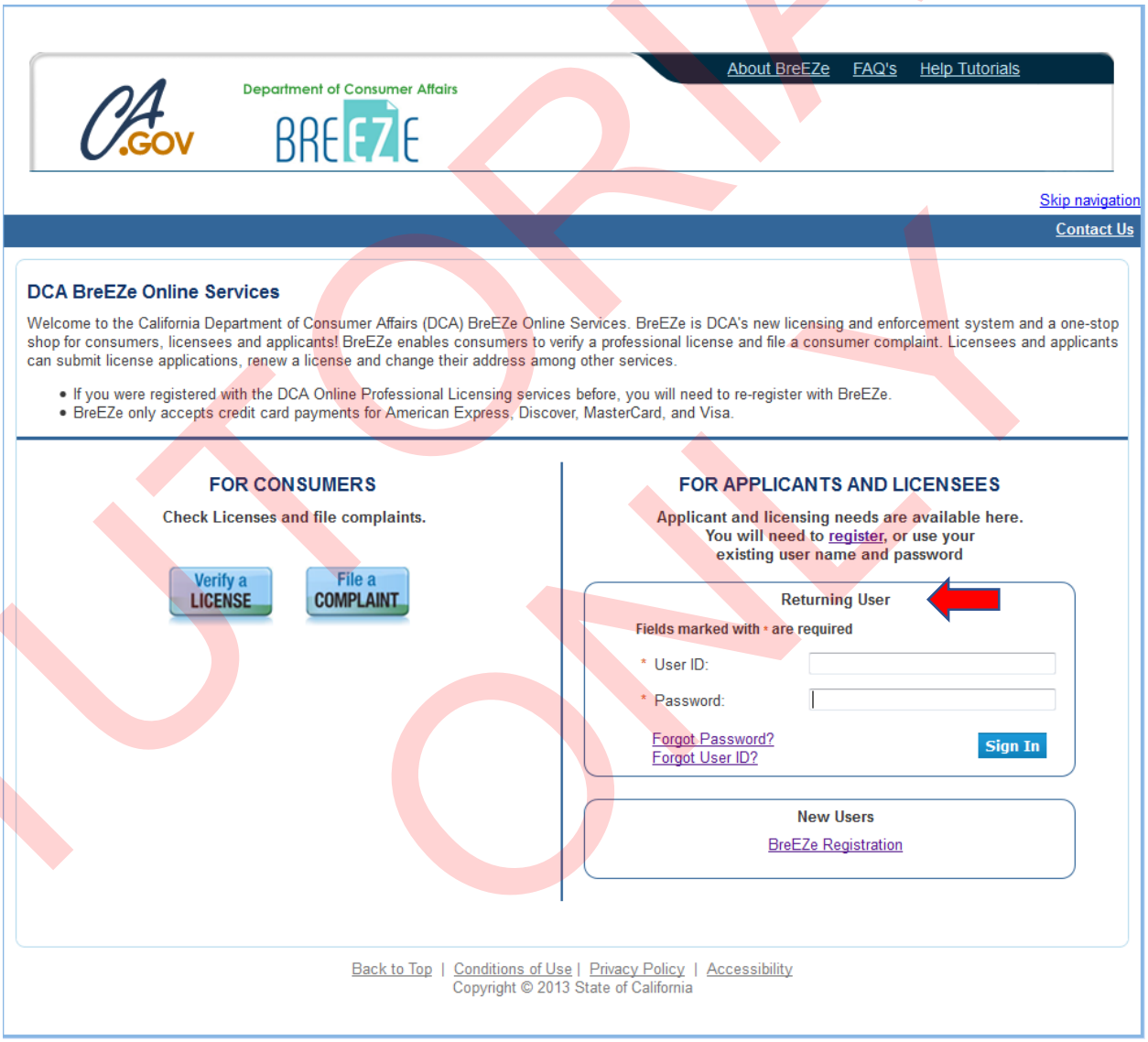
STEP-BY-STEP USER GUIDE FOR PHYSICIANS TO COMPLETE CHANGE OF ADDRESS ONLINE – www.breeze.ca.gov

If you previously registered in the BreEZe system, enter your User ID and Password in the **Returning User** section located on the right column, click the **Sign In** button

NOTE: If you have never registered in the BreEZe system, please go to http://www.mbc.ca.gov/Licensees/License_Renewal/Physicians_and_Surgeons.aspx and view pages 2 through 8 of the "Step-by-Step User Guide for Physicians to Renew Online". These pages explain how to create a new user account and connect your license to that account.

