

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 required fields. Information must be entered before saving. Review the "Current" information.
- Enter any information to be corrected in the "Updated Information." Do not re-enter 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):	<input type="text"/>
Number of Staffed Checkout Lanes (enter zero if none):	<input type="text"/>
Store size in square feet (not including living areas or space used for other purposes):	<input type="text"/>

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	<input type="text"/>
Legal Name: Teddy's Grocery, Incorporated	<input type="text"/>
Store Name: Test Vendor	<input type="text"/>
Telephone: 608 555-5555	<input type="text"/> - <input type="text"/>
Cell Phone:	<input type="text"/> - <input type="text"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Store Physical Address:	<input type="text"/>
Line 1: 1245 Teddy Bear Street	<input type="text"/>
Line 2:	<input type="text"/>
City: Sun Prairie	<input type="text"/>
State: WI	<input type="text"/>
Zip: 53590	<input type="text"/> - <input type="text"/>
Store Mailing Address: <i>Not corporate address unless the store is unable to receive US mail</i>	
<input type="checkbox"/> Same as Store Physical Address	
<input type="checkbox"/> Store does not receive US mail. Provide alternate address below.	
Line 1: 1245 Teddy Bear Lane	<input type="text"/>
Line 2:	<input type="text"/>
City: Sun Prairie	<input type="text"/>
State: WI	<input type="text"/>
Zip: 53590	<input type="text"/> - <input type="text"/>

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

- 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.

Select All Include Inactive

Edit	Contact Name & Title	Status	Percent Ownership	
<input type="checkbox"/>	Jane Doe			Edit Titles
	President	A		
<input type="checkbox"/>	John Doe			Edit Titles
	Manager	A		
<input type="checkbox"/>	Test M Owner			Edit Titles
	Stockholder/Member	A	50%	

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

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

Select	Contact Title	Status
<input checked="" type="checkbox"/>	President	Active
<input type="checkbox"/>	

After unchecking the box for a title:

Select All Include Inactive

Edit	Contact Name & Title	Status	Percent Ownership	
<input type="checkbox"/>	Jane Doe			Edit Titles
	President	I		Pending Change

Select	Contact Title	Status
<input type="checkbox"/>	Manager	
<input type="checkbox"/>	President	Inactive

- 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.

Select	Contact Title	Status
<input checked="" type="checkbox"/>	Manager	Active
<input checked="" type="checkbox"/>	President	Active

- 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

Vendor applicants and authorized vendors must complete this form upon request by the state WIC program. Failure to complete this form may result in the return of an application as incomplete, denial of an application, or vendor sanctions. Prices submitted on this form are used to determine eligibility by calculating a market basket average and comparing pricing to other vendors in the same peer group.

Test Vendor - Sun Prairie - V#99999

This survey applies to these 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 two most expensive cereals (determined by price per ounce)

Brand	Product	Size (oz)	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

100% Juice - any approved brand/type; no juice cocktails, beverages, or organic juices

64 oz. plastic bottle

Beans/Peas/Lentils - any brand/type, plain, no added seasonings or meat, organic

15 - 16 oz. can (not required) 0.00

Peanut Butter - any brand/type; no refrigerated, organic, dietetic or health food product, or individual servings

16 - 18 oz. jar

Milk - any brand white milk in plastic containers or cartons, no organic or flavored milk

1 Gallon

Eggs - any size; no brown, organic, natural, specialty or modified eggs

1 dozen carton

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	Current Information	Updated Information
Corporation:	Packard Liquor & Tobacco, LLC	<input type="text"/>
Legal Name:	Packard Liquor & Tobacco, LLC	<input type="text"/>

5. Re-application Questions

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

Complete the required information on each of the tabs below. Each tab must be updated to re-apply to be a WIC vendor.

Re-application Questions

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

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

I confirm that I have read and understand the Vendor Agreement.

Name: John Doe Date 9/29/22

Save Reopen

- 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](#)

7. Finish

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

Re-Application Confirmation

[Survey](#) [Re-application Questions](#) [Agreement](#) [Finish](#)

Vendors Selected

Check the boxes, enter your name and title, and click on the Finish button to complete the re-application process.

I have legal authority to sign this agreement as an applicant seeking to become authorized as a WIC vendor.

I have read the application, vendor agreement, and the state regulations provided to me, which includes the conditions of participation set forth in [DHS 149 Wis. Admin. Code](#). I agree to comply with the requirements set forth in the application and state and federal regulations and with any changes in program requirements or regulations made during the agreement period.

I assert that all the statements in this application are true. I understand that false statements made herein will result in denial of authorization to participate in the WIC Program or rescission of the authorization should the information be found to be false after the store has been approved for authorization.

Name: Title:

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

Re-Application Confirmation

[Survey](#) [Re-application Questions](#) [Agreement](#) [Finish](#)

Vendors Selected

Check the boxes, enter your name and title, and click on the Finish button to complete the re-application process.

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Name: Title:

Your re-application information was submitted successfully. It is not necessary to contact the WIC office to confirm. You will be notified if the prices for the selected combination of foods exceed the maximum.