

Listings on NewfoundlandLabrador.com, HuntingNewfoundlandLabrador.com, or AnglingNewfoundlandLabrador.com must be renewed each year, even if there are no changes required. To renew your listing, log in to the [NL Tourism Operator Portal](#). There is no fee to list.

Steps

- 1) Review the [Listing Best Practices Guide](#) for tips on creating a standout listing.
- 2) Using a PC or laptop, open the [NL Tourism Operator Portal](#) and select “**Login/Register**”
- 3) Review and accept the **Terms and Conditions of Use**, then click **Continue to Login Page**.
- 4) Sign in using your email address and password.
 - If you've forgotten your password, select **Forgotten Password** and follow the prompts to reset it. A verification code will be sent to your email. Enter the code to verify your account and complete the password reset. Return to the Login page and sign in using your email address and new password.
- 5) Find your **current-year listing(s)** and click **Renew**:
 - **January-May**: Only the current year listing will be displayed.
 - **June-December**: Scroll past next year's listing(s) to find and renew the current year's listing
- 6) Review and update your listing information as needed (approximately 5–6 pages).
- 7) On the final page, click **Submit**. Your renewal will be reviewed, and you'll receive a confirmation email once approved. Approved current year listings are published overnight on NewfoundlandLabrador.com.
- 8) Repeat these steps for any additional listings.

Tip: From **June to December**, you can also renew your **next year's listing** to ensure it remains active on NewfoundlandLabrador.com in January.

Helpful Resources

- Listing Best Practices Guide: [View Guide](#)
- Portal Tips & Resources: [View Guide](#) – Includes step-by-step instructions and screenshots.
- How to Submit Your Occupancy Reports: [View Guide](#) (Accommodates and Campgrounds only)

What to have ready before starting your renewal

During the renewal process, you'll be asked to review and confirm that the following information is current and accurate:

- Street address and operating dates
- Latitude and longitude coordinates
- Description (up to 500 characters)
- Contact details, booking information, and social media links
- Pricing information
- Insurance agency and policy number
- Up to five high-quality photos per listing

Portal Pro Tip – Refresh the Description & Images

When was the last time you updated your description and photos on your NewfoundlandLabrador.com listing? Freshen up listing with a revised descriptions and new photos using the [Listing Best Practices](#). They will help showcase your offerings, attract more bookings, and encourage longer stays.

Occupancy Reports Requirement for Accommodations and Campgrounds

Submitting occupancy reports is a requirement for accommodations and campgrounds registration.

For step-by-step instructions on submitting current and historical reports, see the [How to Submit Your Occupancy Report](#) guide. The guide also includes important information about entering your data correctly.

Portal Pro Tip – Multiple Listings

Many tourism operators qualify for multiple listings, including Travel Offers. Multiple listings increase your visibility and help travellers discover the full range of experiences and services you offer. See the **Categories & Products Definitions** section in the [Portal Tip & Resources](#) Guide for a list of all acceptable listings.

Need assistance?

The **NL Tourism Operator Portal Team** is happy to help answer questions or guide you through the renewal process. Contact us at **709-729-5599** or NLTourismOperatorPortal@gov.nl.ca.