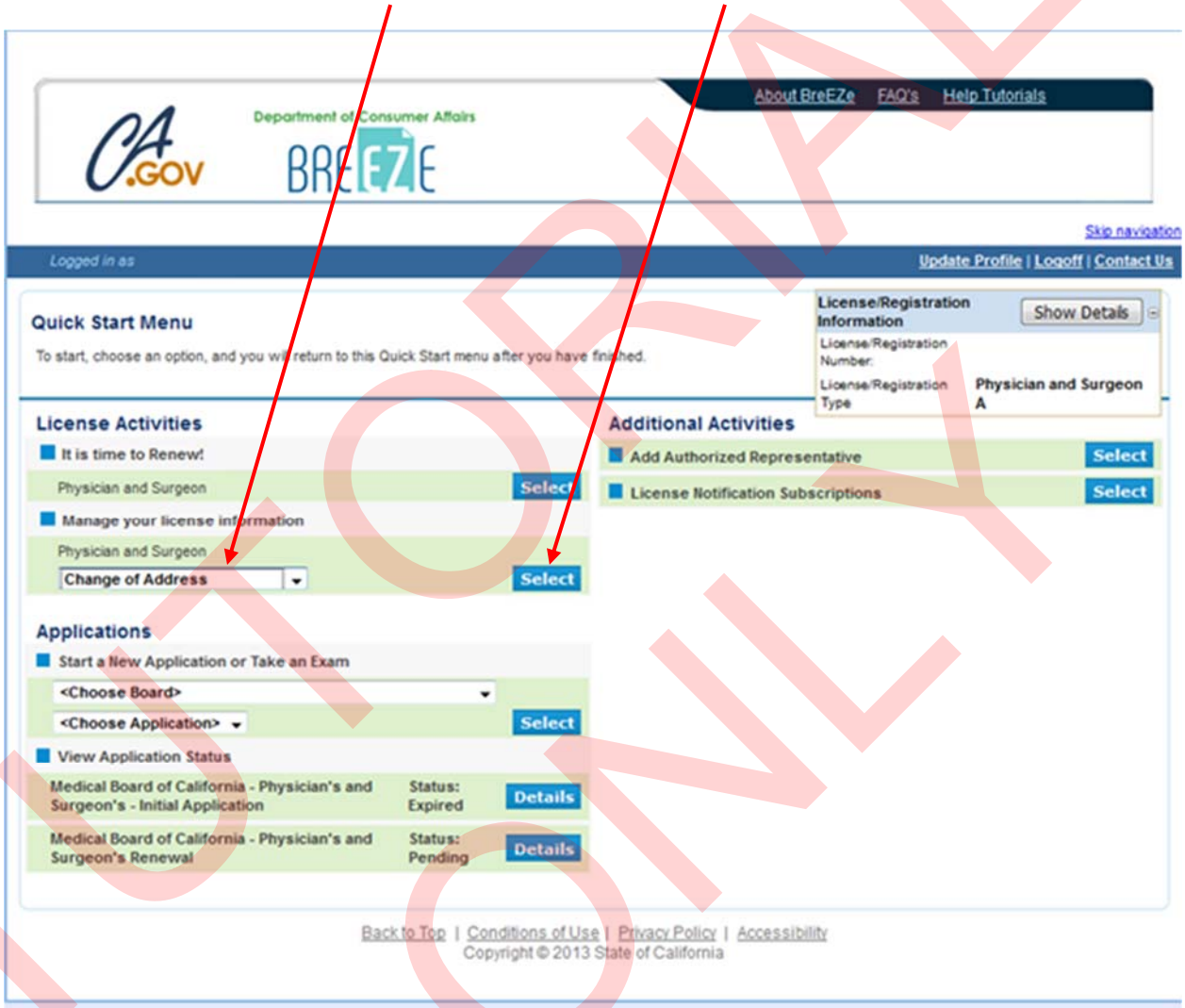


TUTORIAL ONLY

Change of Address:

Once you have successfully logged onto the BreEZe system, you should see the **Quick Start Menu** screen.

1. On the left hand side of the screen, under the section License Activities, subsection Manage your license information, click the down arrow of the Choose Application box and select **Change of Address**. Click the **Select** button next to the option.



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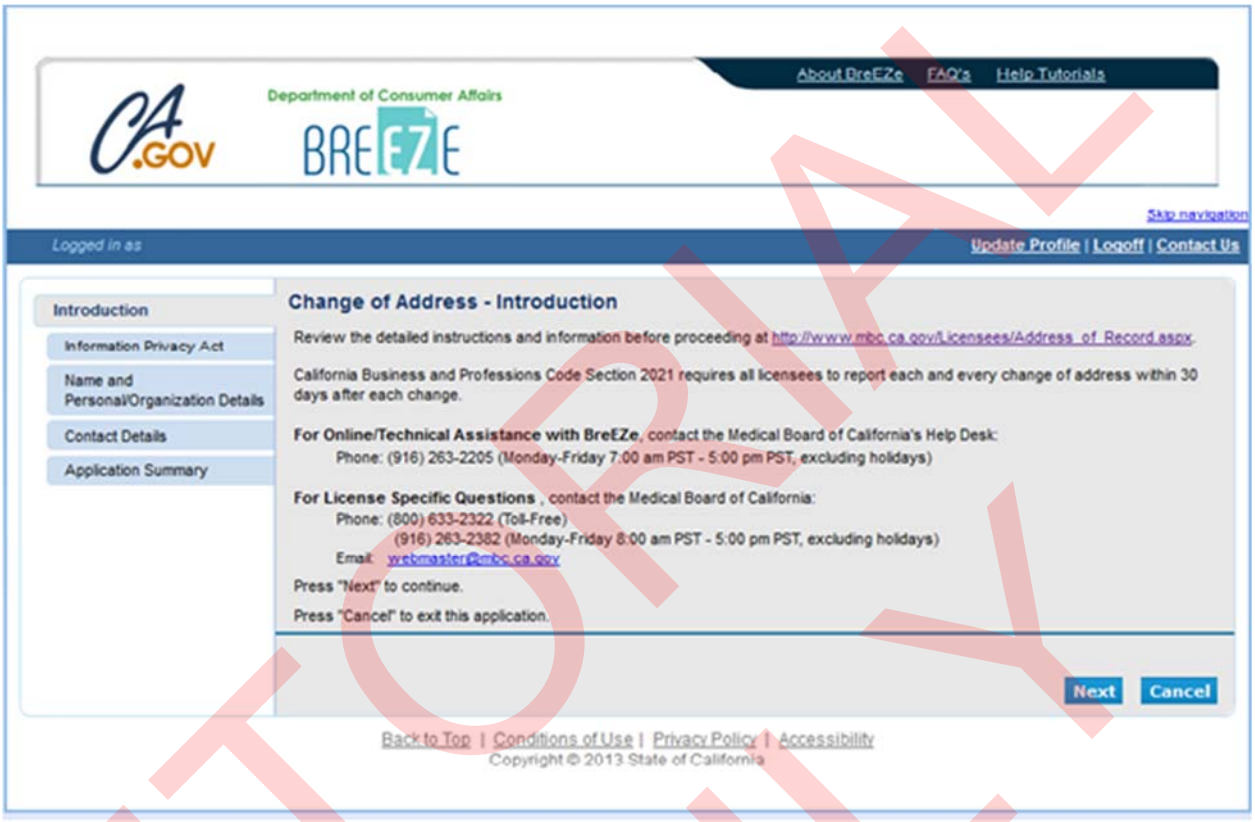
2. **Change of Address – Introduction**

