Department of Regulatory and Economic Resources (RER)

MIAMI-DADE COUNTY

Users Guide
for **MeetQ**

MeetQ

- Effective July 14, 2020 you can access the new "**MeetQ Portal"** to access various services offered by the Miami-Dade County Permitting and Inspections Center.

Getting Ready

- Registration with **miamidade.gov** is currently required to use **MeetQ** services such as signing up for meeting queues and Design Professional appointments.

REGISTER AN ACCOUNT `NEW!`

Registration with miamidade.gov is currently required to use the MeetQ Services to sign up for queues and Design Professional appointments.

- If you already have a miamidade.gov account, sign in with your email and associated password.
- If you were previously a registered QMS user and did not have a miamidade.gov account, one was created for you. An email was sent from portal@miamidade.gov with instructions for activating your account or requesting that you update the password to meet security requirements. Please follow the instructions in the email.
- If you were previously a registered QMS user and did not receive the email, sign in with your email address and select "Forgot Your Password."
- If you were not a registered QMS user, select the link below to create a miamidade.gov account.
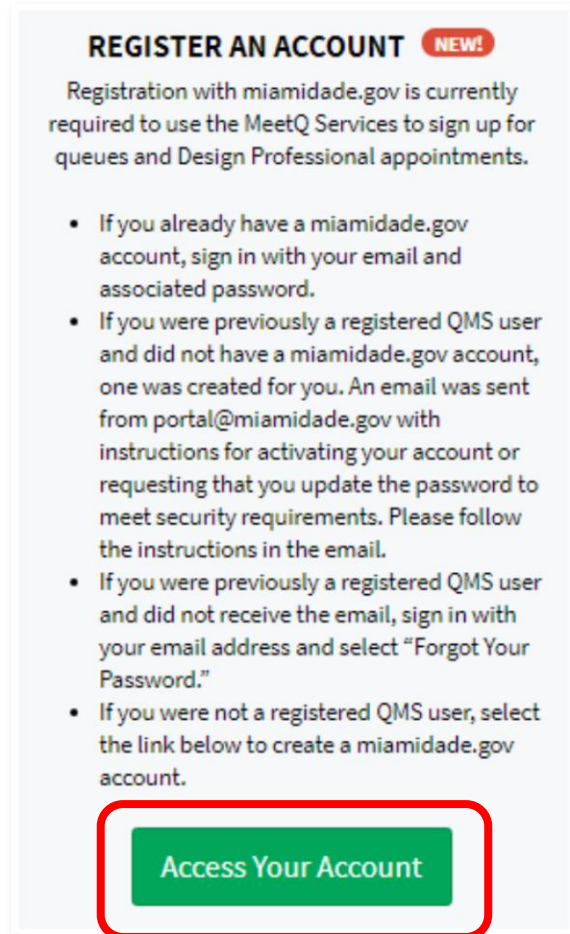
Access Your Account

Already have a miamidade.gov account?

- Select **Access Your Account** and sign in with your **email** and **associated password**.

