

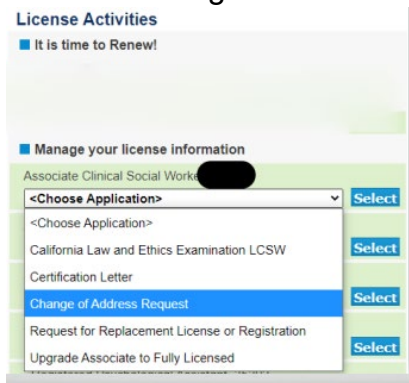
# BreeZe Helpful Hints

## Change my address / Update email address

When creating a Breeze account, you are required to provide an email address however that email address is not available to BBS staff and it will not be listed within your Address of Record which is needed when applying for the California Law & Ethics exam as well as the LMFT clinical and the LEP clinical. Follow the steps below whenever you need to update your Address of Record for the Board.

\* Please note, your email address is NOT considered public record, however is required for some applications to be completed.

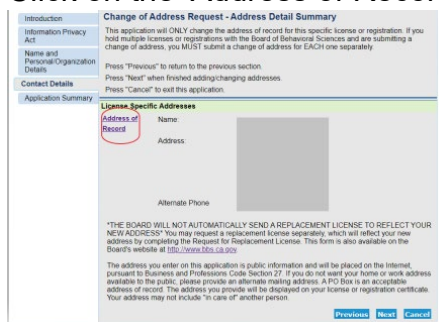
1. Choose 'Change of Address Request' from the drop-down menu under License



The screenshot shows the 'License Activities' section with a dropdown menu open. The dropdown menu lists several options: '<Choose Application>', '<Choose Application>', 'California Law and Ethics Examination LCSW', 'Certification Letter', 'Change of Address Request' (highlighted in blue), 'Request for Replacement License or Registration', and 'Upgrade Associate to Fully Licensed'. Each option has a 'Select' button to its right.

Activities > manage your license information. **Or**, if you don't have an associate number (*typically out of state applicants only*), the application will be in the drop-down menu under Applicant Activities > manage your application

2. Click Next
3. Click Agree to continue \* your email address will NOT be listed to the public, but your mailing address will.
4. Click Next
5. Click on the 'Address of Record' link in the top left corner next to the NAME field

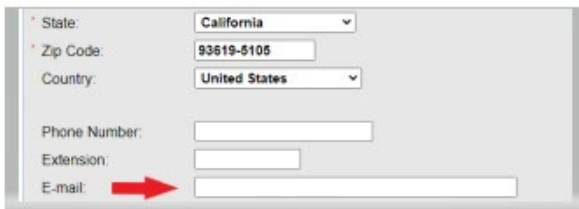


The screenshot shows the 'Change of Address Request - Address Detail Summary' form. The 'License Specific Addresses' section is highlighted, showing a table with columns for 'Address of Record', 'Name', and 'Address'. The 'Address of Record' link is circled in red. Below the table, there is an 'Alternate Phone' field. At the bottom of the form, there are 'Previous', 'Next', and 'Cancel' buttons.

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Gavin Newsom, Governor  
State of California  
Business, Consumer Services and Housing Agency  
Department of Consumer Affairs

6. Update fields as needed, email is optional however required for some exam notifications, click done



\* State:    
\* Zip Code:    
Country:    
Phone Number:    
Extension:    
E-mail:  ➔

7. Verify everything is correct, click Next
8. Click Next
9. Choose Yes certifying under penalty of perjury the information is correct and click Submit

Your Address of Record has now been updated in Breeze. If you have been approved by BBS to take any of the California Law & Ethics exams or the LMFT clinical or LEP clinical, we will provide the updated information to our testing partner Pearson Vue the following business day.

**NEVER** start an application from the "Applications" section at the bottom of the screen in Breeze

#### Applications

- Start a New Application or Take an Exam

<Choose Application>