Read the information then proceed to the bottom of the page/screen and click the **Next** button.



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3. **Change of Address – Information Privacy Act**

Please read the information then click the **Agree** button.

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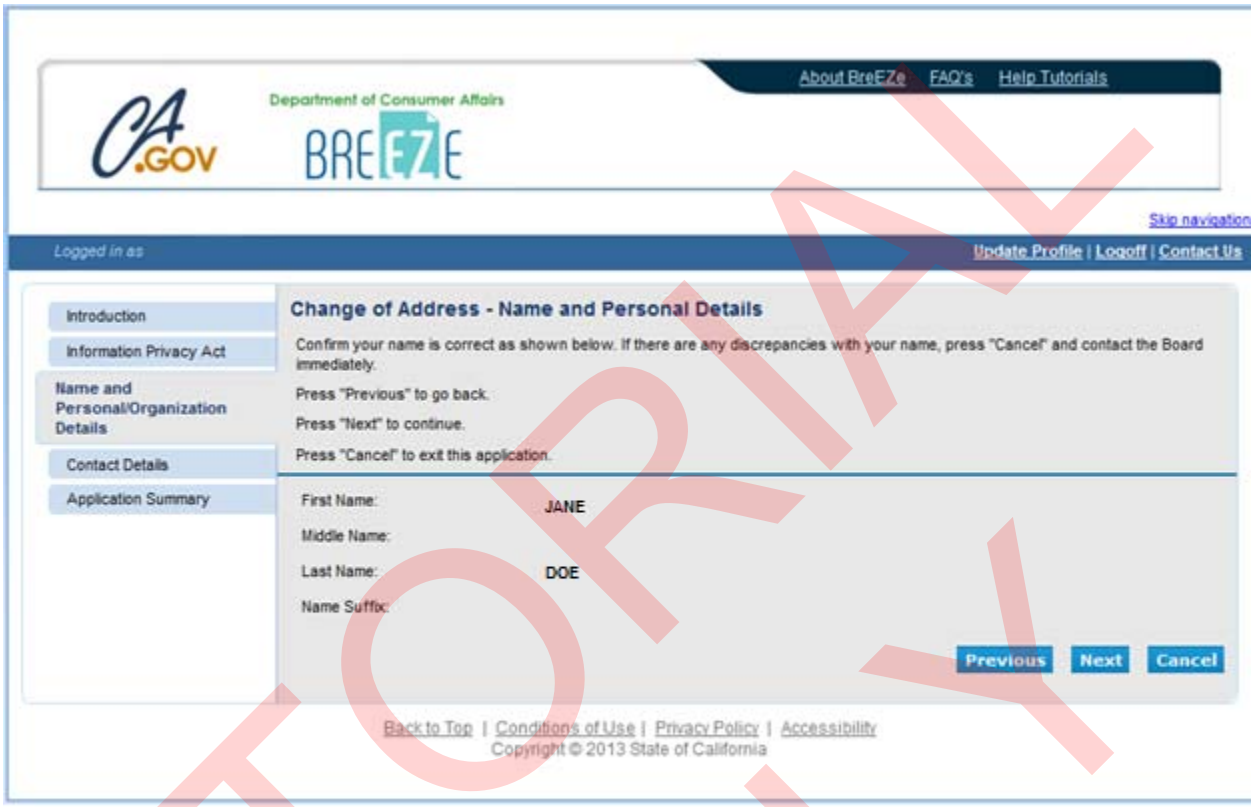
4. **Change of Address– Name and Personal Details**

Verify information is correct then click the **Next** button.



