

Log In:

User ID: *Enter the User ID.*
 Password: *Enter the Password.*

The eWIC Vendor Portal is only available to retailers using the Xerox provided POS system stand beside terminal.

First time log in user must have a user ID, and temporary password. System will prompt user to change the temporary password.

The user has three (3) invalid password attempts, than the system locks out the user to prevent further logins.

eWIC Vendor Portal forces the user to change the password every forty-five (45) days.

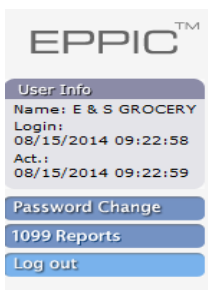


Main Menu:

User Info: *Displays the store name, user log in time and act time.*

Menu Item: *Select item to change password, generate 1099 reports or log out of the eWIC Vendor Portal.*

Session Time out: *The system deactivates user session and logs out user when inactive for 5 minutes.*



Password Change:

Old Password: *Enter the temporary password or current password.*

New Password: *Enter a new password.*

Confirmation Password: *Enter the new password again.*

Change: *Select button to save the new password.*

Password must contain a minimum of five (5) and a maximum of eight (8) alphanumeric characters.



WIC Vendor Detail:

The Vendor detail screen displays the stores WIC Program demographic information.

The WIC Vendor detail information cannot be edited.

WIC Vendor Detail

WIC Vendor Detail				
Vendor ID	Vendor Name	Peer Group	Above 50%	
2121	XYZ Store	2	N	
Address	City	ST	Zip	Phone
0000 Main Street	Central City	VA	23219	1234567878
Vendor Start Date	Vendor End Date	Contact Name		
11/05/2010	09/30/2014	Jane K. Doe		

Transaction Activity Query:

Start Date: Enter a start date for a transaction.

End Date: Enter an end date for a transaction.

Search Button: Selecting will display query results.

UPC List: Selecting will send the browser to the Vendor Detail screen.

Print button: Selecting will send the displayed query results to a printer.

MS-Excel icon: Selecting will export displayed query results to a spreadsheet.

Activity Query search function can only search for a 31 day range for any data in history.

WIC Vendor Activity Query

Start Date (mm/dd/yyyy) 07 / 16 / 2014

End Date (mm/dd/yyyy) 08 / 15 / 2014

Vendor Activity List

Transaction Date/Time	Settlement Date	Card Number	Purchase Amount	Adjustment Amount
07/16/2014 13:30:51	07/17/2014	*****4009	11.70	0.00
07/16/2014 13:35:48	07/17/2014	*****3548	4.79	0.00
07/16/2014 13:37:27	07/17/2014	*****3191	1.69	0.00
07/16/2014 16:02:57	07/17/2014	*****9717	6.18	0.00

ACH Payment Query:

Start Date: Enter a start date for an ACH payment.

End Date: Enter an end date for an ACH payment.

Search Button: Selecting will display query results.

UPC List: Selecting will send the browser to the Vendor Detail screen.

Print button: Selecting will send the displayed query results to a printer.

MS-Excel icon: Selecting will export displayed query results to a spreadsheet.

ACH Payment Query search function can only search for a 31 day range for any data in history.

WIC Vendor ACH Payment Query

Start Date (mm/dd/yyyy) 07 / 16 / 2014

End Date (mm/dd/yyyy) 08 / 15 / 2014

WIC Vendor ACH Payment

Settlement Date	ACH Payment Date	Routing	Account #	Amount Paid	Federal Withholding	State Withholding
07/16/2014	07/17/2014	051408897	70000674	55.92	0.00	0.00
07/17/2014	07/18/2014	051408897	70000674	94.73	0.00	0.00
07/18/2014	07/19/2014	051408897	70000674	124.48	0.00	0.00
07/19/2014	07/20/2014	051408897	70000674	28.91	0.00	0.00
07/20/2014	07/21/2014	051408897	70000674	53.27	0.00	0.00

UPC List:


Sorting: List can be sorted by selecting the column header.

Cat/Subcat Number: Selecting a number takes the user to the WIC UPC Search Results screen showing all UPCs for the Cat/Subcat selected.

UPC List: Selecting button will return user to the Vendor Detail screen.

Available UPC List

UPC #	Description	Cat/Subcat	Unit	NTE
00000002004	SAVE-A-LOT LARGE GRADE A EGGS	03/001	DOZEN	4.00
000065111094	BABY ARTICHOKEs - 12 CT	19/001	\$\$\$	999.99
0000651717005	LONG STEM ARTICHOKEs - 14 S	19/001	\$\$\$	999.99
00020004	SAVE-A-LOT LARGE GRADE A EGGS	03/001	DOZEN	4.00
000651003214	OCEAN MIST FARMS BAGGED ROMAINE HEARTS 3 COUNT	19/001	\$\$\$	999.99

<p>1099 Report:</p> <p><i>The 1099 Reports screen allows you to retrieve and view your 1099 Forms for the past 3 years.</i></p> <p><i>Select the year for the 1099 reports and then hit Retrieve 1099 button.</i></p> <p><i>Once the 1099 Reports are retrieved, select the View hyperlink next to the report to view it.</i></p> <p><i>Please note Adobe Acrobat Reader must be installed to view the 1099 reports.</i></p>	
<p><i>If the user cannot remember the user ID or password, Contact the Virginia WIC Help Desk at 1-888-942-3663.</i></p>	<p>FORGOT THE USER ID OR PASSWORD?</p>

Quick Reference Notes:
