



## INSTRUCTIONS TO LINK MANAGING LICENSEE BREEZE ACCOUNT TO THE PREMISES PERMIT

### **To link your premises permit to your BreEZe account:**

1. In the upper right-hand corner, there is a link that states "Update Profile". Click here.
2. Then, scroll to the bottom of the page where it says "Add License," and click here.
3. Select Veterinary Medical Board, and then Veterinary Premises.
4. You will then be asked a series of questions pertaining to the premises permit you are trying to link. As you answer these questions, there are several factors to keep in mind:
  - a) When inputting your HSP number, use only numerical values and do not include the letters "HSP".
  - b) The premises permit will either be connected to a social security number, or ITIN. Enter the entire number, and do not include dashes when entering the number.
  - c) When entering the business name, it needs to be input exactly as it is entered in our system. Upper- and lower-case letters, symbols, punctuation and spaces will need to match exactly for BreEZe to recognize the permit.
  - d) When the correct information has been input, a box will appear asking you to confirm the entity you are linking. Click confirm if the entity is correct.
  - e) A box will appear asking if you would like to add another license. Please select "no".

### **To renew:**

1. From your home page new text will appear in the upper left area that says, "It's time to renew!"
2. Please follow the prompts to renew your premises permit. If you have no premises changes or attachments to include, when prompted, you can simply select "next".
3. The final screen will provide the option to "Pay Now". Once paid, your renewal premises permit application will be complete, and your new permit will be mailed out in the coming days.

### **Still having difficulty?**

Should the instructions above not effectively link your Veterinary Breeze account to your Premises Permit, please contact the Board for further assistance. Thank you.