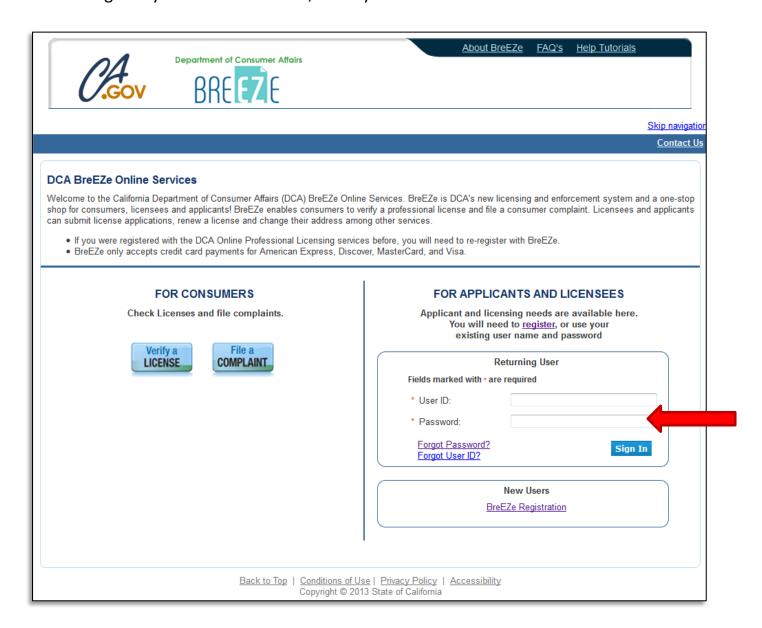
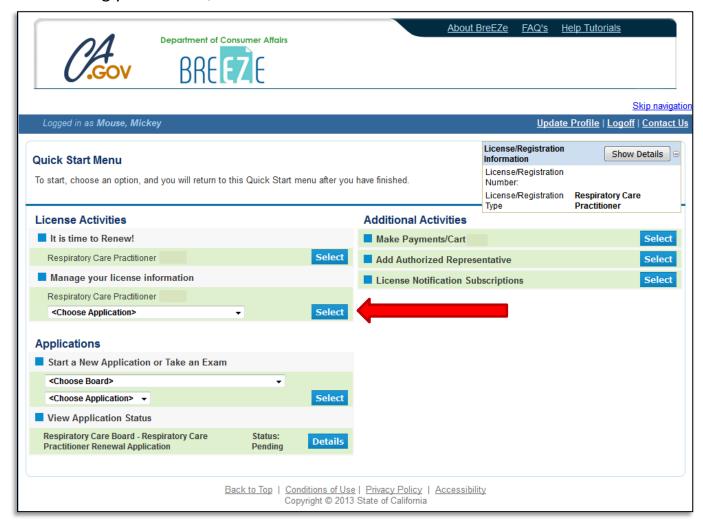
Respiratory Care Practitioner Online Attachments Step-by-Step Instructions

To attach miscellaneous documents for applications, audits, requests for information, etc. go to www.breeze.ca.gov or follow prompts for BreEZe on www.rcb.ca.gov.

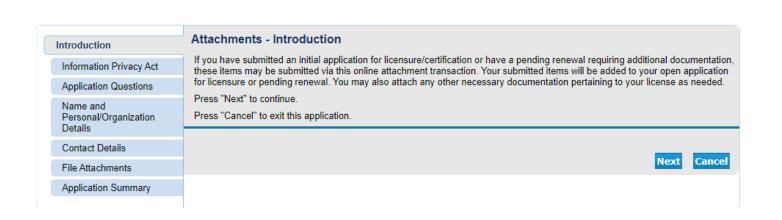
Log into your BreEZe account, enter your User ID and Password and continue.



