

RETAILER APPLICATION

VENDOR PORTAL INSTRUCTIONS

To become a WIC Vendor, apply through the Vendor Online Portal. <https://www.vawic4retailers.org/>

Quick Apply Online
Vendor Online Portal
<https://www.vawic4retailers.org/>

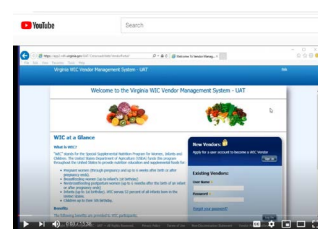
Start by using the instructions below:

I need to apply for WIC authorization for my store and....

My company owns just this one store:



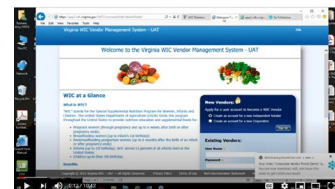
- Use the first link above and click “create an account for a new independent retailer” and write down your login information for the next step.
- Watch the 10 minute demo video on how to use the system to fill out and submit the application: <https://youtu.be/kFTLYFqyKM> Log in with the information you created in the first step.
- Fill out and submit the application according to the information in the demo video. Once your application is submitted the State WIC office will contact you in two business days.



My company owns 2 or more stores and NONE are VA WIC approved



- Use the first link above and click “create an account for a new corporation” and write down your login information once created.
- Watch the 10 minute demo video on how to use the system to fill out and submit the application: <https://youtu.be/JKT7joBfCVU> Log in with the information you created in the first step.
- Fill out and submit the application according to the information in the demo video. Once your application is submitted the State WIC office will contact you in two business days.



My company owns 2 or more stores and at least one is VA WIC approved



- Email your vendor liaison OR email WIC_retailers@vdh.virginia.gov and request your login information.
- Watch the 10 minute demo video on how to use the system to fill out and submit the application: <https://youtu.be/JKT7joBfCVU>
- Once you receive your login info, go to the application link above and use it in the area that says “existing vendors.”
- Fill out and submit the application according to the information in the demo video. Once your application is submitted the State WIC office will contact you in two business days.

