

## FICTITIOUS NAME PERMIT

### On-Line Renewal Instructions

Welcome to the DCA Breeze Online Services system.

Renewing on-line requires payment by credit card. Please do not submit a paper renewal to the Osteopathic Medical Board if you have successfully completed this on-line process.

Note: Do not attempt to renew a delinquent Permit on-line (i.e., expired 12/31/2014 or prior).

Important: The first step in renewing a Fictitious Name Permit (FNP) on-line requires linking the personal information of the D.O. who is the majority shareholder of the business or corporation to the FNP. If you cannot provide the information required, the transaction will fail and you must send the renewal form and check to our office.

Let's begin . . .

The screenshot shows the DCA BreEze Online Services website. The page is titled "DCA BreEze Online Services" and includes a navigation bar with links for "About BreEze", "FAQ's", and "Help/Tutorials". Below the navigation bar, there is a section titled "DCA BreEze Online Services" with a welcome message and a list of services. 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 "New Users" section with a link for "BreEze Registration". A yellow arrow points to the "BreEze Registration" link. 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.

Click the link "Breeze Registration" directly below "New Users" in the lower right hand box.

The screenshot shows a web browser window with the URL <http://brezze-online-50.breeze.ca.gov/621/metr/registration.do?ty...>. The page title is "BreEZe - State of California". The browser's address bar shows several tabs, including "onlygoodnessinside", "versaRegulation 5", "login", "Office of Information Serv...", "versaRegulation 5 (2)", "Suggested Sites", "Web Slice Gallery", "CEC-400-2012-015", and "Free Hotmail". The page header includes the "CA.GOV" logo and the "BREZZE" logo, along with the text "Department of Consumer Affairs". Navigation links for "About BreEZe", "FAQ's", and "Help/Tutorials" are visible. A "Skip navigation" link and "Logon | Contact Us" links are also present.

The main content area is titled "User Registration" and contains the following instructions and form fields:

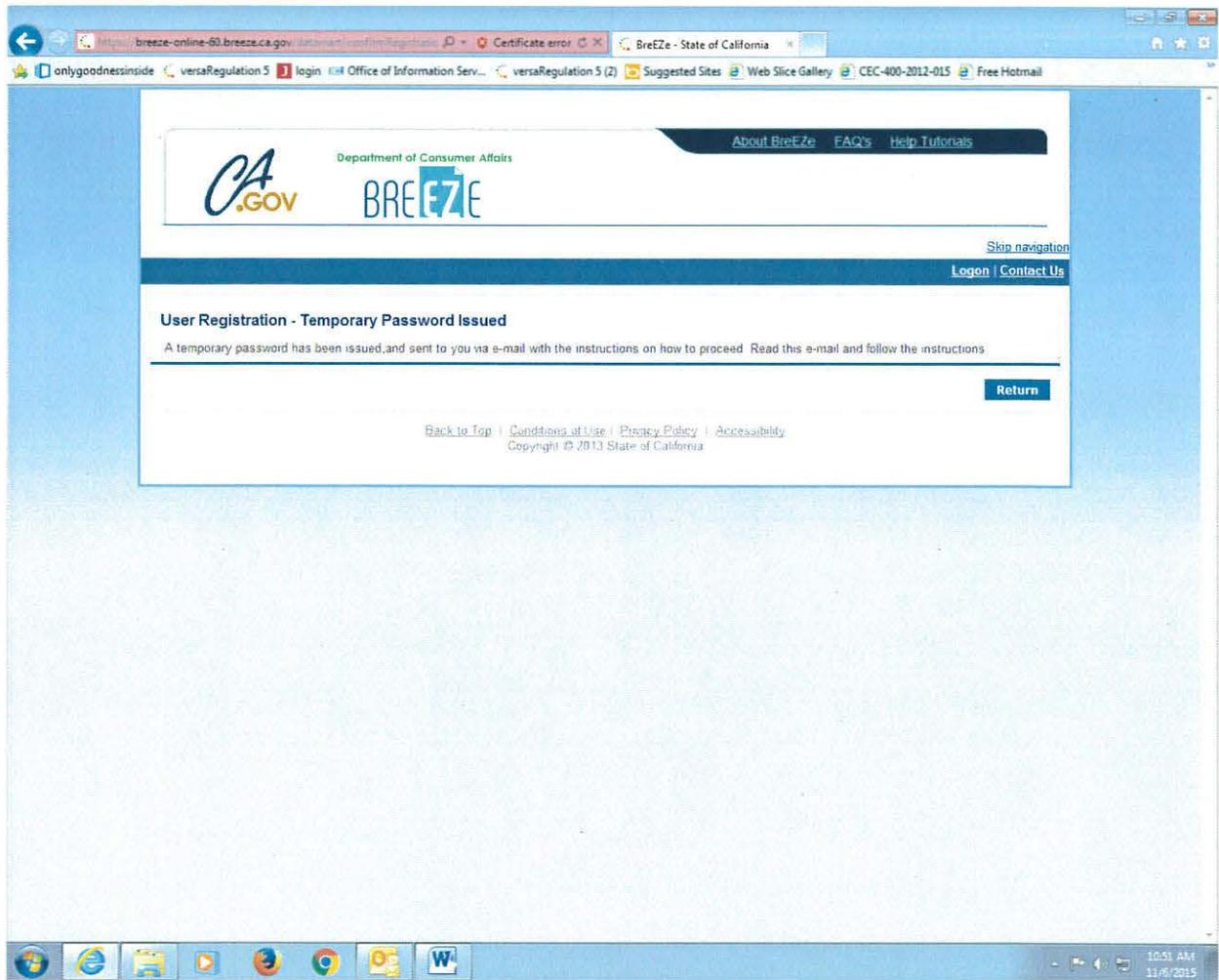
- User Registration**  
Please complete the information required below to become a registered BreEZe User. You will receive a confirmation email as part of the registration process.  
Enter your details and press "Next"  
Press "Cancel" to cancel this registration and return to the main menu.
- Account Owner Contact Information**
  - First Name: [Redacted]
  - Middle Name: [Redacted]
  - Last Name: [Redacted]
- Account Login**
  - Email: [Redacted] (e.g. name@domain.com)
  - Confirm Email: [Redacted]  
Note: Please enter a valid email address; this email address will not be sold to solicitors.
  - User ID: ABABABAB
- Password Recovery** (in case you forget your password, you will be required to answer this question to obtain a new temporary password.)
  - Secret Question: Where were you born? (dropdown menu)
  - Secret Answer: MARS
- Communication**
  - Email Communication:  Yes  No
- Security Measures** (This helps to prevent automated registrations.)
  - Type the characters from the picture below (without spaces): r v q c p

At the bottom right of the form, there are "Next" and "Cancel" buttons. A "Refresh" button is located next to the security image. The Windows taskbar at the bottom shows the system tray with the time 10:50 AM and date 11/6/2015.

This screen requires the personal information of the D.O. who is the majority shareholder of the business or corporation.

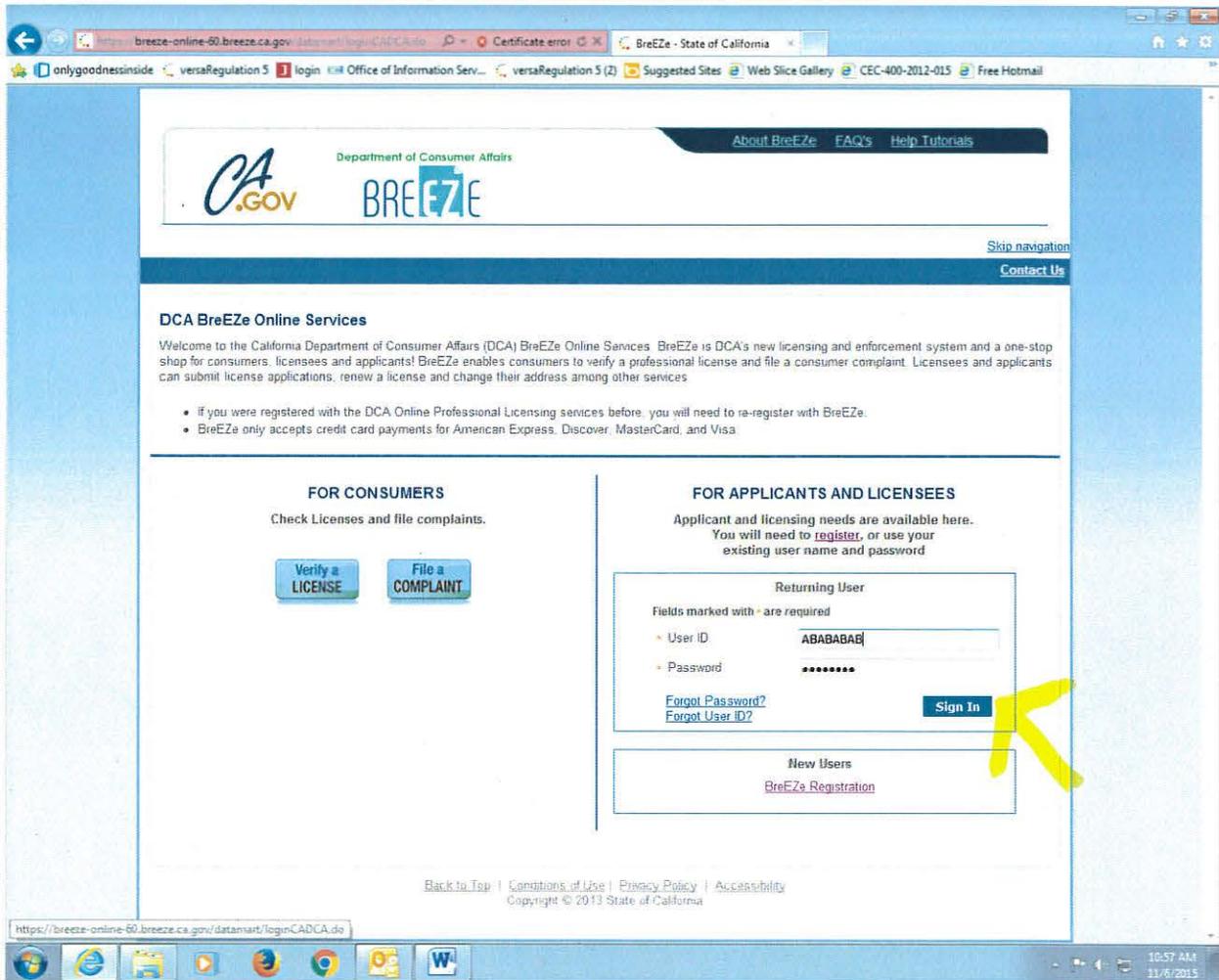
Input is case sensitive. Be sure to complete all areas containing a red \*.