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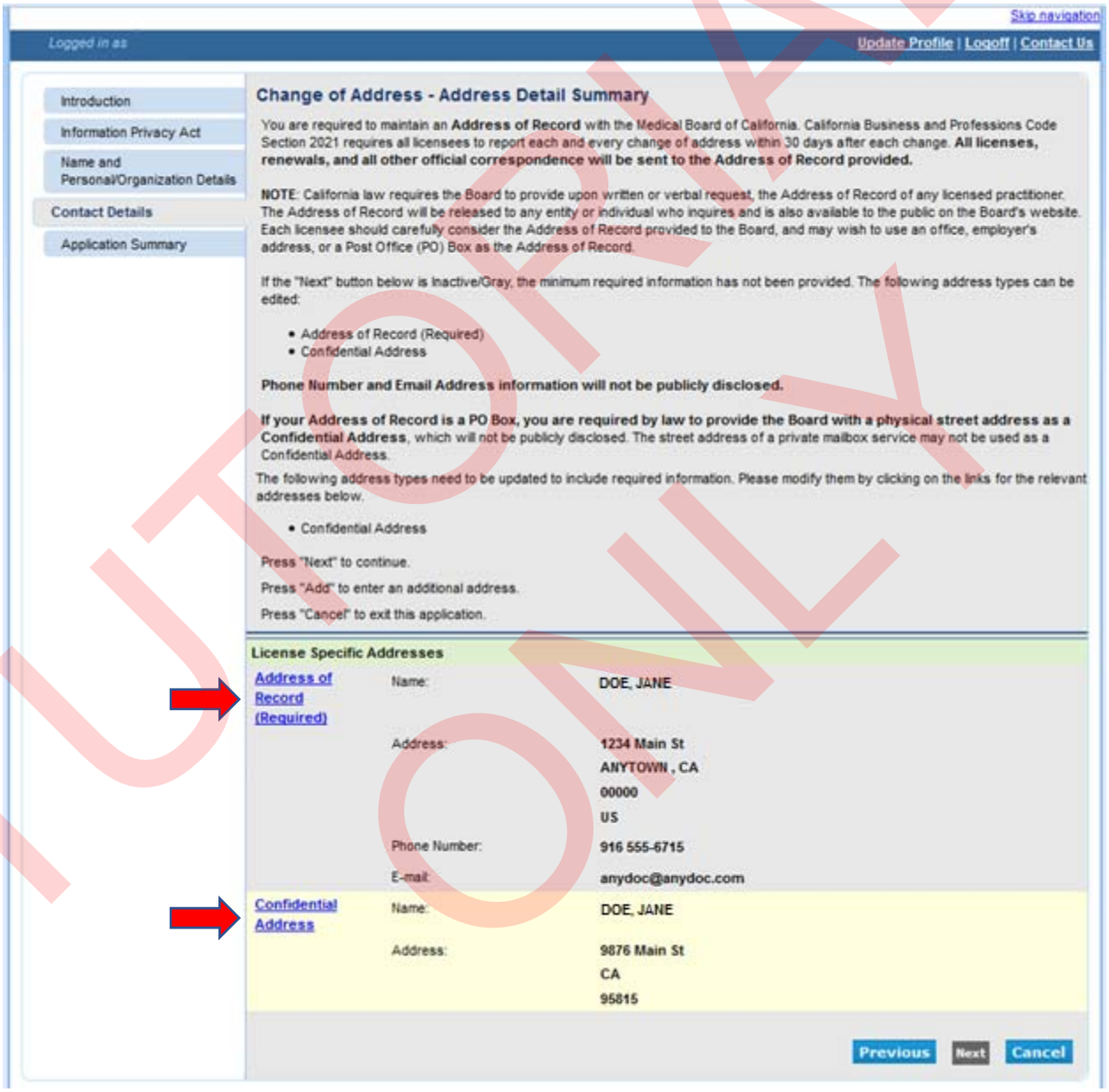
5. **Change of Address– Address Detail Summary**

To change the Address of Record: Click the blue link, **Address of Record (Required)**

To change the Confidential Address: Click the blue link, **Confidential Address**

NOTE: A Confidential Address is not required unless your Address of Record is a PO Box.



