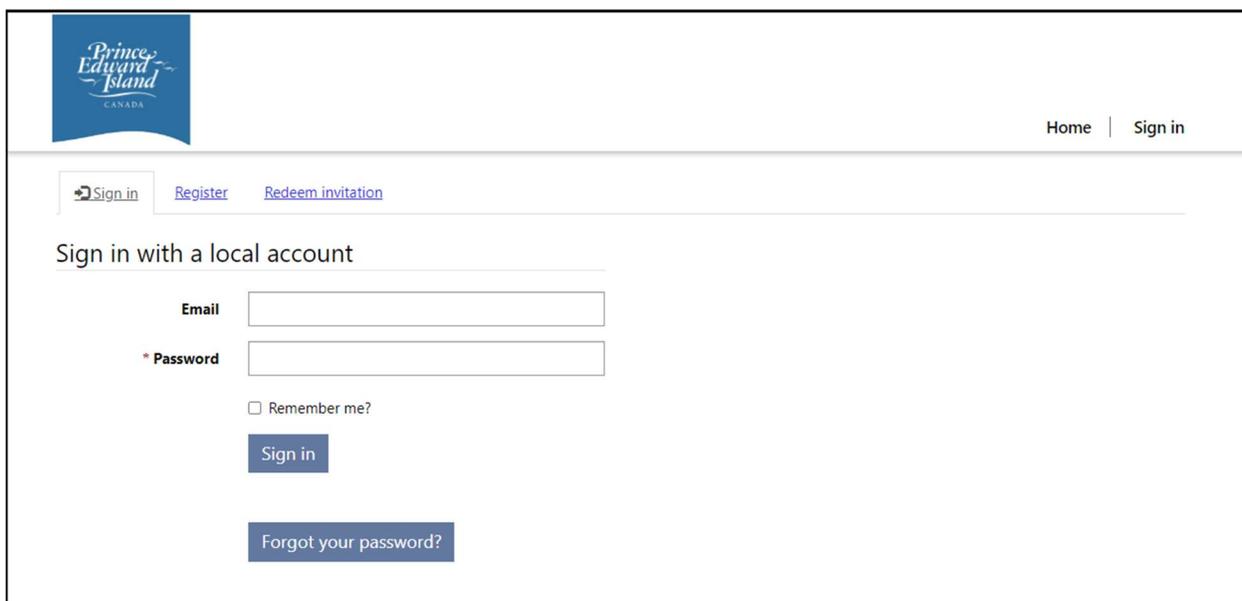
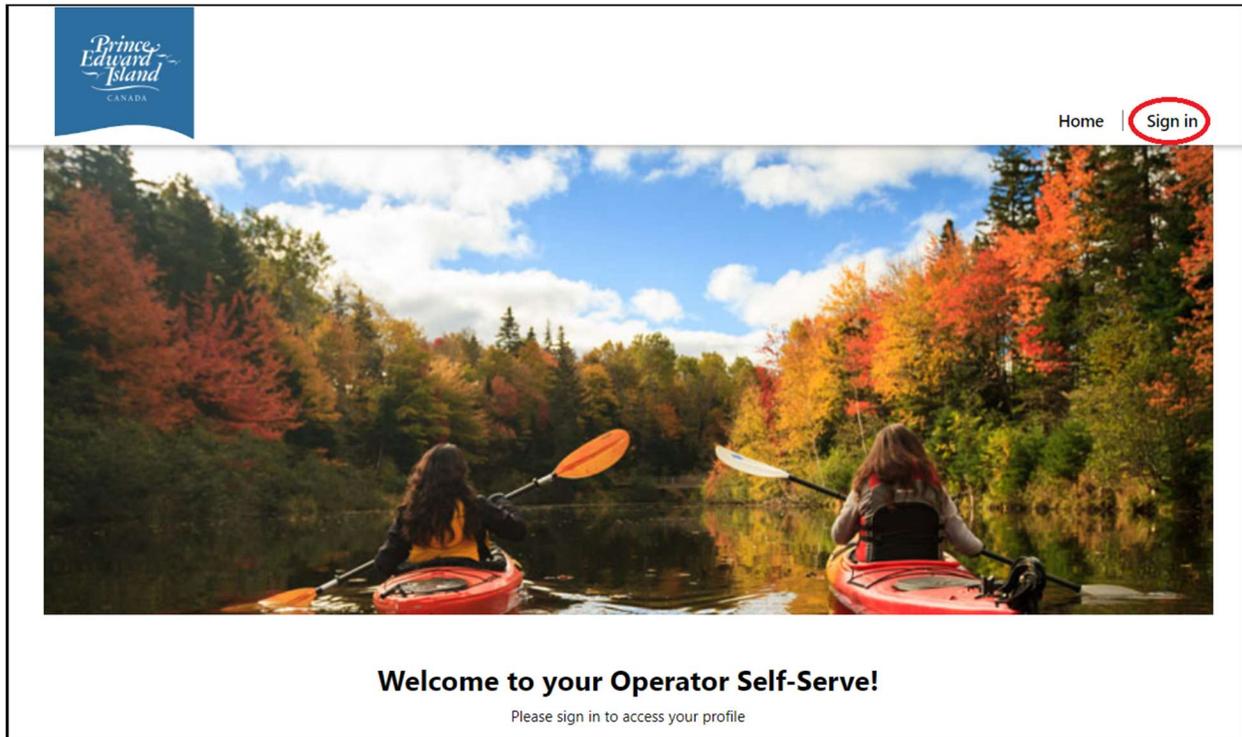


