

How To: Link License to an Account

The following steps will help you guide a user through the process of linking a license to their account.

Notes:

- When a user registers in BreEZe and enters their information, the user's license(s) can then be linked to their new BreEZe Online account.
- There is a "How To" help tutorial video for this process titled "Registration". The user can access this video through the [Help Tutorials](#) hyperlink on the DCA BreEZe Online Services Home Page screen. (Link: <https://www.dca.ca.gov/webapps/breeze/tutorials.php>)

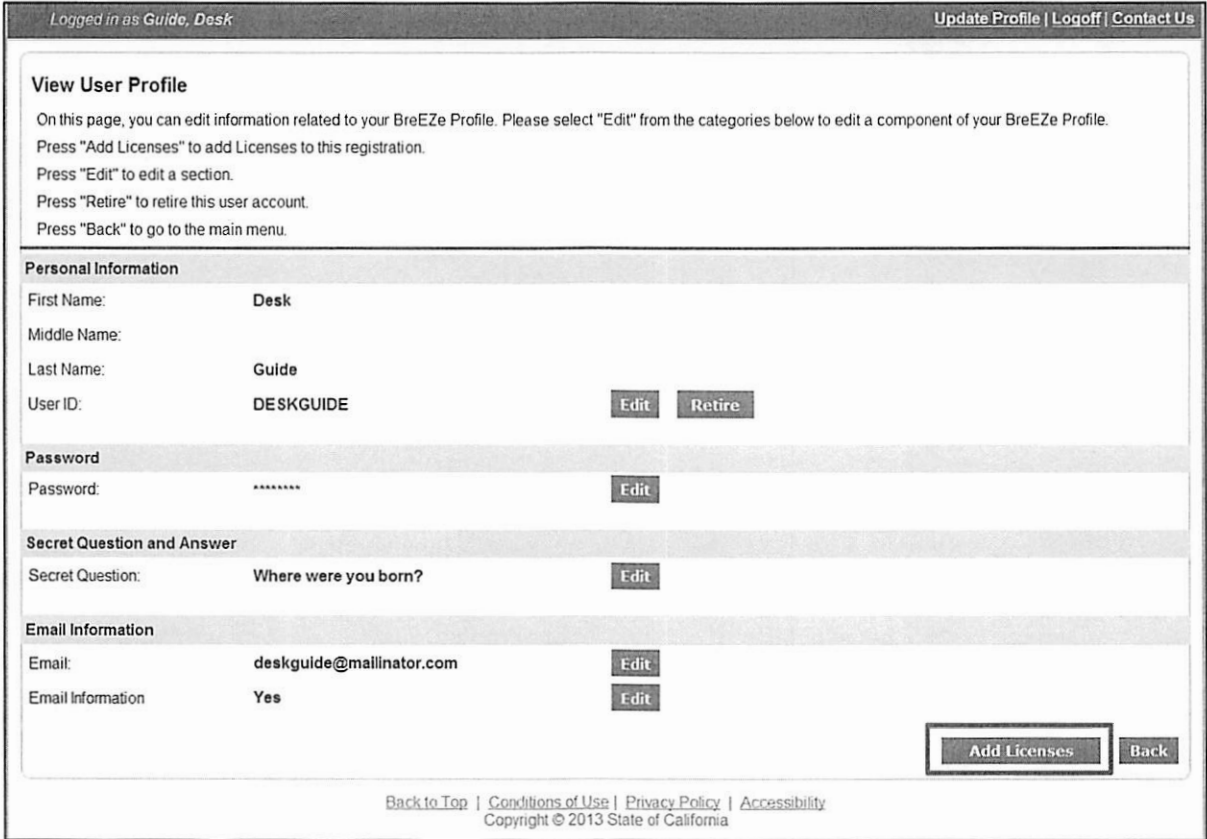
1. Log into your BreEZe Online account.

The screenshot displays the user interface of the BreEZe Online Services. At the top, it shows the user is logged in as 'Guide, Desk' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is divided into several sections:

- Quick Start Menu:** A section with the instruction "To start, choose an option, and you will return to this Quick Start menu after you have finished." It contains three main activity categories: "License Activities", "Applications", and "Additional Activities".
- License Activities:** Includes a "Manage your license information" section with a dropdown menu for "Registered Nurse" (showing "382245") and a "<Choose Application>" dropdown, followed by a "Select" button.
- Applications:** Includes a "Start a New Application or Take an Exam" section with a "<Choose Board>" dropdown and a "<Choose Application>" dropdown, followed by a "Select" button.
- Additional Activities:** Includes three options: "Add Authorized Representative", "License Notification Subscriptions", and "File a Complaint", each with a "Select" button.
- License/Registration Information:** A sidebar on the right showing "License/Registration Number: 382245" and "License/Registration Type: Registered Nurse", with a "Show Details" button.

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".

2. Click the [Update Profile](#) hyperlink.



- The View User Profile screen is displayed.

3. Click the <Add Licenses> button.



- The Add Licenses To Registration – Select License Type screen is displayed.

4. Select your DCA/Board/Bureau/Committee from the **DCA Board/Bureau/Committee** dropdown list and your License/Registration Type from the **License/Registration Type** dropdown list.

5. Click the <Next> button.

- The Add Licenses To Registration - Validation screen is displayed.

6. Enter the last 4 digits of your Social Security Number or Individual Tax Identification Number (ITIN) in the **SSN/ITIN** textbox.