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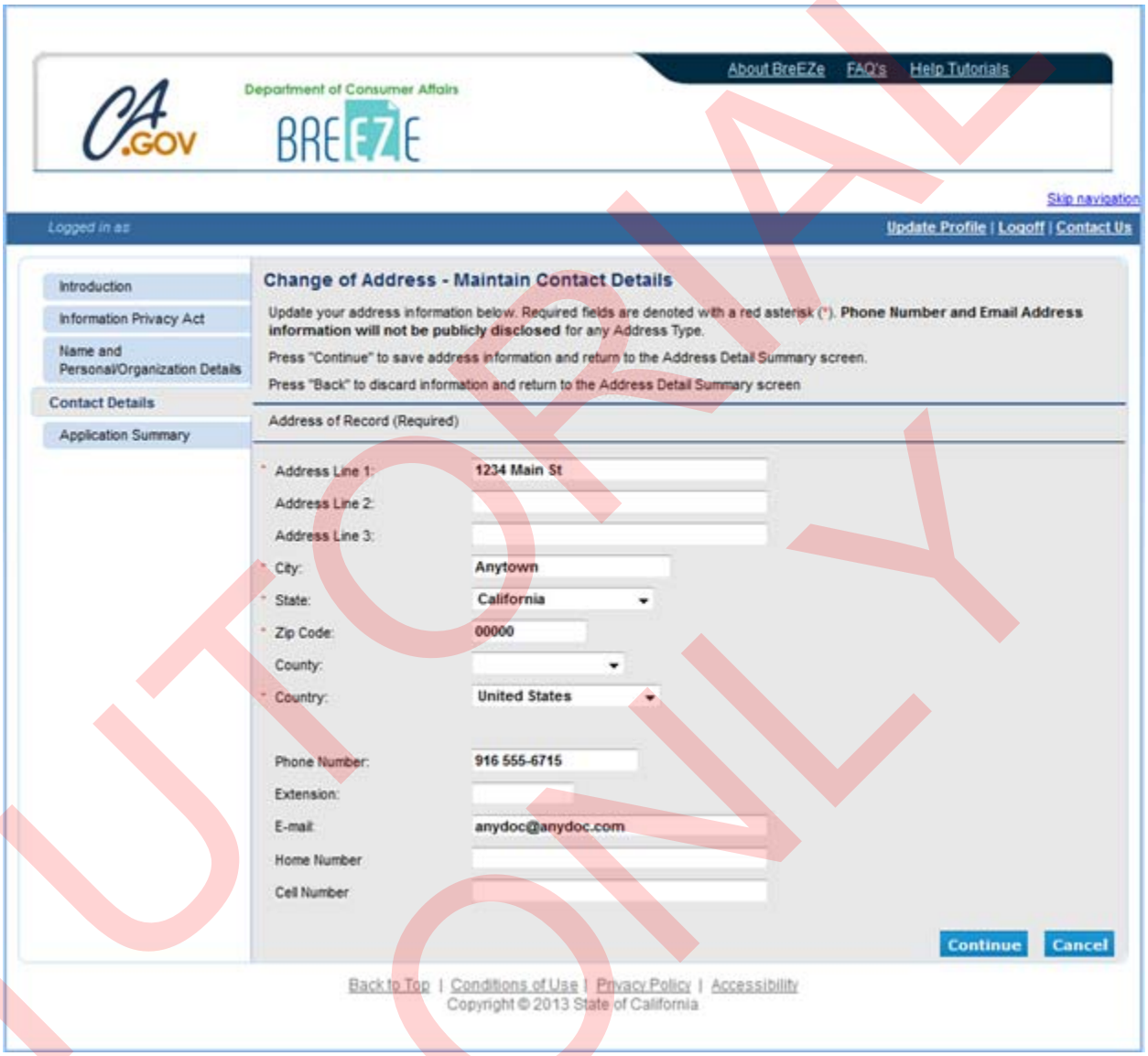
6. **Change of Address– Maintain Contact Details**

Fill in the required field (designated by red asterisks) for the **Address of Record**. Please include your telephone number and email address, which are not public information. Then click the **Continue** Button.



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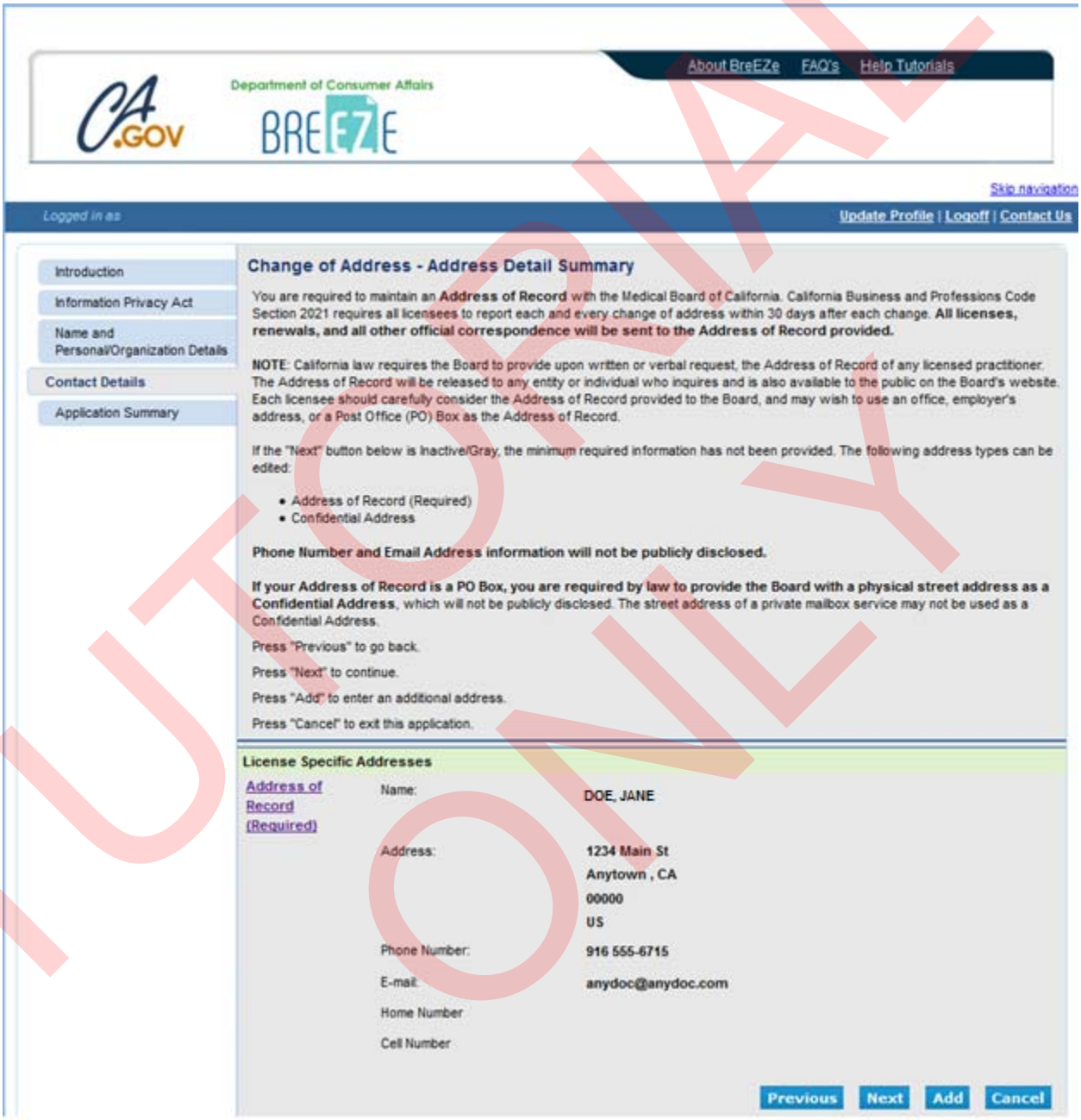
7. **Change of Address– Address Detail Summary**

