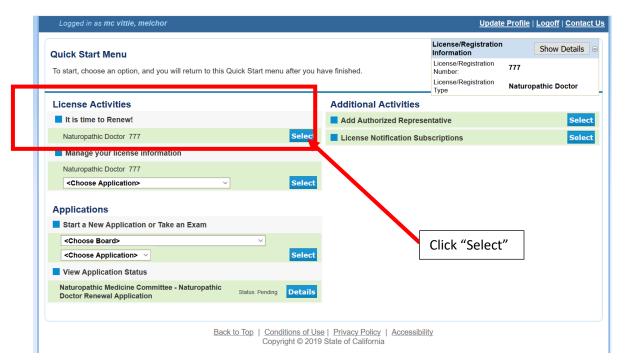
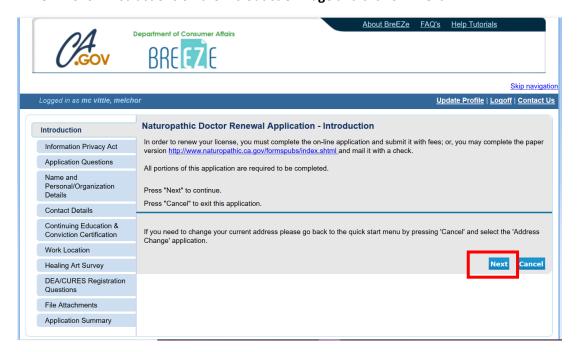
To renew your license online, go to www.BreEZe.ca.gov

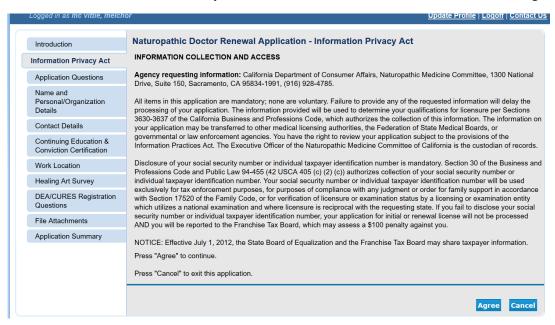
- 1. Enter user name and password.
- 2. In the Quick Start Menu screen, under License Activities, find your license number in It is time to Renew! and click on the "Select" button.



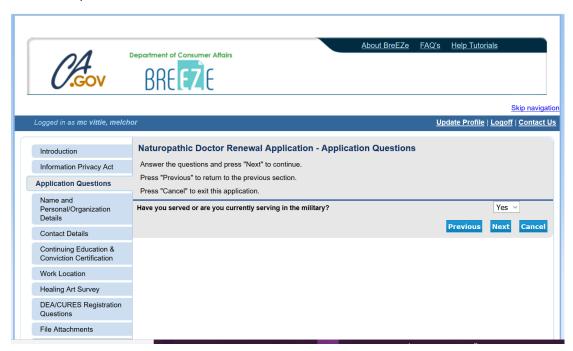
3. Follow instructions on the Introduction Page and click on "Next".



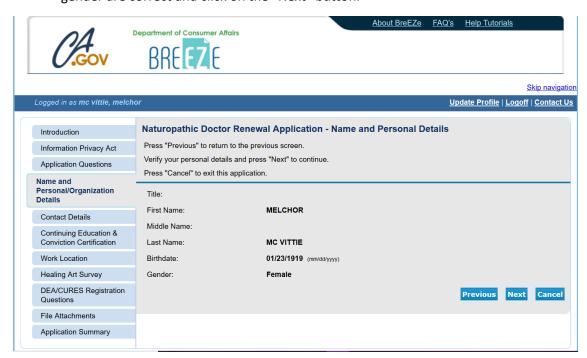
4. On the Information Privacy Act screen, read the information and click on the "Agree" button.



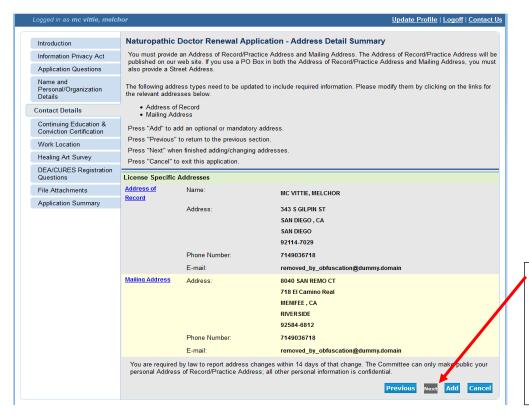
5. On the **Application Questions** screen, read and answer the military service question by using the drop-down menu and click on the "Next" button.



