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.
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.
2. Change of Address – Introduction

Read the information then proceed to the bottom of the page/screen and click the Next button.
3. Change of Address – Information Privacy Act

Please read the information then click the Agree button.
4. **Change of Address– Name and Personal Details**

Verify information is correct then click the **Next** button.
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.
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.
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.
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.
9. Change of Address– Application Summary

Verify that the address information is correct, then click the Next button.
10. **Change of Address– Attestation**

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