



## Vendor Portal New Application User Guide



Welcome to the Connecticut WIC Vendor Portal New Application User Guide, a screen-by-screen review of the online application screens necessary to apply for Connecticut WIC vendor authorization.

This document is a reference guide for the Connecticut WIC Vendor Portal. It focuses on how to apply online for authorization in the WIC Program. It has procedures for registering for a user account and how to create and submit an application. This user guide does not provide information on the WIC Vendor Agreement that determines authorization into the WIC Program. Information regarding authorization can be found on the Department of Public Health WIC Retailers webpage at <https://portal.ct.gov/DPH/WIC/Retailers>.

**PLEASE NOTE:** The Connecticut WIC Program requires that all vendors be SNAP authorized and open continuously for one full calendar year prior to application to be eligible for authorization.

If at any time during this process you have questions please call the Connecticut WIC Program at 860.509.8084 and press #2 or send an email to [DPH.ptwic@ct.gov](mailto:DPH.ptwic@ct.gov) and ask for assistance with the online portal application.

This application process will require you to enter demographic information in a variety of internet screens. To help you with this task, review and complete the **Vendor Portal Worksheet** available for download and printing on the WIC Retailers Open Enrollment webpage.

You will also be required to upload documents to the application through the portal. These uploads can take the form of PDF, word documents, and images. For help with scanning, search your mobile device's app store for "scanner apps." You may also want to consult with your local office supply store about scanning.

Lastly, no matter the internet browser that you use, turn off the pop-up blocker in that browser to ensure that all required screens and pop-ups can open.

Let's begin. Proceed to the Login Page of the vendor portal <https://ctwicportal.dph.ct.gov/Account/Login>.

**Login Page** – First time users must click on the **Register as a new user** button.

The screenshot shows a web browser window for the DPH CTWIC - Vendor Portal. The URL in the address bar is <https://stag.ctwicportal.dph.ct.gov/Account/Login>. The page title is "DPH CTWIC - Vendor Portal". At the top center, there is a link "Login Page" which is circled in red. Below the login form, there is a note for first-time users: "FIRST TIME USERS: All first time users MUST register before you can login to the website." A red arrow points to the "Register as a new user" link at the bottom left of the page. At the bottom center, there are links for "Forgot your password?" and "Log in". The footer of the page includes the text "© 2018 - DPH CTWIC - Vendor Portal".

Registration Page – After clicking on the **Register as a new user** button, fill in all the fields with the required information.

**Registration Page**

First Name	*	Store Name	*
MI		<input type="checkbox"/> Multiple Stores	
Last Name	*	Address	*
Driver's License #	*	City	*
Take photo of license (with phone) and email to <a href="mailto:DPH.PTWIC@ct.gov">DPH.PTWIC@ct.gov</a> in order to activate your account.			
Phone Number	*	State	*
Email	*	Zip	*
User Name			
Choose a username that is 6-50 characters long.			
Password			
Passwords must have at least one non letter or digit character. Passwords must have at least one digit ('0'-9'). Passwords must have at least one uppercase ('A'-Z').			
Confirm password			

**Disclaimer**

- I hereby certify that the creation of a user account and the use of the Vendor Portal are for the purpose of applying for the Connecticut WIC Program.
- I agree not to provide my user name and password to others.
- I have read and understand the Vendor Agreement. I understand that this application and agreement does not guarantee selection and authorization to participate in the WIC Program.
- I hereby certify that the information presented in this application is true and correct to the best of my knowledge and understanding.
- I understand that misrepresentation of the information contained herein will result in rejection of this application and/or immediate revocation for the store's WIC Vendor authorization.
- The undersigned represents that he or she is the owner, partner, member, franchisee or authorized representative or has the authority to contract for and on behalf of the retail vendor.

Please check here if you agree with the above terms.

[Register](#) [Back to Login Page](#)

Only after entering data in all fields correctly, reading the Disclaimer, and clicking the **Disclaimer agreement** checkbox will you be able to click on the **Register** button. Please note the instructions under the **Driver's License #** data field. To complete your registration and have your registration approved, the Connecticut WIC Program must receive an electronic photo of the registrant's valid state or federal identification at [DPH.ptwic@ct.gov](mailto:DPH.ptwic@ct.gov).

