

Creating an Account as an Authorized Representative Step-by-Step Instructions

- A BreEZe account is necessary in order to be an Authorized Representative. An Authorized Representative is able to make payments for the applicant/licensee.
- To create an account or log in, visit www.breeze.ca.gov, or follow the BreEZe Online License links from the Respiratory Care Board (RCB) website www.rcb.ca.gov.

To create a new BreEZe account, click on 'BreEZe Registration' on the bottom right of the screen. If you already have a BreEZe account, move to page 8 to continue.

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DCA BreEZe Online Services

Welcome to the California Department of Consumer Affairs (DCA) BreEZe Online Services. BreEZe is DCA's new licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEZe enables consumers to verify a professional license and file a consumer complaint. Licensees and applicants can submit license applications, renew a license and change their address among other services.

- If you were registered with the DCA Online Professional Licensing services before, you will need to re-register with BreEZe.
- BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

FOR CONSUMERS

Check Licenses and file complaints.

Verify a LICENSE File a COMPLAINT

FOR APPLICANTS AND LICENSEES

Applicant and licensing needs are available here. You will need to [register](#), or use your existing user name and password

Returning User

Fields marked with * are required

* User ID:

* Password:

[Forgot Password?](#) [Forgot User ID?](#) [Sign In](#)

New Users

[BreEZe Registration](#)

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

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User Registration

Please complete the information required below to become a registered BreZze 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:

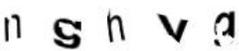
* Secret Answer:

Communication

Email Communication: Yes No

Security Measures (This helps to prevent automated registrations.)

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

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

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Preview Registration

Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

| | |
|----------------------|----------------------------|
| First Name: | Mickey |
| Second Name: | |
| Last Name: | Mouse |
| Email: | mickeymouse@mailinator.com |
| UserId: | mickeymouse |
| Secret Question: | Where were you born? |
| Secret Answer: | ca |
| Email Communication: | Yes |

[Save](#) [Edit](#) [Cancel](#)

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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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User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