If everything is correct, click the "Next" button, then save or edit your information on the next page.

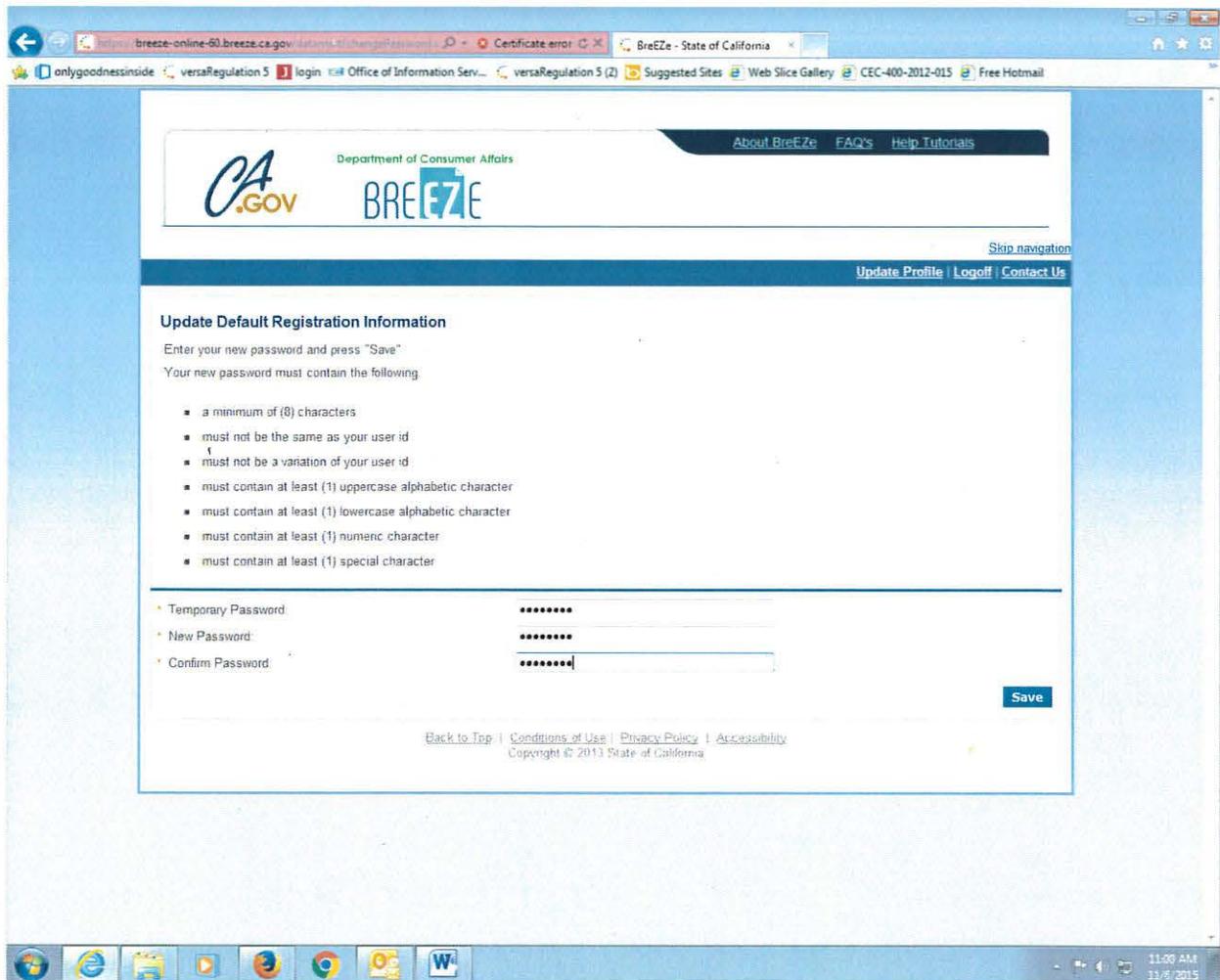


Check the e-mail address you just keyed to retrieve the temporary password.

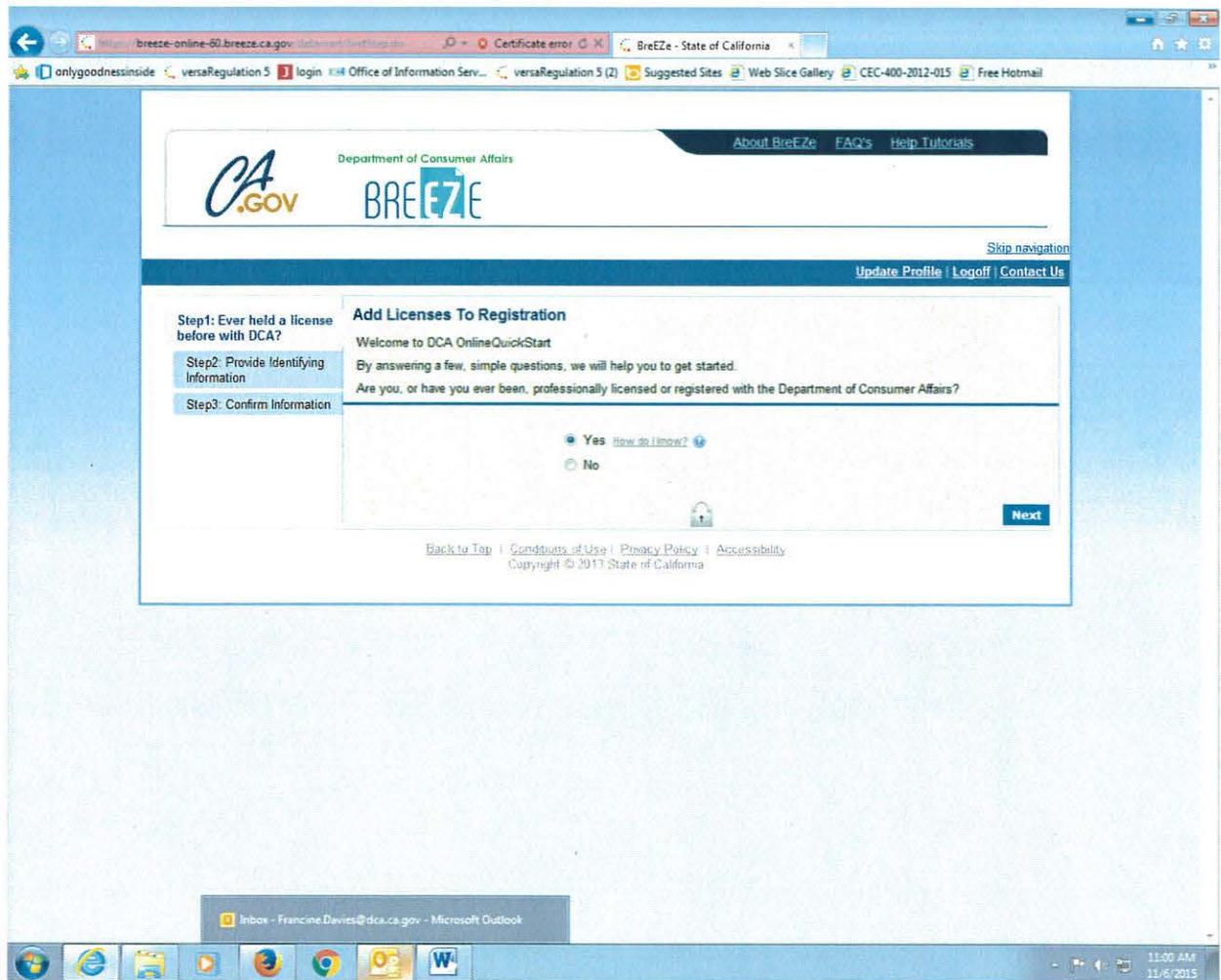
Copy the temporary password and click on the link provided in the e-mail to take you back to the log-in process.