**Registration Page**

First Name	Open Enrollment	Store Name	Open Enrollment Test Store
MI		<input type="checkbox"/> Multiple Stores	
Last Name	Test Store	Address	410 Capitol Avenue
Driver's License #	CT000000000	City	Hartford
Take photo of license (with phone) and email to <a href="mailto:DPH.PTWIC@ct.gov">DPH.PTWIC@ct.gov</a> in order to activate your account.			
Phone Number	(860) 509-8084	State	CT
Email	DPH.ptwic@ct.gov	Zip	06106
User Name			
Choose a username that is 6-50 characters long.			
Password			
Passwords must have at least one non letter or digit character. Passwords must have at least one digit ('0'-9'). Passwords must have at least one uppercase ('A'-Z').			
Confirm password			

**Disclaimer**

- I hereby certify that the creation of a user account and the use of the Vendor Portal are for the purpose of applying for the Connecticut WIC Program.
- I agree not to provide my user name and password to others.
- I have read and understand the Vendor Agreement. I understand that this application and agreement does not guarantee selection and authorization to participate in the WIC Program.
- I hereby certify that the information presented in this application is true and correct to the best of my knowledge and understanding.
- I understand that misrepresentation of the information contained herein will result in rejection of this application and/or immediate revocation for the store's WIC Vendor authorization.
- The undersigned represents that he or she is the owner, partner, member, franchisee or authorized representative or has the authority to contract for and on behalf of the retail vendor.

Please check here if you agree with the above terms.

[Register](#) [Back to Login Page](#)

After clicking on the **Register** button, you will receive the message seen below.

**DPH CTWIC - Vendor Portal**

**Registration Confirmation.**

Your DPH-CTWIC Vendor Portal registration request has been received. DPH-CTWIC personnel will review your registration request and once it is approved you will receive an email notification with the confirmation. Should you have questions, please contact WIC Program at 860-509-8084.

[Back to Log in Page](#)

After WIC personnel have reviewed your registration, received a photo of your valid state or federal identification and activated your user account, you will receive an email similar to the one found below with your specific registration information and instructions to log into the portal to complete your online application. This email will be sent to the email address used for account registration.

Reply Reply All Forward  
Wed 11/28/2018 11:23 AM  
noreply-ctwic@ct.gov  
New DPH Vendor Portal User Registration approved for Open Enrollment Test Store  
To DPH.ptwic  
Cc DPH.ptwic

---

Dear Open Enrollment Test Store,

DPH Vendor Portal account has been approved.

Your Username is : openenrollmentteststore

Please wait 24 hours to access the DPH Vendor Portal at <http://stag.ctwicportal.dph.ct.gov/>

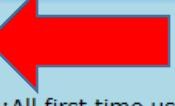
Should you have questions, please contact WIC Program at 860-509-8084. Please do not reply to this e-mail as it is an automated notification.

## DPH CTWIC - Vendor Portal

### Login Page

User Name

Password



FIRST TIME USERS: All first time users MUST register before you can login to the website.

Select the "Register as a new user" link and create a new account.

[Register as a new user](#) [Forgot your password?](#)

After clicking the **Log In** button, you will be redirected to the **Home** screen.

Click on the word **Vendor** in the upper left side.

Connecticut Women Infant & Children Program



Many documents on this site  
are PDF files which require the  
use of the free Adobe Acrobat  
Reader.

