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

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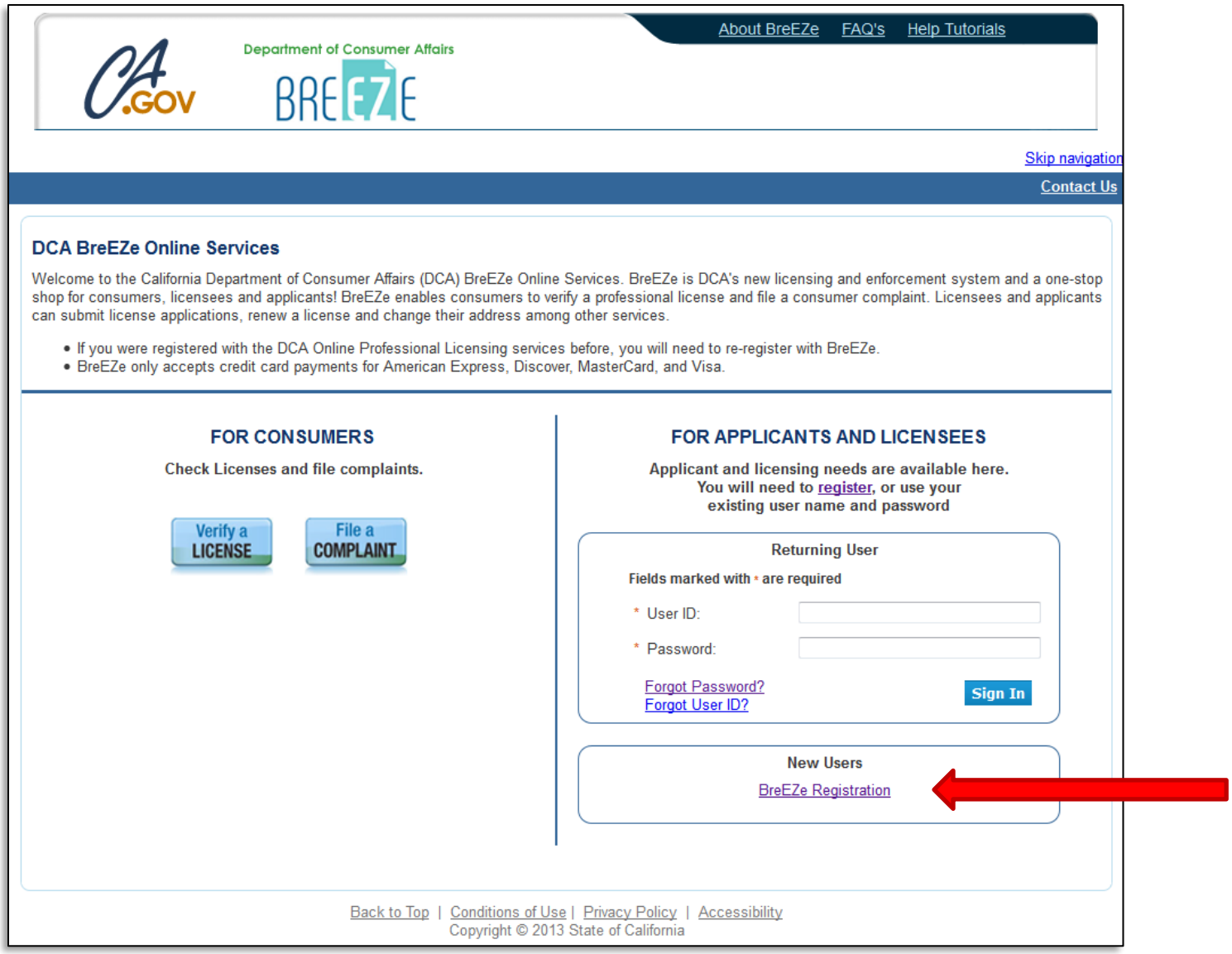
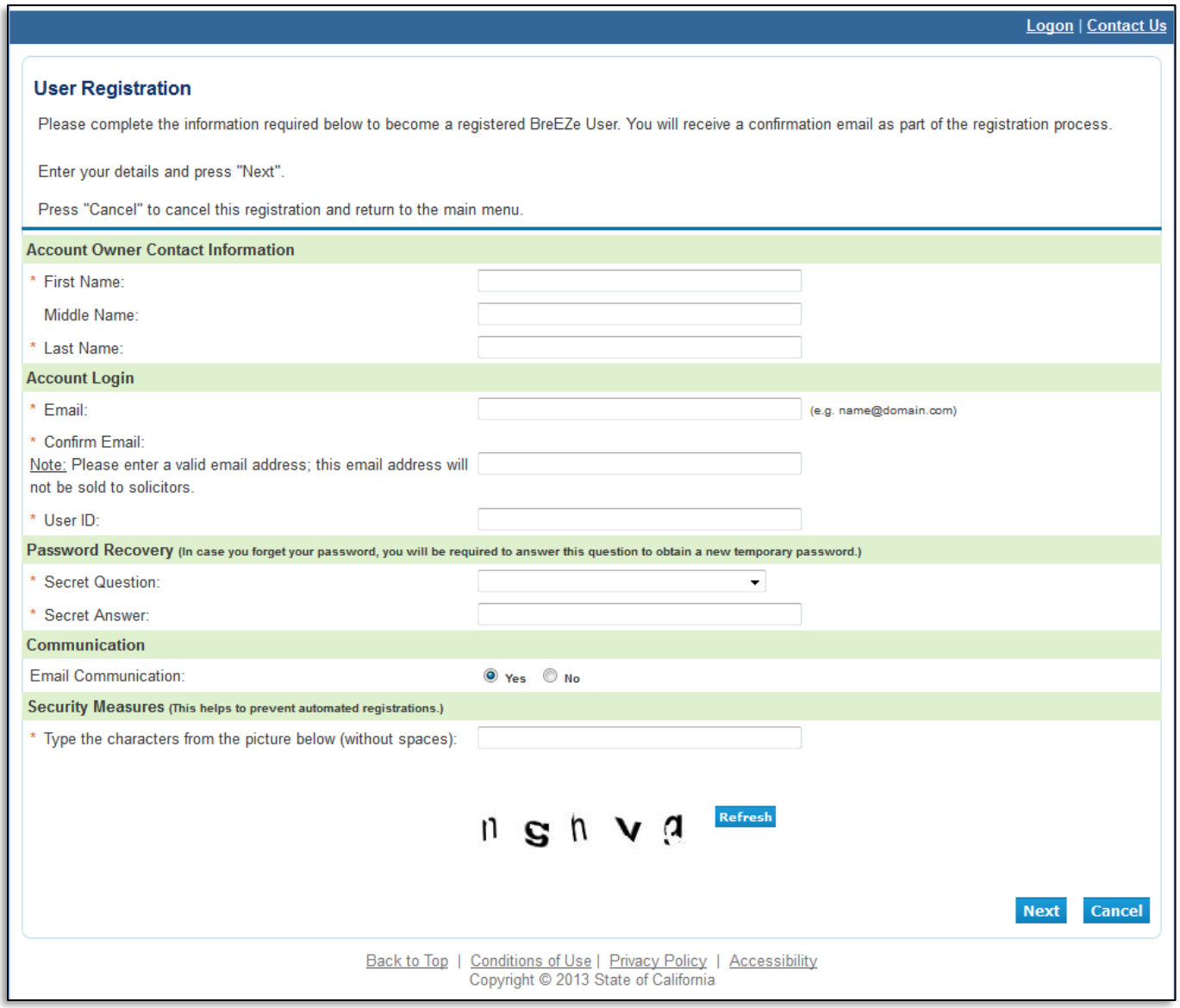
**To update your address online, go to [www.breeze.ca.gov](http://www.breeze.ca.gov), or follow the BreEZe links from the Respiratory Care Board (RCB) website [www.rcb.ca.gov](http://www.rcb.ca.gov).**

