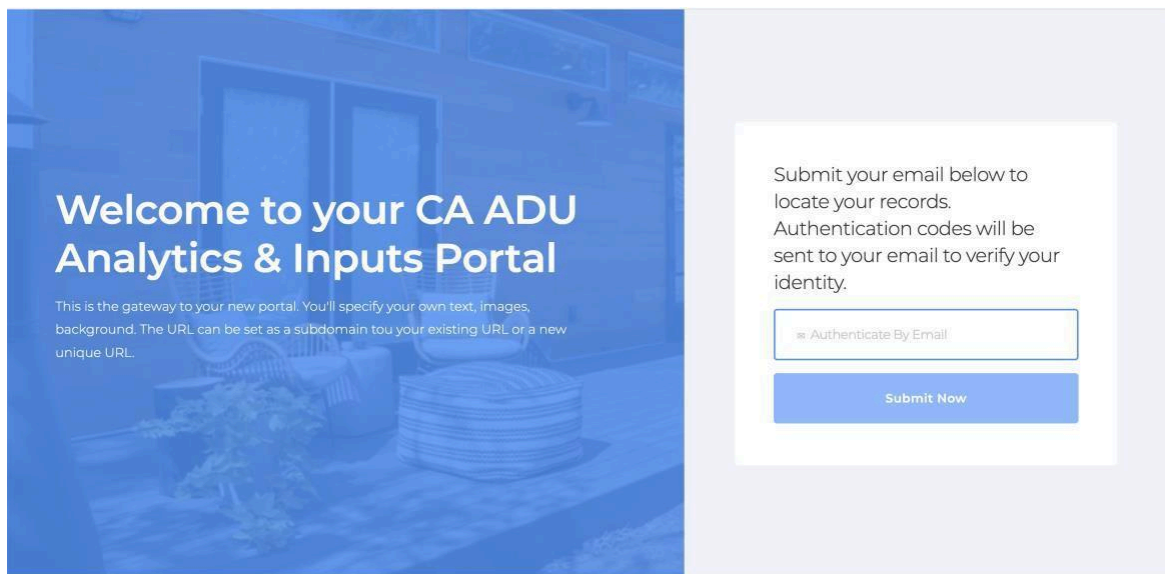


ADU Calculator

Guide to the ADU Admin Portal for Jurisdictions

All Users – Access to the Admin Portal

1. If you don't already have access to the Admin Portal, please email aducalculator@planningcollaborative.com to make your request. Note this email inbox is monitored by a human, so permission may not be granted immediately. You should receive a confirmation email from the system once you have been granted administrative access.
2. Go to <https://admin.aducalculator.org/>



3. Enter the email address that you registered for access.
4. The website will send you an email with a 4-digit code to enter for access. Check your spam folder if it doesn't arrive within a couple of minutes.



City Users

Once you have logged in, city users should see:

- **Citywide Assumptions**
 - **City Parameters:** Guidance on how to set these assumptions are built into the calculator.
 - **Max ADU Size**
 - **Rents**
 - **Local Construction Cost Adjustment**
 - **Building Permit and Planning Fees**
 - **Impact Fees**
 - **Branding** (under development) *Note this will become a premium (paid) user feature in 2024.*
- **Users:** City-level users are able to add additional city users for the admin portal. See the blue "+ Add Contact" button in the upper righthand corner. Notify aducalculator@planningcollaborative.com to remove users.

If city users want to turn their city on or off in the county calculator (temporarily or permanently), please contact aducalculator@planningcollaborative.com or your ADU calculator contact at the county or COG (if there is one).

Please send any questions or suggestions to aducalculator@planningcollaborative.com. Thanks!



County or COG Users

Once you have logged in, county and COG users should see:

- **Countywide Assumptions**
 - **County Construction Parameters:** This is where you can adjust construction cost, finance defaults and rent defaults
 - **Branding:** On this page, you can add a county- or COG-wide logo and edit the calculator footer and Terms & Conditions pop-up window.
 - Images should be PNG or GIF format.
 - Logos should have a transparent background and be visible on a light background.
 - Logos should be a minimum of 250px wide. Bigger is no problem because it will automatically scale down.
 - **Jurisdiction Update:** This page can be used to make city-level updates across all jurisdictions in one place. Note issues can arise when there is a missing entry, we recommend generally entering city-level assumptions through the Cities/Places tab.
- **Cities/Places:** Here county-level administrators can turn cities on and off in the calculator and edit city-level assumptions. Guidance on how to set these assumptions are built into the calculator.
 - **Max ADU Size**
 - **Rents**
 - **Local Construction Cost Adjustment**
 - **Building Permit and Planning Fees**
 - **Impact Fees**
- **Users:** County-level users are able to add and delete city and county users for the admin portal. See the blue “+ Add Contact” button in the upper righthand corner.
- **Analytics** (New or coming soon! Under development) These stats show usage and user choices at the county-level. *Note this will become a premium (paid) user feature in 2024.*
 - **Data Analytics**
 - **Traffic Analytics**

Please send any questions or suggestions to aducalculator@planningcollaborative.com. Thanks!