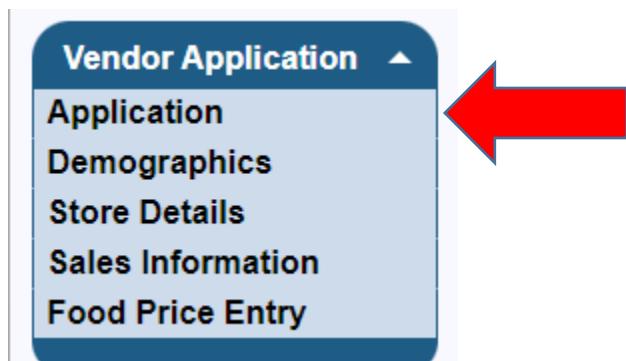
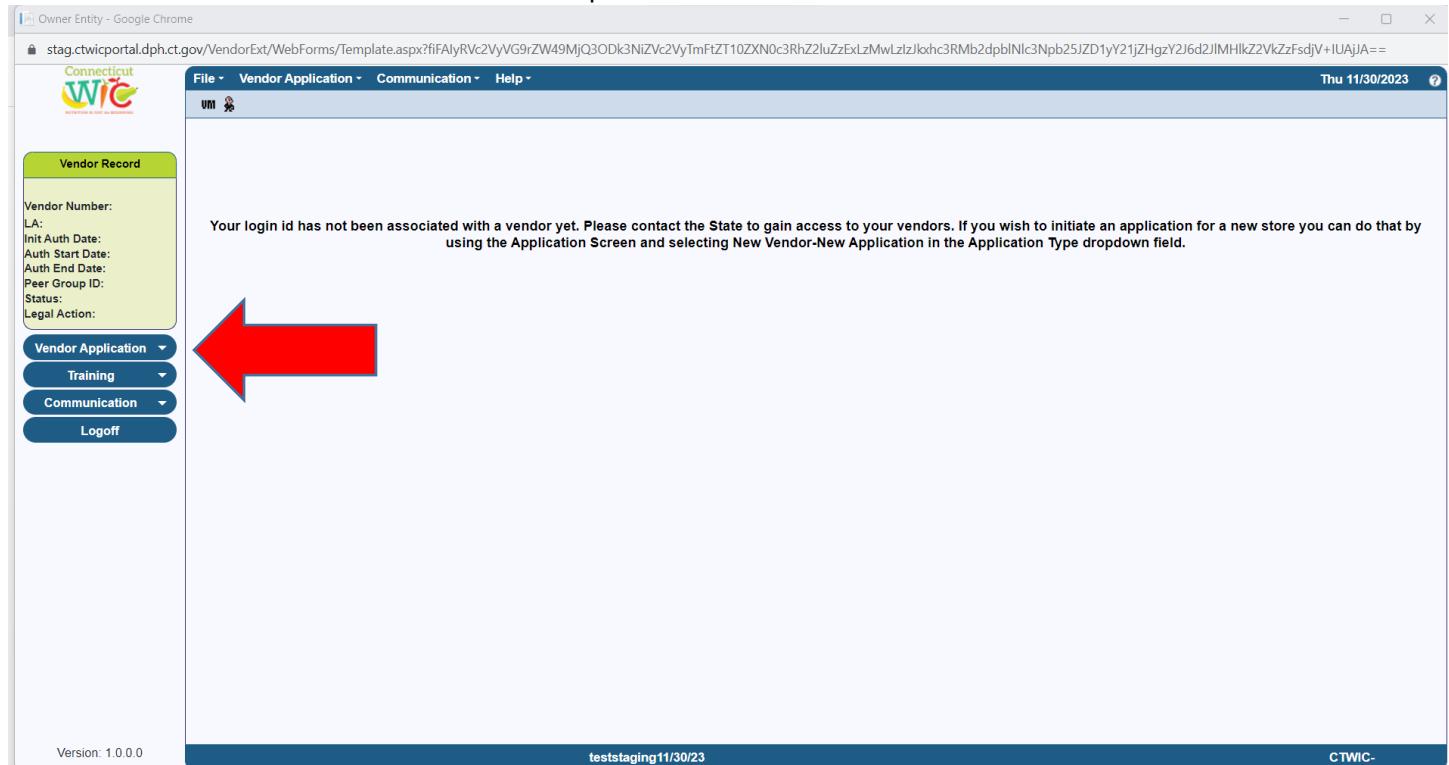
[Get Adobe  
Reader](#)

Last Login  
11/28/18 11:30

\*\*\* Welcome to the Test Server \*\*\*

Use of this system is authorized only to registered Connecticut WIC Program users and limited for approved WIC business purposes. Unauthorized access is prohibited. Anyone knowingly or intentionally accessing State of Connecticut or U.S. government information resources without authorization faces termination of employment or contract, prosecution where applicable, and fines/imprisonment if found guilty. All system activities may be recorded/monitored.

Click on **Vendor Application** . When the menu expands click on **Application** .



You are now on the **Application** screen. There are three application types. If your store has never been WIC authorized before, select **New vendor-New application** and click on **Go**. If your store has previously applied for authorization or was previously authorized by the Connecticut WIC Program, select **Non-active vendor-New application** and click on Go. **Do NOT select Active vendor-Renewal application.**

If your Status in the green Vendor Record box on the left is Terminated, Expired, Non-Selected or Disqualified select the Application Type of **Non-active vendor-New application**. If Status is blank select the Application Type of **New vendor-New application**. If the Status in the blue Vendor Record box is Authorized the Application Type is **Active vendor-Renewal application**.