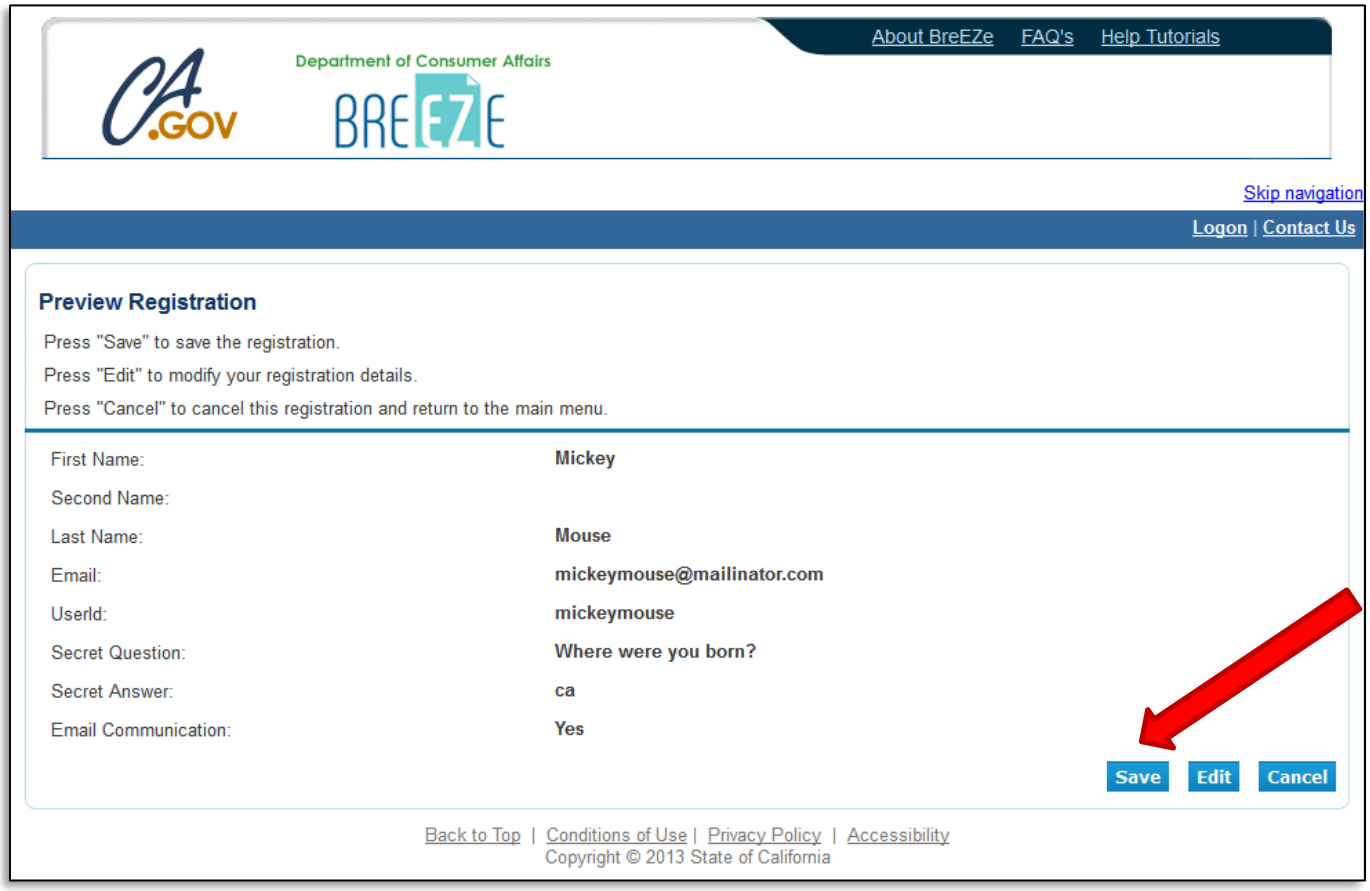
If you have **never** registered for a BreEZe account, click on 'BreEZe Registration' on the bottom right of the screen.
If you have an existing BreEZe account, enter your User ID and Password and skip to page 11 of this document to continue.



Complete the required fields for the User Registration (marked with *) and click **'Next'**.



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

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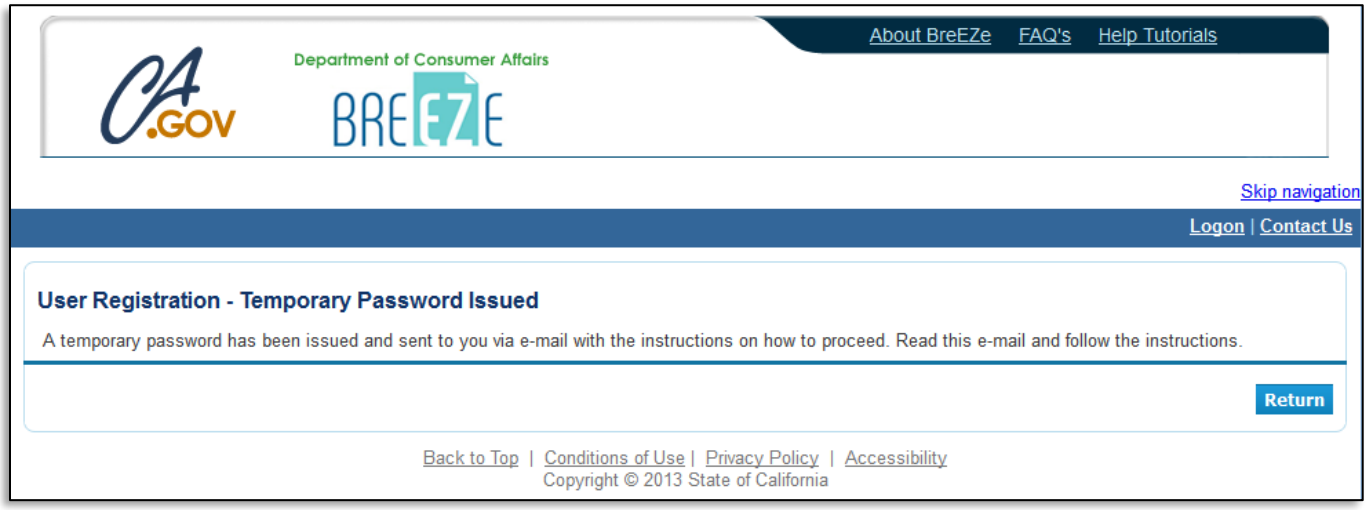
A notification will show that a temporary password has been sent to your e-mail address. Check your e-mail for this password sent from no-reply-breeze-online@dca.ca.gov. (You may need to check spam or junk mail folders.)

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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.

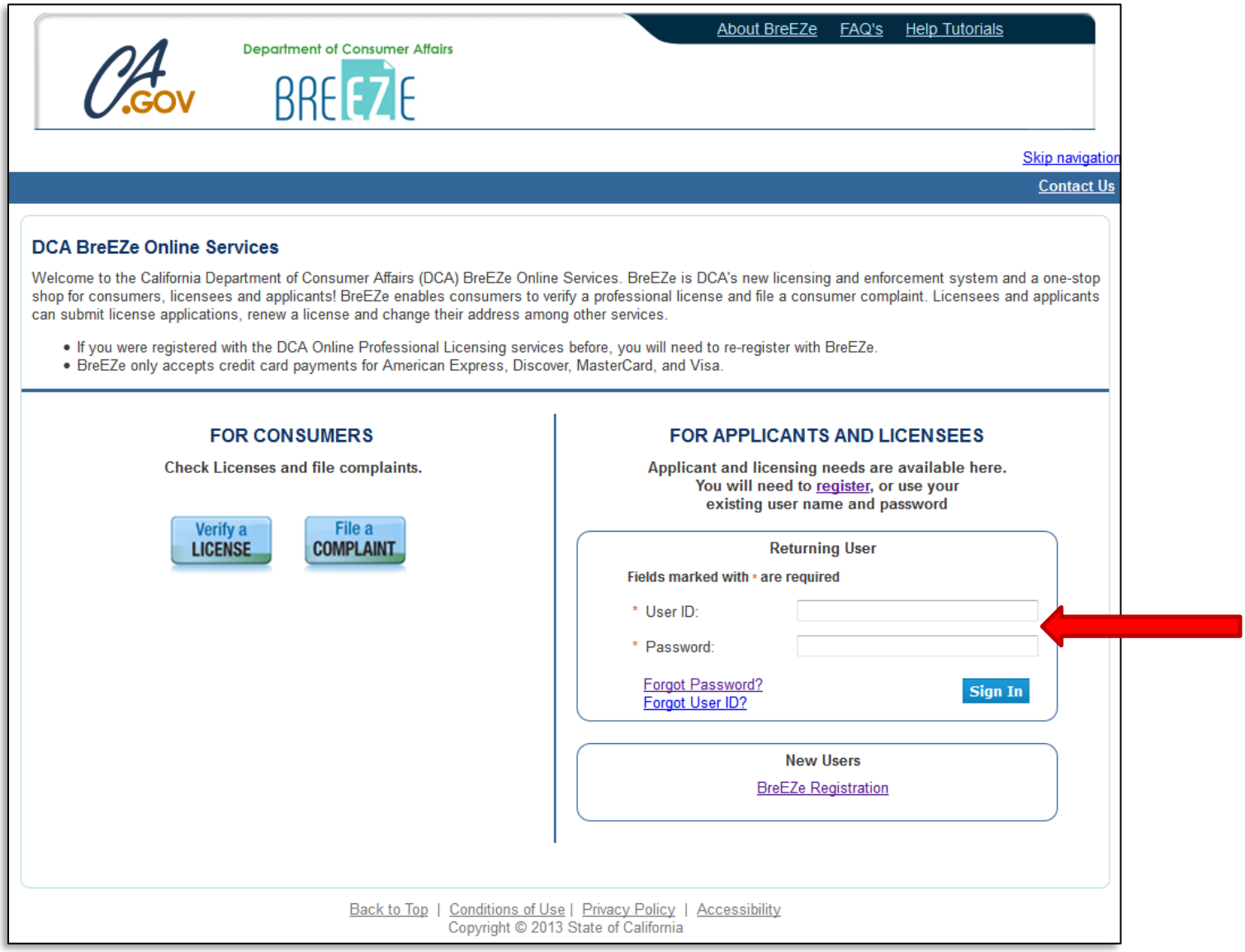
Your temporary password is : PqMkQRK5

Complete the registration process at:

