

ADDING AUTHORIZED REPRESENTATIVE

Each physician and the Authorized Representative must have their own accounts to set up this process.

Please go to www.breeze.ca.gov. On the right hand side under “For Applicants and Licensees” you can log into an existing account or if the physician already has a BreEZe account, log into that account. (If you do not have a BreEZe account, please complete the “New Users, BreEZe Registration”.)

An Authorized Representative (i.e., Secretaries, Office Assistants, or anyone else who may help the licensee in their daily business activities) can perform the following functions for the physician:

- Make Payments
- Apply for Renewals
- Maintain License Information

In order for the Authorized Representative to be added to your account, the person you want to add as an Authorized Representative must also be registered with BreEZe and the physician must know the Authorized Representative’s User ID.

AUTHORIZED REPRESENTATIVE:

When an Authorized Representative creates their own account, the Authorized Representative will click the “No” box on the **Add Licenses to Registration** screen.

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Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Step3: Confirm Information

Add Licenses To Registration

Welcome to DCA OnlineQuickStart

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?

Yes [How do I know?](#)

No

Next

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ADDING AUTHORIZED REPRESENTATIVE

On the **Add Licenses to Registration – Validation** screen, the Authorized Representative must enter his or her information, type the Security Measures letters, then click the “Next” button.

PLEASE NOTE: Please click the “Refresh” button as many times as necessary until you can read the letters. Once you type the letters, click the “Next” button then **WAIT!** The system is looking to make sure you do not have a license with the Department of Consumer Affairs.


PHYSICIAN’S ACCOUNT:

From the physician’s Quick Start Menu, look to the right hand side of the screen, under **Additional Activities**, and choose the blue “Select” button next to **Add Authorized Representative**:


The screenshot displays the BreEze website interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREEZE logo. Navigation links for 'About BreEze', 'FAQ's', and 'Help Tutorials' are visible. Below the header, a blue bar indicates the user is logged in, with links for 'Skip navigation', 'Update Profile', and 'Logoff'. The main content area is divided into sections: 'Quick Start Menu' with instructions, 'Applications' with a 'Start a New Application or Take an Exam' section containing dropdown menus for 'Board' and 'Application' and a 'Select' button, and 'Additional Activities' with two options: 'Add Authorized Representative' and 'License Notification Subscriptions', each with a 'Select' button. A red arrow points to the 'Add Authorized Representative' button. A 'License/Registration Information' box shows 'No License Information Available'. At the bottom, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

ADDING AUTHORIZED REPRESENTATIVE

Click the "Add" button to add the representative:



Department of Consumer Affairs



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Authorized Representatives List

This page allows you to add an Authorized Representative to your account. An Authorized Representative (i.e., Secretaries, Office Assistants, or anyone else who may help the licensee in their daily business activities) can perform the following functions for you:

- Make Payments
- Apply for Renewals
- Maintain License Information

In order for the Authorized Representative to be added to your account, the person you want to add as an Authorized Representative must also be registered with BreEze and you must know their User ID.


User Id	Name
---------	------

Click "Add" to add a new Authorized Representative.
Click "Back" to return to the Main Menu.

To make changes to a current Authorized Representative:
Click the User Id to maintain (view/edit) that Authorized Representative.
Click the "Delete" link to delete that Authorized Representative.

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[Add](#)

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ADDING AUTHORIZED REPRESENTATIVE

In the **User Id** field, type the representative's BreEZe user ID then click the "Find" button:

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Authorized Representatives - Add

Enter the Authorized Representative's User Id then click "Find".
Press "Cancel" to undo your changes and return to the Authorized Representatives List screen.

* User Id: Find Name : Cancel

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ADDING AUTHORIZED REPRESENTATIVE

On the next screen, if the physician has multiple licenses, (i.e., Physician's and Surgeons and Dental), select the option of which licenses the Authorized Representative will have access to. Default access is "All".

Click the "Save" button:

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Authorized Representatives - Add

Enter the Authorized Representative's User Id then click "Find".
Press "Save" to save your changes.
Press "Cancel" to undo your changes and return to the Authorized Representatives List screen.

* User Id: [Find](#) Name : JANET NEVES


* Authorized License(s):
 All
 Selected
 Selected (Exclusive - all licenses except those selected below)

[Save](#) [Cancel](#)


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ADDING AUTHORIZED REPRESENTATIVE

If the physician has more Authorized Representatives to add, click the “Add” button and repeat the above steps. When all Authorized Representatives have been added, please click the “Back” button:



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Authorized Representatives List

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In order for the Authorized Representative to be added to your account, the person you want to add as an Authorized Representative must also be registered with BreEze and you must know their User ID.

User Id	Name	
JANEDOE1	Jane Doe	delete

Click "Add" to add a new Authorized Representative.
Click "Back" to return to the Main Menu.

To make changes to a current Authorized Representative:
Click the User Id to maintain (view/edit) that Authorized Representative.
Click the "Delete" link to delete that Authorized Representative.

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ADDING AUTHORIZED REPRESENTATIVE

AUTHORIZED REPRESENTATIVE:

Next, have the Authorized Representative log in to his or her account and verify that he or she has access to the physician's data:

The screenshot displays the BreEze user interface. At the top, there is a navigation bar with the CA.GOV logo, the Department of Consumer Affairs logo, and the BreEze logo. The user is logged in as 'Doe, Jane'. The main content area is divided into several sections: 'Quick Start Menu', 'License Activities', 'Applications', and 'Additional Activities'. A red arrow points to the 'Add Authorized Representative' option in the 'Additional Activities' section. The 'License/Registration Information' panel on the right shows the user's license number (97274) and type (Physician and Surgeon A). The footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

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Quick Start Menu
To start, choose an option, and you will return to this Quick Start menu after you have finished.

License Activities

- It is time to Renew!
Physician and Surgeon A 97274 **Select**
- Manage your license information
Physician and Surgeon A 97274
<Choose Application> **Select**

Applications

- Start a New Application or Take an Exam
<Choose Board>
<Choose Application> **Select**

Additional Activities

- Add Authorized Representative **Select**
- License Notification Subscriptions **Select**

License/Registration Information Show Details

License/Registration Number: 97274
License/Registration Type: Physician and Surgeon A

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