In all cases click the GO button to begin the application process.

**Application Type**

- New vendor-New application
- Non-active vendor-New application
- Active vendor-Renewal application

**Current Application Type**

FEIN  SSN

**Application Requested**

**Store Details**

**Sales Information**

**Food Price Entry**

**Owner:**

**Find** **New**

**Store Phone** ( ) -

**Authorized SNAP Number**

**Application Status**

In Process

**Address**

\* Street # \* Street Name

Address 2

\* State Connecticut

\* Zip \* City

**Submit** **Save** **Cancel** **Next**

Version: 1.0.0.0

teststaging 11/30/23

CTWIC-

Enter all the required data in the white data fields. When entering the **Owner** information, if you are a new store to the WIC Program click on **New**. If your store was previously authorized by CT WIC, the Owner information is already entered. If you have another store that is either currently or previously authorized by CT WIC, you can find your Owner information using the Find button. You must do this to connect this store that you are applying for CT WIC authorization at this time to all your other CT WIC authorized stores.

**PLEASE NOTE:** The Connecticut WIC Program requires that all vendors be SNAP authorized prior to application to be eligible for authorization.

When the **New** button is clicked:

Entity Information

\* Type

SOLE PROPRIETOR  
PARTNERSHIP  
LIMITED LIABILITY  
CORPORATION  
FRANCHISE

\* Street # \* Street Name

Address 2

\* State Connecticut

\* Zip ... \* City

Save Cancel Close

Select the Owner **Entity Type**, enter the Owner **Entity Name** and address. Then click on **Save** and then **Close**.

When all data has been entered on the **Application** screen click **Save**. The message "Data Saved Successfully" will appear in the blue bar at the bottom of the screen. You may now click **Next**.

**NOTE:** After saving the **Application** screen with the correct **Application Type** you may click **Logoff** and return to your application anytime during the application period. For Open Enrollment this means that you have until January 31 to return to your application, complete it and submit the application. On all screens data that you enter is saved whenever you click **Save**. For **Instructions** on how to **RE-ENTER THE VENDOR PORTAL** please see **Page 19**.

The screenshot shows the 'Vendor Application - Google Chrome' window. The URL is [stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFzT10ZXN0c3RhZ2luZzEyLzE5LzIzJlxhc3RMb2dpbINic3Npb25JZD1ybXVzcmViZnhjaH...](http://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFzT10ZXN0c3RhZ2luZzEyLzE5LzIzJlxhc3RMb2dpbINic3Npb25JZD1ybXVzcmViZnhjaH...). The page title is 'TESTSTAGING12/19/23'. The top navigation bar includes 'File', 'Vendor Application', 'Communication', 'Help', and a user icon. The date 'Tue 12/19/2023' and a help icon are on the right.

**Vendor Record** (green box): TESTSTAGING12/19/23  
Vendor Number: LA:  
Init Auth Date:  
Auth Start Date:  
Auth End Date:  
Peer Group ID:  
Status: Pending  
Legal Action: NO

**Vendor Application** (blue box): Application (circled in red)

- Application
- Demographics
- Store Details
- Sales Information
- Food Price Entry

**Training** (blue box):

**Communication** (blue box):

**Logoff** (blue box):

**Application Type** (dropdown): New vendor-New application  
Application Type (radio buttons): FEIN (selected), SSN  
77-7777777

Application Requested: 12/19/2023

Store Name: TESTSTAGING12/19/23

Owner: MARA'S GROCERY LLC  
Find New

Store Phone: (860) 509-8072

Address 1: \* Street # 410, \* Street Name CAPITOL AVENUE

Address 2: \* State Connecticut, \* Zip 06106, \* City HARTFORD

Buttons: Submit, Save (blue), Cancel, Next (green)

Red arrows point down to the 'Address 1' and 'Address 2' fields. A red circle highlights the 'Data Saved Successfully' message in the blue bar at the bottom.

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Data Saved Successfully

teststaging12/19/23

CTWIC-

On the **Demographics** screen, enter all the required data in the white data fields that are blank. Add **Store Contacts** and their information by clicking on **Add** and entering the required data. The owner must be listed as a store contact. If you have a store manager or other store personnel who will attend training, communicate with the WIC Program, or be responsible for the training of store personnel that information must be entered here as well.