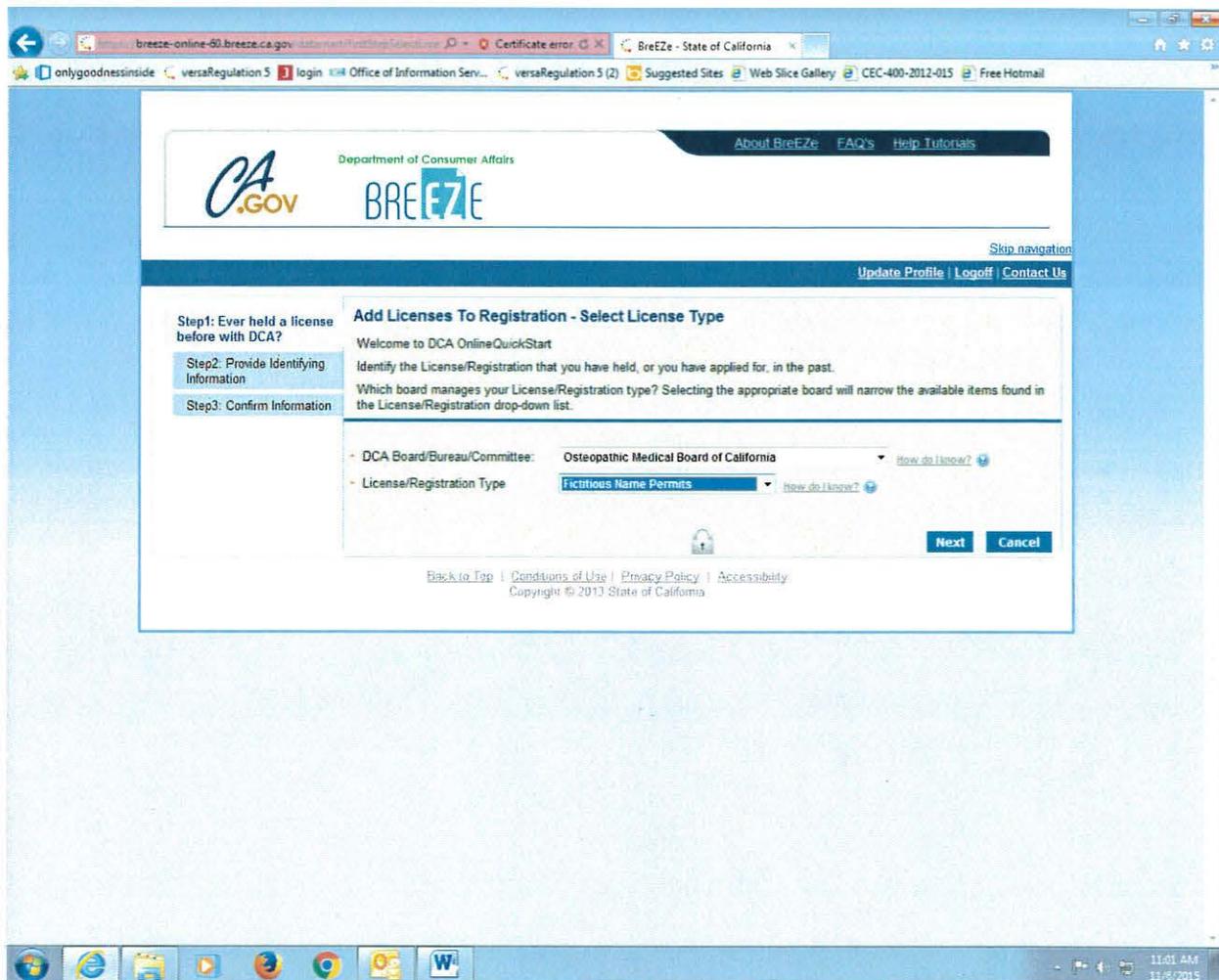
Enter your User ID and Temporary Password. Click "Sign In".



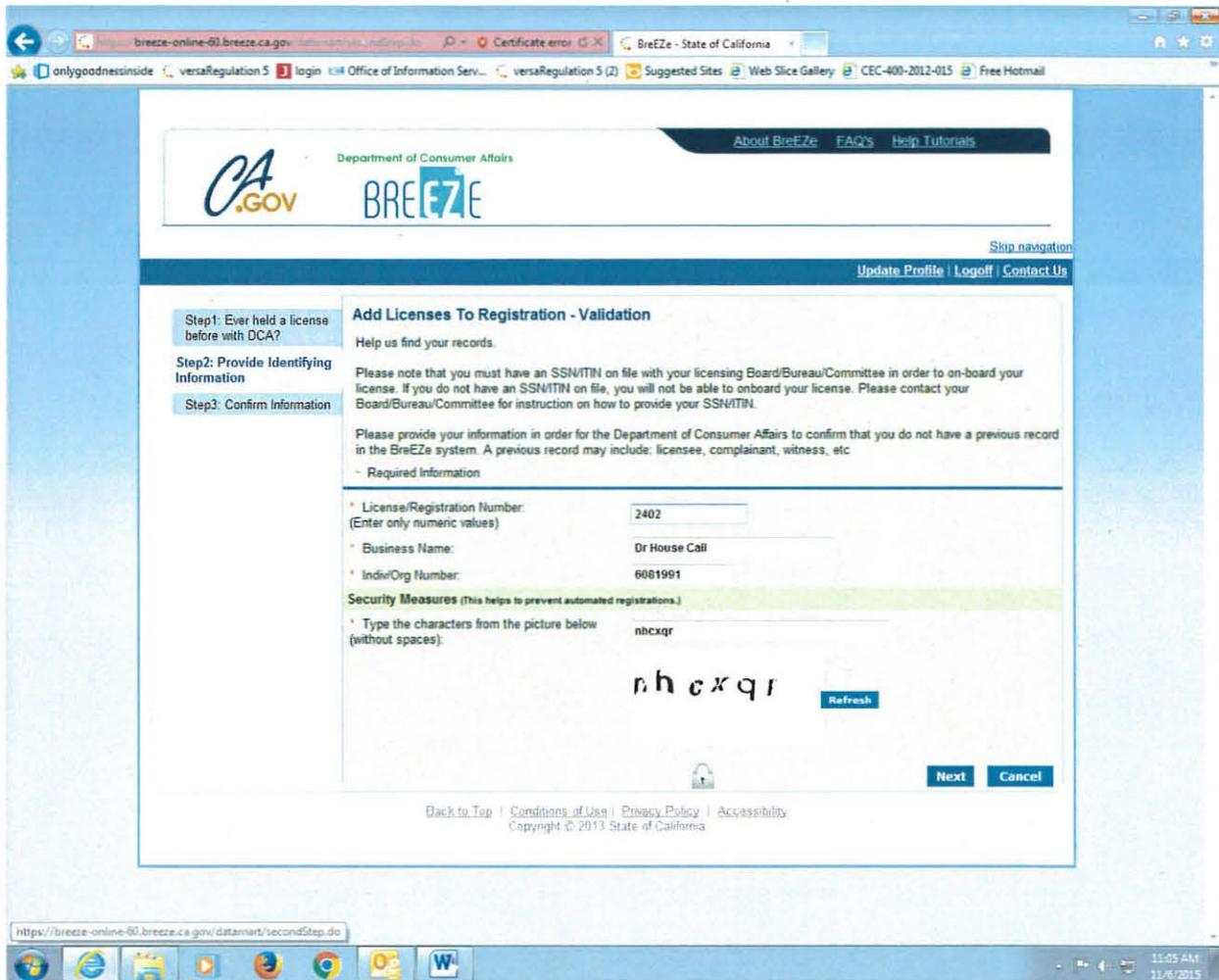
Create your new password and click "Save".



Select "Yes" and click "Next".

