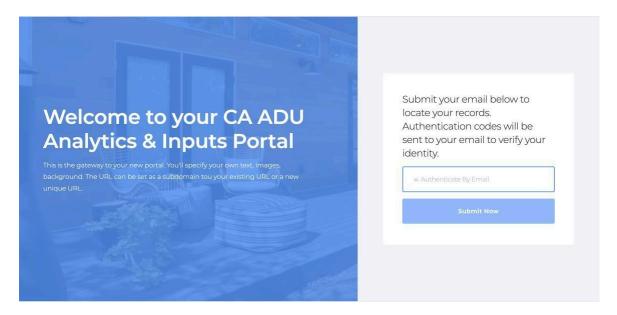


ADU Calculator *Guide to the ADU Admin Portal for Jurisdictions*

All Users – Access to the Admin Portal

- If you don't already have access to the Admin Portal, please email
 <u>aducalculator@planningcollaborative.com</u> 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
 - o **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
 - o **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 <u>aducalculator@planningcollaborative.com</u>. Thanks!



County or COG Users

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

- Countywide Assumptions
 - o **County Construction Parameters**: This is where you can adjust construction cost, finance defaults and rent defaults
 - o **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.
 - o Max ADU Size
 - o Rents
 - o Local Construction Cost Adjustment
 - o Building Permit and Planning Fees
 - o 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.
 - o Data Analytics
 - o Traffic Analytics

Please send any questions or suggestions to <u>aducalculator@planningcollaborative.com</u>. Thanks!