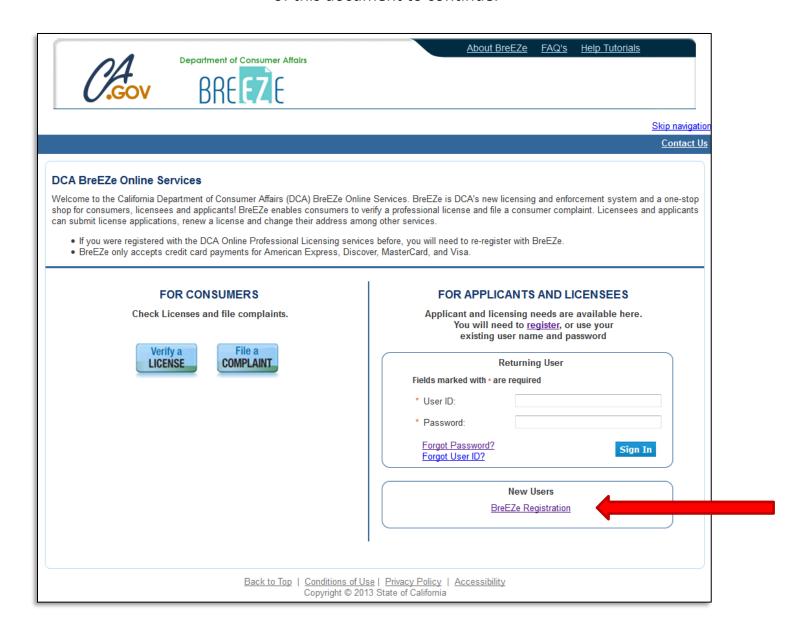# Respiratory Care Practitioner Online Address Change
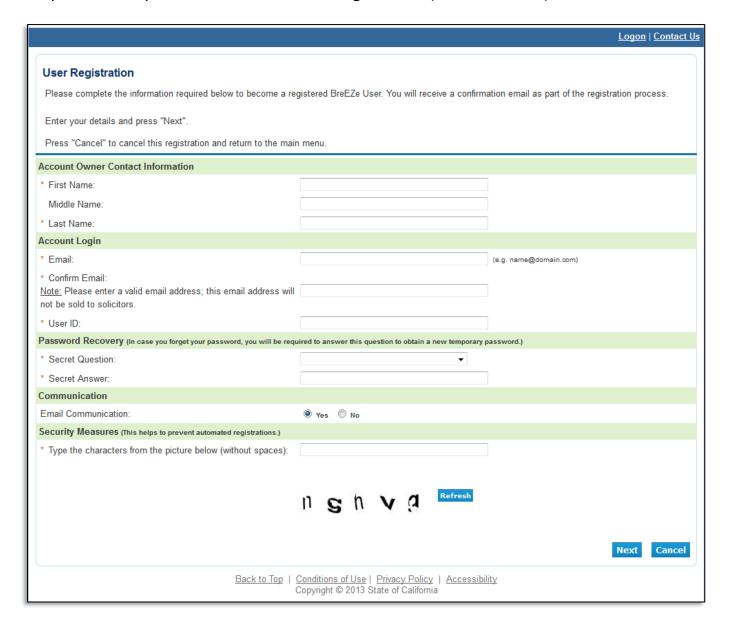# Step-by-Step Instructions

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To update your address online, go to www.breeze.ca.gov, or follow the BreEZe links from the Respiratory Care Board (RCB) website www.rcb.ca.gov.