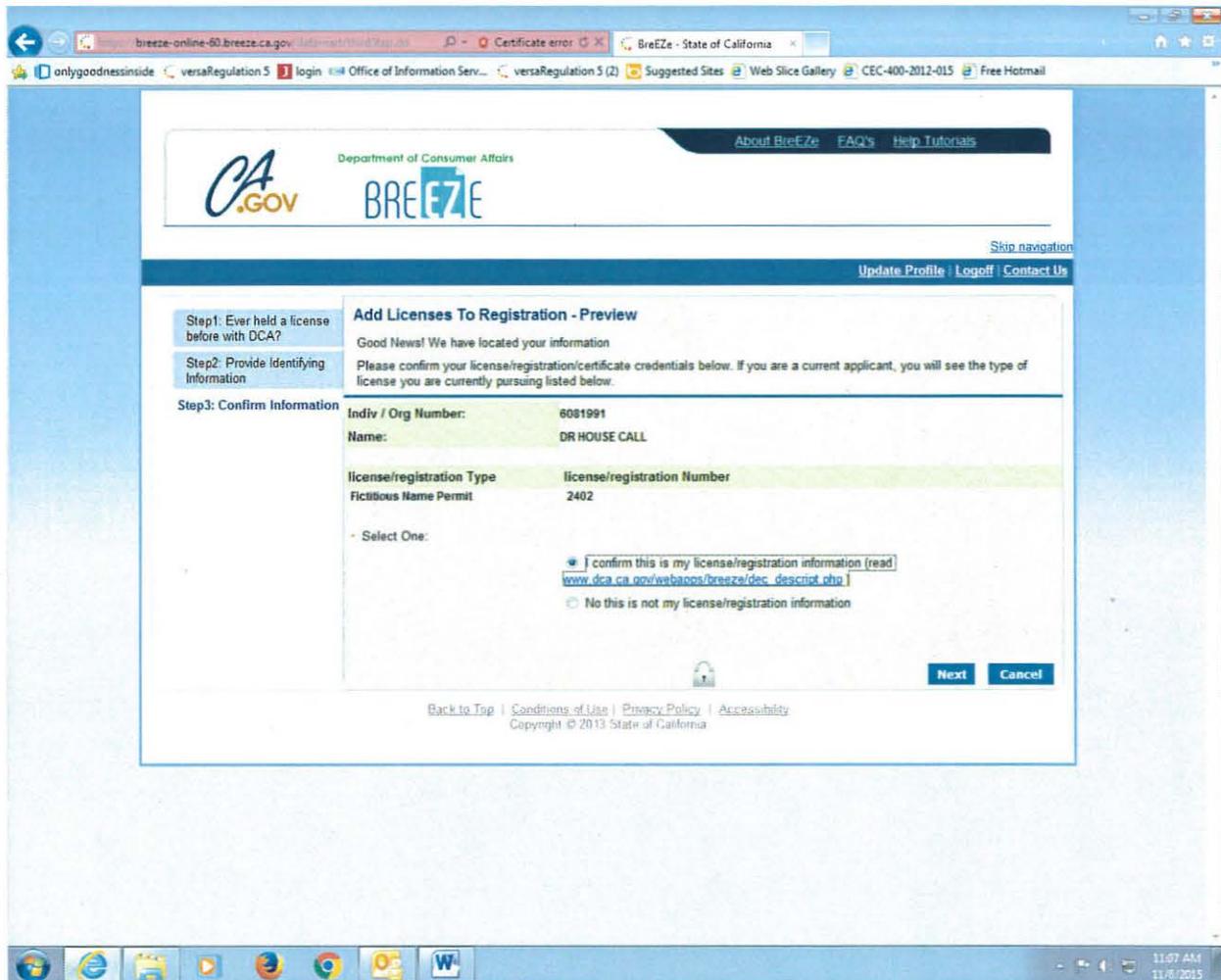


For DCA Board/Bureau/Committee, select "Osteopathic Medical Board of California".  
For License/Registration Type, select "Fictitious Name Permits", then click "Next".

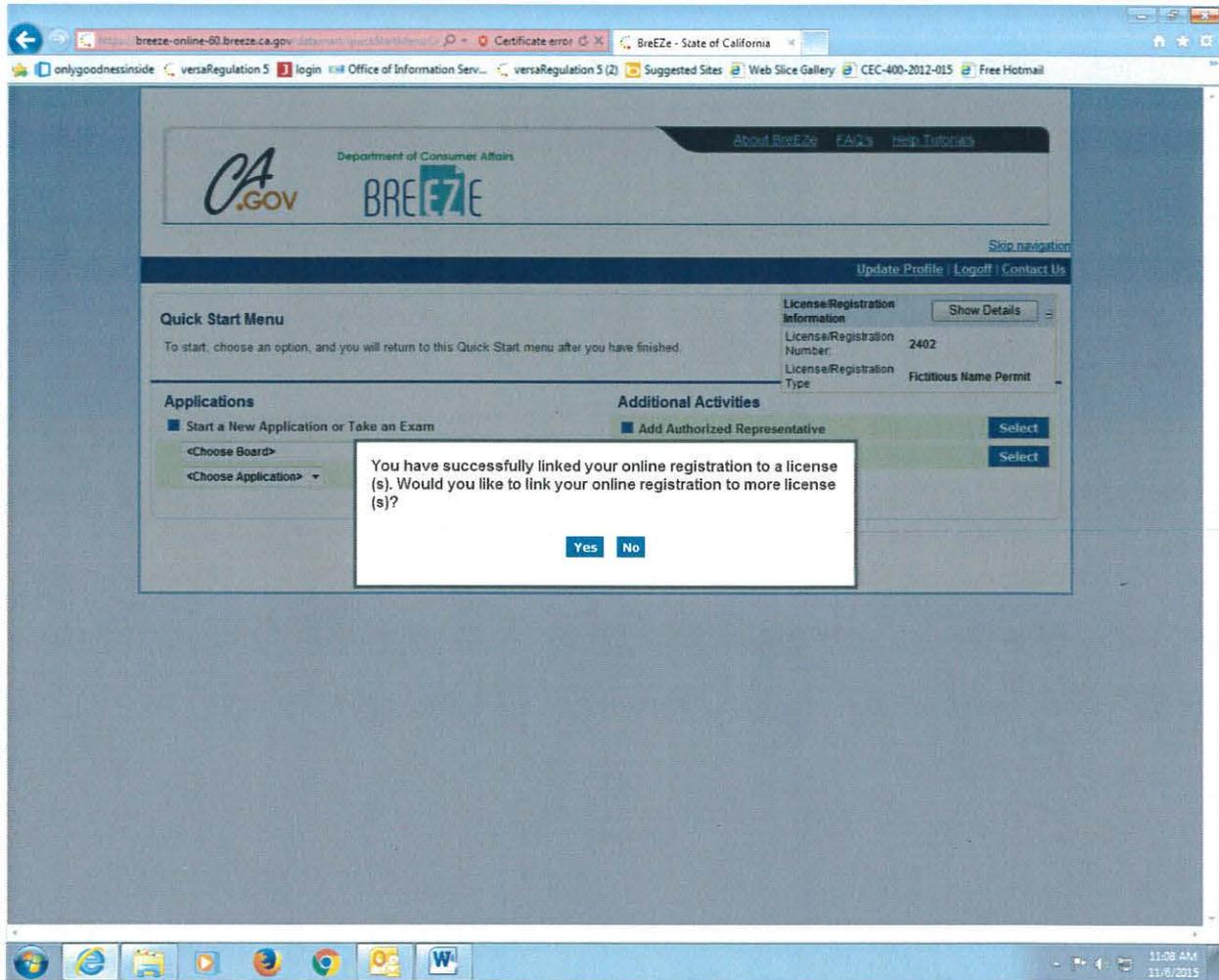


Enter the FNP license number – NUMERIC PORTION, ONLY, Business Name, Indiv/Org Number (provided on the sticker attached to the paper Renewal Form), and security characters. Click “Next”.

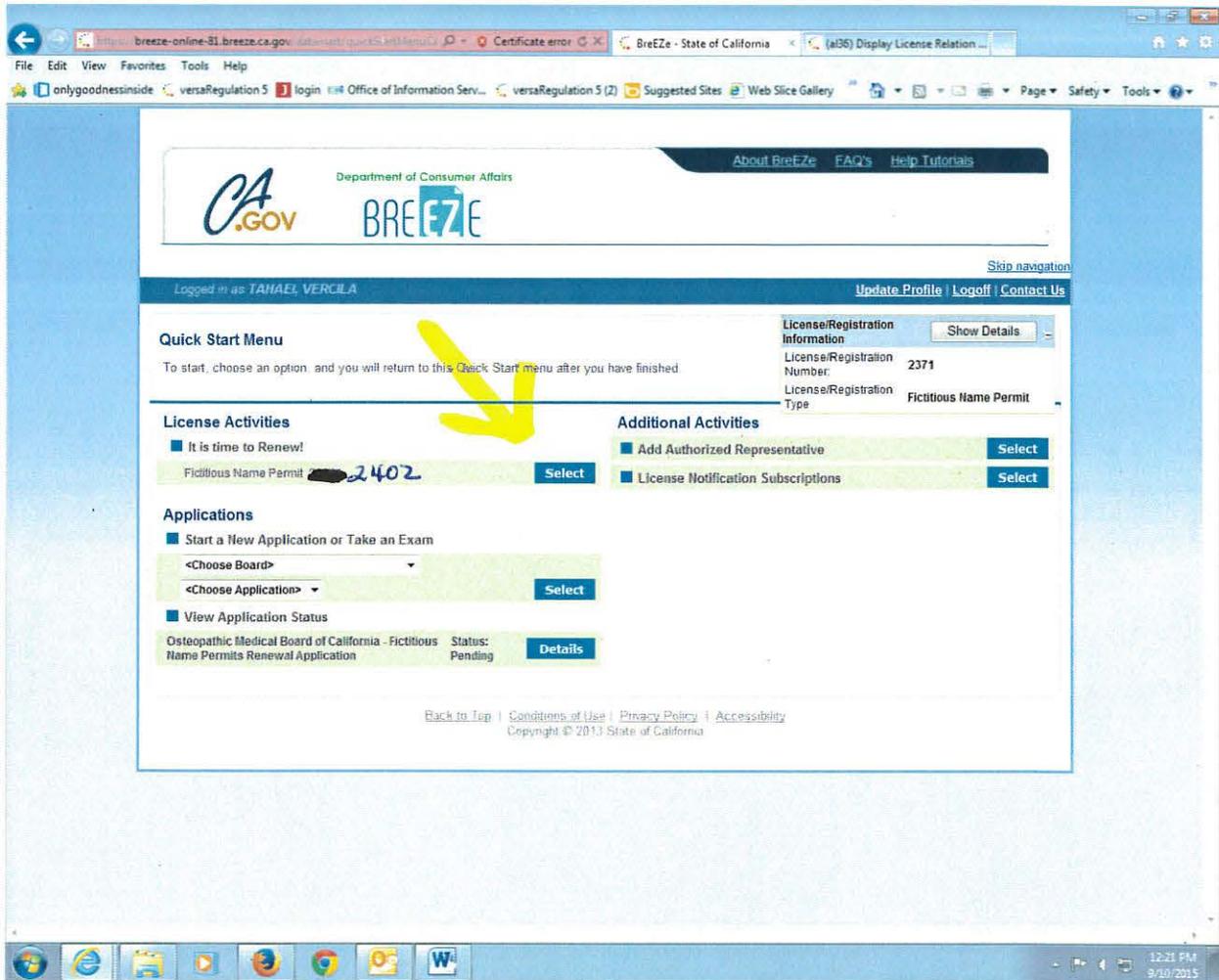
Note: If you misplaced the Renewal Form, you cannot renew the permit on-line unless you contact our office to obtain the Indiv/Org Number. You, the primary shareholder or sole proprietor, must be able to verify personal information in order for us to release the Indiv/Org Number to you over the phone. Phone: 916/928-9898 or 916/928-8390.