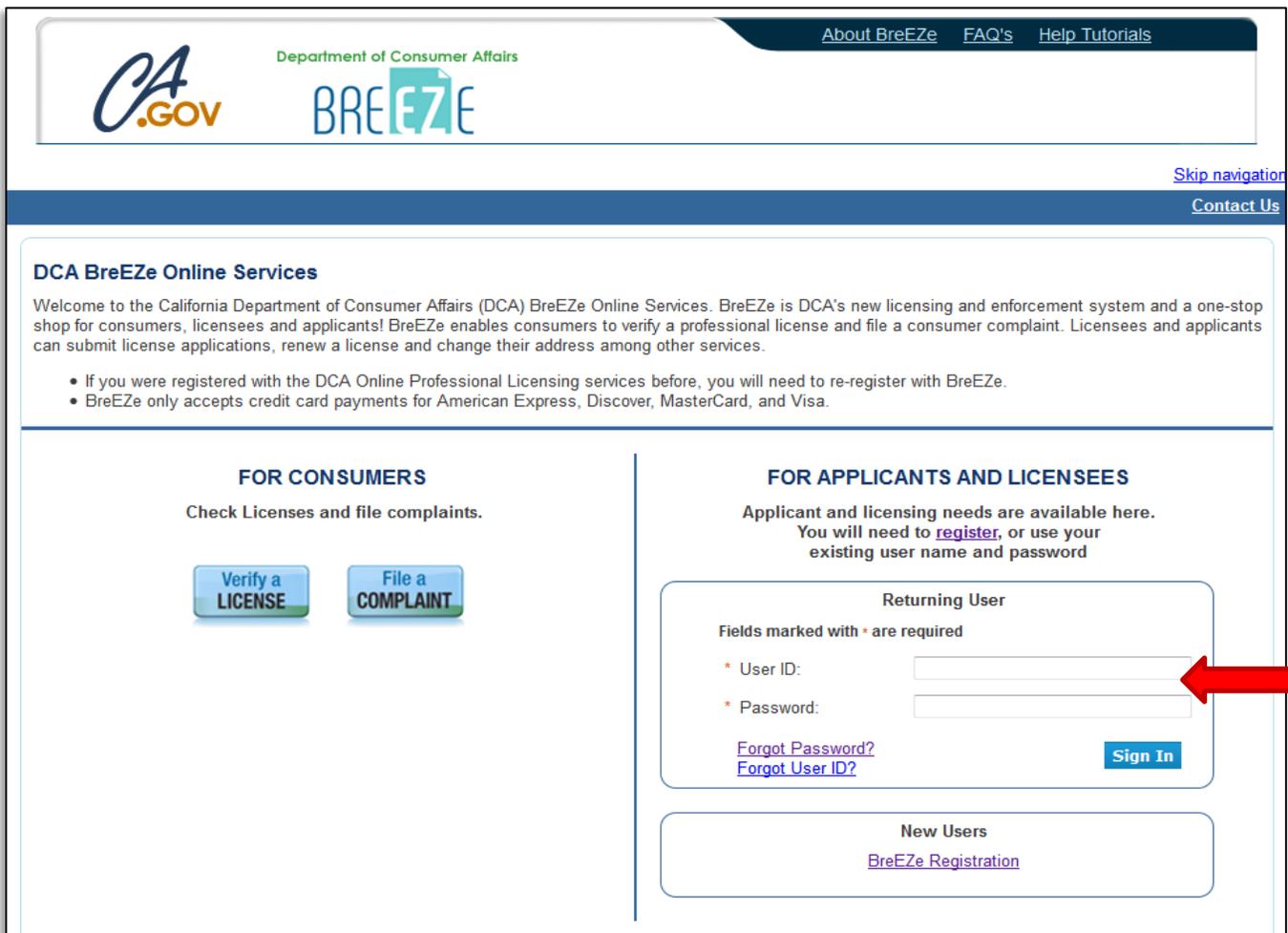
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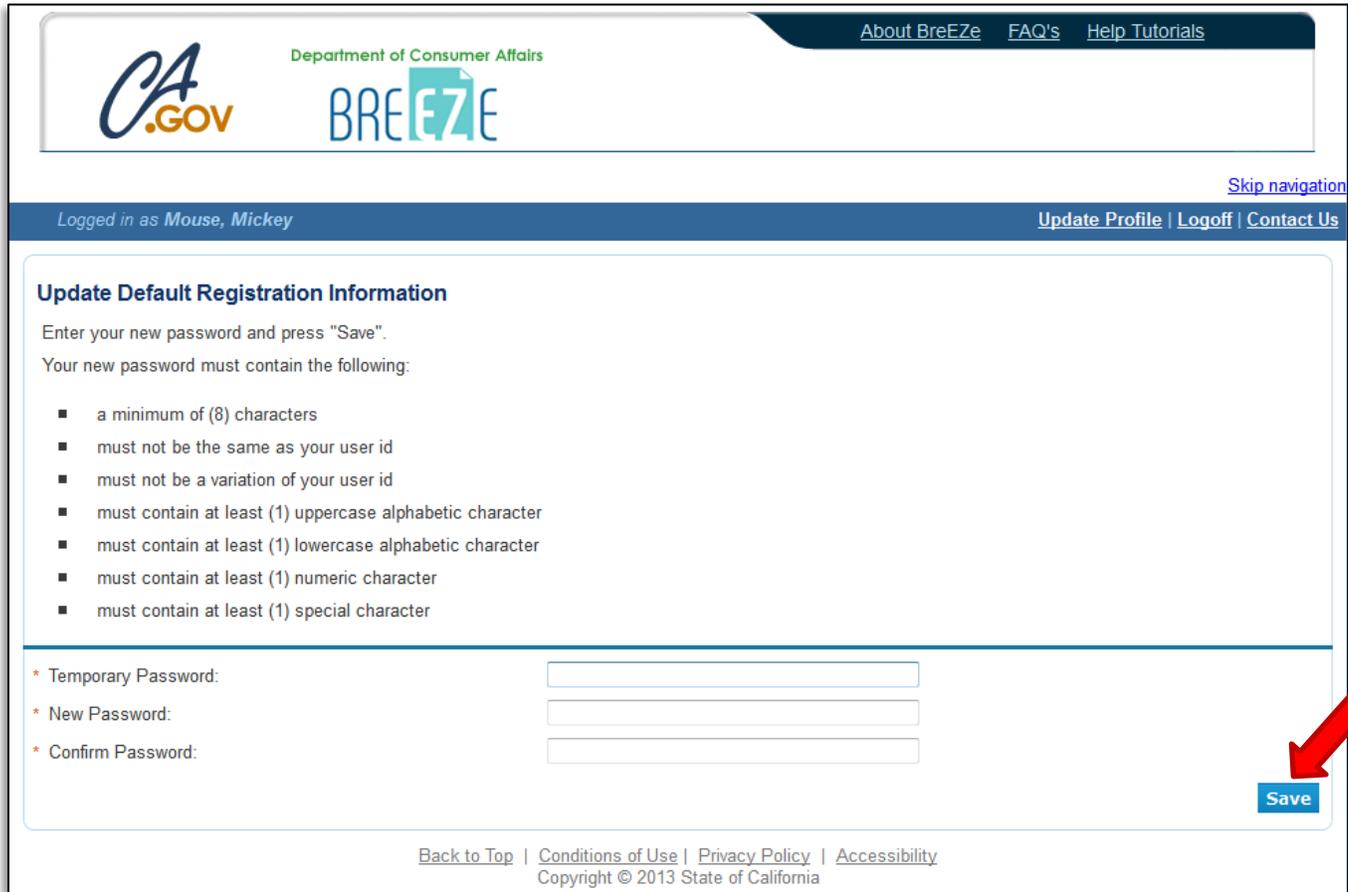
Open your e-mail message to view the temporary password. Print, write, or copy the temporary password, then click the <https://www.breeze.ca.gov/datamart/languageChoice.do> link to complete the registration process.