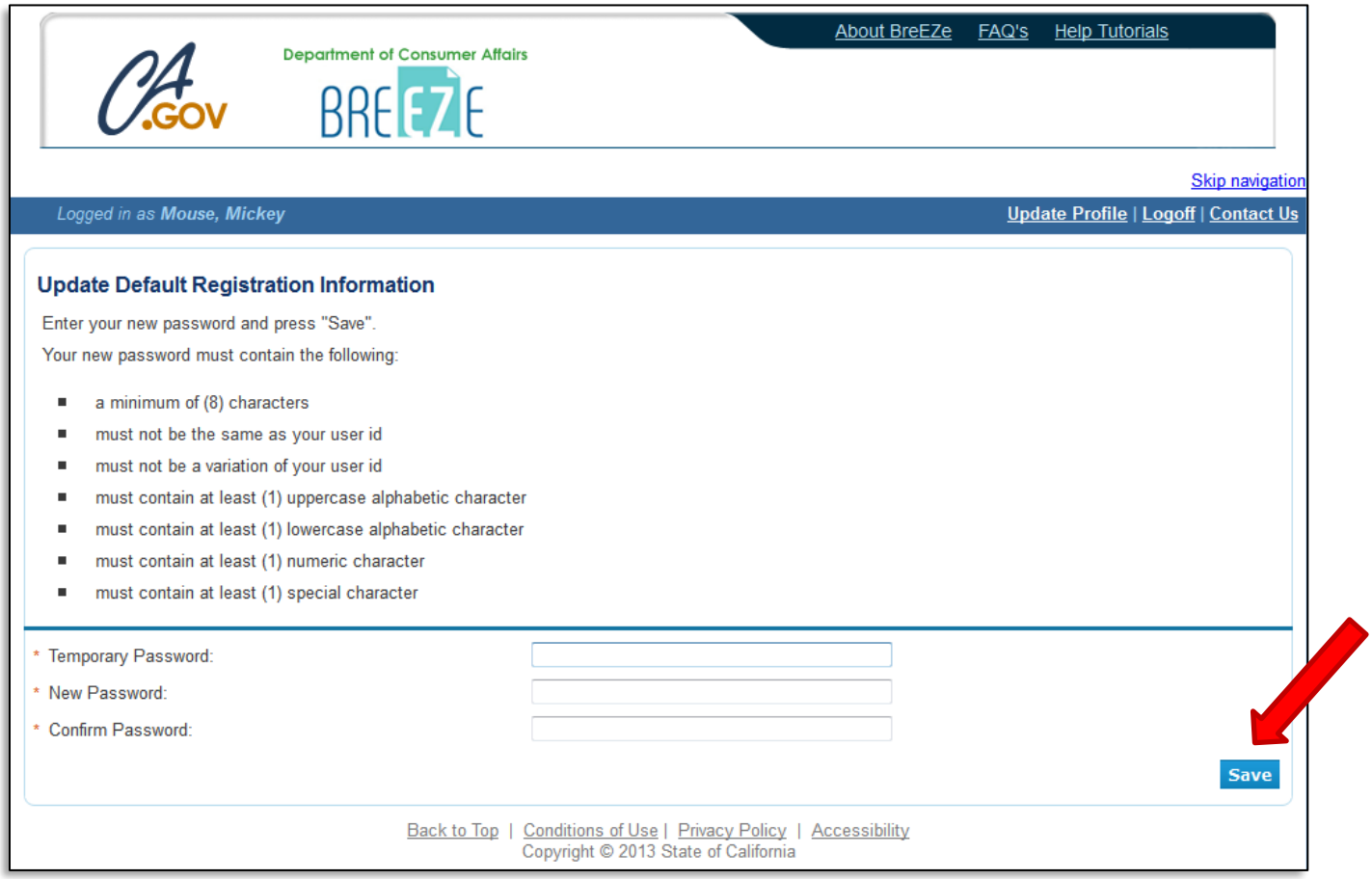
https://www.breeze.ca.gov/datamart/languageChoice.do

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

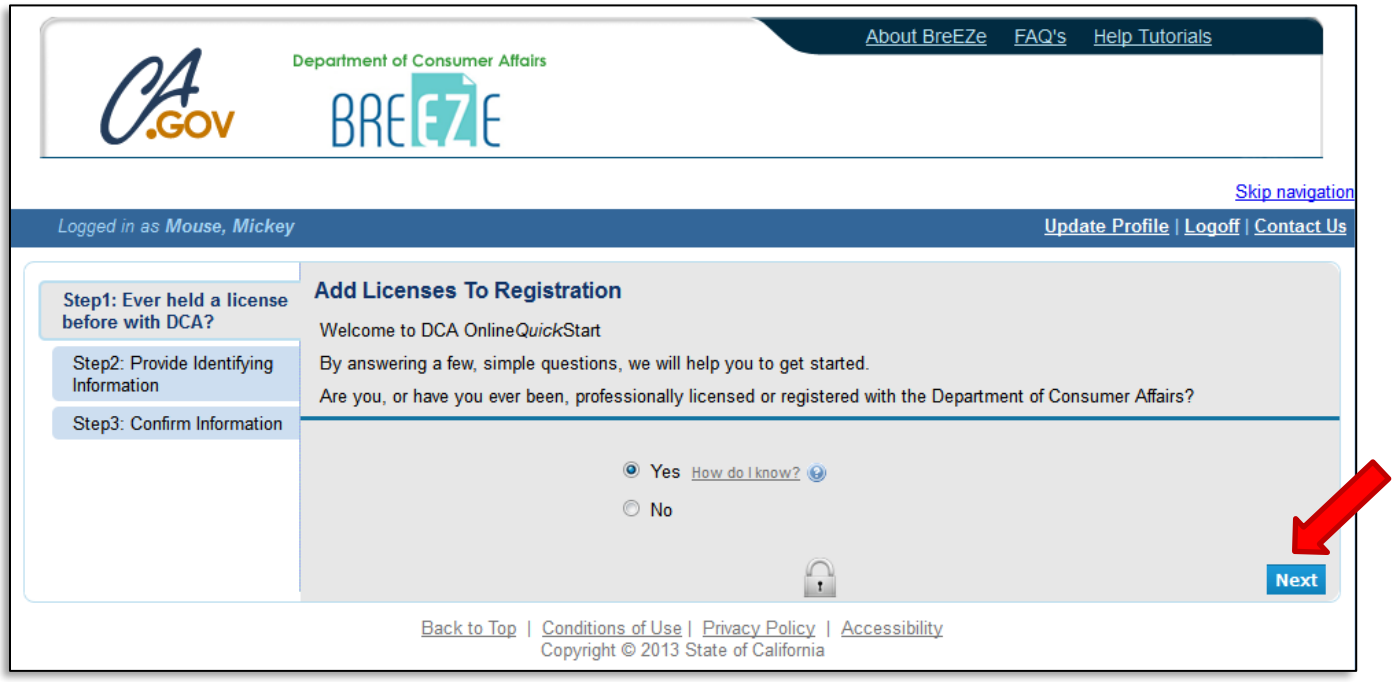
Enter the User ID you created during User Registration, and enter the temporary password.



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.

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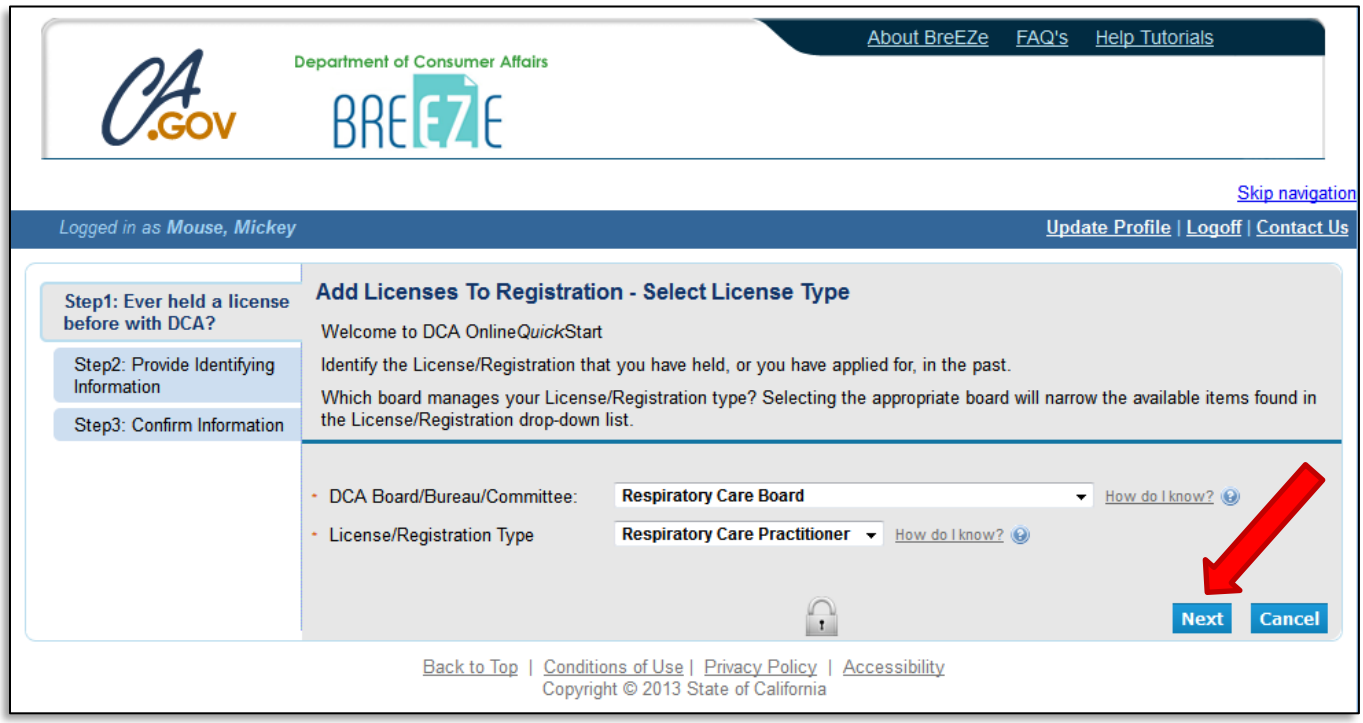
Select '**Respiratory Care Board**' from the 'DCA Board/Bureau/Committee' dropdown box, and '**Respiratory Care Practitioner**' from the 'License/Registration Type' dropdown box, then click **'Next'** to continue.