Select the appropriate button, then click "Next".



Select "No".



Under the heading "License Activities", click the "Select" box.

The screenshot shows a web browser window with the URL [brezze-online-31.breeze.ca.gov](http://brezze-online-31.breeze.ca.gov). The page header includes the Department of Consumer Affairs logo and the BreEZe logo. A navigation bar contains links for "About BreEZe", "FAQ's", and "Help/Tutorials". The user is logged in as "TAHAEL VERCILA" and has access to "Update Profile", "Logoff", and "Contact Us" options.

The main content area is titled "Fictitious Name Permits Renewal Application - Introduction". It contains the following text:

The medical practice is subject to renewal of its fictitious name permit. Permits are not transferable. All permits must be renewed by the date of expiration.

The renewal application for a permit requires verification of the information within this application. If you desire a different fictitious name, you must apply for a new permit for the new name. If there has been a change of ownership or if you have questions, call the Osteopathic Medical Board at (916) 928-8390.

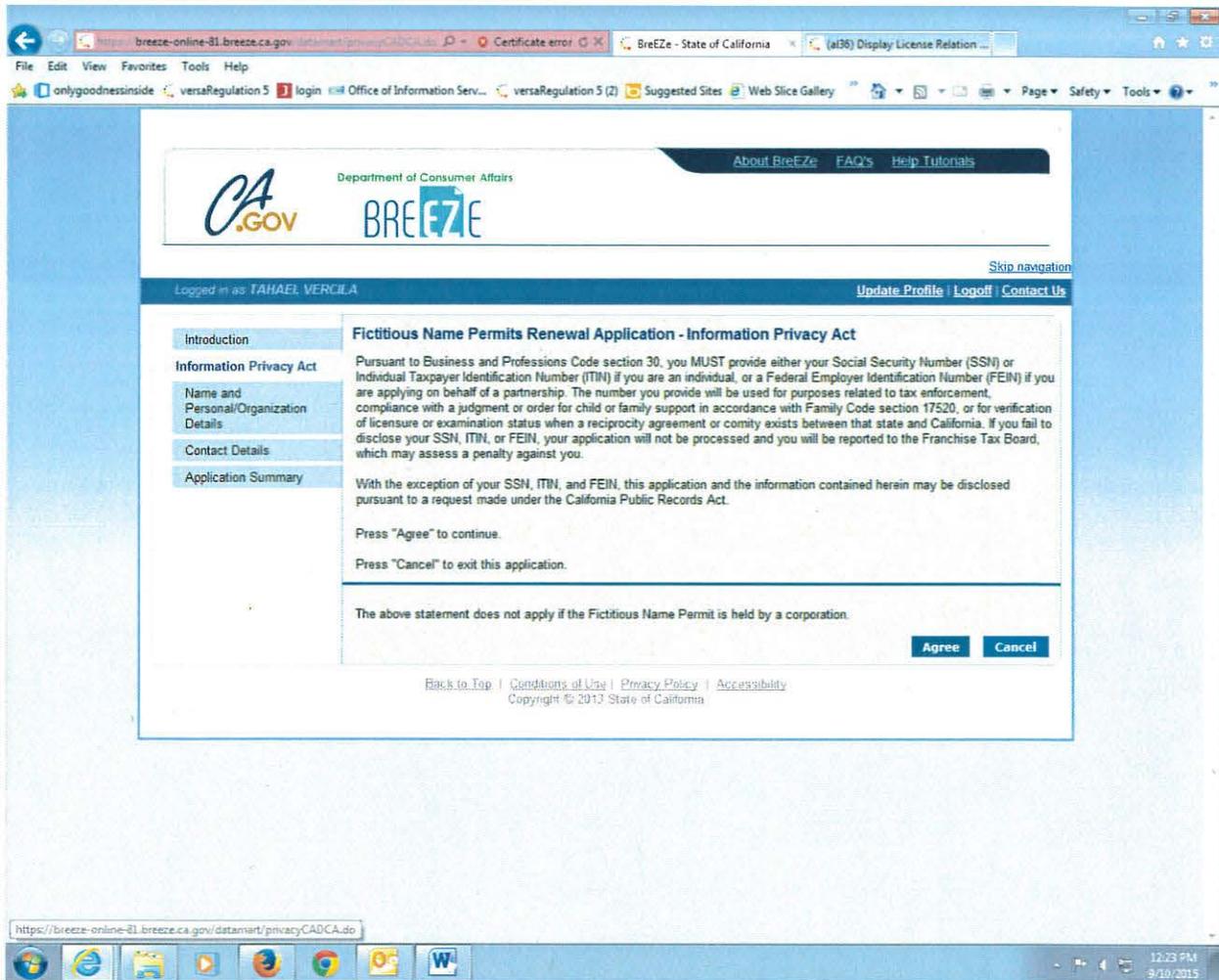
**NOTE:** All items on this application are mandatory, none are voluntary. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information is requested under Section 2415 of the Business and Professions Code in order to determine whether the applicants qualify for a fictitious name permit. Applicants and licensees have the right to review their application subject to the provisions of the Information Practice Act.

Press "Next" to continue.  
Press "Cancel" to exit this application.

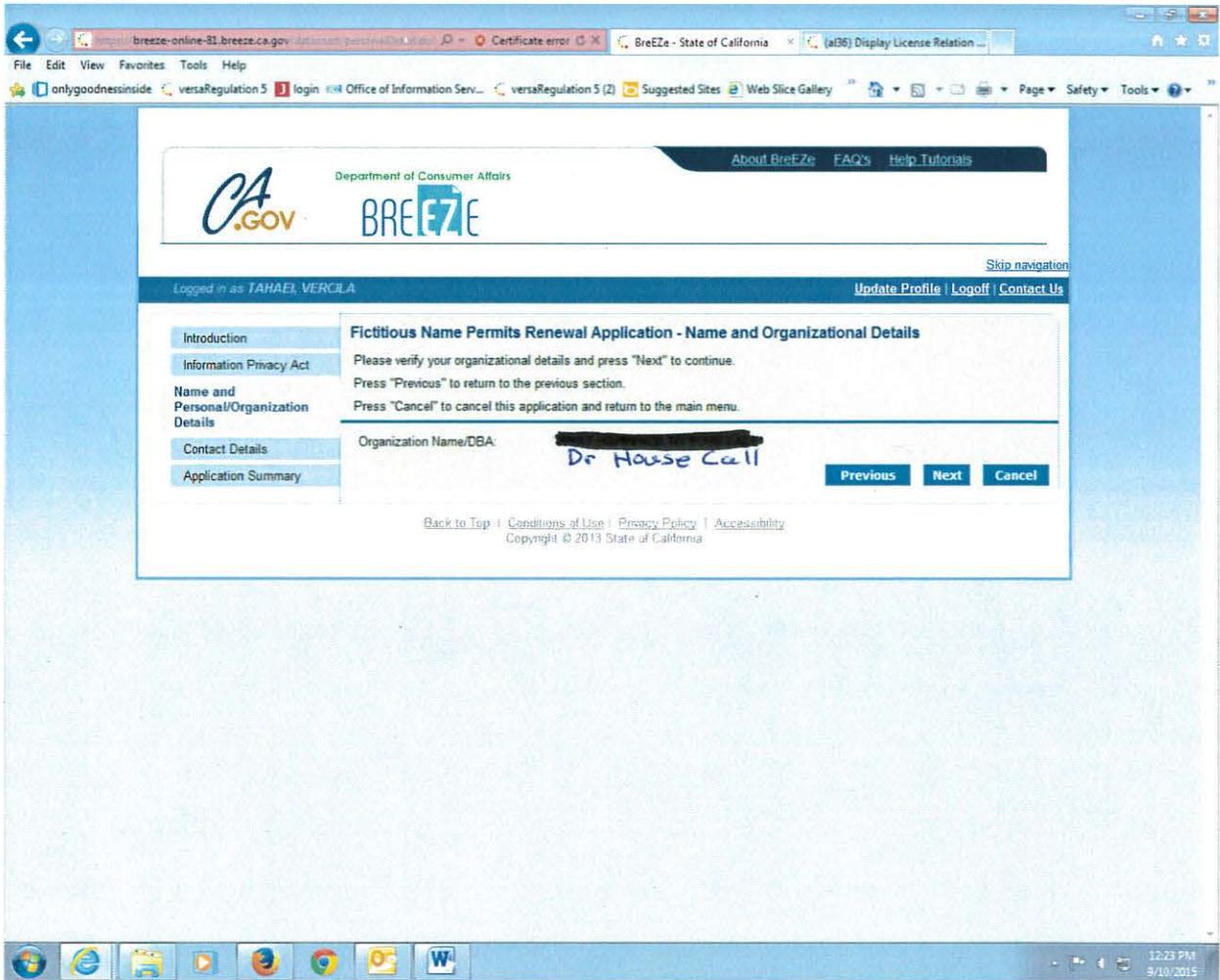
At the bottom right of the content area, there are two buttons: "Next" and "Cancel".

At the bottom of the page, there are links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility". The copyright notice reads "Copyright © 2013 State of California".

