### How to Subscribe to License Notifications

You Must First Create a BreEZE VO Account. Begin at the Bureau's website and click on the Breeze icon. This will take you to the Department's Breeze Online Services.



# Click on the New Users Breeze Registration link

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DCA BreEZe Online Services	
	Online Services. BreEZe is DCA's new licensing and enforcement system and a one-
shop for consumers, licensees and applicants! BreEZe enables consumers can submit license applications, renew a license and change their address	to verify a professional license and file a consumer complaint. Licensees and applic among other services.
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FOR CONSUMERS Check Licenses and file complaints.	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: Pas sword: Forgot Pas sword?

## Complete User Registration Page then click NEXT

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DICL44C	<u>Skip navigati</u> Logon   <u>Contact U</u>
User Registration Please complete the information required below to become a re	egistered BreEZe 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 mai	in menu.
Account Owner Contact Information  * First Name: Middle Name:	John
Last Name:     Account Login	Doe
Email:     Confirm Email: <u>Note:</u> Please enter a valid email address; this email address will not be sold to solicitors.	johndoe100@mailinator.com (e.g. name@domain.com) johndoe100@mailinator.com
* User ID: Password Recovery (In case you forget your password, you will be req	johndoe100 ×
Secret Question:     Secret Answer: Communication	What is your mother's maiden name?  jane
Email Communication: Security Measures (This helps to prevent automated registrations.)	● Yes ○ No
<ul> <li>Type the characters from the picture below (without spaces):</li> </ul>	pqywm PC,YWIN Refresh
	Next Cancel

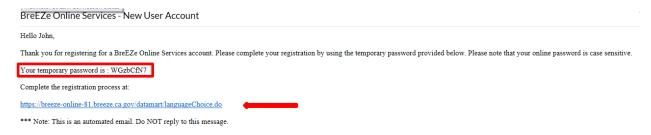
#### Preview registration for accuracy, then click SAVE (NOTE: If information is not correct click EDIT, then SAVE)

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Preview Registration Press "Save" to save the registration. Press "Edit" to modify your registration detai Press "Cancel" to cancel this registration an	
First Name:	John
Second Name:	50m
Last Name:	Doe
Email:	johndoe100@mailinator.com
Userld:	johndoe 100
Secret Question:	What is your mother's maiden name?
Secret Answer:	jane
Email Communication:	Yes
	Save Edit Cance
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#### Check your email for temporary password and follow instructions, then click RETURN

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-	mporary Password Issued been issued and sent to you via e-mail with the instruc	tions on how to proceed. Read this e-n	nail and follow the instructio	ns.
				Return
	Back to Top   Conditions of Use Copyright © 2013 S	Privacy Policy   <u>Accessibility</u> State of California		

You will receive an email from Breeze with a temporary password. Click on link to complete the registration process or return to the Department's Breeze Online Services page.



#### Enter User ID and temporary password, then click SIGN IN

Department of Consumer Affairs BREEZE	<u>About BreEZe</u> <u>FAQ's</u> <u>Help Tutorials</u>
	<u>Skip navigation</u> Contact Us
	es before, you will need to re-register with BreEZe.
FOR CONSUMERS Check Licenses and file complaints.	FOR APPLICANTS AND LICENSEES Applicant and licensing needs are available here. You will need to <u>register</u> , or use your existing user name and password
License SEARCH COMPLAINT	Returning User         Fields marked with * are required         * User ID:       johndoe100         * Password:
	<u>BreEZe Registration</u> <u>se   Privacy Policy   Accessibility</u> 13 State of California

### Update Default Registration Information then click SAVE (Note: update temporary password to your personal password of choice)

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Logged in as Doe, John	<u>Skip navigatio</u> Update Profile   Logoff   Contact Us
Update Default Registration Information	
Enter your new password and press "Save".	
Your new password must contain the following:	
<ul> <li>a minimum of (8) characters</li> </ul>	
<ul> <li>must not be the same as your user id</li> </ul>	
<ul> <li>must not be a variation of your user id</li> </ul>	
<ul> <li>must contain at least (1) uppercase alphabetic character</li> </ul>	
<ul> <li>must contain at least (1) lowercase alphabetic character</li> </ul>	
<ul> <li>must contain at least (1) numeric character</li> </ul>	
<ul> <li>must contain at least (1) special character</li> </ul>	
* Temporary Password:	
* New Password	
* Confirm Password	
	Save
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After clicking Save you will arrive at this screen below. If you plan to use the <u>same</u> Breeze account to maintain your license <u>AND</u> subscribe to license notifications for your employees, you should follow the steps on how to onboard your license in the "How to Create your Breeze VO Account" guide. If you are an employer of many employees, the Bureau suggests you create a separate Breeze VO Account to subscribe to employee license notifications; each account will require a different email address.

Follow the steps below to subscribe to license notifications without onboarding your license.

Click NO when asked to add a license to registration.

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Logged in as <b>Doe, John</b>	Update Profile   Logoff   Contact I
Step1: Ever held a license before with DCA?	Add Licenses To Registration Welcome to DCA OnlineQuickStart
Step2: Provide Identifying Information	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?
Step3: Confirm Information	
	O Yes How do I know?
	• No
	() Next

#### Enter the required information and click next.

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Logged in as Doe, John		Update Profile   Logoff   Con
Step1: Ever held a license before with DCA? Step2: Provide Identifying Information Step3: Confirm Information	license. If you do not have an SSN/ITIN on file, y Board/Bureau/Committee for instruction on how	file with your licensing Board/Bureau/Committee in order to on-board your ou will not be able to onboard your license. Please contact your o provide your SSN/ITIN. Department of Consumer Affairs to confirm that you do not have a previous re
	* Date Of Birth:	10/10/1972 (mm/dd/yyyy)
	* Click the white Checkbox next to "I'm not a robot".	Ires (This helps to prevent automated registrations.) I'm not a robot reCAPTCHA Privacy-Terms
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This will bring you to the Quick Start Menu

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<choose board=""> <choose application=""> \lambda</choose></choose>	<ul> <li>✓</li> <li>Select</li> </ul>	License Notification Sub	scriptions	Select

Click on the SELECT button for "License Notifications Subscriptions" located under "Additional Activities" on your Quick Start Menu.

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Click ADD button to subscribe to notifications for a license.

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In this example, we will "Search by License Number". Click on link.

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Enter Board: Bureau of Security and Investigative Services.

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