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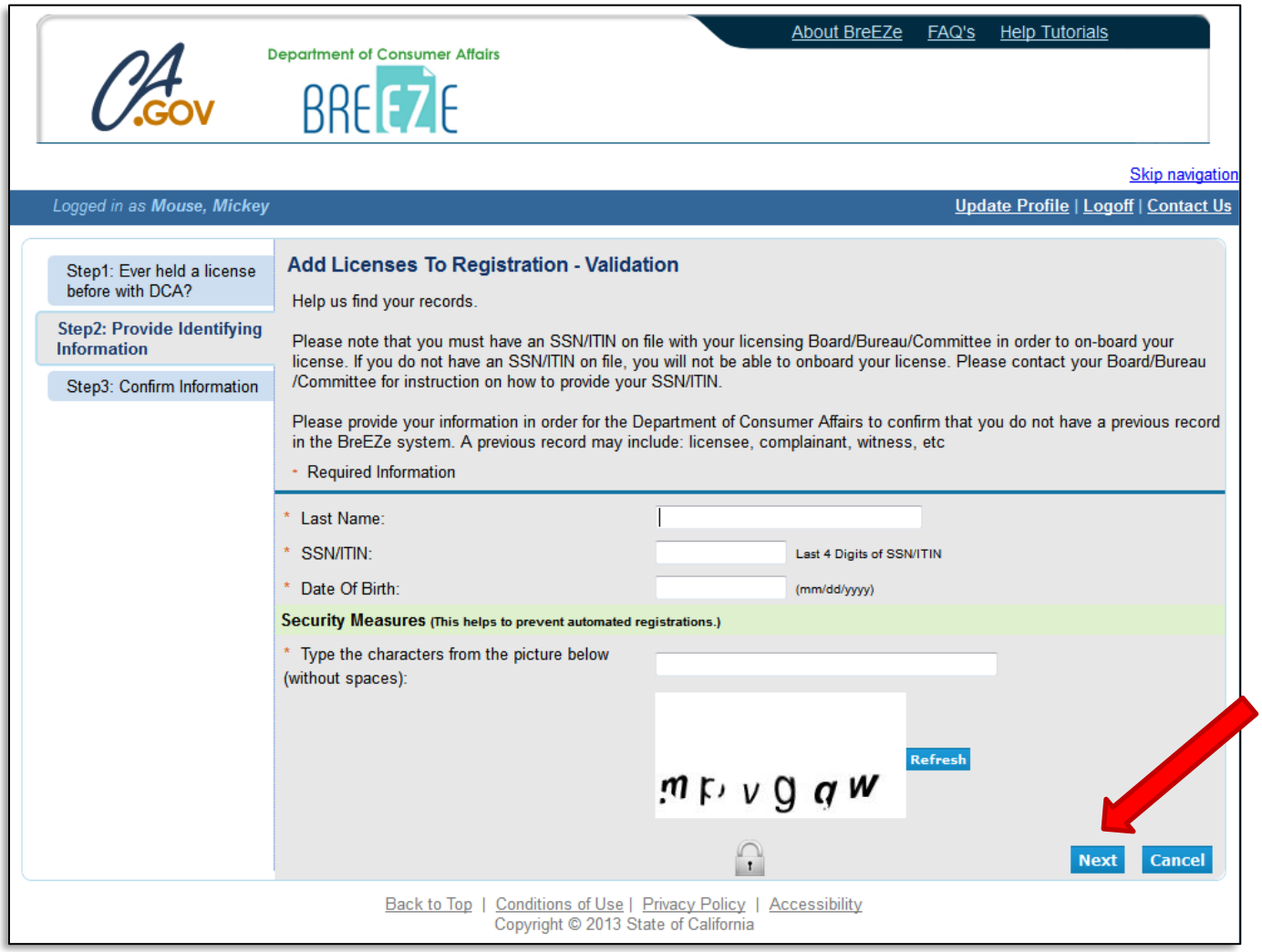
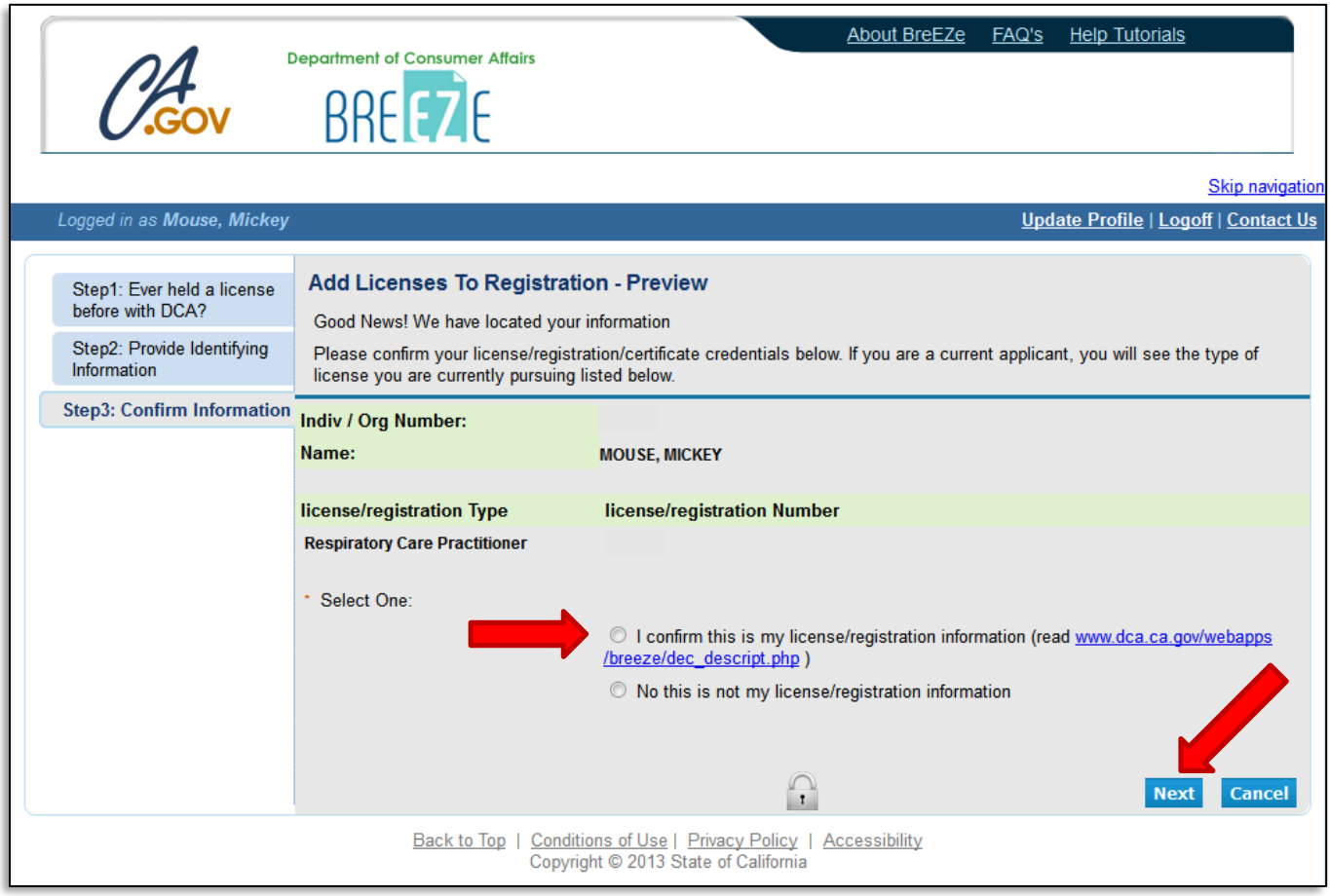
Enter the personal information requested to validate your license information. [If you have a suffix in your name (Jr., III, etc.) please include this in the 'Last Name' field. (Example: Mouse Jr.)] Enter the security characters*, and click **'Next'**.