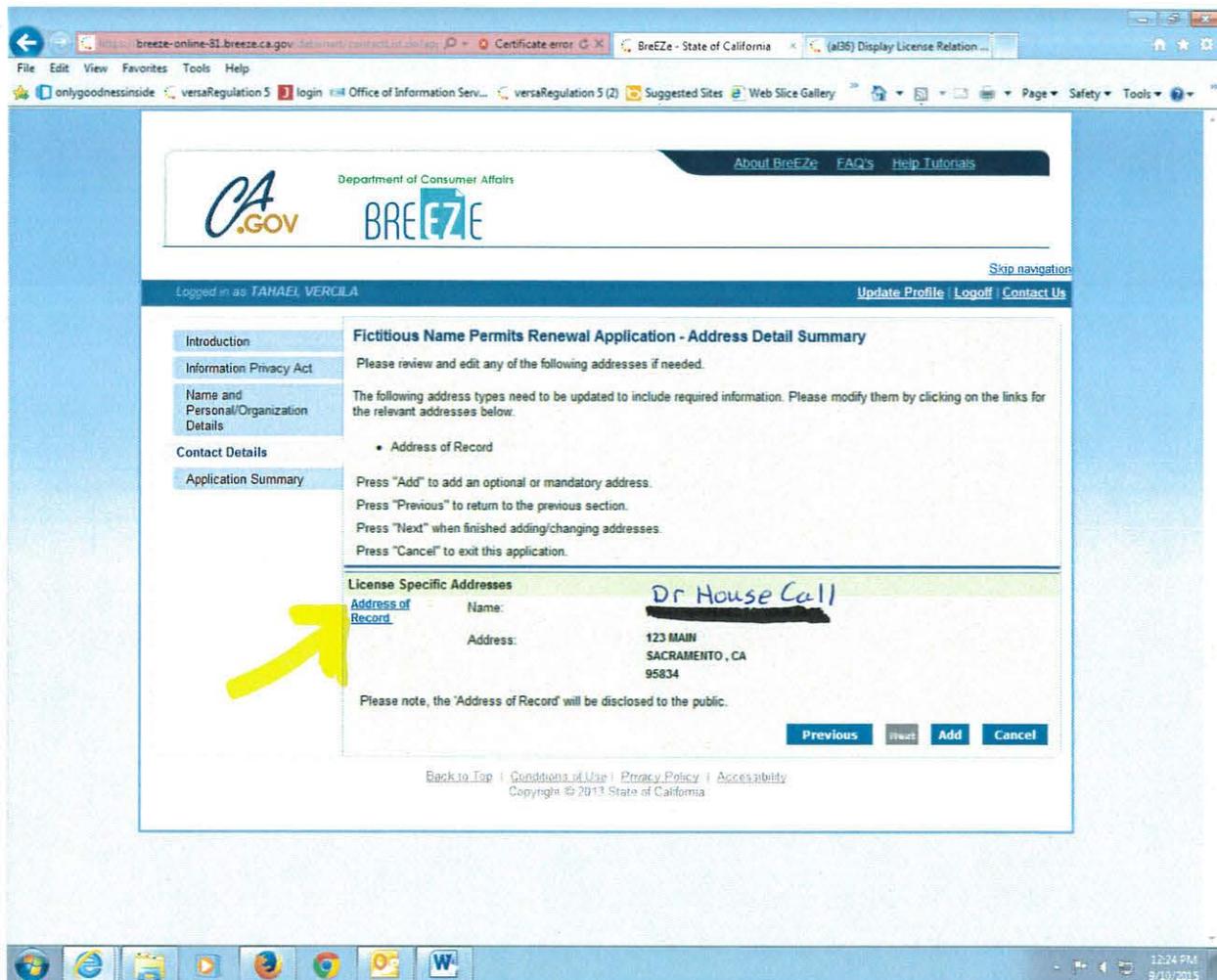
Read and click "Next".



Read and click the "Agree" button.

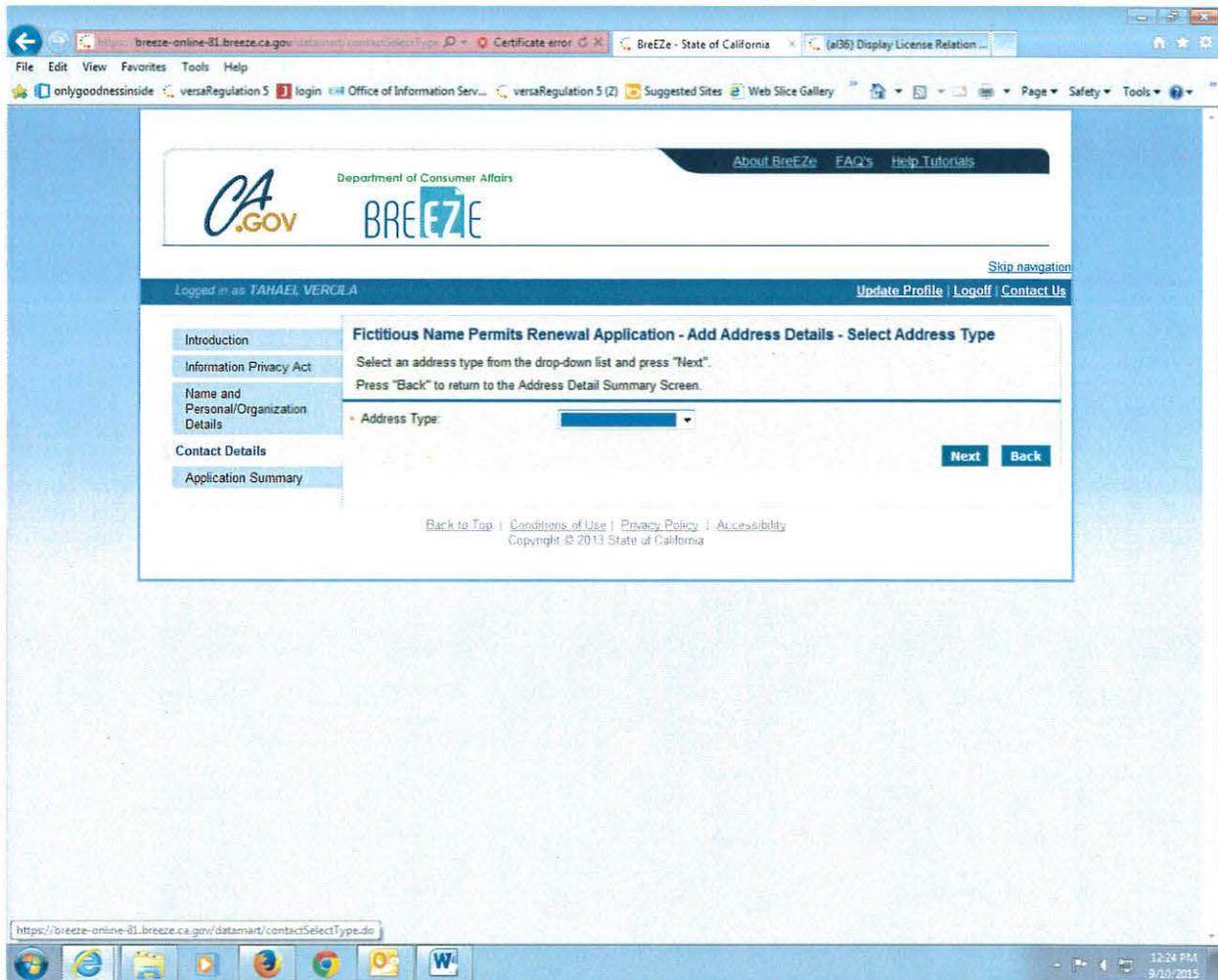


If correct, click "Next".