- **Note:** BreEZe will automatically populate the user's last name in the **Last Name** textbox.
- **Note:** If the user is trying to link an Education Provider, Establishment or Business to their account, they will need to provide the following information: License Number, Business Name and full Business Tax Number.

7. Enter your Date of Birth into the **Date of Birth** textbox.

- **Note:** The format of the Date of Birth is (mm/dd/yyyy).

8. Type the code into the **Type the characters from the picture below (without spaces)** textbox.

- **Note:** If the user cannot read the code, they may generate a new code by clicking the <Refresh> button to generate a new code without losing any of the information they already entered.

9. Click the <Next> button.

Logged in as Guide, Desk Update Profile | Logoff | Contact Us

Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Step3: Confirm Information

Add Licenses To Registration - Preview

Good News! We have located your information

Please confirm your license/registration/certificate credentials below. If you are a current applicant, you will see the type of license you are currently pursuing listed below.

Indiv / Org Number:	344
Name:	Guide, Desk
license/registration Type	license/registration Number
Occupational Therapist	20

- Select One:

I confirm this is my license/registration information (read www.dca.ca.gov/webapps/breeze/dec_descript.php)

No this is not my license/registration information

- The Add Licenses To Registration – Preview screen is displayed.
- **Note:** When a user enters their personal information (Last Name, SSN/ITIN and DOB), BreEZe will search and retrieve **all** licenses that directly match the personal information provided by the user. If a match is made, the information will be displayed below the **License/Registration Type** field.
- **Note:** If the user's information was not found, they will need to contact their Board/Bureau to verify that the personal information (Last Name, SSN/ITIN and DOB) are on file in the BreEZe system. If the user's information is not on file, BreEZe will not be able to retrieve the user's license(s).

10. Select the **I confirm this is my license/registration information** radio button.

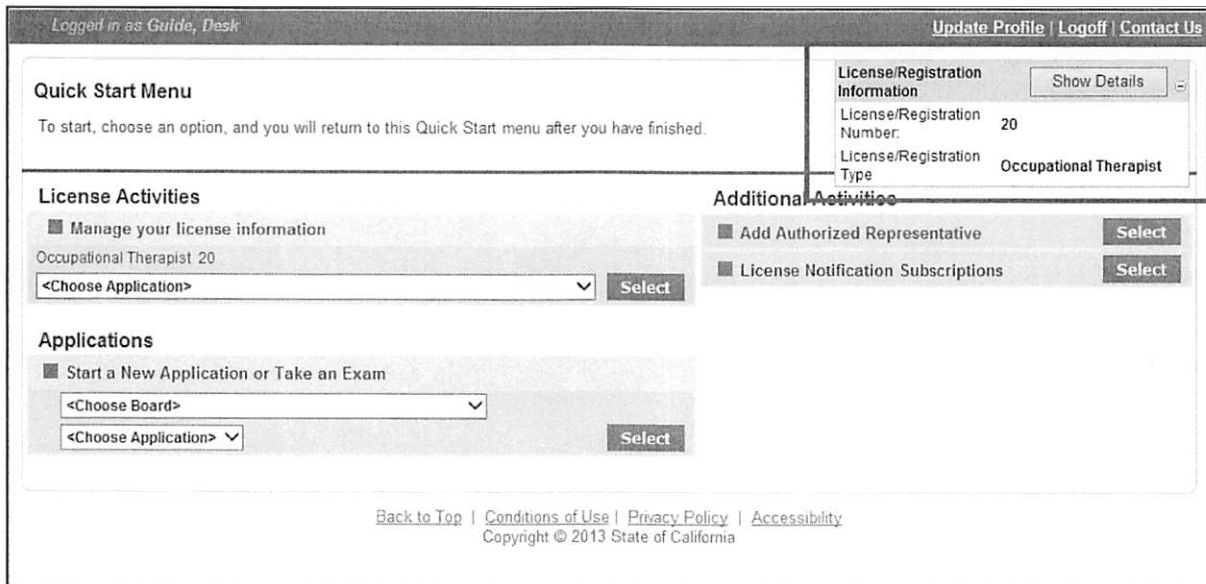
- **Note:** If the information retrieved is not correct, have the user select the **No; this is not my license/registration information** radio button. The user will be returned to the Add Licenses to Registration screen to restart the linking a license process.
- **Note:** By selecting the **I confirm this is my information** radio button, BreEZe will link all licenses displayed under the **License/Registration Type** field to the user's BreEZe Online account.
- **Note:** The hyperlink www.dca.ca.gov/webapps/breeze/dec_descript.php, will take the user to a description of declaration screen that informs the user what they are agreeing to by selecting the **I confirm this is my license/registration information** radio button.

11. Click the <Next> button.

- The Quick Start Menu screen is displayed.
- **Note:** A popup box displays stating "You have successfully linked your online registration to a license(s). Would you like to link your online registration to more license (s)?" BreEZe asks this question because the user may want to link another

license to their account that is under a different name. For example, a secretary or office coordinator may link multiple licenses to a central account to manage all license holders in their office or hospital.

12. Click the <Cancel> button if you do not want to link any more licenses to your account.
 - **Note:** If the user would like to add additional licenses to their account, they can do so by clicking the <Yes> button and repeating the linking a license process.
13. All licenses linked to the VO account will display in the top right corner of the screen.



- **Note:** When on the Quick Start Menu, VO will only display transactions that are available based on the current status of the applicant or licensee.
- **Note:** For example, if an online user is eligible to apply for a re-exam, the re-exam application will be available to the online user in VO. If the online user is not eligible to apply for a re-exam, the re-exam application will not be available to the online user in VO.