If you have **never** registered for a BreEZe account, click on 'BreEZe Registration' on the bottom right of the screen.
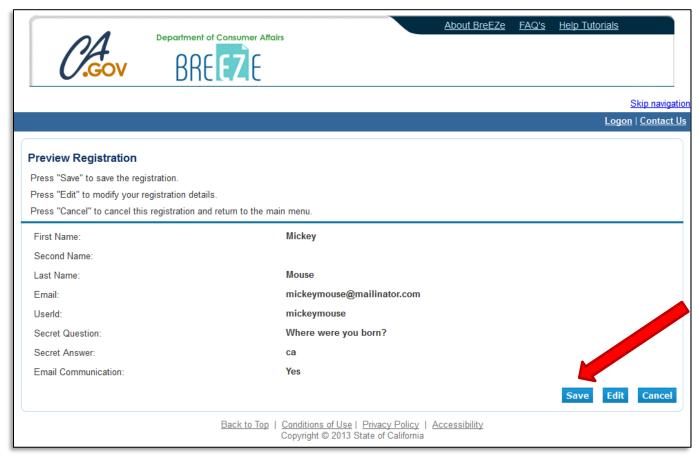
If you have an existing BreEZe account, enter your User ID and Password and skip to page 11 of this document to continue.
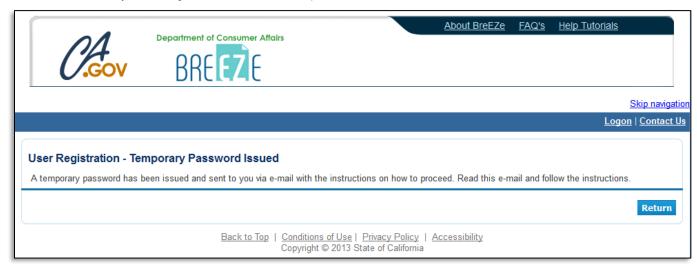
Complete the required fields for the User Registration (marked with *) and click **'Next'**.

User Registration

Please complete the information required below to become a registered BreEZe User. You will receive a confirmation email as part of the registration process.

Enter your details and press "Next".

Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* First Name:

Middle Name:

* Last Name:

Account Login

* Email: (e.g. name@domain.com)

* Confirm Email:
Note: Please enter a valid email address; this email address will not be sold to solicitors.

* User ID:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:

* Secret Answer:

Communication

Email Communication: ◉ Yes   ○ No

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):

n g h v a   Refresh

Next   Cancel

Review the information you entered, and click **'Save'**.

A notification will show that a temporary password has been sent to your e-mail address. Check your e-mail for this password sent from no-reply-breeze-online@dca.ca.gov. (You may need to check spam or junk mail folders.)

Open your e-mail message to view the temporary password. Print, write, or copy this temporary password, then click the https://www.breeze.ca.gov/datamart/languageChoice.do link to complete the registration process.

Hello Mickey,

Thank you for registering for a BreEZe Online Services account. Please complete your registration by using the temporary password provided below. Please note that your online password is case sensitive.
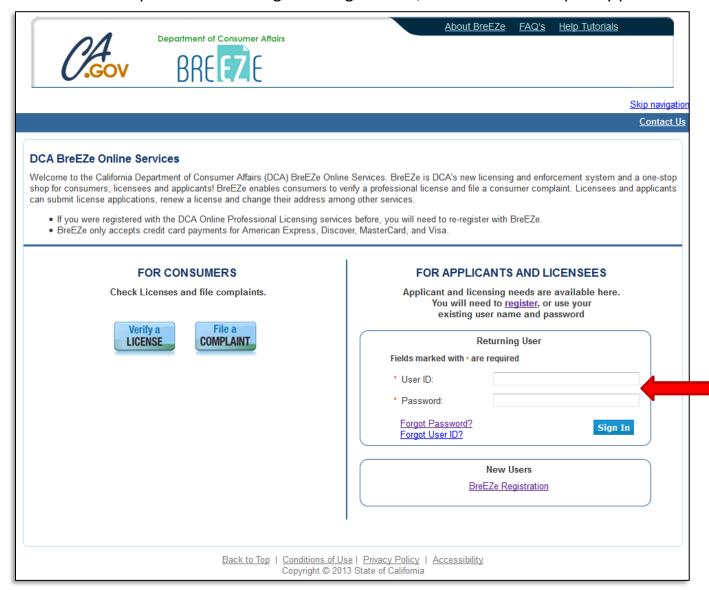
Your temporary password is : PqMkQRK5
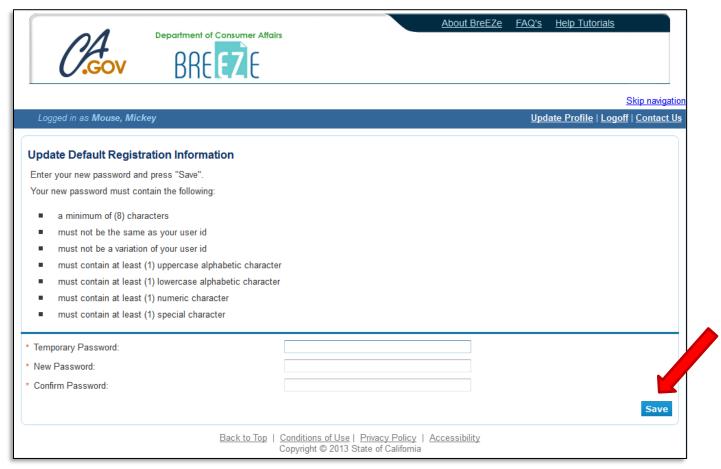
Complete the registration process at:

https://www.breeze.ca.gov/datamart/languageChoice.do

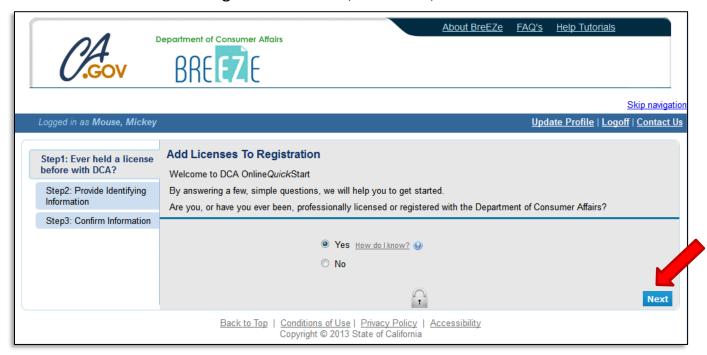*** Note: This is an automated email. Do NOT reply to this message.

Enter the User ID you created during User Registration, and enter the temporary password.
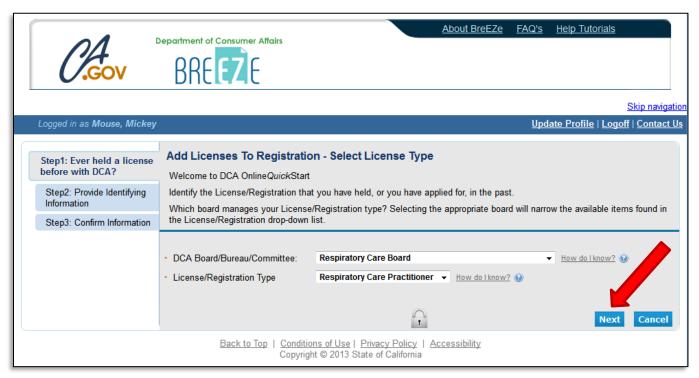
Enter the temporary password again, then create your new password. **Your new password must include**: a minimum of 8 characters, must not be the same as your user id, must not be a variation of your user id, must contain at least 1 uppercase alphabetic character, must contain at least 1 lowercase alphabetic character, must contain at least 1 numeric character, must contain at least 1 special character. (A special character is a symbol such as: !, @, #, %, etc.) Confirm your new password by re-entering it in the Confirm Password box, and click **'Save'**.

At the Add Licenses to Registration screen, click **'Yes'**, then click **'Next'** to continue.
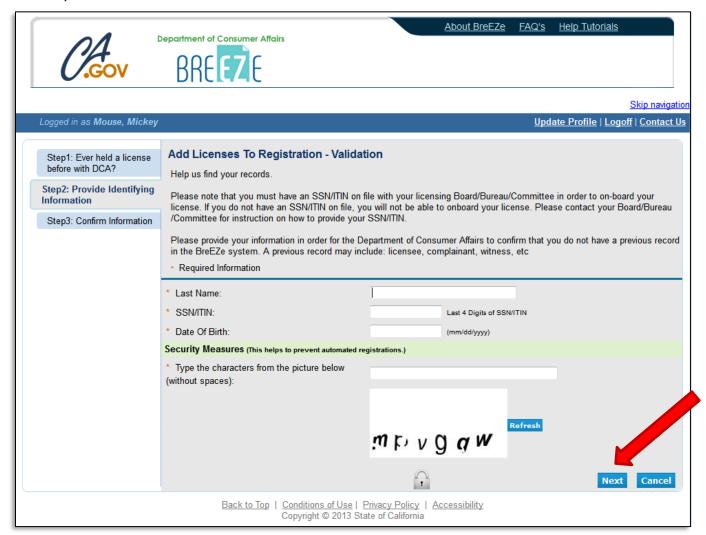