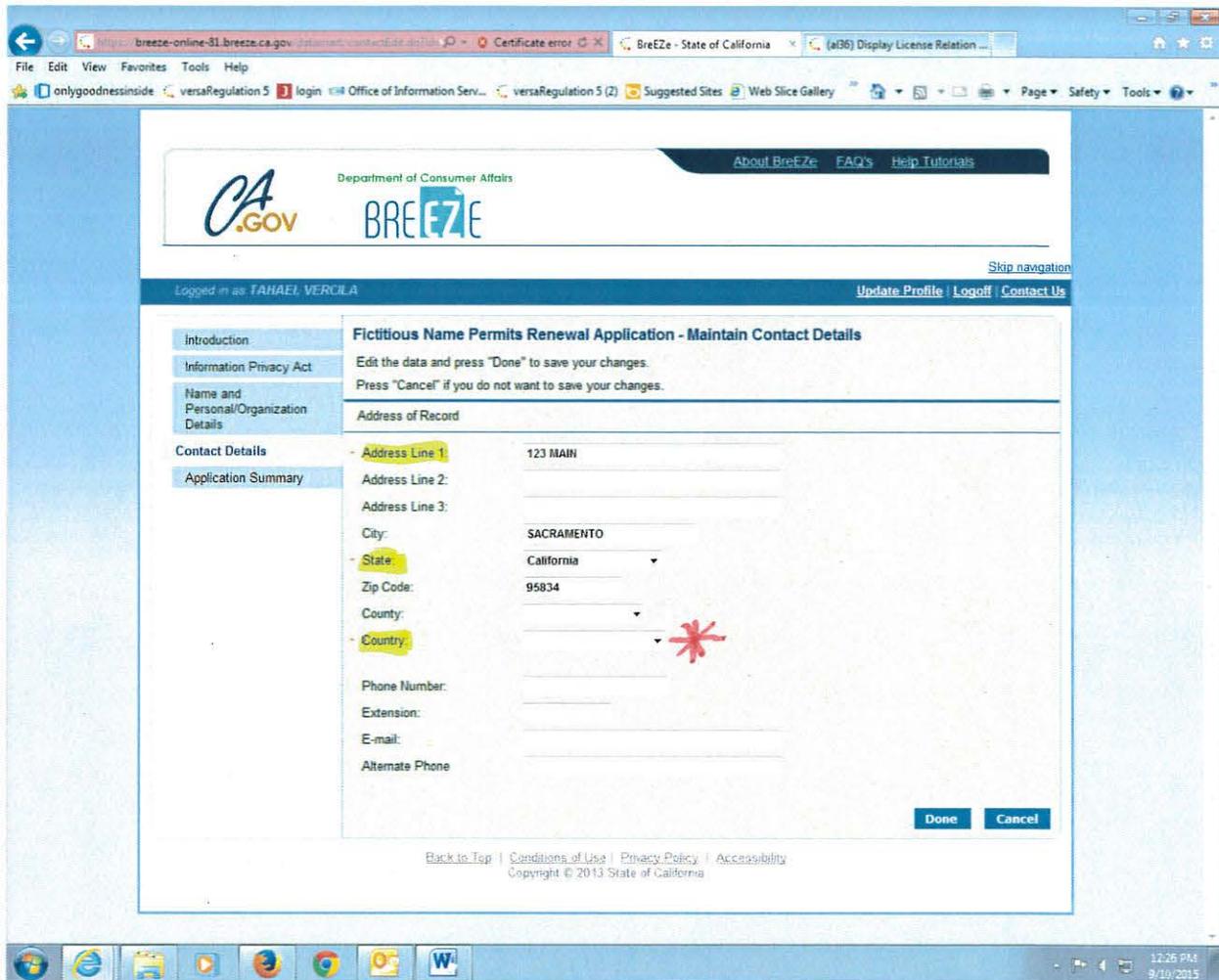


You should make changes to all addresses at this time. The address(es) may appear correct on the screen; however, you must add the "Country" to all existing addresses. To add "Country", select the address title in BLUE ([Address of Record](#)).

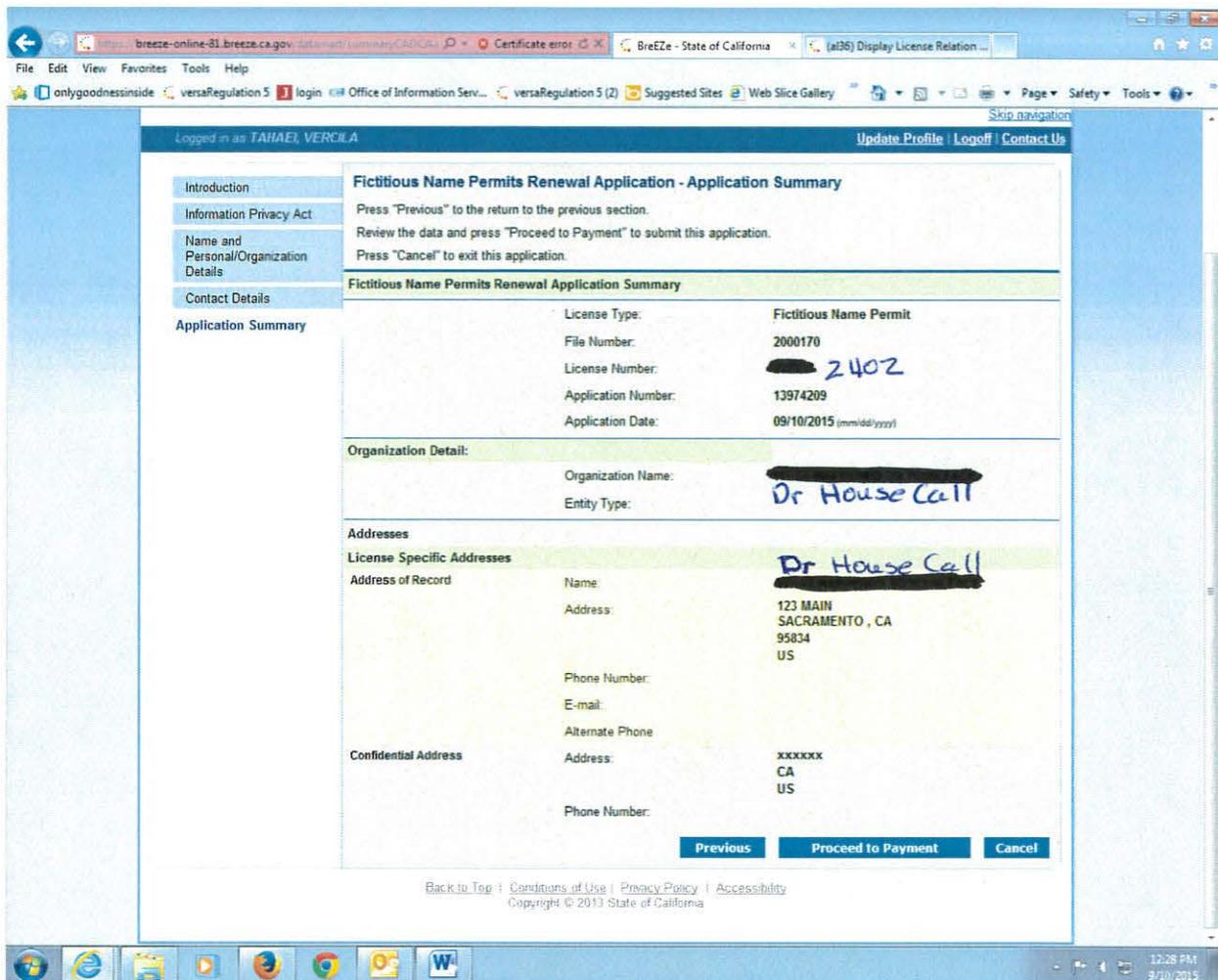
If you want to ADD a confidential mailing address, select "Add".



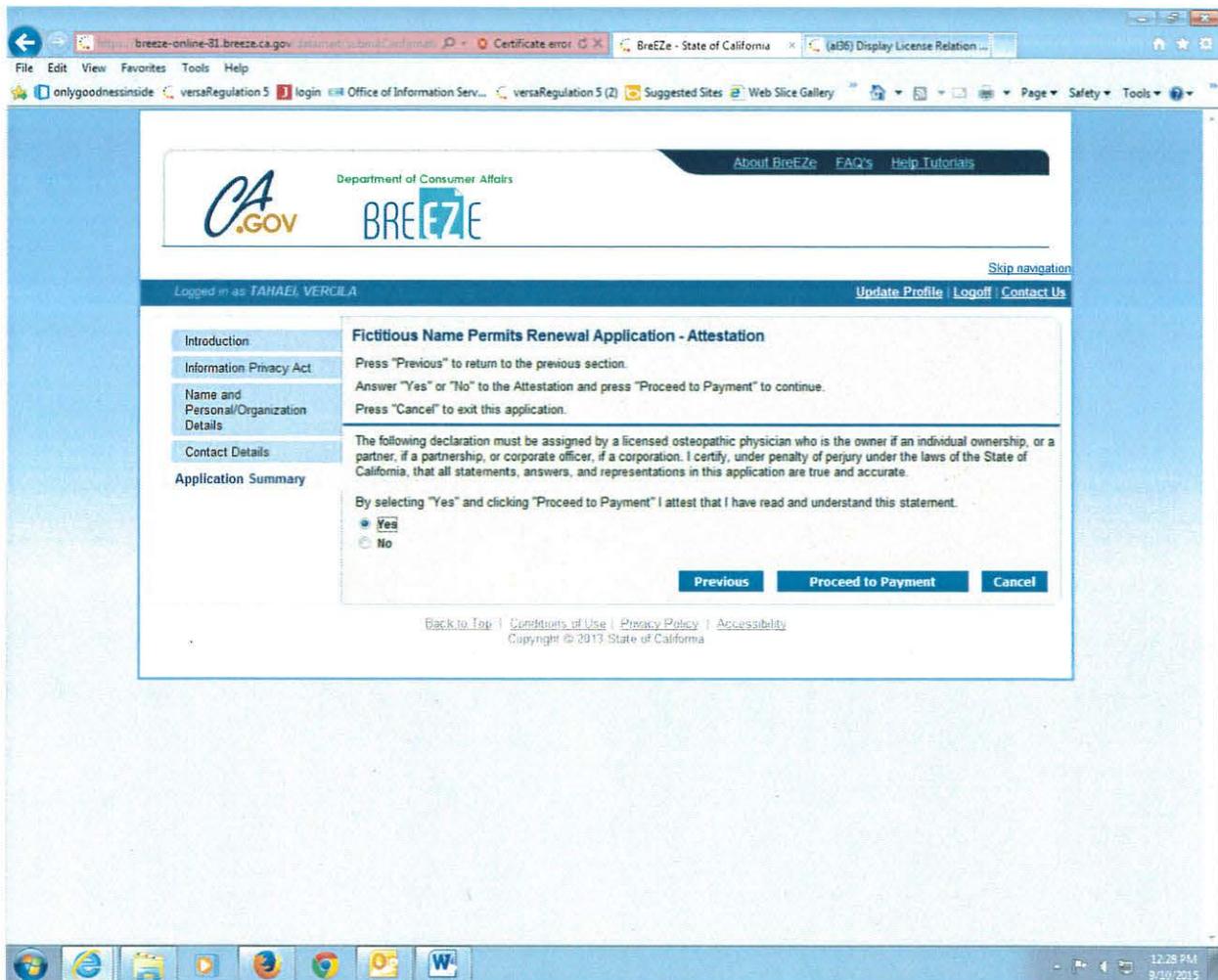
If adding a confidential mailing address, select "Confidential Address".