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'**.



The screenshot shows the BreEze user interface. At the top left is the CA.GOV logo and the Department of Consumer Affairs logo. To the right are navigation links: About BreEze, FAQ's, and Help Tutorials. Below the header, it says "Logged in as Mouse, Mickey" and provides links for "Update Profile", "Logoff", and "Contact Us". The main content area is titled "Update Default Registration Information" and contains the instruction: "Enter your new password and press 'Save'." Below this is a list of password requirements:

- 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

Below the list are three input fields labeled: "* Temporary Password:", "* New Password:", and "* Confirm Password:". A blue "Save" button is located at the bottom right of the form, with a red arrow pointing to it. At the bottom of the page, there are links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with the copyright notice "Copyright © 2013 State of California".

At the Add Licenses to Registration screen, click 'No', then click 'Next' to continue.

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Step1: Ever held a license before with DCA?

Add Licenses To Registration

Welcome to DCA OnlineQuickStart

By answering a few, simple questions, we will help you to get started.

Are you, or have you ever been, professionally licensed or registered with the Department of Consumer Affairs?

Yes No I don't know?

No

Next

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Enter the personal information requested and click 'Next'.

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Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Add Licenses To Registration - Validation

Help us find your records.

Please note that you must have an SSN/ITIN on file with your licensing Board/Bureau/Committee in order to on-board your license. If you do not have an SSN/ITIN on file, you will not be able to onboard your license. Please contact your Board/Bureau /Committee for instruction on how to provide your SSN/ITIN.

Please provide your information in order for the Department of Consumer Affairs to confirm that you do not have a previous record in the BreEZe system. A previous record may include: licensee, complainant, witness, etc

- Required Information

* Last Name: [text input]

* SSN/ITIN: [text input] Last 4 Digits of SSN/ITIN

* Date Of Birth: [text input] (mm/dd/yyyy)

Security Measures (this helps to prevent automated registrations.)

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

[CAPTCHA image showing characters: m p v g a w]

Refresh

Next Cancel

If you encounter any problems, please call the RCB at (916) 999-2190 M-F 8am-5pm.