Step 1
Select **Access Your Account**
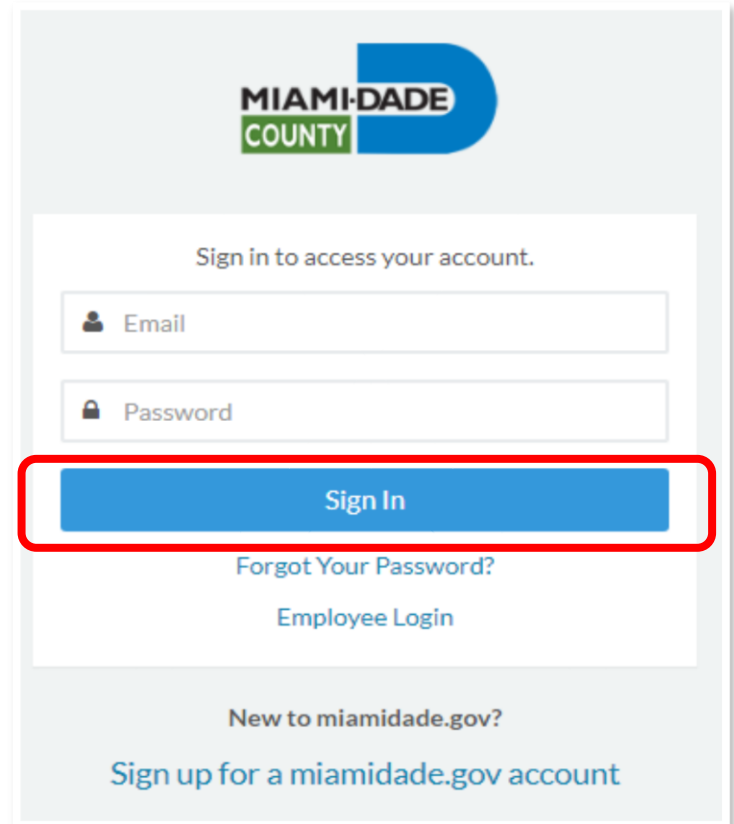

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Access Your Account

Step 2
Select **Sign In.**

MIAMI-DADE COUNTY

Sign in to access your account.

👤 Email

🔒 Password
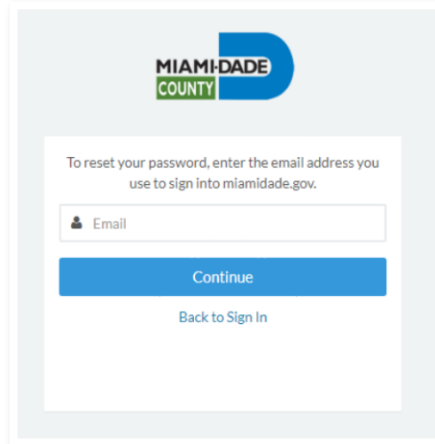
Sign In

Forgot Your Password?

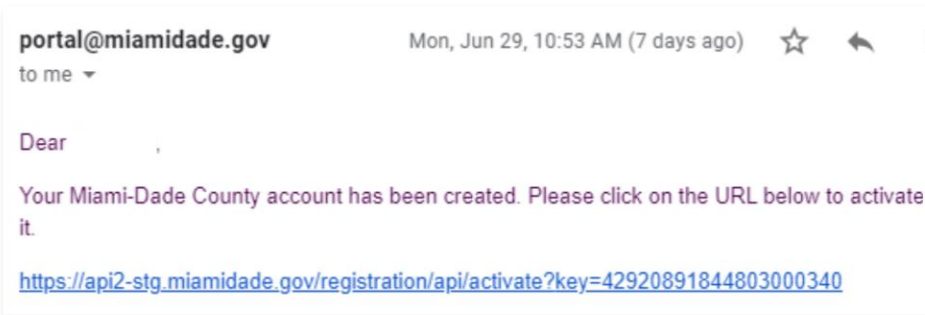Employee Login

New to miamidade.gov?

Sign up for a miamidade.gov account

Previously registered QMS user?

- If you were previously registered in QMS and **did not have** a **miamidade.gov account**, one was created for you.

- An email was sent from **portal@miamidade.gov** with instructions for activating your account or requesting that you update the password to meet security requirements.

- Please follow the instructions in the email.

Step 1
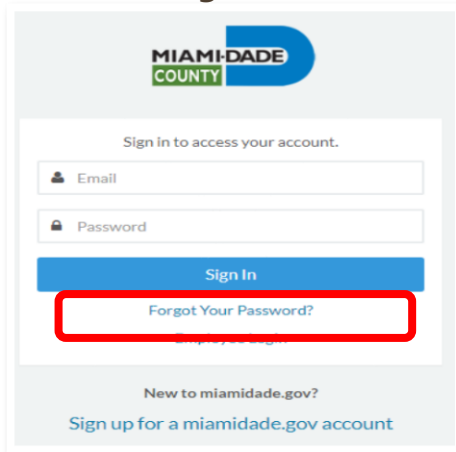Click the link provided in the confirmation email to **activate your account**.

Step 2
Select **Sign In.**

Previously registered QMS user and did not receive the email?

- Sign in with your email address and select "**Forgot Your Password**.".

