</td>
<td>04/01/2022</td>
<td>04/09/2022</td>
<td>Airbnb.com</td>
<td></td>
<td>13461203521</td>
</tr>
</tbody>
</table>

- Add a Row
- Edit Selected
- Delete Selected

Once you click Submit your record will appear here

Click here to continue
Click here to continue after reading the disclaimer.

Check box here.
Once you have finished your record will be here

Click here to see your record
After Clicking the “Planning Tab” at the top it will bring you back to your records. Where you will see your most recent Quarterly Report here.