Review the changes, then click the **Next** button.

NOTE: A Confidential Address is not required unless your Address of Record is a PO Box. Choose the **Add** button to add the required Confidential Address.



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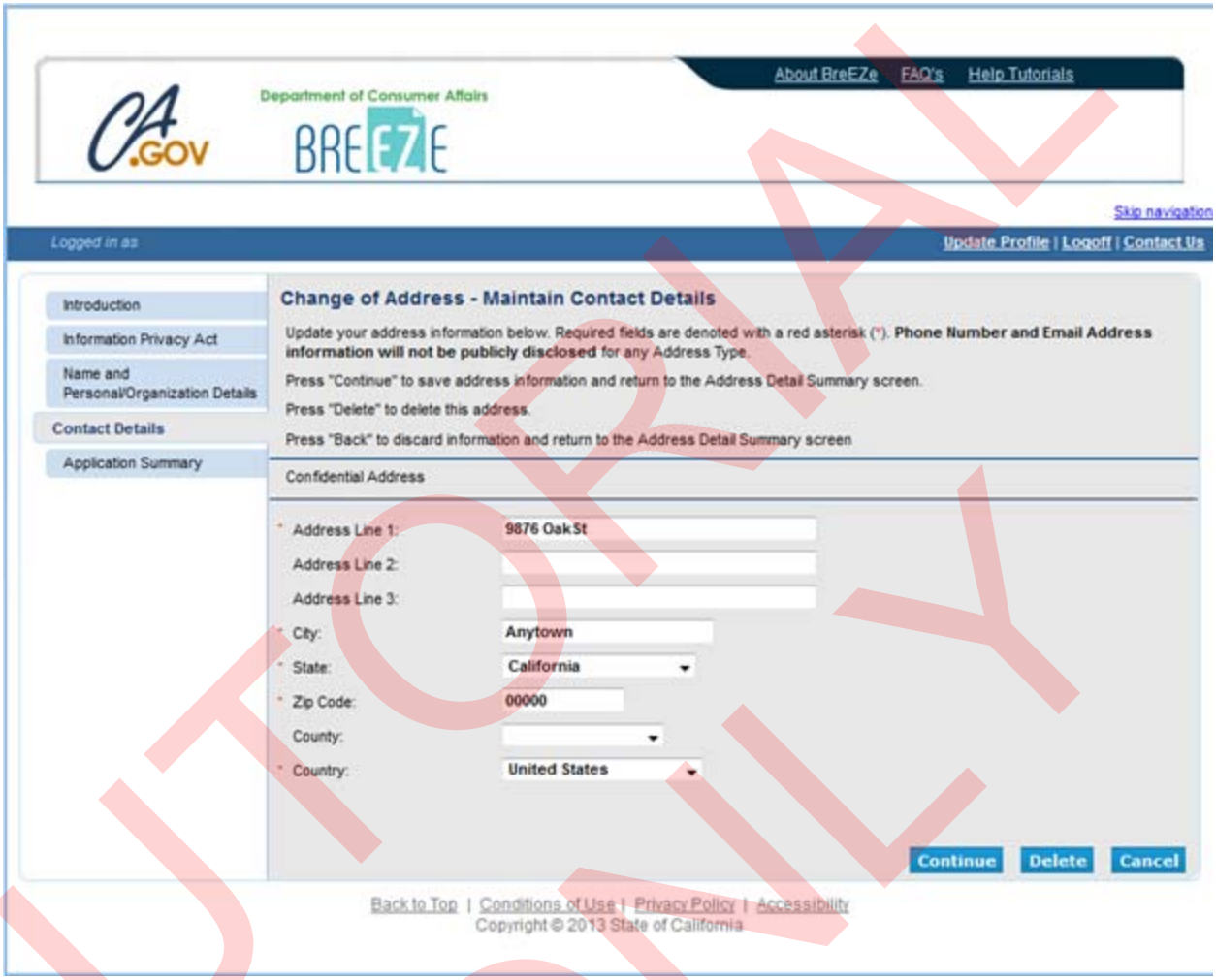
8. **Change of Address– Maintain Contact Details**

Fill in the appropriate boxes for the **Confidential Address**. Make sure the Country field is filled in. Then click the **Continue** Button.