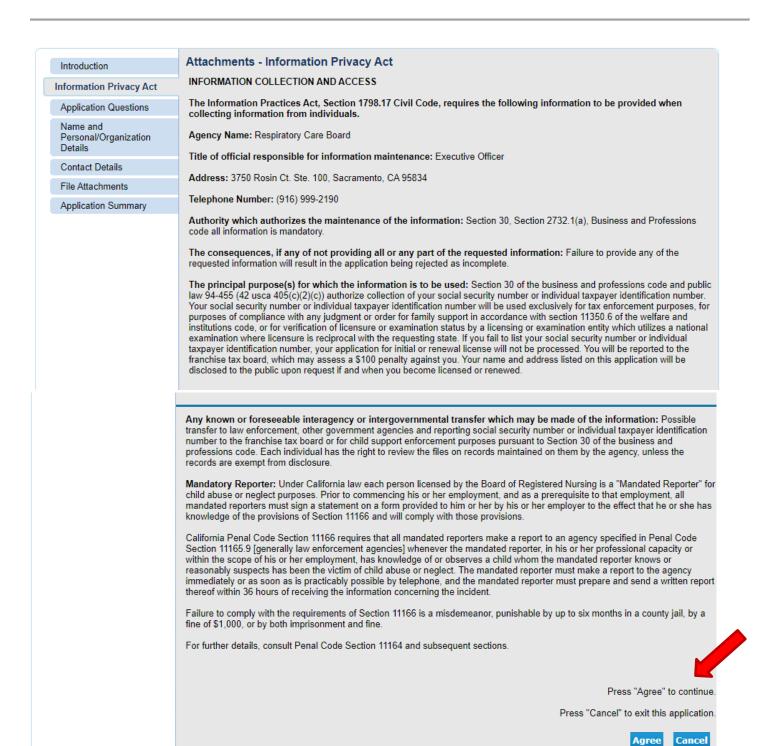
This will bring you to the **Quick Start Menu**.



To complete an Attachments application, click the '<Choose Application>' dropdown menu under License Activities – 'Manage your license information'. Select <u>Attachments</u> from the dropdown menu, then click the blue **Select** button.

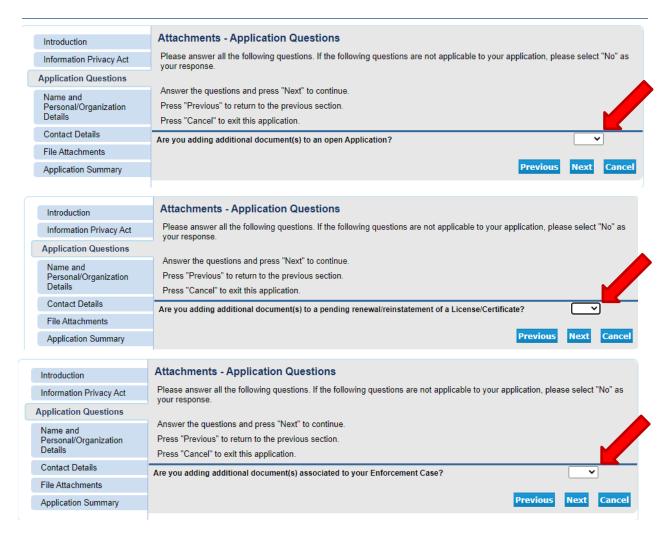


At the <u>Attachments - Introduction</u> screen, please read the information carefully, and click **'Next'** to continue.

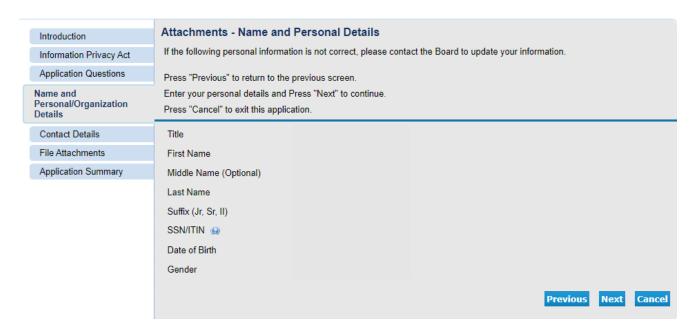


On the <u>Information Privacy Act</u> screen, please read the information carefully and click **'Agree'** to continue.