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

Step 2
Type your **email address**.
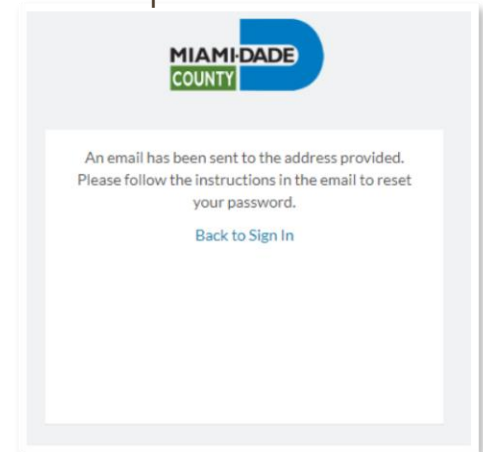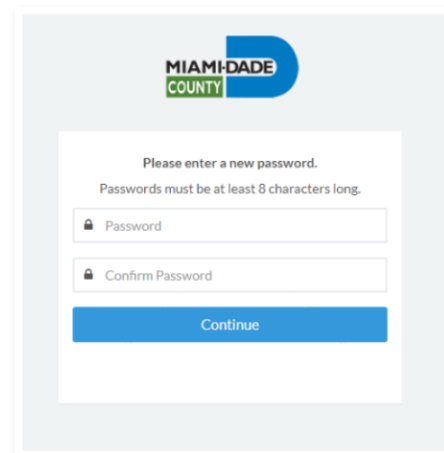

Step 3
An email has been sent to the address provided.

Step 4
Click the link provided in the confirmation email to **reset your password**.
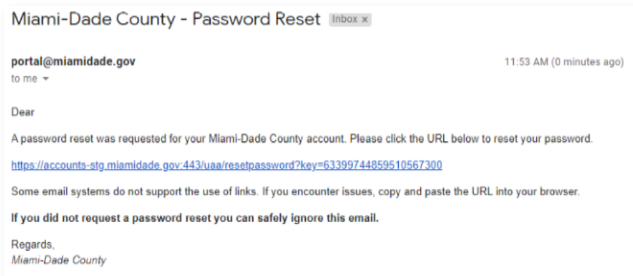
Step 5
Enter a new password.

Step 6
Ready to Sign In.

Not registered in QMS and new to miamidade.gov?

- If you were not registered in QMS and are new to **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.

MeetQ Portal – Home

- Use the Side Bar Menu to navigate through the MeetQ pages.
  - View the status of your appointments and queues registrations
  - Sign up for queue services and schedule appointments.

Side Bar Menu

MeetQ Portal – Home

- **Appointments:** A list of the appointments you have scheduled.
- **Queues:** A list of the queues where you are registered for same day services.

Side Bar Menu

Queues

MeetQ Guide

MeetQ Portal – Permit Services

- Register to:
  - Submit a permit application
  - For plan pick up or submit rework

….by selecting Permit Services on the side bar menu.

Side Bar Menu

Check on the service(s) that you need.

MeetQ Portal – Plan Review Supervisors Queue

- Sign up to meet with a Plan Review Supervisor by selecting Plan Review Supervisors on the **Side Bar Menu**
  - Select the trade/discipline with which you need to meet.
  - Choose a reference you need to discuss from the **Select** list (**address, case#, folio#, general** or **permit#).**
  - Enter the selected information.
  - Enter any comments (optional).

Side Bar Menu

MeetQ Portal – Trade Inspectors Queue

- Sign up to meet with an Inspector by selecting Trade Inspectors on the **Side Bar Menu**
  - Select the Inspector you need to meet with from the Inspector name list.
  - Choose a reference you need to discuss from the **Select** list (**address, case#, folio#, general** or **permit#).**
  - Enter the selected information.
  - Enter any comments (optional).

Side Bar Menu

MeetQ Portal – Trade Inspector Supervisors Queue

- Sign up to meet with an Inspector Supervisor by selecting Trade Inspectors Supervisors on the **Side Bar Menu**
  - Select the trade with which you need to meet from the list.
  - Choose a reference you need to discuss from the **Select** list (**address, case#, folio#, general** or **permit#).**
  - Enter the selected information.
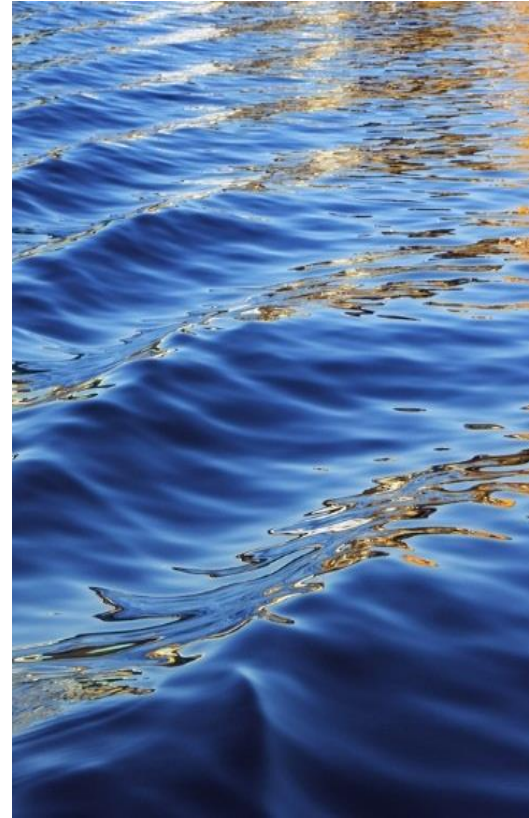 - Enter any comments (optional).

