

## Versa Online Instructions

### Registering as a new user

To access DCA BreEZe Online Services, you will need to create a new username and password. To create a new user account follow the following steps:

Click on Breeze Online Services

CA.GOV Department of Consumer Affairs BREZE

About BreEZe FAQ's Help\_Tutorials

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### DCA BreEZe Online Services

Welcome to the California Department of Consumer Affairs (DCA) BreEZe Online Services. BreEZe is DCA's new licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEZe enables consumers to verify the professional license and file a consumer complaint (with or without registering). Licensees and applicants can submit license applications, renew a license and change their address among other services.

- If you were registered with the DCA Online Professional Licensing services before you will need to re-register with BreEZe.
- BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.
- If you would like to learn more about BreEZe please visit the following links on this website:

[About BreEZe](#)  
[Frequently Asked Questions \(FAQ's\)](#)  
[Online Help Tutorials](#)

 **Click Here to Access BreEZe Online Services**

Remember you do not have to register to File a Complaint or Verify a License.

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https://breeze-online-81.breeze.ca.gov/datamart/languageChoice.do

9:32 AM  
10/13/2014

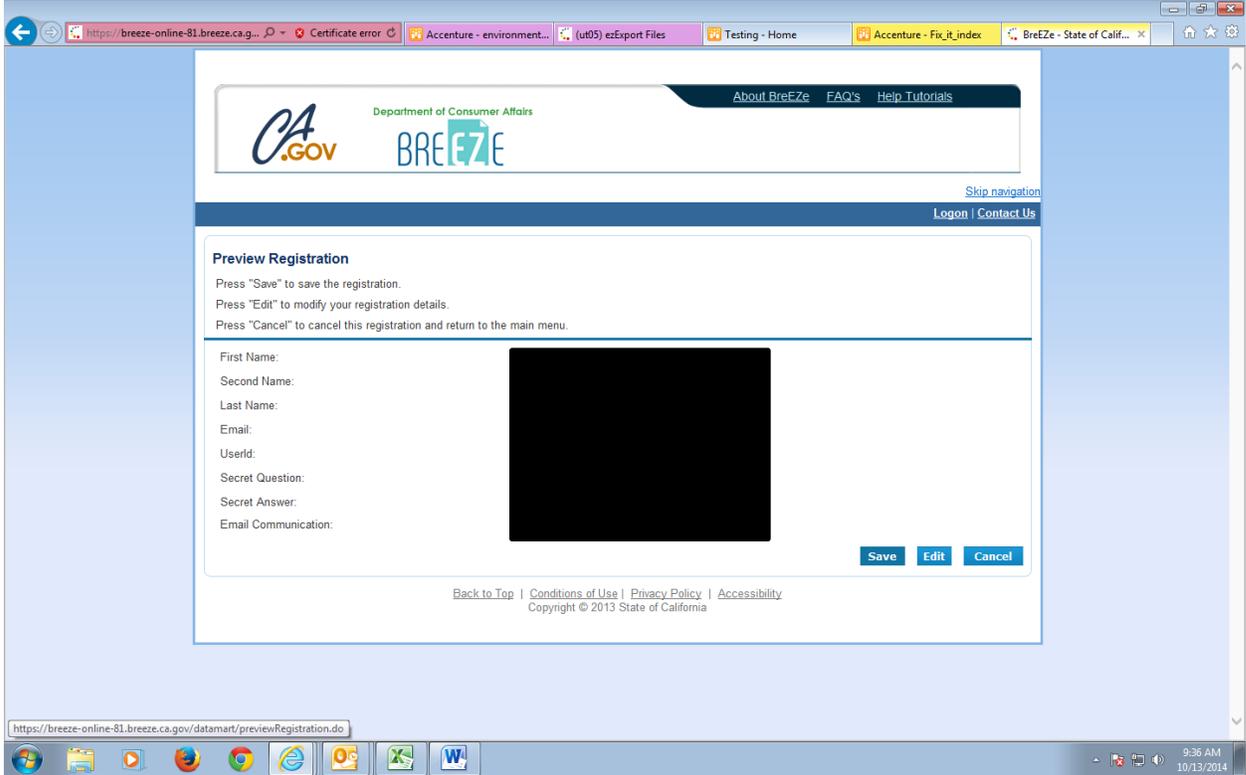