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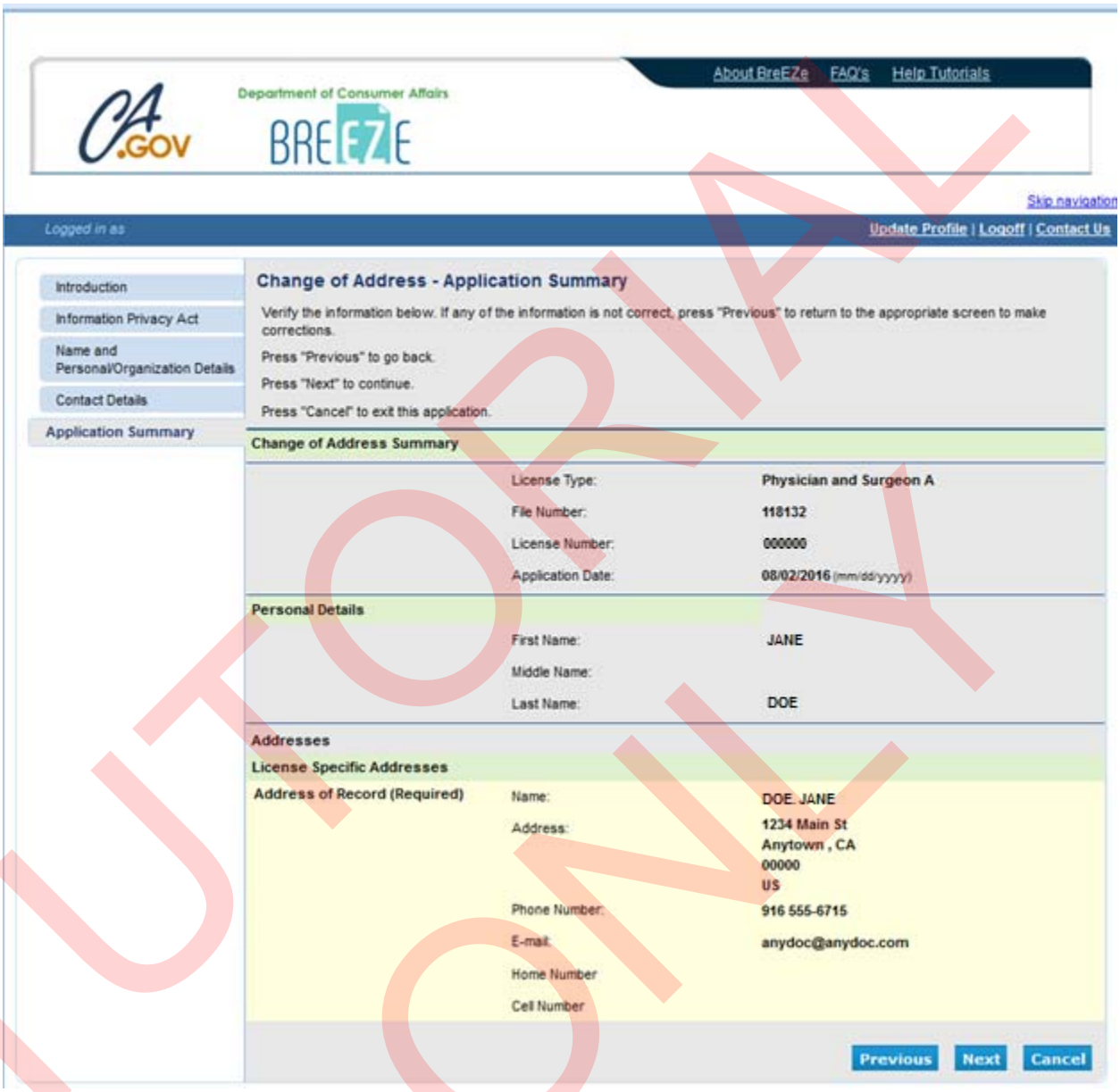
9. **Change of Address– Application Summary**

Verify that the address information is correct, then click the **Next** button.



