Browser: Microsoft Edge is recommended

Login Procedure

Returning Users

- Enter your user ID and password to access your records.
 - If you know your user ID but forgot password, click on Forgot your password? Enter your user ID and a new password will be sent immediately. If you don't receive a new password, call WIC Vendor and Integrity Unit at 608-266-6912.
- If you don't remember your user ID, request a new account (see *First Time Users* information below.)

First Time Users

- Click on New users click here! link in the lower left hand corner. Click on Apply for a User Account Now!
 - Single store accounts: Federal Employer Identification Number (FEIN) and WIC vendor number are needed to create an account. The WIC vendor number can be found on the envelope if a re-application letter was received. It is the four-digit number on the first line of the address label. You may also contact the WIC Vendor and Integrity Unit if you were notified by email. Single store accounts immediately receive an email sent with your user ID and password.
 - Corporate account (multiple stores under the same corporation). You will need your Federal Tax Identification Number (FEIN or EIN). Corporate accounts must be approved by the WIC Program and may not be approved until the next business day.

Re-Application Instructions:

- Use the tab key to move to the next field, not "Enter"
- The system will advance you to the next page when you click on "Save"
- Print any pages as you go if wish to have a copy. You are unable to go back and print pages after you "Click to Finish."

1. Vendor Information

- The highlighted fields are reqired fields. Information must be entered before saving. Review the "Current" information.
- Enter any information to be corrected in the "Updated Information." Do not reenter and capitalize all letters or change abbreviations.
- Provide the store's mailing address on the "Vendor Information" tab unless USPS mail is not received at the store. WIC needs to send information directly to the stores periodically. Corporate offices will receive the same notice via email.
- · Click on save when updated.

Vendor Information

Instructions: Enter the required information below.

Vendor ID/Tracking # 99999 / 1030019				
	Current Information	Update Information		
Number of Self-Checkout Lanes (enter zero if none):				
Number of Staffed Checkout Lanes (enter zero if none):				
Store size in square feet (not including living areas or space used for other purposes):				

Instructions: Review the information in the "Current Information" column. Only changes should be entered in the "Update Information" column. Do not capitalize all letters or change the formatting for the address unless the location changed.

Use the "Next" and "Previous" buttons at the bottom of the page to go to the next store if multiple stores were selected on the "Store Selection" tab.

	Current Information	Updated Information
Corporation:	Teddy's Inc	
Legal Name:	Teddy's Grocery, Incorporated	
Store Name:	Test Vendor	
Telephone	608 555-5555	
Cell Phone		
Email Address:		
Confirm Email Address:		
Store Physical Address:		
Line 1	1245 Teddy Bear Street	
Line 2		
City	Sun Prairie	
State	WI	<u> </u>
Zip:	53590	-
Store Mailing Address: Not corporate addr Same as Store Physical Address Store does not receive US mail. Provide a		ve US mail
Line 1	1245 Teddy Bear Lane	
Line 2		
City	Sun Prairie	
State	WI	<u> </u>
Zip:	53590	-
	Save Reset to Cur	rrent Next Previous

2. eWIC System Information

- Select the type of system used and click on "Click Here to Continue" button.
- ECR/POS (electronic cash register/point-of-sale system) users should update the information on the following tab if corrections are needed.

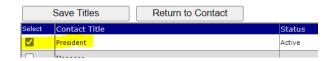
3. Contacts

a. Updating contacts- Persons no longer associated with the store or ownership must be inactivated. Select "Edit Titles" by the person's name, click on the check boxes to inactivate any titles no longer held.

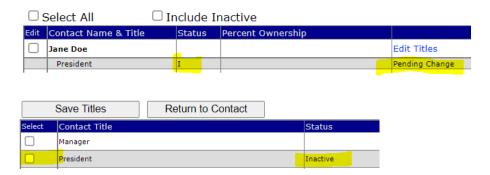


99999 - Test Vendor 1245 Street Madison, WI 53701 Corporation Name: Test Inc Contact Name: Jane Doe

Clikc on the box to add and title. Uncheck the box to remove



After unchecking the box for a title:



- b. New contacts must be added by selecting "Add Contact." *Do not add a new contact by changing the listed person's information and replacing it with a new contact's information*. Name and date are required.
 - One person may have more than one title, for example manger and president.



c. Click on the checkbox at the bottom of the page when you have completed updating the contacts.

I confirm that all of my vendor information and contacts have been reviewed and updated.