Select '**Respiratory Care Board**' from the 'DCA Board/Bureau/Committee' dropdown box, and '**Respiratory Care Practitioner**' from the 'License/Registration Type' dropdown box, then click **'Next'** to continue.
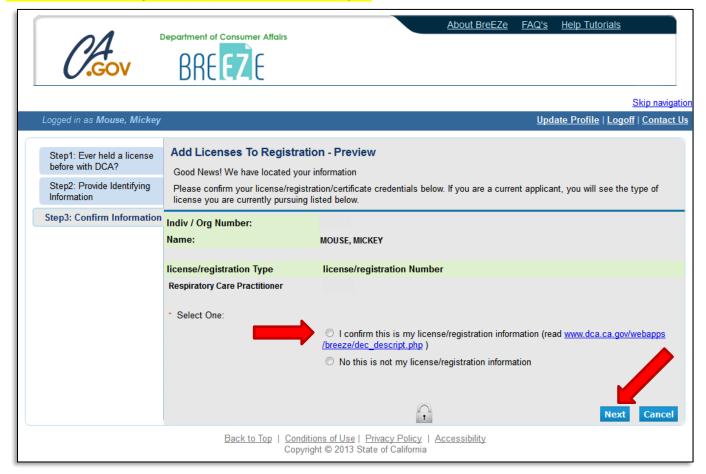
Enter the personal information requested to validate your license information. [If you have a suffix in your name (Jr., III, etc.) please include this in the 'Last Name' field. (Example: Mouse Jr.)] Enter the security characters*, and click **'Next'**.

*(If you have troubles reading the security characters, click **'Refresh'** until they become easier to read.)

Verify that this is your name and license number, then click 'I confirm this is my license/registration information', and click **'Next'**.

If for some reason you are not able to link your license information to your BreEZe account, please call the RCB at (916) 999-2190, or toll free at (866) 375-0386 M-F 8am-5pm.

After successfully linking your license, you will receive the following message asking if you would like to link more licenses to your profile, click **'No'** to continue.

This will bring you to the **Quick Start Menu**.

To update your mailing address with RCB, click the **'<Choose Application>'** dropdown menu under **License Activities – 'Manage your license information'**. Select **Address Change** from the dropdown menu, then click the blue **Select** button.

Please note: You are able to update your address at any time. Please make sure we have your correct address of record prior to the renewal of your license.

At the Change of Address - Introduction screen, please read the information carefully, and click **'Next'** to continue.

On the Information Privacy Act screen, please read the information carefully and click **'Agree'** to continue.

On the <u>Name and Personal Details</u> screen, verify your information is correct and click **'Next'**.

On the <u>Address Detail Summary</u> screen, if you need to fix/update your address, phone number, or e-mail, click the blue '<u>Address of Record</u>' link under 'License Specific Addresses' to edit the information.

Update your information on the <u>Change of Address – Maintain Contact Details</u> screen and click '**Done'.**

Change of Address - Maintain Contact Details

Edit the data and press "Done" to save your changes.

Press "Cancel" if you do not want to save your changes.

Address of Record

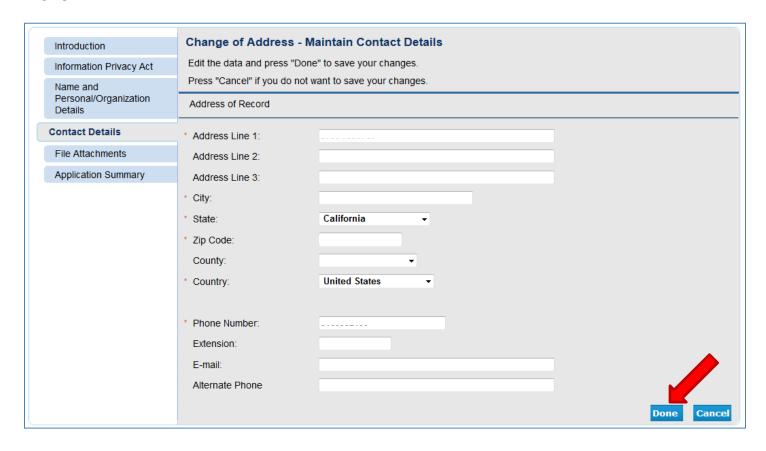| Navigation	Field	Value
Introduction	* Address Line 1:	
Information Privacy Act	Address Line 2:	
Name and Personal/Organization Details	Address Line 3:	
Contact Details	* City:	
File Attachments	* State:	California
Application Summary	* Zip Code:	
	County:	
	* Country:	United States
	* Phone Number:	
	Extension:	
	E-mail:	
	Alternate Phone	