6. On the **Name and Personal/Organization Details** screen, ensure your name, birthdate and gender are correct and click on the "Next" button.



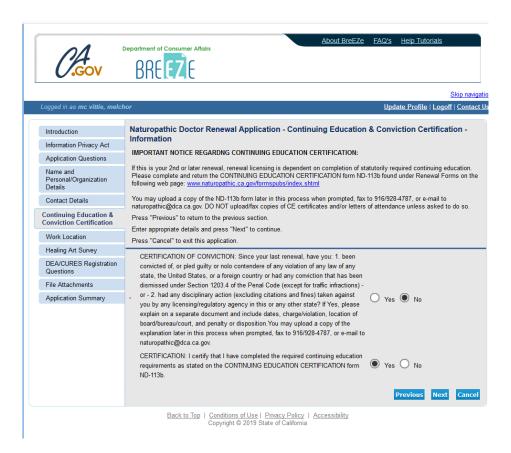
7. On the Contact Details screen, you will need to complete the mandatory address records for the Address of Record and Mailing Address. Follow the instructions on the screen. You will need to Add or click on Name of address type to Edit these records. Click on each address type, to ensure all required fields are complete. You must add a phone number and an email. The phone number and email can be the same for both address records. NOTE: most licensees use the Address of Record as their practice address and the Mailing Address as their home address. The Mailing Address is confidential and is for Committee use only.



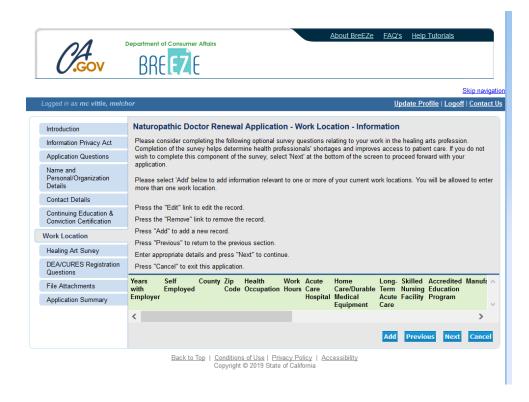
The "Next" button will remain gray until you have completed all required fields.

The button must be blue to move forward.

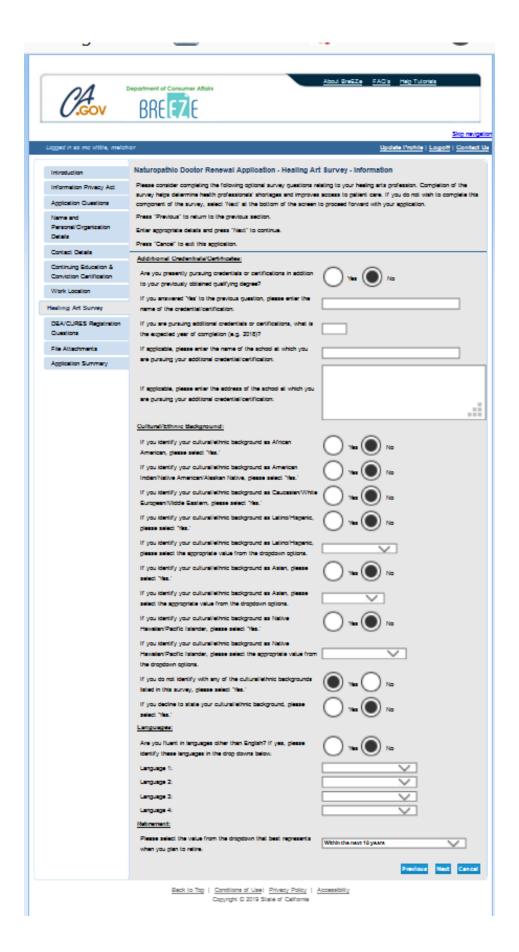
8. On the **Continuing Education & Conviction Certification** screen, answer both questions by clicking on the Yes/No buttons. Then click "Next".