## Choose New User

The screenshot shows the BreEze website home page. At the top, there is a navigation bar with the CA.GOV logo, the BREEZE logo, and links for "About BreEze", "FAQ's", and "Help/Tutorials". Below this is a "Skip navigation" and "Contact Us" link. The main content area is titled "DCA BreEze Online Services" and includes a welcome message and a list of services. Two main sections are highlighted: "FOR CONSUMERS" with buttons for "Verify a LICENSE" and "File a COMPLAINT", and "FOR APPLICANTS AND LICENSEES" with a "Returning User" login form and a "New Users" section containing a "BreEze Registration" link. A red arrow points to the "BreEze Registration" link. The browser's address bar shows the URL: https://breze-online-81.breeze.ca.gov/datamart/registration.do?from:loginPage.

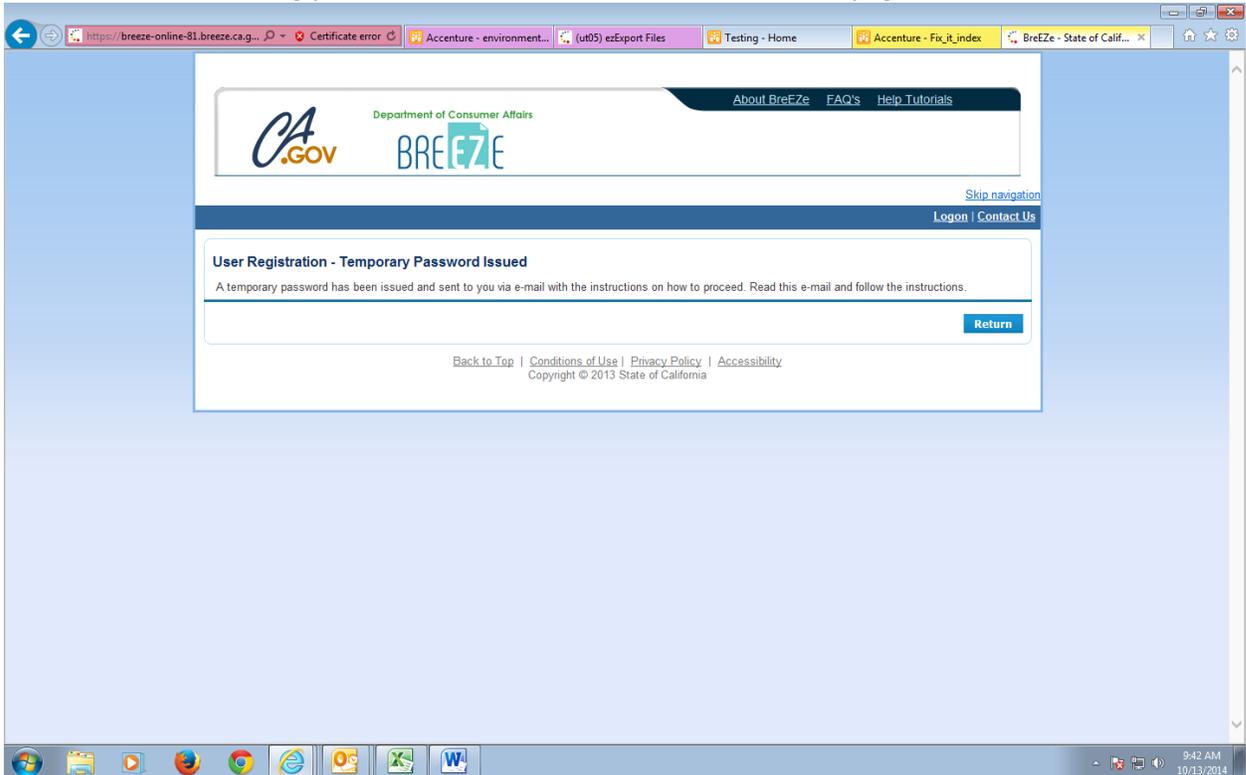
## Create User Registration. Enter all required information and hit next.

The screenshot shows the "User Registration" form. The form is titled "User Registration" and includes instructions: "Please complete the information required below to become a registered 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 main menu." The form is divided into several sections: "Account Owner Contact Information" (First Name, Middle Name, Last Name), "Account Login" (Email, Confirm Email, User ID), "Password Recovery" (Secret Question, Secret Answer), "Communication" (Email Communication), and "Security Measures" (Type the characters from the picture below). The "Security Measures" section shows a CAPTCHA image with the characters "g9kxy" and a "Refresh" button. At the bottom of the form are "Next" and "Cancel" buttons. The browser's address bar shows the URL: https://breze-online-81.breeze.ca.gov. The system tray shows the time as 9:35 AM on 10/13/2014.