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

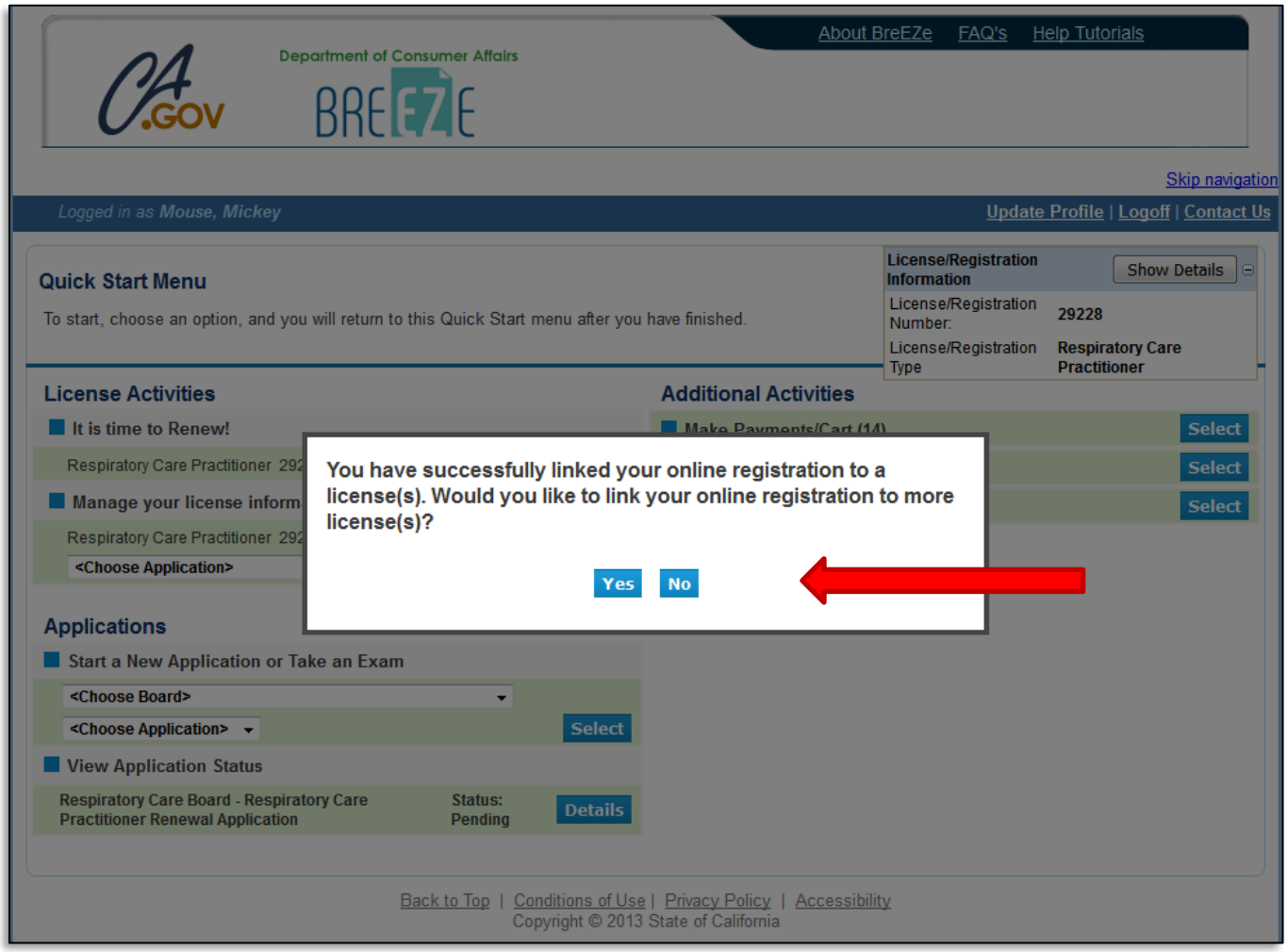


Verify that this is your name and license number, then click 'I confirm this is my license/registration information', and click **'Next'**.

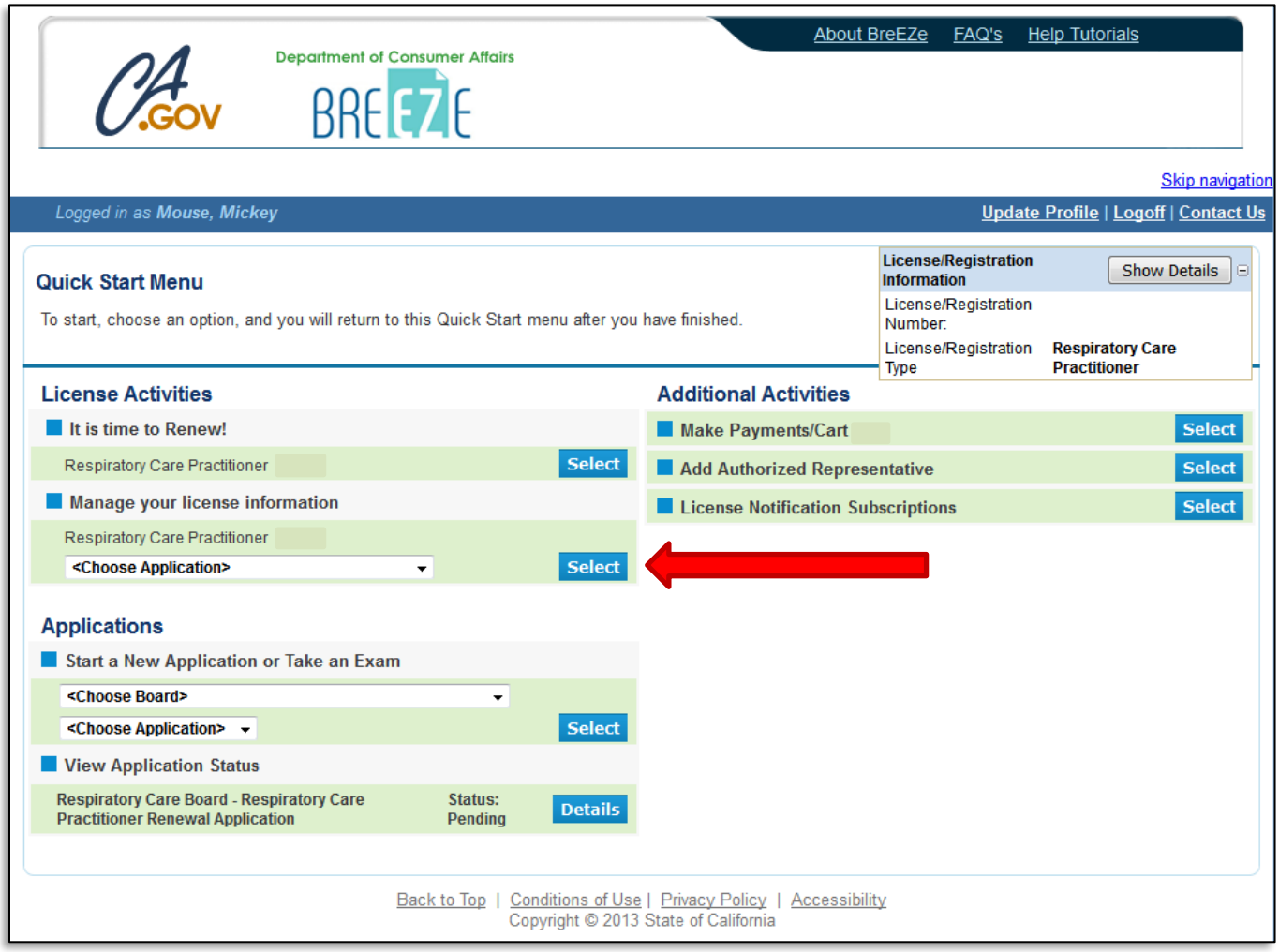
***If for some reason you are not able to link your license information to your BreEZe account, please call the RCB at (916) 999-2190, or toll free at (866) 375-0386 M-F 8am-5pm.***



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.

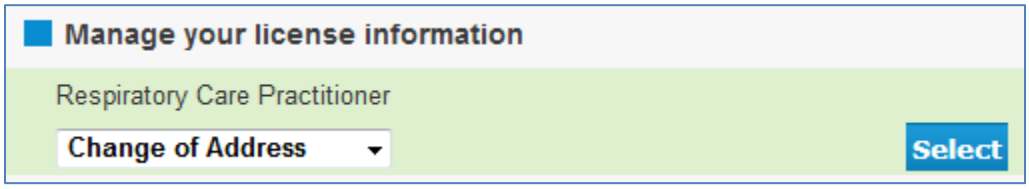


This will bring you to the **Quick Start Menu**.