You will then receive the following message asking if you would like to link more licenses to your profile, click 'No' to continue.

The screenshot shows the BreEze user interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. Navigation links include "About BreEze", "FAQ's", and "Help Tutorials". A user is logged in as "Mouse, Mickey". The main content area is divided into sections: "Quick Start Menu", "License Activities", "Applications", and "Additional Activities". A "License/Registration Information" box shows details for a Respiratory Care Practitioner with license number 29228. A modal dialog box is centered on the screen, asking: "You have successfully linked your online registration to a license(s). Would you like to link your online registration to more license(s)?" with "Yes" and "No" buttons. A red arrow points to the "No" button. The footer contains links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with a copyright notice for 2013 State of California.

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Quick Start Menu
To start, choose an option, and you will return to this Quick Start menu after you have finished.

License/Registration Information [Show Details](#)

License/Registration Number: :
License/Registration Type: Respiratory Care Practitioner

License Activities

- Manage your license information
Respiratory Care Practitioner
<Choose Application> [Select](#)

Applications

- Start a New Application or Take an Exam
<Choose Board>
<Choose Application> [Select](#)

Additional Activities

- Make Payments/Cart (3) [Select](#)
- Add Authorized Representative [Select](#)
- License Notification Subscriptions [Select](#)
- Enforcement Voting [Select](#)



You will be able to see the applicant's/licensee's pending application(s) on the bottom left of the screen, and pending application fee(s) under '**Make Payments/Cart**' in the Additional Activities section on the right side of the screen. Click the '**Select**' button to make payments for the applicant/licensee.

Select the applicant fees you would like to pay by clicking the check box next to the fee on the right side of the screen. Then select the Payment Method (Visa, MasterCard, Discover, or American Express), and click 'Next'.

Online Application Payment

Optionally, reduce payment amount where allowed by deselecting the checkboxes below.
 Press "Show Fee Details" to show a breakdown of the fee amounts.
 Press "Cancel" to cancel the payment.

| Application Number | Description | License Number | License Type | Applicant Name | Fee |
|--------------------|---|----------------|-------------------------------|----------------|--|
| 14120924 | Initial Respiratory Care Practitioner (RCP) License Application | | Respiratory Care Practitioner | | \$300.00 <input checked="" type="checkbox"/> |
| 14120925 | Initial Respiratory Care Practitioner (RCP) License Application | | Respiratory Care Practitioner | | \$300.00 <input checked="" type="checkbox"/> |

Payment Method

Visa
 MasterCard
 Discover
 American Express

Next **Show Fee Details** **Cancel**

The next screen will show a summary of the students you intend to pay for and a total. Click 'Next' to continue.

Confirm Payment Details

PLEASE NOTE: When entering your credit card number on the following screen, please DO NOT include spaces, dashes, or hypens. This action will cause an error, and you will then need to log back into the Online Application Payment portion of the application process.
 Please review the information below and make sure everything is correct. Then, press "Next" to pay for the selected application(s).
 Press "Cancel" if you do not wish to continue with the payment.

| Application Number | Description | Applicant Name | Fee |
|--------------------|---|----------------|----------|
| 14120924 | Initial Respiratory Care Practitioner (RCP) License Application | | \$300.00 |
| 14120925 | Initial Respiratory Care Practitioner (RCP) License Application | | \$300.00 |
| Total | | | \$600.00 |

Payment Method: **Visa**

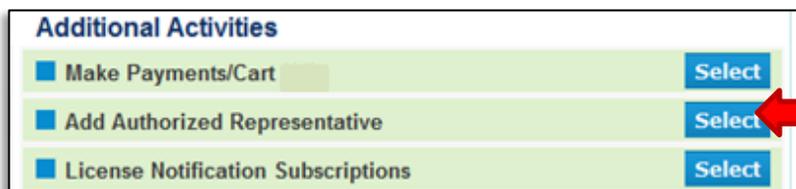
Next **Cancel**

The next screen will ask for card payment details. Once the payment has been completed, you will receive an emailed receipt for your records. ***If you have any questions at all about this process, please do not hesitate to contact the Board at (916) 999-2190.***