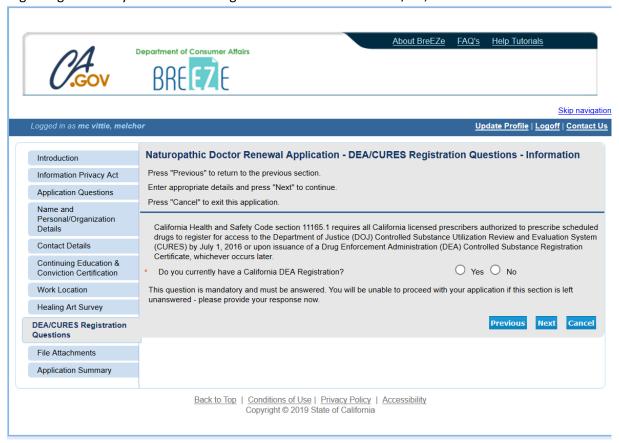
9. On the Work Location screen, click on "Next" button to answer questions.



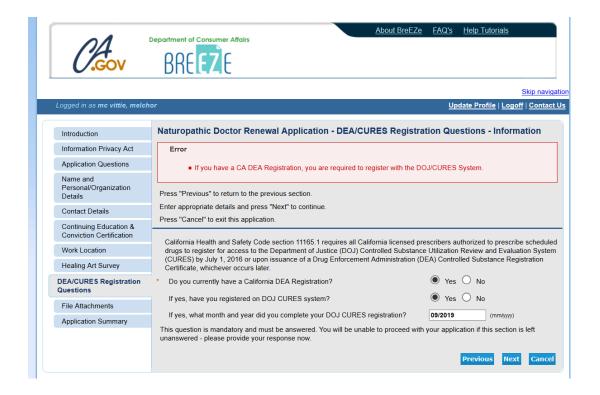
10. Complete the survey questions and click on "Next".



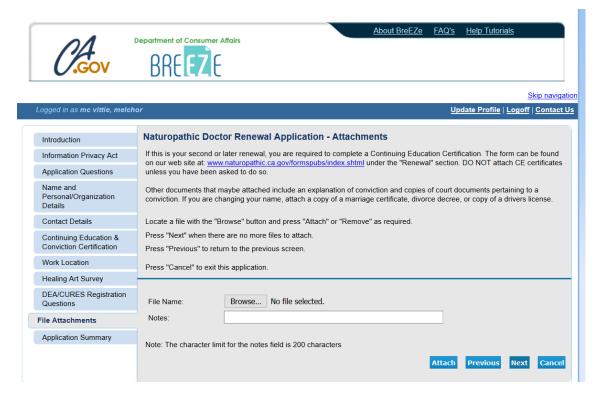
11. On the **DEA/CURES Registration Questions** screen, read the statement and answer the question regarding whether you have a DEA registration or not. Answer Yes/No, click "Next".



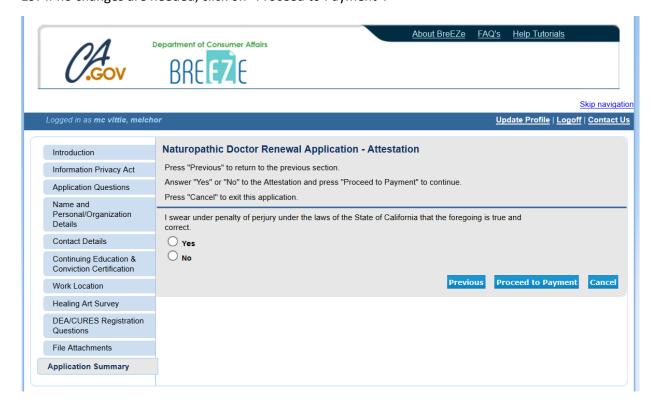
- 12. If you click "Yes", you will be asked if you registered on the DOJ CURES system. Note: If you have a DEA you are required to register on the DOJ CURES System.
- 13. Answer the **DOJ CURES system** question using "Yes/No" button, then click "Next".
- 14. If you answer **Yes** to the **DOJ CURES system**, enter the date using month/year of registration, click "Next".



- 15. On the **File Attachments** screen, it asks for the <u>Continuing Education Certificate</u>. Since the Committee now conducts random audits, you are no longer required to attach anything here. If you are selected to participate in the audit, you will be notified. Note: You are required to keep a minimum of 6 years of CE Certificates of Completion (3 renewal cycles).
- 16. Click "Next".



- 17. You will be taken to the **Application Summary** screen. Review you answers.
- 18. If your answers need to be edited, click on "Previous" until you reach the field you need to edit.
- 19. If no changes are needed, click on "Proceed to Payment".



- 20. On the **Application Summary Attestation** screen, answer the attestation and click on "Proceed to Payment".
- 21. The page will open up to the **Fee and Summary Report** screen.
- 22. Choose the "Add to Cart" button.
- 23. Follow the instructions on the payment screen.
- 24. Print out the PDF of your receipt and application and keep for your records.