Demographics - Google Chrome

staging.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VvVG9rZW49MjQ3ODk5MyZvC2VvImFtZT10ZXN0c3RhZ2luZzEyLzE5LzIzJkxhc3RMb2dpbNIc3Npb25JZD1ybXVzcmViZnhjaH...

**File** **Vendor Application** **Communication** **Help** **Tue 12/19/2023**

**TESTSTAGING12/19/23**

**Vendor Record**

TESTSTAGING12/19/23  
Vendor Number:  
LA:  
Init Auth Date:  
Auth Start Date:  
Auth End Date:  
Peer Group ID:  
Status: Pending  
Legal Action: NO

**Vendor Application**

- Application
- Demographics**
- Store Details
- Sales Information
- Food Price Entry

**Training**

**Communication**

**Logoff**

**Street Address**

\* Street # 410 \* Street Name CAPITOL AVENUE

Address 2

\* State Connecticut

\* Zip 06106 \* City HARTFORD

**Mailing Address**  Same as Street Address

\* Street # 410 \* Street Name CAPITOL AVENUE

Address 2

\* State Connecticut

\* Zip 06106 \* City HARTFORD

\* Device Type Stand beside \* TPP NA \* Number of Registers 1

* Contact Type	* First Name	* Last Name	Phone Number	* Email	Primary
Owner	TESTSTAGING12/19/23	TESTSTAGING12/19/23	(860) 509-8072	DPH.PTWIC@CT.GOV	<input checked="" type="checkbox"/>

**Add**

**Data Saved Successfully**

teststaging12/19/23

CTWIC-

**Save** **Cancel** **Next**

When all data has been entered on the **Demographics** screen click **Save**. The message “Data Saved Successfully” will appear in the blue bar at the bottom of the screen. You may now click **Next**.

On the **Store Details** screen, enter all the required data in the white data fields that are blank. Selecting the **Language you wish to be trained in** is a very important part of this screen. The language selected in that field will determine what training classes you are offered after your application has been approved. Please select the primary language that is spoken by the store personnel who will attend the mandatory training. Enter the **Open** and **Close** times for your store. Enter the correct **Number of store workers** and **Number of store workers who will handle WIC transactions**. Answer all the **Questions**.

Store Details - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzJkxhc3RMb2dpbINic3Npb25jZD1ybXVzcmViZnhjaH...

File Vendor Application Communication Help

TESTSTAGING12/19/23

Tue 12/19/2023

**Store Details**

CT Tax ID Number: 777777777777 FEIN: 77-77-7777 SSN: 77-77-7777

Authorized SNAP Number: 77777777

Language to be trained in: English Other Language: English

Number of store workers: 2

How many workers will handle WIC transactions: 2

**Days/Hours of the Week Open**

Day	Open time	Close time
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

**Store Details**

Application Demographics Store Details Sales Information Food Price Entry

Training Communication Logoff

Version: 1.0.0.0

teststaging12/19/23

CTWIC

**Questions**

ID	Question	Yes	No	Notes
1	Do you intend to purchase infant formula from the authorized distributor list provided to you? If yes, sel...	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you expect to derive more than 50% of your food sales revenue from WIC sales?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Do you plan on providing incentive items or other free merchandise to WIC customers?	<input type="checkbox"/>	<input type="checkbox"/>	
4	During the past six (6) years, has any current owner, officer, or manager at your store been convicted of or had ...	<input type="checkbox"/>	<input type="checkbox"/>	
5	Has any owner, partner, franchisee, member, manager, shareholder, officer, trustee been authorized by the WIC ...	<input type="checkbox"/>	<input type="checkbox"/>	
6	Has any owner, partner, franchisee, member, manager, shareholder, officer, trustee been disqualified from or fine...	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has any owner, partner, franchisee, member, manager, shareholder, officer, trustee has been disqualified from or...	<input type="checkbox"/>	<input type="checkbox"/>	
8	Do you intend to offer WIC customers the same courtesies that are offered to non-WIC customers?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is this application a change of ownership or a new store to the WIC Program? If yes, describe the relationship in ...	<input type="checkbox"/>	<input type="checkbox"/>	

**Formula Suppliers** **Save** **Cancel** **Next**

Before clicking **Save** and **Next** click on **Formula Suppliers**.