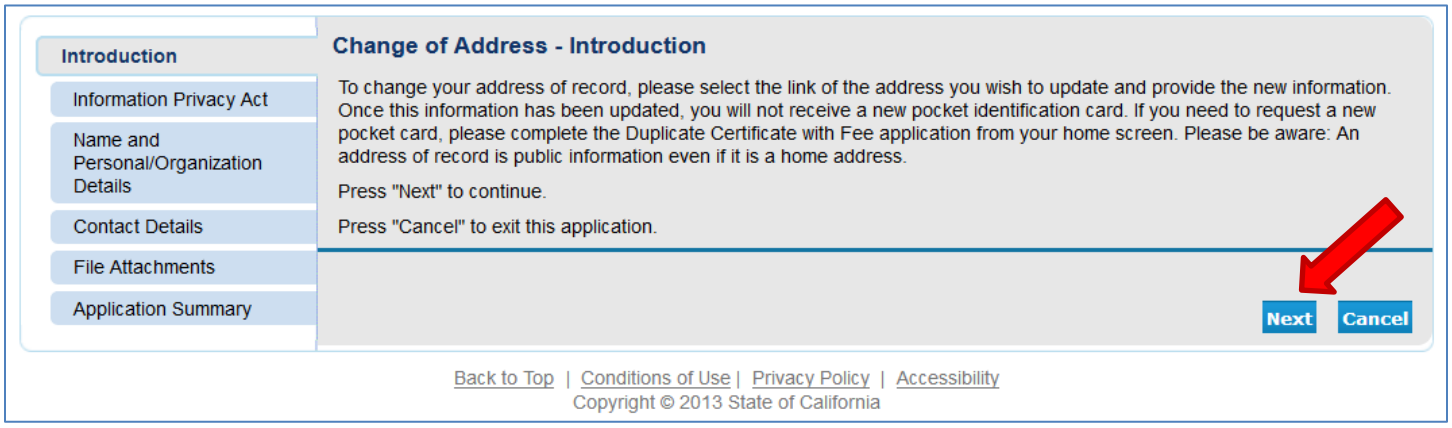



To update your mailing address with RCB, click the **'<Choose Application>'** dropdown menu under **License Activities – 'Manage your license information'**. Select **Address Change** from the dropdown menu, then click the blue **Select** button.

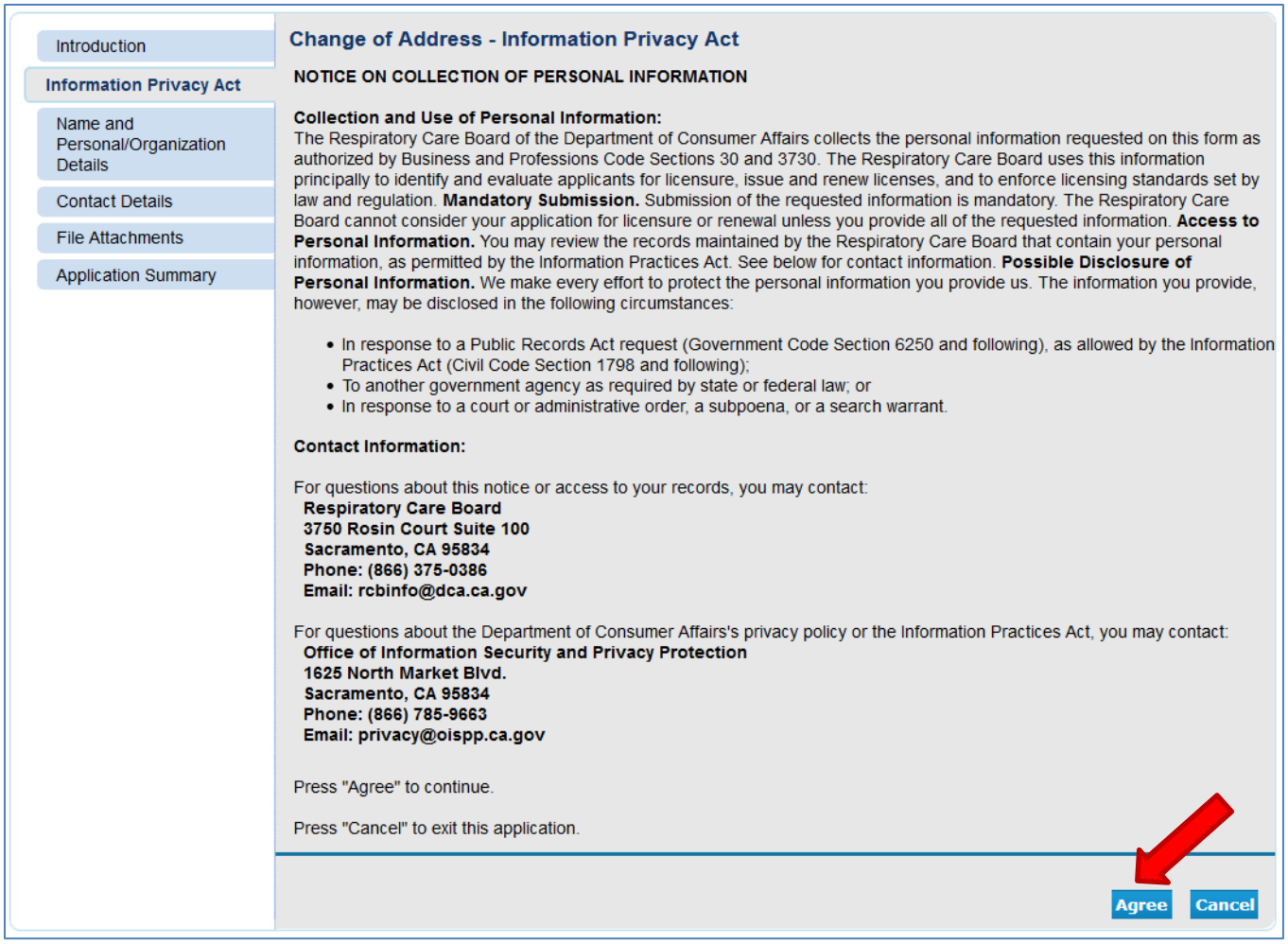
Please note: You are able to update your address at any time. Please make sure we have your correct address of record prior to the renewal of your license.



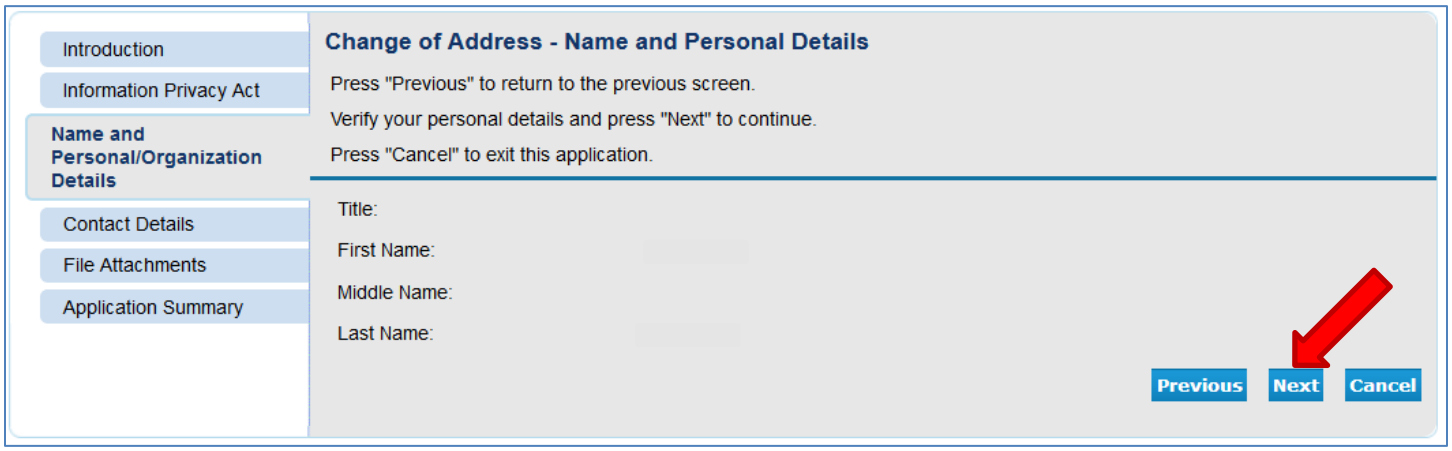
At the Change of Address - Introduction screen, please read the information carefully, and click **'Next'** to continue.