Adding an Authorized Representative to Your Account Step-by-Step Instructions

- To add an Authorized Representative to your BreEZe online profile, go to your online account at www.breeze.ca.gov, or follow the BreEZe Online License links from the Respiratory Care Board (RCB) website www.rcb.ca.gov.
 - Adding an Authorized Representative to your account allows the Representative to make payments and manage your license information.
 - Only add the Authorized Representative **AFTER** submitting your online application.
 - In order to add an Authorized Representative, you must have their BreEZe User ID.
 - You may delete an Authorized Representative at any time.
-

To add an Authorized Representative to your account, click the ‘Select’ button next to ‘Add Authorized Representative’ under ‘Additional Activities’ on the right side of the screen.



On the next screen, click 'Add' to add an Authorized Representative to your account.

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Authorized Representatives List

This page allows you to add an Authorized Representative to your account. An Authorized Representative (i.e., Secretaries, Office Assistants, or anyone else who may help the licensee in their daily business activities) can perform the following functions for you:

- Make Payments
- Apply for Renewals
- Maintain License Information

In order for the Authorized Representative to be added to your account, the person you want to add as an Authorized Representative must also be registered with BreEze and you must know their User ID.

| User Id | Name |
|---|------|
| Click "Add" to add a new Authorized Representative. Click "Back" to return to the Main Menu. | |
| To make changes to a current Authorized Representative: Click the User Id to maintain (view/edit) that Authorized Representative. Click the "Delete" link to delete that Authorized Representative. | |

Back Add

Enter the User Id of the Authorized Representative and click 'Find'.

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Authorized Representatives - Add

Enter the Authorized Representative's User Id then click "Find".
Press "Cancel" to undo your changes and return to the Authorized Representatives List screen.

* User Id: Find Name: Cancel

Ensure the User Id and Name listed match the Authorized Representative you intended, then click **'Selected'** next to "Authorized License(s):" and click the 'Selected' box next to **Respiratory Care Practitioner** under the "License" section. Click **'Save'** to add this user as an Authorized Representative.

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Authorized Representatives - Edit

Press "Save" to save your changes.
Press "Cancel" to undo your changes and return to the Authorized Representatives List screen.

* User Id: _____ Name : _____

* Authorized License(s):
 All
 Selected
 Selected (Exclusive - all licenses except those selected below)

| License | Selected |
|-------------------------------|-------------------------------------|
| Respiratory Care Practitioner | <input checked="" type="checkbox"/> |

[Save](#) [Cancel](#)

You will be taken back to the list menu with the individual you added listed. The list will show the Name and User Id.

The screenshot shows the BreEZe website interface. At the top, there is a navigation bar with links for "About BreEZe", "FAQ's", and "Help Tutorials". The logo for "CA .GOV" and "BREZE" is visible, along with the text "Department of Consumer Affairs". Below the navigation bar, there is a header area with "Logged in as" and "Update Profile | Logoff | Contact Us" links. The main content area is titled "Authorized Representatives List" and contains the following text:

This page allows you to add an Authorized Representative to your account. An Authorized Representative (i.e., Secretaries, Office Assistants, or anyone else who may help the licensee in their daily business activities) can perform the following functions for you:

- Make Payments
- Apply for Renewals
- Maintain License Information

In order for the Authorized Representative to be added to your account, the person you want to add as an Authorized Representative must also be registered with BreEZe and you must know their User ID.

| User Id | Name |
|----------------|------------------------------------|
| School User ID | School Name delete |

Click "Add" to add a new Authorized Representative.
Click "Back" to return to the Main Menu.

To make changes to a current Authorized Representative:
Click the User Id to maintain (view/edit) that Authorized Representative.
Click the "Delete" link to delete that Authorized Representative.

At the bottom right of the page, there are two buttons: "Back" and "Add".

You can delete an Authorized User at any time by clicking the **'Delete'** button next to the listing. You can add more listings by clicking the **'Add'** button again.

Please contact the Board at (916) 999-2190 if there are any questions.