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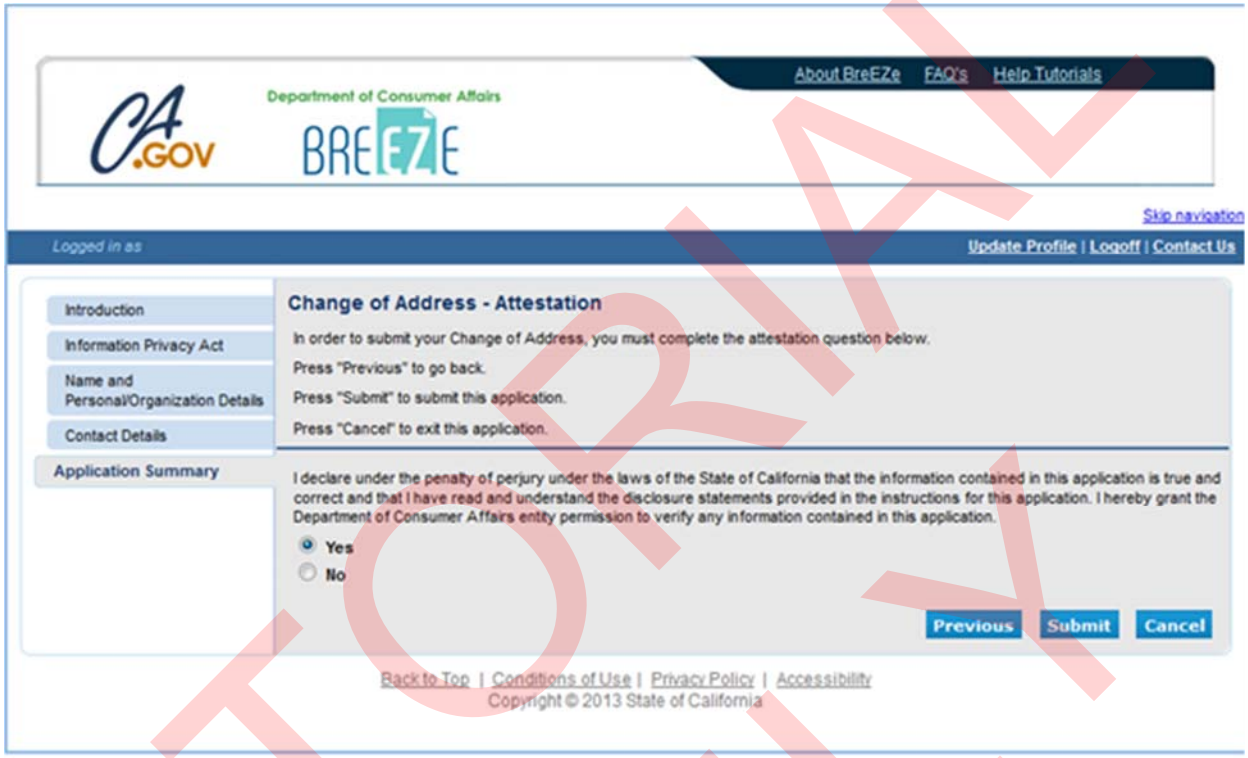
10. **Change of Address– Attestation**

Please read the information, select the **YES** radio button then click the **Submit** button.



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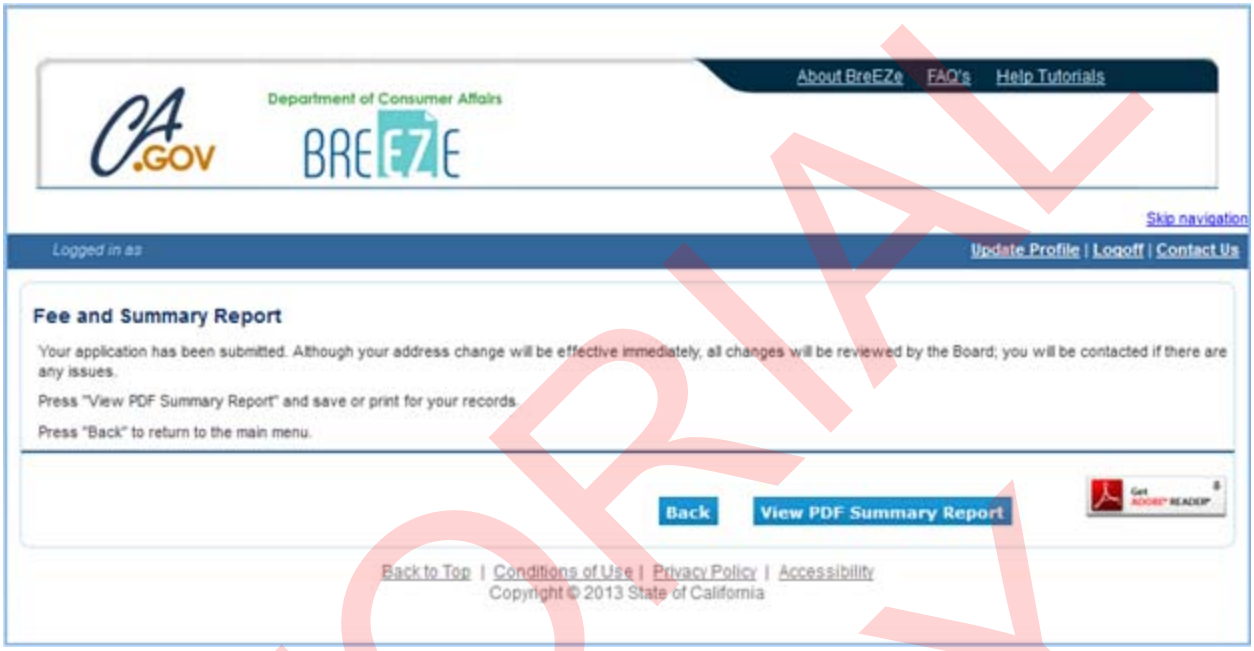
11. **Change of Address– Fee and Summary Report**

There is no fee to change your address. At this point, your address change(s) are completed. Click the **Back** button to return to the **Quick Start Menu**.



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