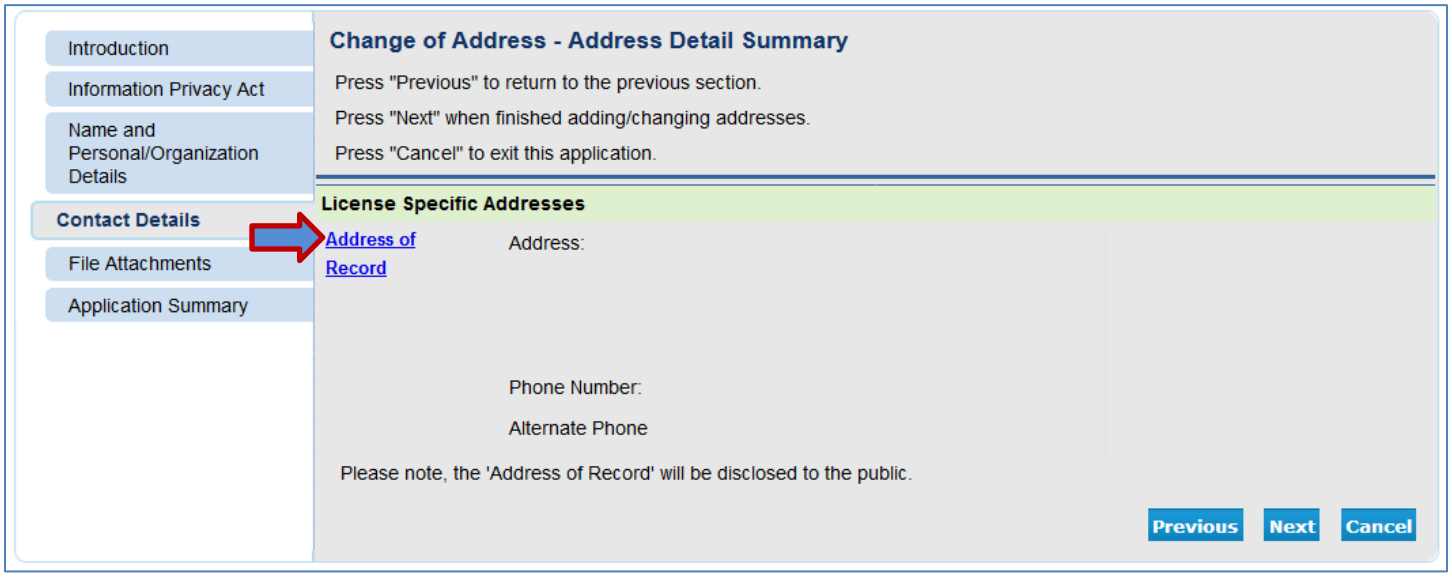

On the Information Privacy Act screen, please read the information carefully and click **'Agree'** to continue.



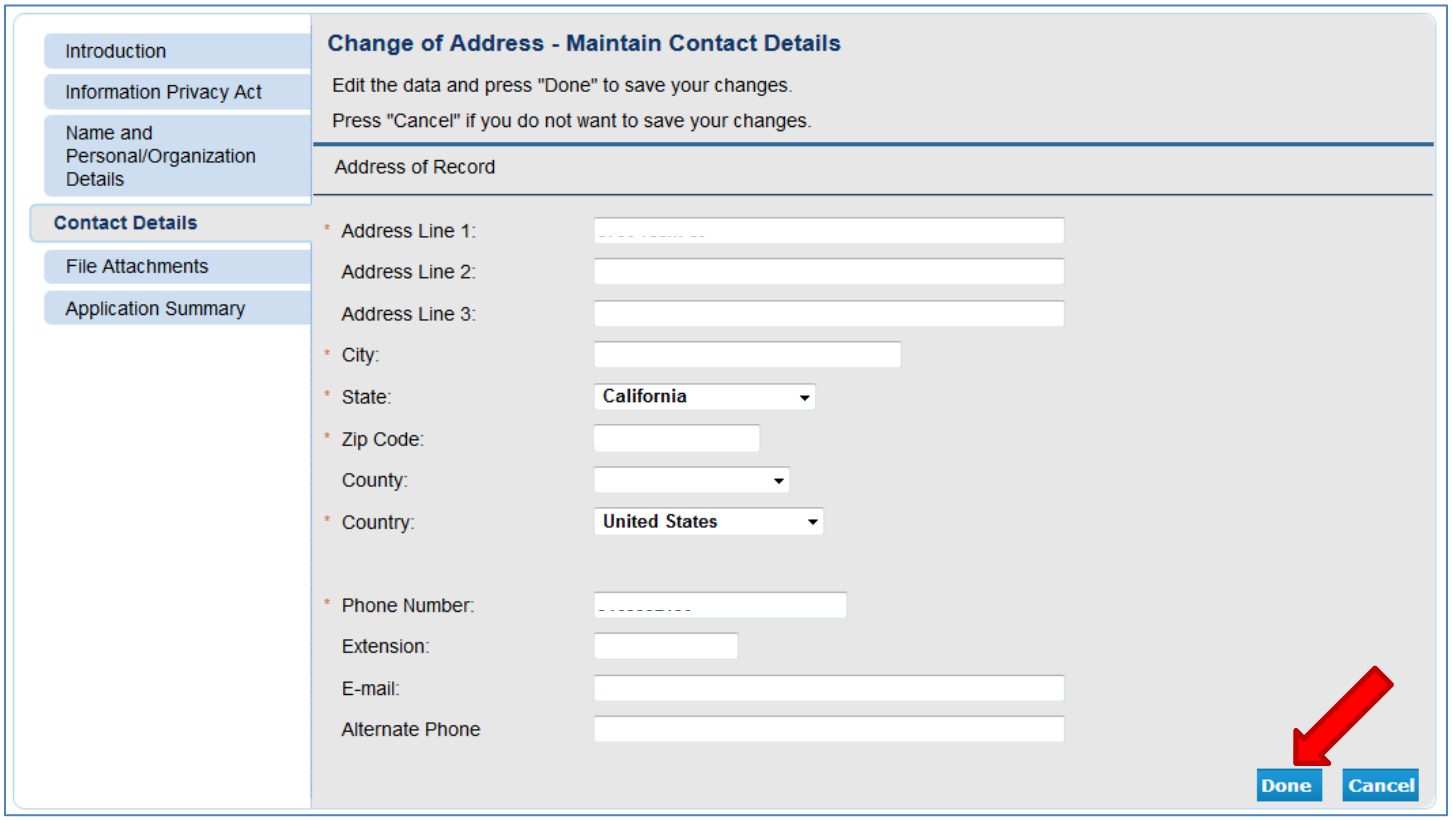
On the Name and Personal Details screen, verify your information is correct and click **'Next'**.



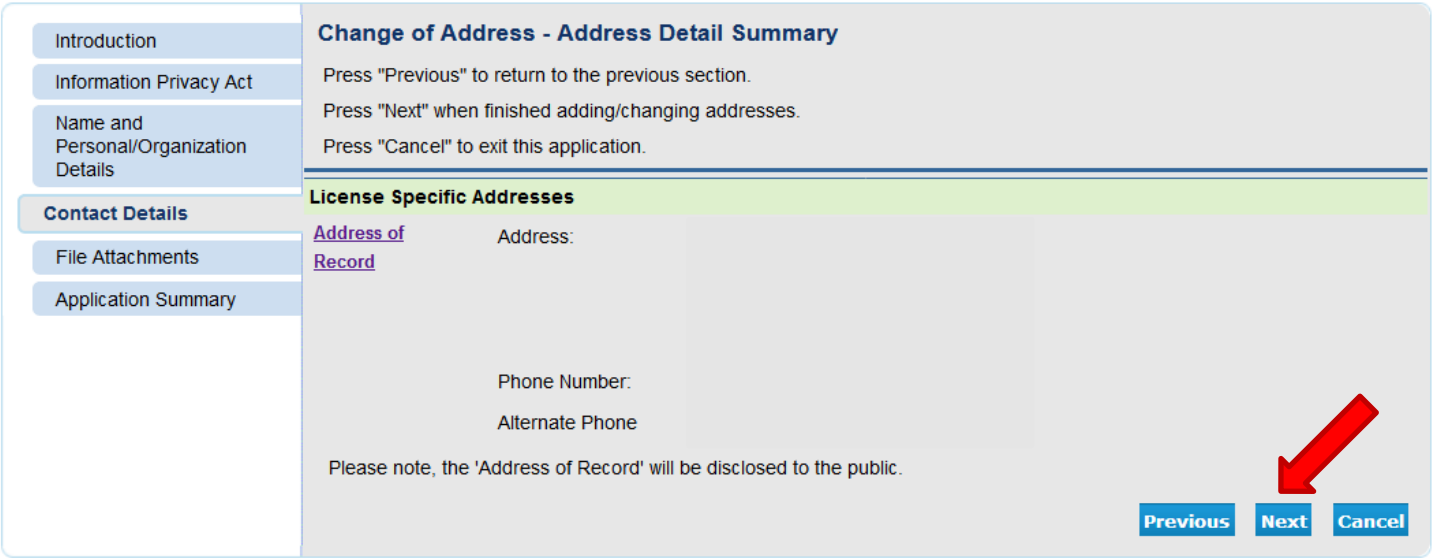

On the Address Detail Summary screen, if you need to fix/update your address, phone number, or e-mail, click the blue 'Address of Record' link under 'License Specific Addresses' to edit the information.