When the **Formula Suppliers** button is clicked:

Supplier

	Contains...
<input checked="" type="checkbox"/>	A. MARESCA & SON (Located at:592 CHAPEL STREET NEW HAVEN CT)
<input type="checkbox"/>	AGAR FOOD SVCE. DISTRIBUTORS (Located at:225 JOHN HANCOCK ROAD TAUNTON MA)
<input type="checkbox"/>	ALLIANCE FOODS (Located at:502 EARTH CITY PLAZA EARTH CITY MO)
<input type="checkbox"/>	AMERICAN FROZEN FOODS (Located at:155 HILL STREET MILFORD CT)
<input type="checkbox"/>	AMERISOURCE BERGEN (Located at:101 NORFOLK STREET MANSFIELD MA)
<input type="checkbox"/>	ASSOCIATED FOODS/WHITE ROSE (Located at:1800 ROCKAWAY AVENUE,SUITE 200 HE...)
<input type="checkbox"/>	ASSOCIATED GROCERS OF NEW ENGLAND INC. (Located at:725 GOLD STREET MANCH...)
<input type="checkbox"/>	AUBURN MERCHANDISE DIST. INC (Located at:355 MAIN ST WHITINGVILLE MA)
<input type="checkbox"/>	BABIES R US (Located at:ANY LOCATION VARIOUS CT)
<input type="checkbox"/>	BARGAIN USA WHOLESALE INC. (Located at:2666 STATE STREET HAMDEN CT)
<input type="checkbox"/>	BIG Y (Located at:2145 ROOSEVELT AVENUE SPRINGFIELD MA)
<input type="checkbox"/>	BJ'S WHOLESALE (Located at:507 NEW PARK AVENUE HARTFORD CT)
<input type="checkbox"/>	BLUE LINE DISTRIBUTING INC (Located at:75 INTERNATIONAL DRIVE WINDSOR C...)
<input type="checkbox"/>	BOZZUTOS (Located at:275 SCHOOLHOUSE RD CHESHIRE CT)