Side Bar Menu

Design Professional's Day Appointments

MeetQ Guide

MeetQ Portal – Appointments

- You must **accept** the guidelines to start scheduling your appointment. Once you accept the guidelines, the system will not ask you again, unless there is a change. Guidelines will be different based on the disciplines selected.

- Use the Side Bar Menu to navigate through the available professional appointments.

Side Bar Menu

MeetQ Portal – Appointments

- Select the Plan Reviewer, Appointment Time and Appointment type.
- You must provide a valid tracking or process number to be able to schedule your appointment.

Side Bar Menu

Your Profile

MeetQ Guide
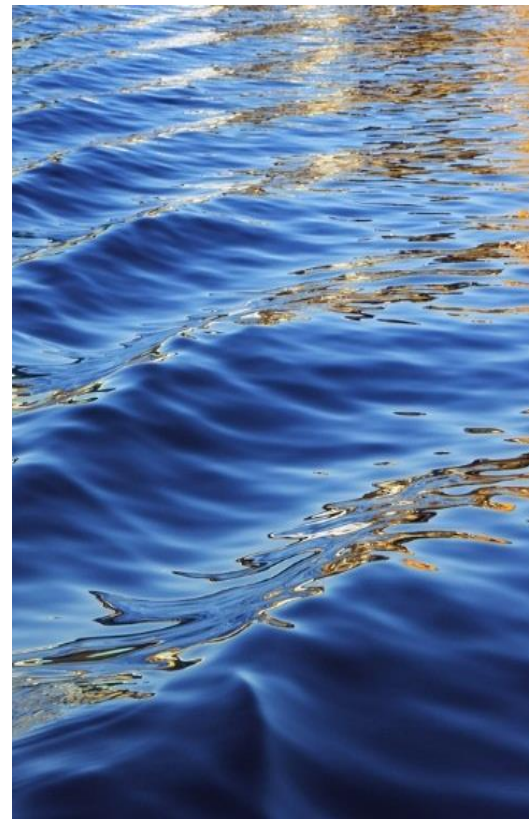
MeetQ Portal – Your Profile

- Profile allows you to access a link to up-date your contact information at Miamidade.gov.
- You can also opt-in or opt-out text messaging.
- Once your profile is updated, please log out and log back in to see changes.

MEETQP

≡ Profile

- Home
- Permit Services
- Plan Reviewer Supervisors
- Trade Inspectors
- Trade Inspector Supervisors
- Appointments
- Profile
  - General
  - Representatives
  - History
- Help & Links

User

First Name	Vanessa
Last Name	Collazo
Email Address	vanessa.collazomdc@gmail.com
Cell Phone	(787) 647-6809
Alternate Phone	
Accepts Texts	No
Last Login	7/7/2020 3:53:02 PM

By clicking Edit Profile a new tab will open to update your profile. Once your profile is updated, please log out and log back in to see changes.

☑ Edit Profile

Side Bar Menu

Please, Opt-in (switch to Yes) to accept text notifications when being called..

MeetQ Portal – Your Profile – Representatives

- To add a representative to your profile, click the Add Representative button and enter their contact information in the window.

- A representative is someone who may attend the appointment on your behalf or along with you.

Side Bar Menu

MeetQ Portal – Help & Links

MEETQP

- Home
- Permit Services
- Plan Reviewer Supervisors
- Trade Inspectors
- Trade Inspector Supervisors
- Appointments
- Profile
- **Help**
  - User Guide
  - Status of Process Number
  - Pay Fees Online
  - Using Microsoft Teams

Side Bar Menu

Link to this guide.

Link to the Plan Status & Application Submittal Portal.

Link to Pay Fees Due Online

Link to Guides on how to use Microsoft Teams for Virtual Appointments (English & Spanish)