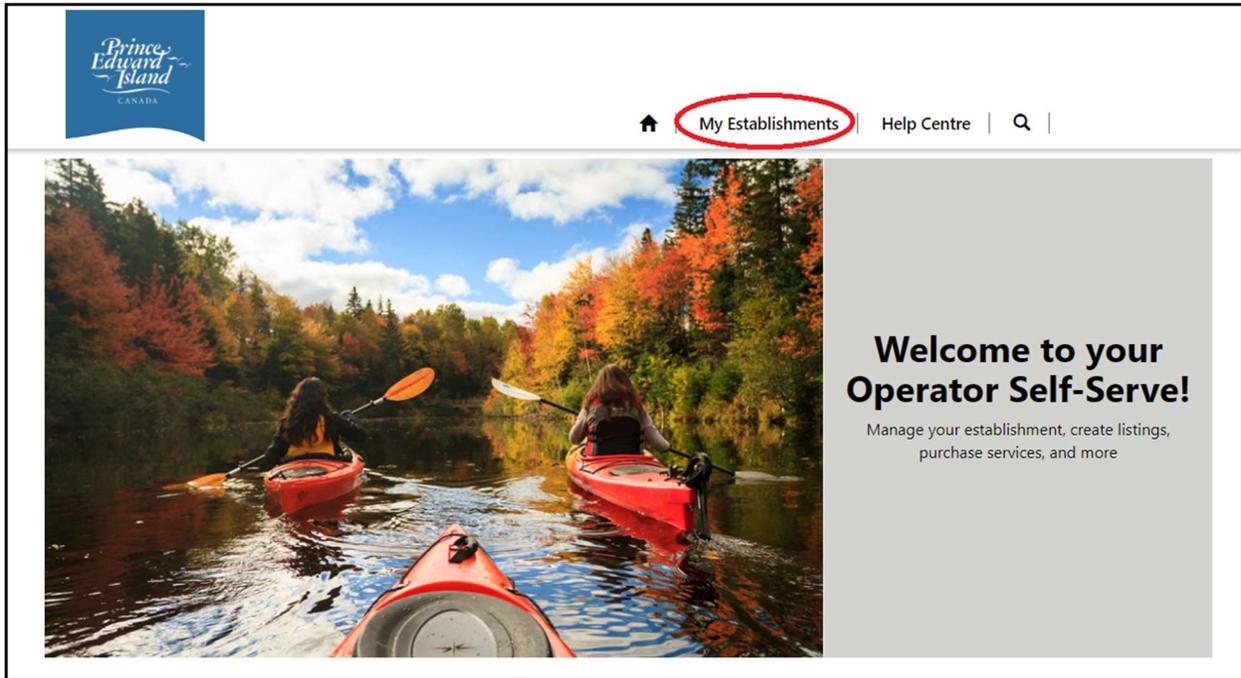
STEP 1

Sign in to the self-serve portal at www.tourismpeidynamics.com with your email and password.