From this screen, remember the User ID and email address entered and hit Save. Your Temporary Password will be emailed to you.



Hit return. This will bring you back to the Breeze Online Services home page.



Enter your UserID and temporary password.

The screenshot shows the Breeze online services portal. At the top, there is a navigation bar with the CA.GOV logo and BREZE logo, and links for About BreEze, FAQ's, and Help/Tutorials. Below this is a section titled "DCA BreEze Online Services" with a welcome message and instructions. The main content area is divided into two columns: "FOR CONSUMERS" and "FOR APPLICANTS AND LICENSEES". The "FOR CONSUMERS" column has buttons for "Verify a LICENSE" and "File a COMPLAINT". The "FOR APPLICANTS AND LICENSEES" column has a "Returning User" section with fields for "User ID" and "Password", and a "Sign In" button. A red arrow points from the "File a COMPLAINT" button to the "Returning User" section. Below the "Returning User" section is a "New Users" section with a link for "BreEze Registration".

Enter Temporary Password, New password and Confirm New Password and hit save

The screenshot shows the Breeze online services portal after login. The user is logged in as "Snyder, Lani". The main content area is titled "Update Default Registration Information" and contains instructions for entering a new password. The instructions list the following requirements for the new password:

- a minimum of (4) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- must contain at least (1) special character

Below the instructions are three input fields for "Temporary Password", "New Password", and "Confirm Password", each with a "Save" button. At the bottom of the page, there is a footer with links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", and a copyright notice for 2013 State of California. A small dialog box at the bottom of the browser asks "Do you want Internet Explorer to remember the password for ca.gov?" with "Yes" and "No" buttons.

If you are a completely new user answer no. If you have been previously registered answer Yes.

CA.GOV Department of Consumer Affairs BREZE

About BREZE FAQ's Help/Tutorials

Logged in as Snyder, Lani Update Profile | Logoff | Contact Us

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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Do you want Internet Explorer to remember the password for ca.gov? Why am I seeing this? Yes No

10:08 AM 10/13/2014

Add Identifying information

CA.GOV Department of Consumer Affairs BREZE

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Logged in as Snyder, Lani Update Profile | Logoff | Contact Us

Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Step3: Confirm Information

**Add Licenses To Registration - Validation**

Help us find your records.

Please note that you must have an SSN on file with your licensing Board/Bureau/Committee in order to on-board your license. If you do not have an SSN on file, you will not be able to onboard your license. Please contact your Board/Bureau/Committee for instruction on how to provide your SSN.

Please provide your information in order for the Department of Consumer Affairs to confirm that you do not have a previous record in the BreZE system. A previous record may include: licensee, complainant, witness, etc

Required Information

\* Last Name: [Redacted]

\* SSN: [Redacted] Last 4 Digits of SSN Last 4 Digits of SSN

\* Date Of Birth: [Redacted] (mm/dd/yyyy)

**Security Measures (This helps to prevent automated registrations.)**

\* Type the characters from the picture below (without spaces): [Input field with 'gd cx qx']

Refresh

Next Cancel

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Do you want Internet Explorer to remember the password for ca.gov? Why am I seeing this? Yes No

10:11 AM 10/13/2014

Quick Start Menu, select the registration you wish to renew

The screenshot shows the BREeZe website interface. At the top, there is a navigation bar with the CA.GOV logo and the BREeZe logo. Below the navigation bar, the user is logged in as GANKHUU, CREGOR DAVON. The main content area is titled 'Quick Start Menu' and contains several sections:

- License Activities:** Includes a 'Registered Psychological Assistant 94020190' with a 'Select' button. Below this are several 'Psychologist' entries (11328, 24003, 25960, 25998, 26172) each with a '<Choose Application>' dropdown and a 'Select' button.
- Applications:** Includes a 'Start a New Application or Take an Exam' section with a '<Choose Board>' dropdown and a 'Select' button.
- Additional Activities:** Includes 'Add Authorized Representative' and 'License Notification Subscriptions', both with 'Select' buttons.

A red arrow points to the 'Select' button for the 'Registered Psychological Assistant 94020190' entry.

