Department of Regulatory and Economic Resources (RER)

**New Feature of the Plan Status & Application Submittal Portal**

**Rework to C, M, or N Numbers**
Introduction

- Was your Plan Review Disapproved and you need to load corrections and rework the review?

  Use this new feature to upload required corrections (reworks) to C, M, or N numbers.

- Benefit of using this feature:
  - You can submit reworks from the comfort of your home or office.
  - The rework goes directly to Plan Review Staff and/or Intake Staff (when requested).

If you are in one of the cities that participates in the e-Municipal system (Miami Beach, Miami Gardens, Cutler Bay, Miami, North Miami Beach, Doral, Miami Lakes or Homestead) reworks must come directly to the County from these cities.
Getting Ready to Submit Reworks/Documents

- A **miamidade.gov** account is required to submit plans for rework and load documents for review.
  - If you have a **miamidade.gov** account, you can Sign In using the link on the upper right-hand corner of the **Plan Status & Application Submittal Portal**.
    - If you use other Miami-Dade County applications, such as MeetQ, you already have a **miamidade.gov** account.
    - If you don’t currently have a miamidade.gov account, you can register after clicking the **Sign In** link.
Not registered with miamidade.gov?

- If you are not registered with miamidade.gov, you must sign up for a miamidade.gov account.

**Step 1**
Select sign up for a miamidade.gov account

**Step 2**
Complete the registration process.

**Step 3**
After completion, click 'Confirm' in the confirmation email to access the portal.
Reworking and Uploading to the Review
Accessing the Tracking Details

- Selecting the *Tracking Number* link from any of the screens where it is available will display the review’s *Tracking Details* from where you can *Import/Rework* a review.
Use the **Import/Rework** tab to rework a review and upload additional documents/corrections. *Note: The email associated with the miamidade.gov account must be listed as a contact in the application in order to be able to Import/Rework a review.*

- Important Instructions for importing and reworking a review are provided on the right-hand side of the page.

- To begin the import/rework process select the green **Start Import/Rework** button.
Select Documents to Import, if applicable

1. Select the blue +Add files... button, if you need to upload corrections/documents.
   a. If no documents need to be uploaded, click the blue Next button.
2. Pick the relevant files from your computer. To select multiple files press the Ctrl key on the keyboard while choosing the documents.
3. Once all files are selected click Open
4. Once done click the green Start Import button.

If you attempt to submit a file with a duplicate name, the system will recommend a new file name for you to accept.
5. Once the files have been *Imported Successfully*...

- ...more files can be added selecting the blue **Add more files** button, or
- ...select the blue **Next ➤** button to continue with the process.
Do you have Application Changes?

6. Change the switch to “Yes” if you need to make an application changes such as:
   a. adding an additional category to an existing application
   b. modifying a category on your application
   c. adding one or more additional applications to an existing tracking number.

7. Further clarify your request in the comment box.

8. Click the blue Next ➡️ button.

Note: When application changes are made the request will be reviewed by Intake Staff before being forwarded to the Plan Reviewers.
Select Reviews to Rework

8. Place a checkmark in the boxes next to all the review areas you want to rework.
   
   a. Note that if you requested application changes, we are only sending to the review areas that you selected to rework.
   
   b. If any application change is disapproved your rework will not be sent to the review areas until application changes are corrected.
   
   c. If you are only making an application change, and do not want any additional review(s) proceed to Step 9.

9. Click the blue Next button.
Complete the Import/Rework

10. Ensure every necessary document has been loaded.

11. Verify that all the reviews that need to be reworked are listed.
   a. If additional documents need to be uploaded or reviews selected, please use the blue **Back** button to navigate to the previous screens. **Do not use your browser’s back button.**

12. Click the green **Submit** button.
   a. A message will appear on the upper right-hand corner of the screen confirming “**Review(s) checked-in successfully.**”
Use the **Documents** tab to view a list of all the documents submitted under the application.

- The **Filter documents** field allows you to filter the list by any of the available columns.
- Click on the *column headings* to change the sort order of the lists.
If you have questions about the Rework/Import process or encounter problems using this new feature, send an email to rer-pas@miamidade.gov or call (786) 315-2100.