Done   Cancel

Review your updated information and click '**Next'** to continue.

Change of Address - Address Detail Summary

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing addresses.

Press "Cancel" to exit this application.

License Specific Addresses

Navigation	Field	Value
Introduction		
Information Privacy Act		
Name and Personal/Organization Details		
Contact Details		
File Attachments	Address of Record	Address:
Application Summary		
		Phone Number:
		Alternate Phone

Please note, the 'Address of Record' will be disclosed to the public.

Previous   Next   Cancel

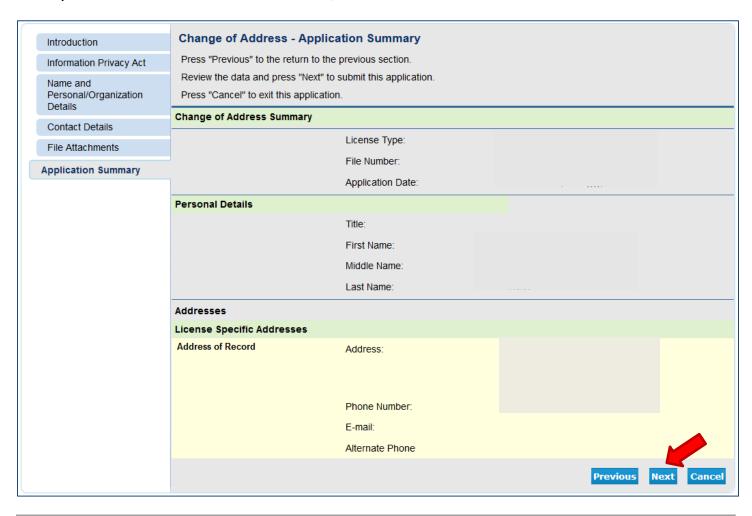The <u>Attachments</u> screen is an optional screen where you are able to attach any documents related to this application. Click the 'Browse' button to select the file from your computer, then click 'Attach' to include the attached documents to your application. Click **'Next'** to continue.

Change of Address - Attachments

Locate a file with the "Browse" button and press "Attach" or "Remove" as required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to exit this application.

Introduction
Information Privacy Act
Name and Personal/Organization Details
Contact Details
File Attachments
Application Summary

File Name: [Browse...] No file selected.

Notes: [   ]

Note: The character limit for the notes field is 200 characters
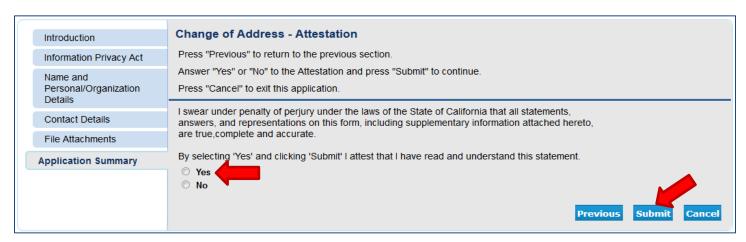
[Attach] [Previous] [Next] [Cancel]

The next screen contains the Application Summary. Review the information that was entered on this application.

Once you review the information entered, click **'Next'** at the bottom of the screen.

On the Attestation screen, read the statement, click **'Yes'**, then click **'Submit'** to continue.

You will then be taken to the <u>Fee and Summary Report</u>. Click **'Back'** to return to the Quick Start Menu.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

Press "Back" to return to the main menu.

Back   View PDF Summary Report

Please call the RCB at (916) 999-2190, or toll free at (866) 375-0386 if you have any questions.