Hit next

The screenshot shows the 'Registered Psychological Assistant Renewal Application - Introduction' screen. The page has a navigation menu on the left with the following items:

- Introduction
- Name and Personal/Organization Details
- Contact Details
- Questions
- Work Location
- Healing Art Survey
- File Attachments
- Application Summary

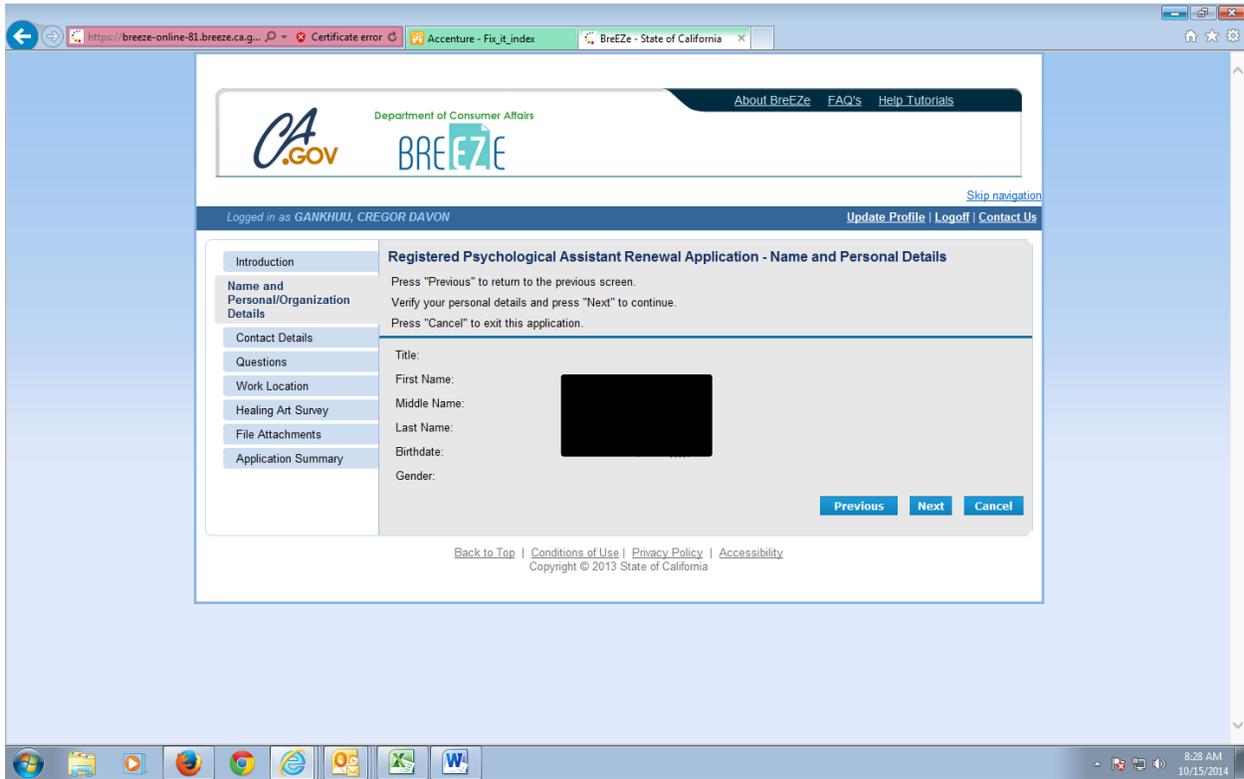
The main content area contains the following text:

**Registered Psychological Assistant Renewal Application - Introduction**  
PSYCHOLOGICAL ASSISTANT REGISTRATION RENEWAL APPLICATION and ANNUAL REPORT  
DO NOT MAKE SUPERVISION, NAME OR ADDRESS CHANGES ON THIS FORM  
If you need to change your current address please go back to the quick start menu by pressing 'Cancel' and select the 'Address Change' application.  
Press "Next" to continue.  
Press "Cancel" to exit this application.