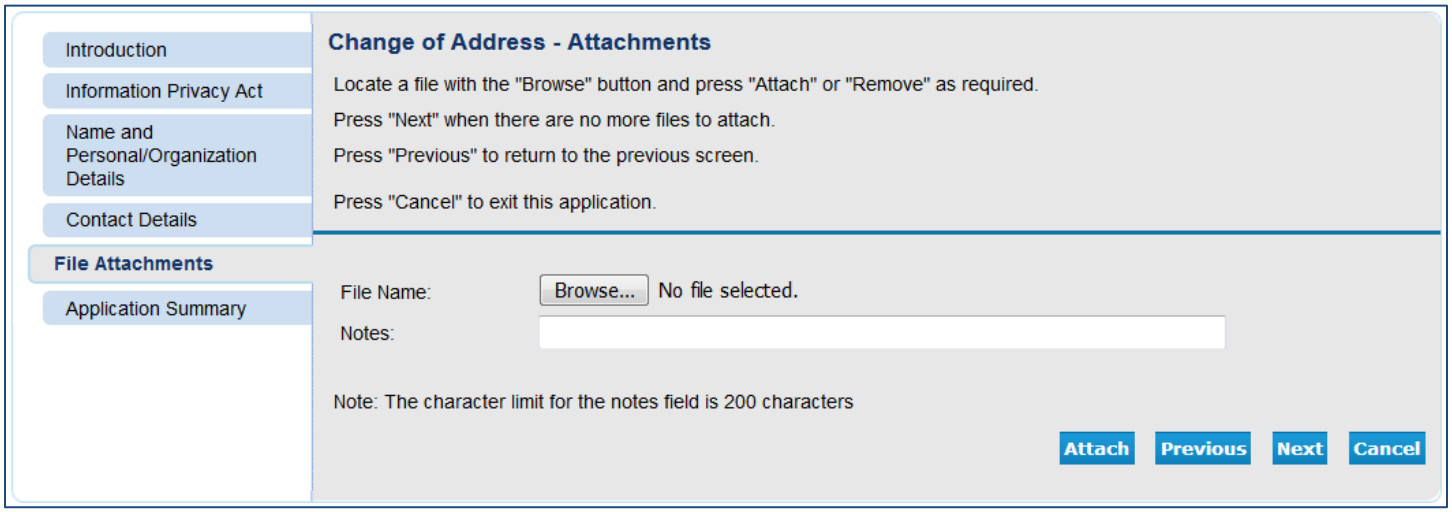
Update your information on the Change of Address – Maintain Contact Details screen and click '**Done'.**




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

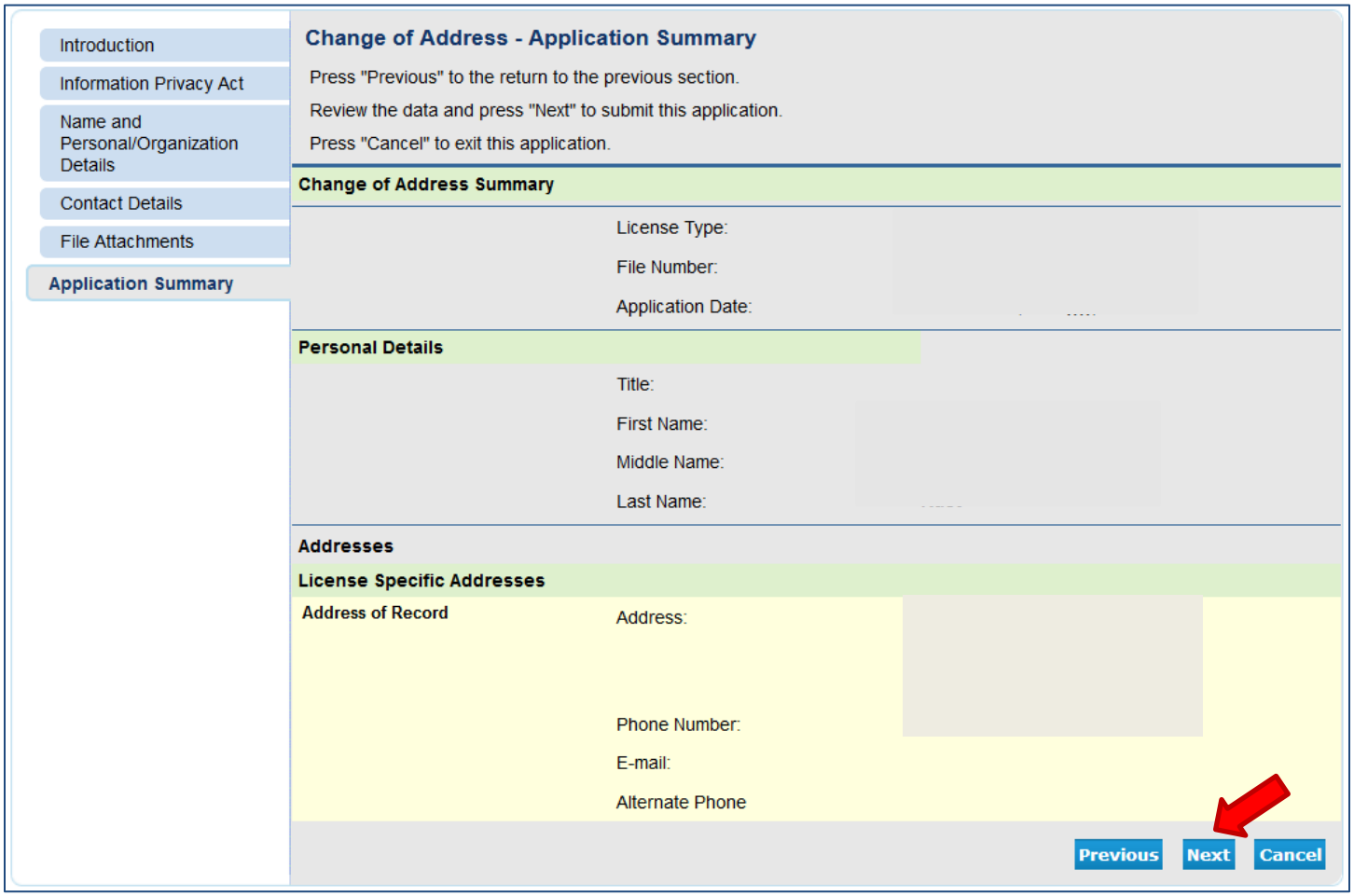


The Attachments screen is an optional screen where you are able to attach any documents related to this application. Click the 'Browse' button to select the file from your computer, then click 'Attach' to include the attached documents to your application. Click **'Next'** to continue.

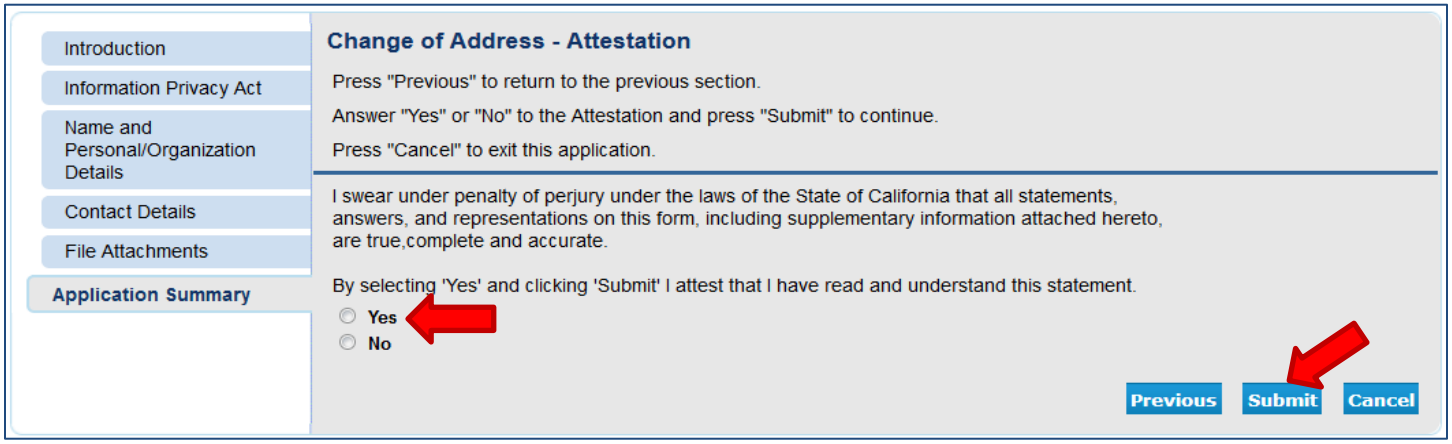


The next screen contains the Application Summary. Review the information that was entered on this application.

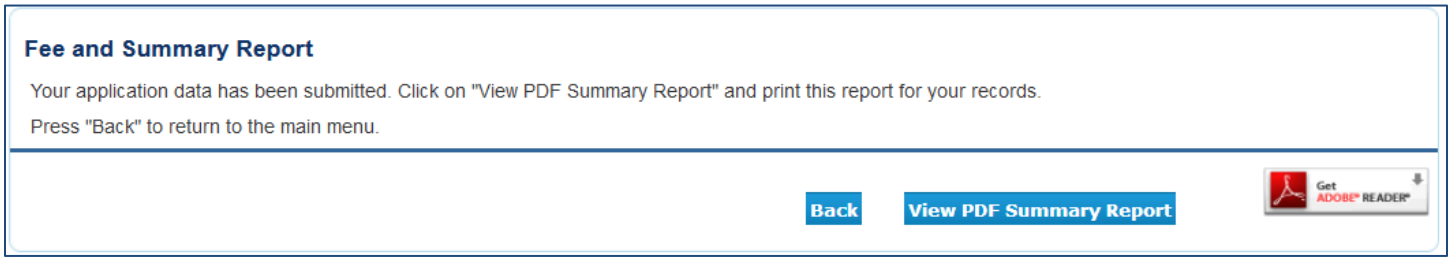
Once you review the information entered, click **'Next'** at the bottom of the screen.




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



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




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