Remember to add "Country" to all addresses. Be sure to complete all areas containing a red \*. When complete, click "Done".



If everything is correct on each address, and you have added the "Country", click "Proceed to Payment". If you need to correct information, click the "Previous" button.



Click the "Yes" button and click "Proceed to Payment".

brezze-online-S1.breeze.ca.gov

Department of Consumer Affairs

CA.GOV BREZE

About BreEze | FAQ's | Help/Tutorials

Logged in as: TAHAEL VERCLA

Update Profile | Logoff | Contact Us

### Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
You are required to pay the amount below for your application to be processed.  
Press "Pay Now" to proceed to the fee payment page.  
Press "Add to Cart" to Add to Shopping Cart and return to the main menu.

Fees	
FNP Annual Renewal Fee:	\$50.00
<b>Total Amount Due:</b>	<b>\$50.00</b>

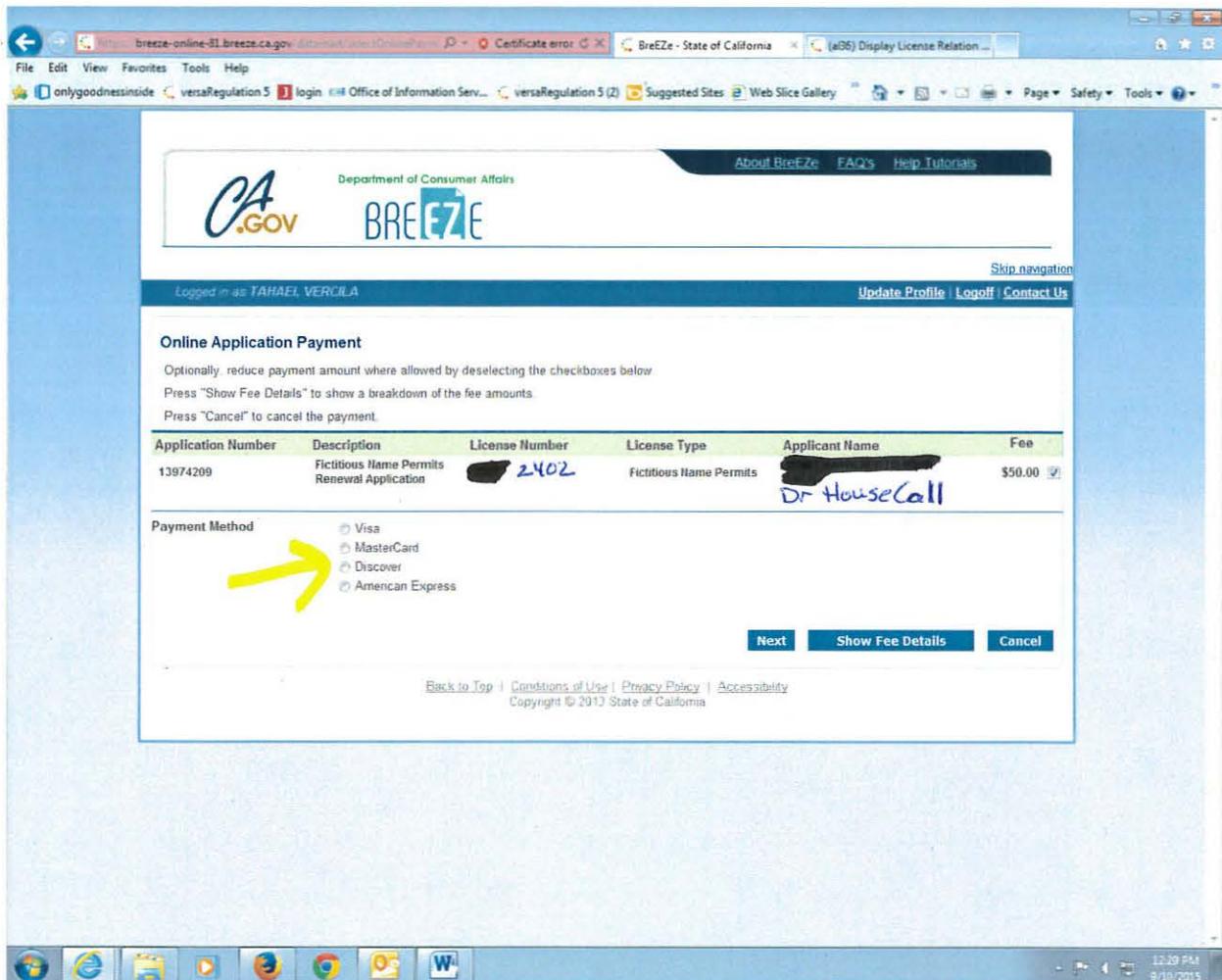
[Pay Now](#) [Add to Cart](#) [View PDF Summary Report](#)

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12:29 PM  
9/10/2015

Click "Pay Now".

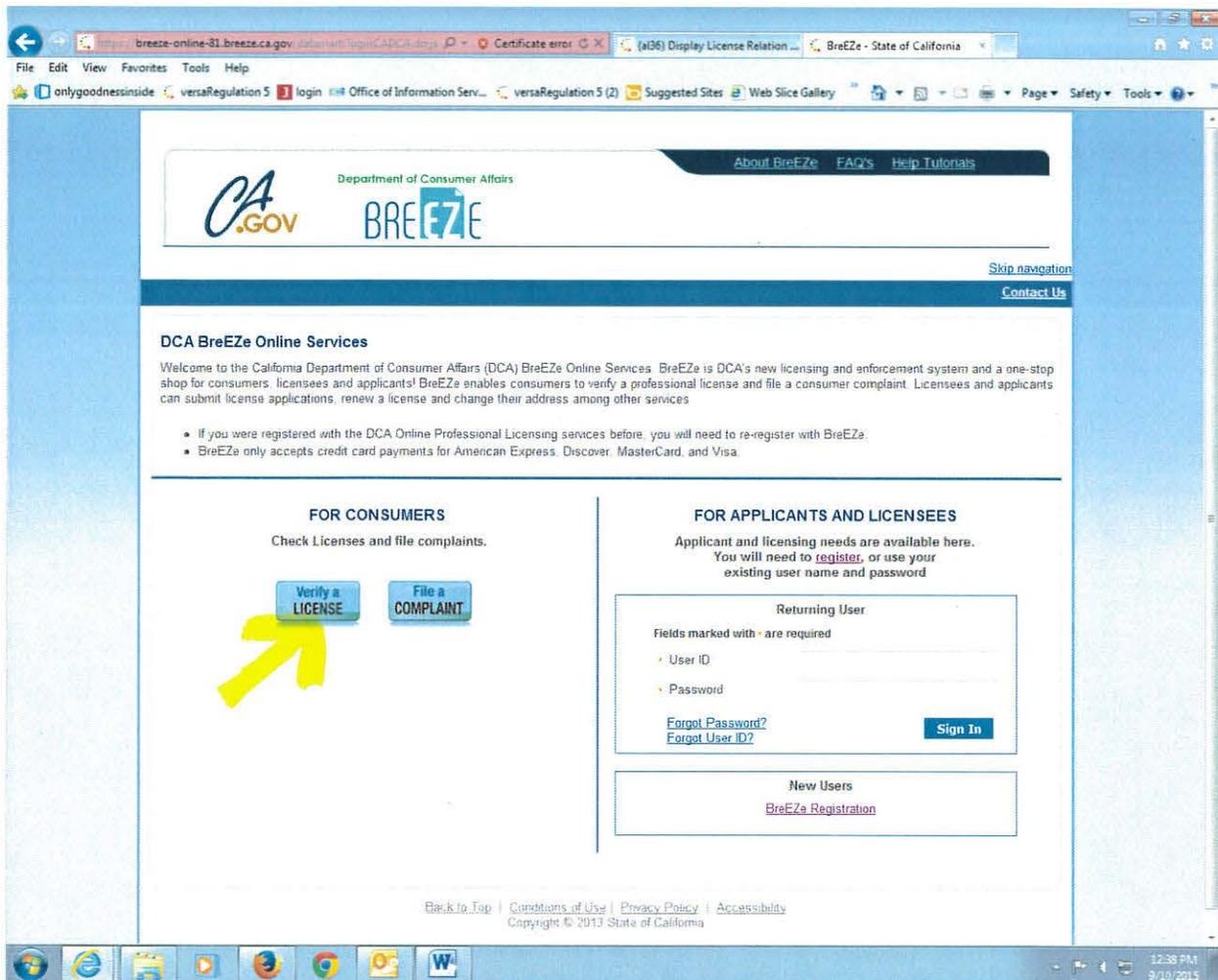


Enter "Payment Method", then click "Next".

Follow the prompts and complete the payment screens.

Print your Payment Confirmation Information screen.

We cannot investigate missing payments without this information.



Fictitious Name Permit renewals update OVERNIGHT. You may verify the next day that the registration is current and updated by inquiring at: [www.breeze.ca.gov](http://www.breeze.ca.gov) and selecting the "Verify a License" button on the left side of the screen.

Thank you for renewing your Fictitious Name Permit on-line!