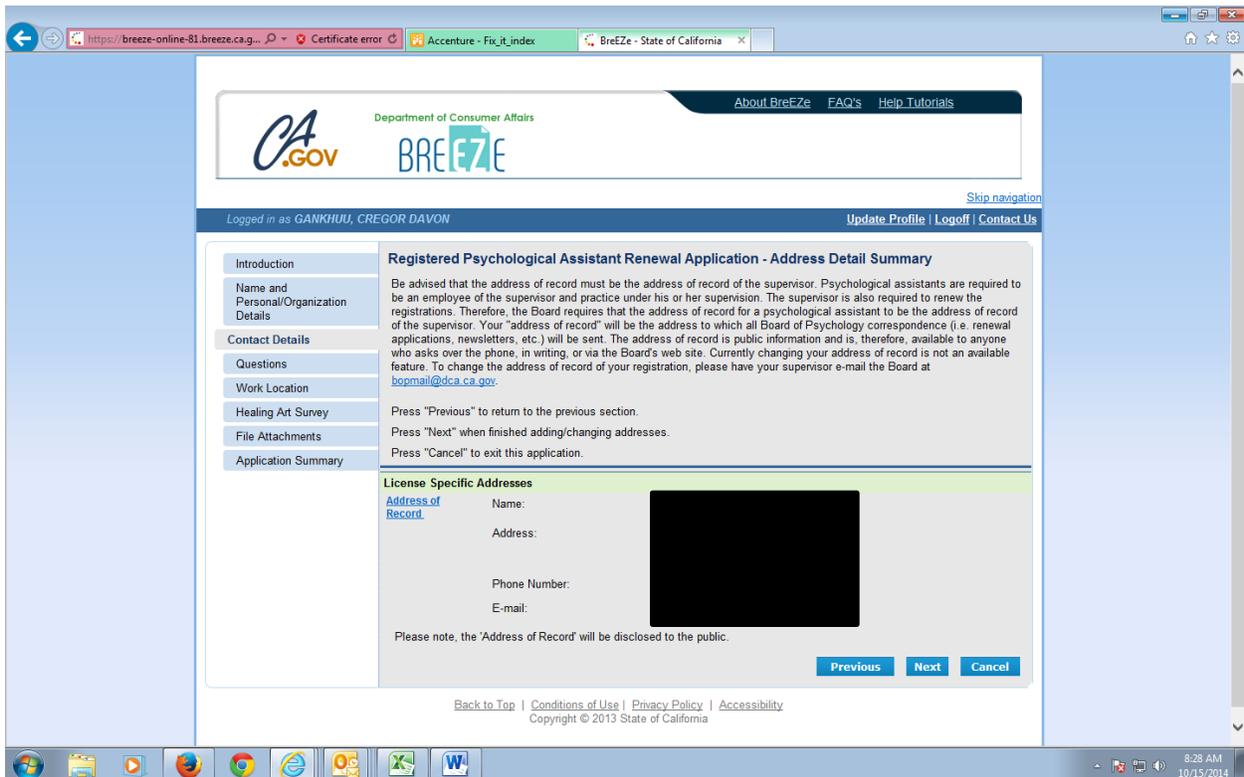
At the bottom right of the main content area, there are 'Next' and 'Cancel' buttons.

At the bottom of the page, there is a footer with the following text: 'Back to Top | Conditions of Use | Privacy Policy | Accessibility Copyright © 2013 State of California'