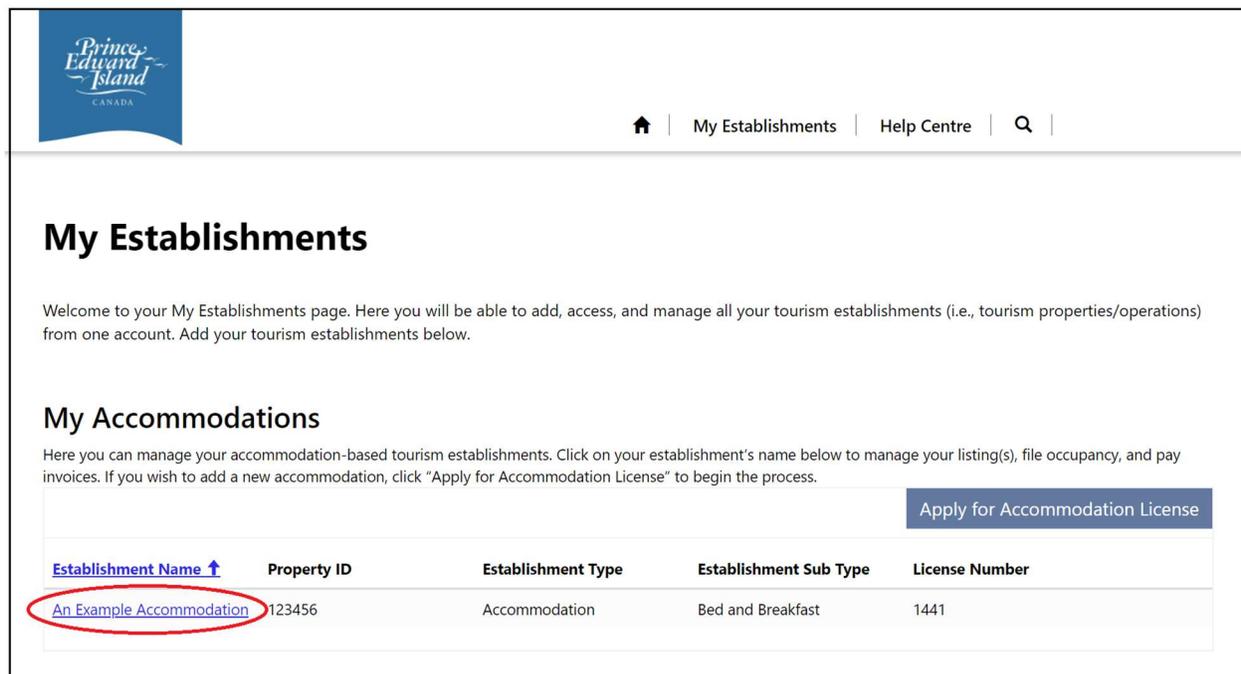
STEP 2

From the home screen, click on **MY ESTABLISHMENTS**.



STEP 3

Under the "My Accommodations" section, click on the business who's monthly occupancy you'd like to submit.



STEP 4

Click on **OCCUPANCY REPORTS**.

The screenshot shows the Prince Edward Island Accommodation Registry website. The header includes the PEI logo and navigation links for 'My Establishments', 'Help Centre', and a search icon. The main content area is titled 'Summary' and features a sidebar with a 'My Establishments' button and a 'Copy Of License' button. The sidebar lists several menu items: Summary, Listings, Occupancy Reports (circled in red), Service Requests, License Applications, Relationships, and Invoices. The main content area is divided into two columns: 'OPERATOR INFORMATION' and 'ESTABLISHMENT INFORMATION'. The 'OPERATOR INFORMATION' column lists: PEI Business Registry Number, Ownership Type, Legal Business Name (An Example Accommodation), and Primary Operator Phone Number. The 'ESTABLISHMENT INFORMATION' column lists: Establishment Name (An Example Accommodation), Property ID, Property Manager Same as Operator (Yes), and Establishment Manager Name.

STEP 5

Click on the Occupancy Report for the current month. This report will become available automatically at the beginning of each month (ie - May's occupancy report will become available June 1st) and a notification will be sent out to the "Primary Contact" of the accommodation.



Occupancy Reports

← My Establishments

An Example Accommodation

Summary

Listings

Occupancy Reports

Service Requests

License Applications

Relationships

Invoices

Name ↑

Month

Year

Created On

-- An Example Accommodation

May

2023

5/1/2023 00:00 AM



STEP 6

Fill out the fields and click **NEXT**. The month and year will be automatically populated.

Edit - Occupancy Report

Season Start Date : 2023-06-01
Season End Date : 2023-10-31

Month *

June

Year *

2023

Our records indicate that you were open 30 days in June

Was this property open for the full duration of the days listed above for this month?

No Yes

Our records indicate that you have 1 units available to rent.

Were any of these units unavailable for the entire month?

No Yes

Next

STEP 7

Fill out the number of occupants corresponding to each province, state, or country. This data will automatically calculate the "Total Booked" section. "Total Available" will also automatically calculate by utilizing the answers on the previous page and your total units.

Overview

Total Booked

Total Available

CANADIAN PROVINCES

Alberta

British Columbia

Manitoba

New Brunswick

Newfoundland

Northwest Territories

Nova Scotia

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

US

Alabama

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District of Columbia

Florida

Georgia

Hawaii

US (CONT.)

Montana

Nebraska

Nevada

New Hampshire

New Jersey

New Mexico

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

STEP 8

If there were visitors from any additional countries, check the box and click **NEXT**.

MOTORCOACH

Motorcoach

Mississippi

Missouri

Do you have any visitors from other countries

Next

STEP 9

Fill out the numbers of occupants from the additional countries (if applicable) and click **NEXT** to submit the report.