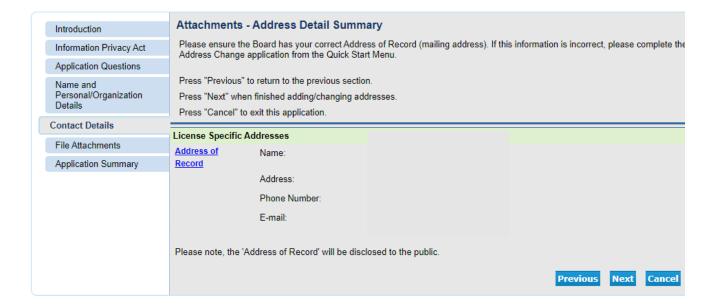
On the <u>Application Questions</u> screen, select **'Yes'** or **'No'** from the dropdown boxes on each screen to determine which type of document(s) is/are being submitted, then click **'Next'** to continue. (You must select **'Yes'** on one of these screens to continue with the application.)



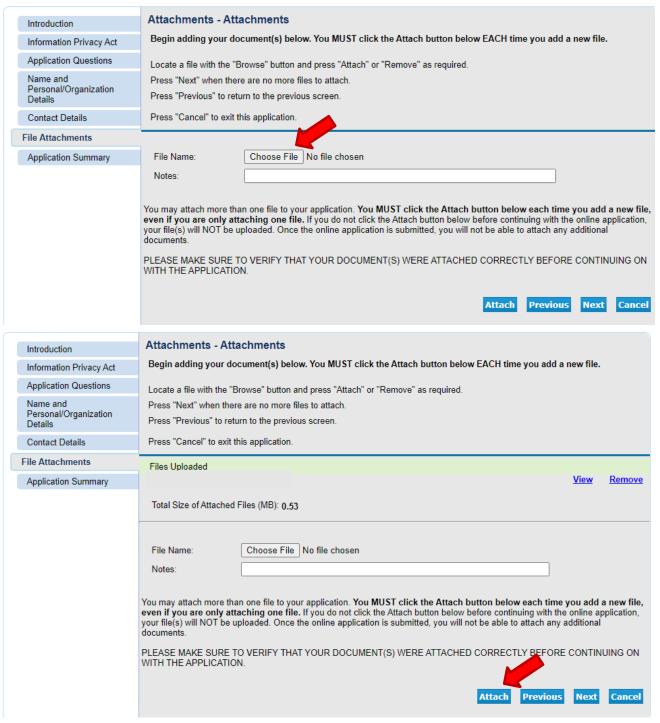
On the Name and Personal Details screen, review the information and click 'Next' to continue.



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.

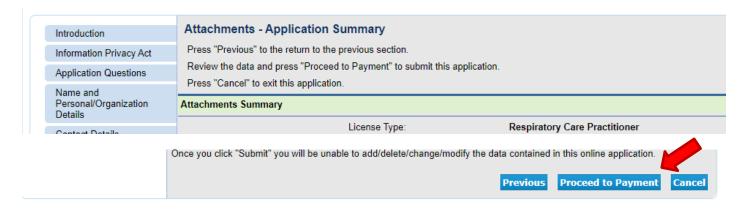


The <u>Attachments</u> screen is where you are required to attach any documents related to this application. Click the **'Choose File'** button to select the file from your computer, then click the blue **'Attach'** button at the bottom to include the attached documents to your application. You may upload as many files as necessary, then click **'Next'** to continue.

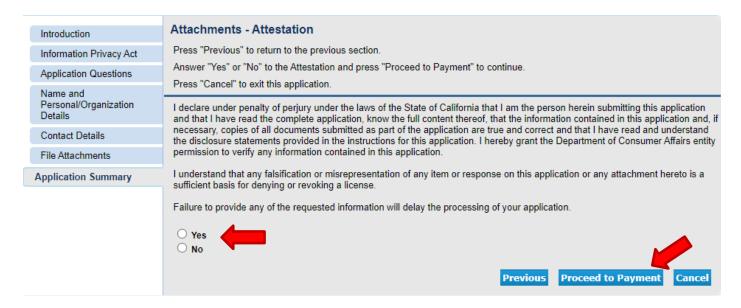


The next screen contains the <u>Application Summary</u>. Review the information that was entered on this application.

Once you review the information entered, click **'Proceed to Payment'** at the bottom of the screen. (**NOTE**: This application does not require payment.)



On the <u>Attestation</u> screen, read the statement, click **'Yes'**, then click **'Proceed to Payment'** to continue. (<u>NOTE:</u> No payment is required for this application.)



You will then be taken to the <u>Fee and Summary Report</u>. 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.