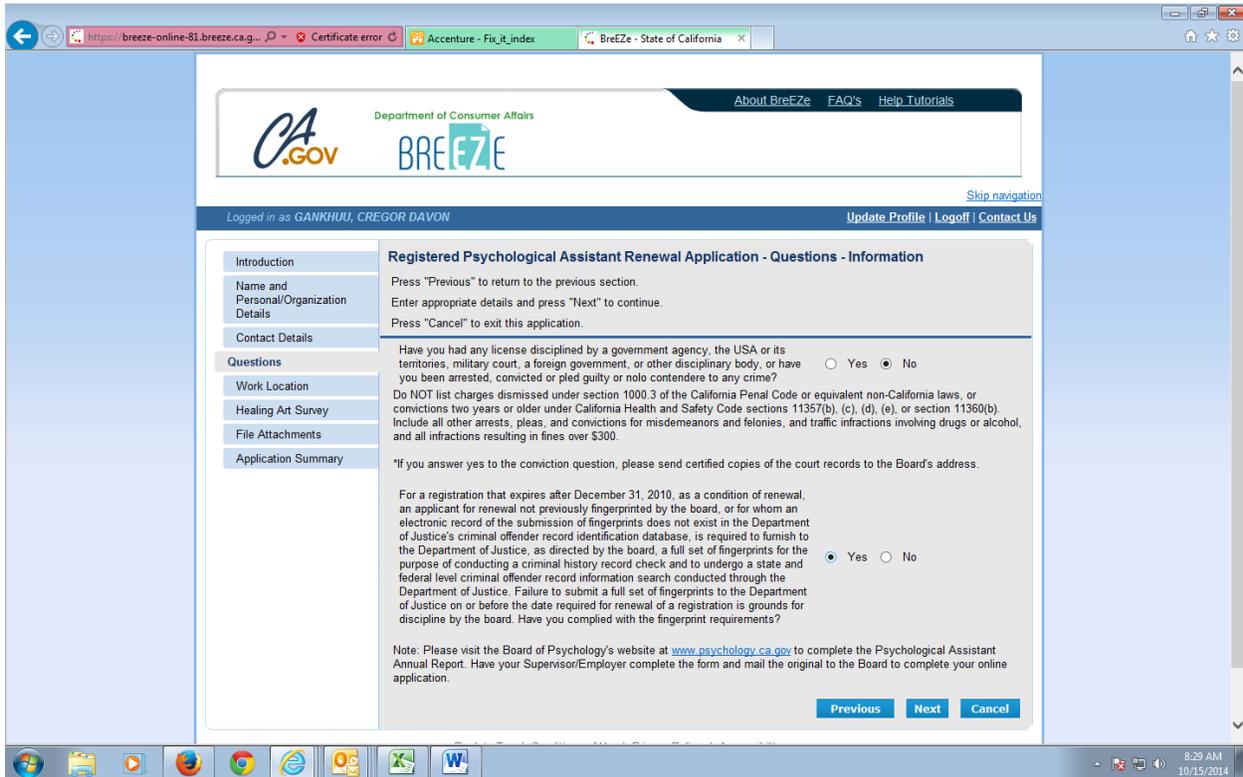
Confirm name, last name and date of birth.



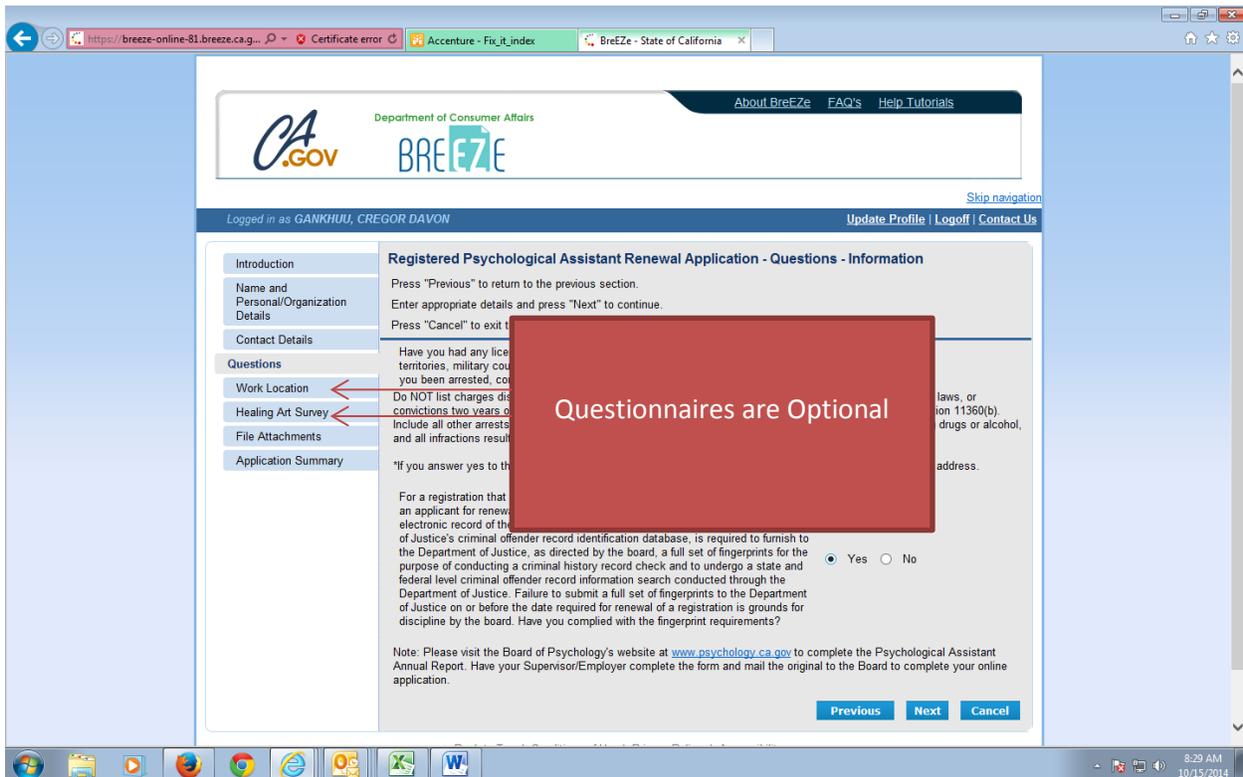
Confirm address of record (AOR) of the registration. AOR cannot be updated or changed on this screen.