4. Price Survey

- d. Determine the most expensive approved WIC product in each category. Enter the shelf price on the survey. For example, if there are three brands/types of approved juices on the shelf, enter highest priced one.
- e. approved type of 64 oz. 100% juice. jof the foods listed below. A price for canned beans is not required but should be provided if sold in the store.
- f. Save after all prices are entered.
 - A message may appear, "Review any price marked in red. A price must be
 entered. If a price has been entered, confirm the correct price was entered
 and correct if needed. If it is correct, click Save again." A price in red font
 Verify the correct price was entered and it only needs to be changed if
 entered incorrectly. Prices in black do not indicate it is an acceptable price.

Price Survey					
	f an application, or vendor sanctions. Prices sub-	state WIC program. Failure to complete this form nitted on this form are used to determine eligibili			
This summer and is a back as	Test Vendor - Sun Prairie - V#999	999 🛦			
This survey applies to these s	stores:				
Instructions: Type or print the highest, regular (non-sale) price for each listed authorized food item as of the date this form is completed. Refer to the WIC Shopping Guide For a list Of authorized foods.					
Cereal - Provide prices for the t	wo most expensive cereals (determine	d by price per ounce)			
Brand Product			Size (oz) Price		
~		~			
~		~			
100% Juice - any approved br	and/type; no juice cocktails, beverages	or organic juices			
100 % Suice any approved bit	ana, type, no jaice cocktains, beverages		stic bottle		
Reans/Deas/Lentils - any hra	nd/type, plain, no added seasonings of	· ·	stie Bottie		
beans, reas, centus any bra	na/type, plain, no added seasonings of	15 - 16 oz. can (no	ot required) 0.00		
Popult Button - any brand/two	au no refrigerated organic distotic or	· ·	,		
Peanut Butter - any brand/type; no refrigerated, organic, dietetic or health food product, or individual servings 16 - 18 oz. jar					
Mills and brand white mills in a	plastic containers or cartons, no organic		18 02. jai		
Milk - any brand white milk in p	mastic containers or cartons, no organic	c or Havored Milk	1 Cellen		
1 Gallon					
Eggs - any size; no brown, organic, natural, specialty or modified eggs					
		1 do:	zen carton		
Save New	Print Survey				
Instructions: Review the information in the "Current Information" column. Only changes should be entered in the "Update Information" column. Do not capitalize all letters or change the formatting for the address unless the location changed.					
Use the "Next" and "Previous" buttons at the bottom of the page to go to the next store if multiple stores were selected on the "Store Selection" tab.					
	Current Information	Updated Information			
Corporation:	Packard Liquor & Tobacco, LLC				
Legal Name:	Packard Liquor & Tobacco, LLC				

5. Re-application Questions

- Click on the correct response.
- Additional information must be provided for each "yes" response.
- Click Save when complete.

Home Stores Admin Products Reports	vm-web-uat-01 Signed in as: madseca@dhfs.state.w
Store Select Store Info eWIC System Contacts Survey SPS History	My Account W Help Sign Out
Complete the required information on each of the tabs belo vendor.	w. Each tab must be updated to re-apply to be a WIC
Survey Re-application Questions Agreement Finish	
Re-application Questions	
Completion of these forms is required for authorization as a WIC vendor pursuant denial of your application or vendor authorization or vendor disqualification. Test Vendor - Sun Prairie - V#99999	· =
Y	*

6. Vendor Agreement

- Read the agreement
- Click on the box in the confirmation line, type the name and date in the boxes
- Save the agreement



Print a copy if desired by clicking on the .pdf link at the top of the page.

Agreement

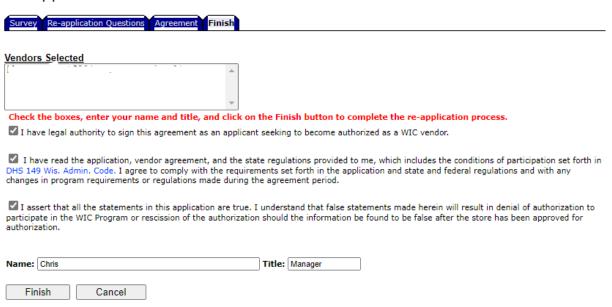
Completion of these forms is required for authorization as a WIC vendor pursuant to Wis. Admin. Code ch. DHS 149. Failure to complete this form will result in denial of your application or vendor authorization or vendor disqualification. Test Vendor - Sun Prairie - V#99999 Your response apply to these stores. PDF Version for Printing DEPARTMENT OF HEALTH SERVICES STATE OF WISCONSIN 7 CFR § 246.12 Wis. Stat. § 253.06 Wis. Admin. Code ch. DHS 149 Division of Public Health F-40036 (09/2022)

WIC VENDOD ACDEEMENT DETWEEN

7. Finish

Any errors will be displayed. Click where instructed to be directed to correct the error.

Re-Application Confirmation



• A notice of successful completion appears after you click Finish. You don't need to contact the WIC office to confirm.

Re-Application Confirmation