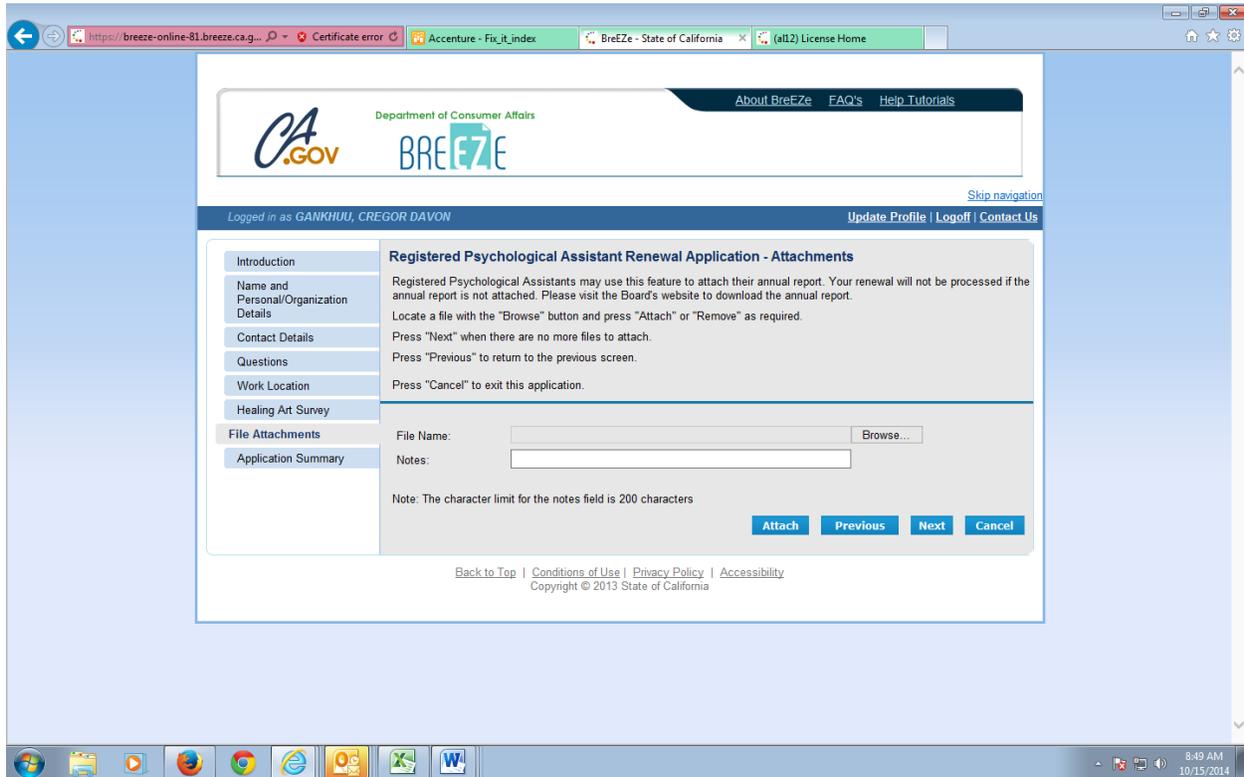
Answer Renewal Questions.



Work Locations and Healing Art Survey Questionnaires are optional .



File Attachments: Attach Annual Report form. This form can be downloaded from the Board's website at [http://www.psychology.ca.gov/licensees/psb\\_annual\\_report.pdf](http://www.psychology.ca.gov/licensees/psb_annual_report.pdf).



Attestation: Mark yes and proceed to payment.