1 - 14 of 101 records

Save Cancel Close

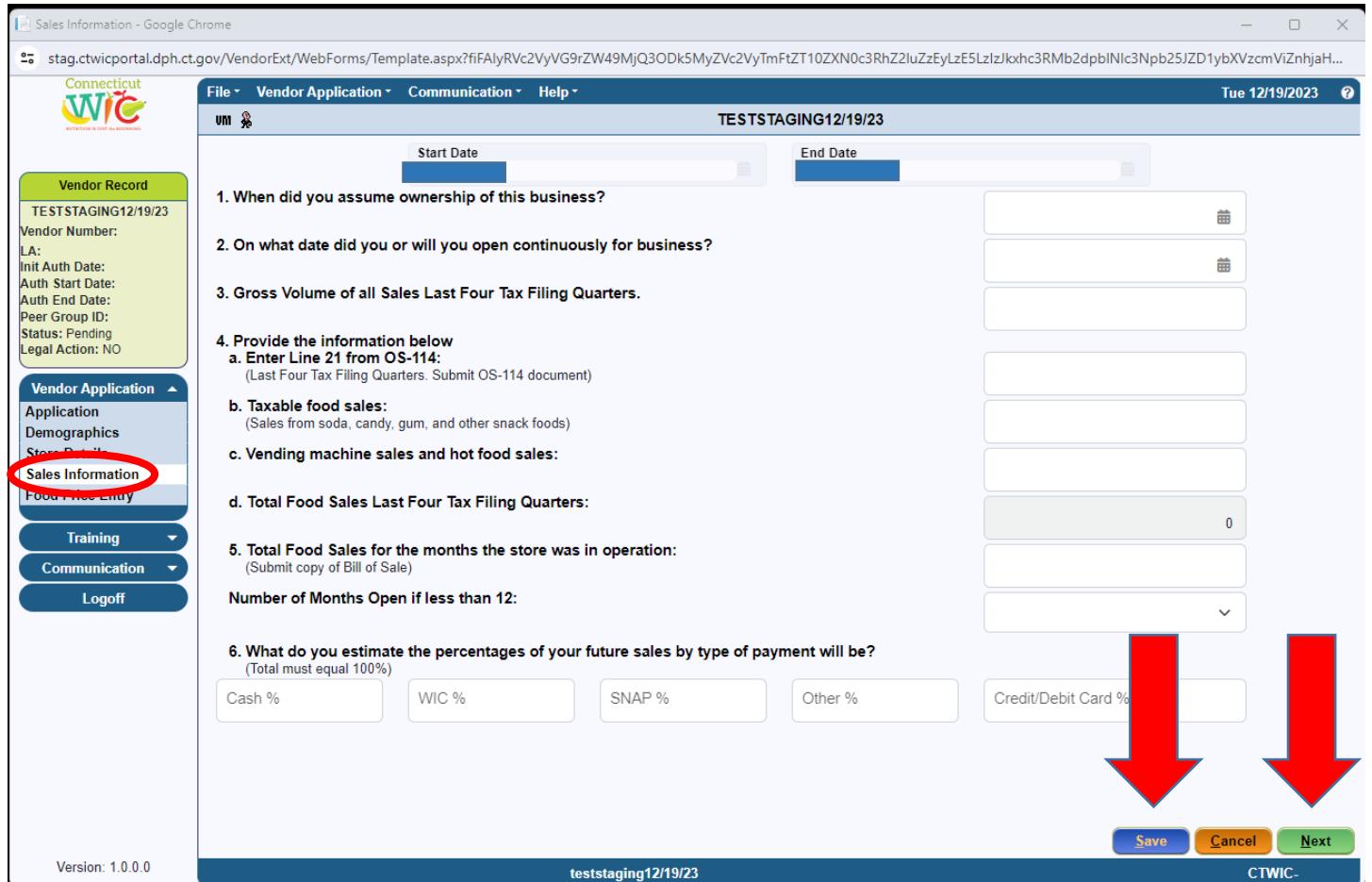
② Data Saved Successfully

Select the Formula Supplier that you will use to supply your store with the required infant formula. Then click on **Save** and then **Close**.

When all data has been entered on the **Store Details** screen click **Save**. The message “Data Saved Successfully” will appear in the blue bar at the bottom of the screen. You may now click **Next**.

On the **Sales Information** screen, enter all the required data in the white data fields that are blank. Please enter the sales and tax information for the last four tax filing quarters going back from the date of your application. For example: If you are applying in January 2024 then report on the four tax filing quarters (twelve months) from January 2023 to December 2023.

**PLEASE NOTE:** The Connecticut WIC Program requires that all vendors be open continuously for one full calendar year prior to application to be eligible for authorization.



Sales Information - Google Chrome  
stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAllyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzIzJkxhc3RMb2dpbINlc3Npb25JZD1ybXVzcmViZnhjaH...  
Tue 12/19/2023

**Connecticut WIC**  
WIC IS JUST AS NUTRITIOUS

**Vendor Record**  
TESTSTAGING12/19/23  
Vendor Number:  
LA:  
Init Auth Date:  
Auth Start Date:  
Auth End Date:  
Peer Group ID:  
Status: Pending  
Legal Action: NO

**Vendor Application** ▾  
Application  
Demographics  
Store Details  
**Sales Information** (circled in red)  
Food & Non-Food Entry  
Training  
Communication  
Logoff

**TESTSTAGING12/19/23**

Start Date  End Date

1. When did you assume ownership of this business?  
2. On what date did you or will you open continuously for business?  
3. Gross Volume of all Sales Last Four Tax Filing Quarters.  
4. Provide the information below  
a. Enter Line 21 from OS-114:  
(Last Four Tax Filing Quarters. Submit OS-114 document)  
b. Taxable food sales:  
(Sales from soda, candy, gum, and other snack foods)  
c. Vending machine sales and hot food sales:  
d. Total Food Sales Last Four Tax Filing Quarters:  
5. Total Food Sales for the months the store was in operation:  
(Submit copy of Bill of Sale)  
Number of Months Open if less than 12:  
6. What do you estimate the percentages of your future sales by type of payment will be?  
(Total must equal 100%)  
Cash %  WIC %  SNAP %  Other %  Credit/Debit Card %

**Save** **Cancel** **Next**

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CTWIC-

When all data has been entered on the **Sales Information** screen click **Save**. The message “Data Saved Successfully” will appear in the blue bar at the bottom of the screen. You may now click **Next**.

On the **Food Price Entry** screen, enter all the required data in the **Lowest Price** and **Highest Price** data fields.

The screenshot shows the 'Food Price Entry' screen in a web browser. The top navigation bar includes 'File', 'Vendor Application', 'Communication', 'Help', and the date 'Tue 12/19/2023'. The main content area is titled 'Food Price Entry' and displays a table of items with columns for 'Cat/SubCat', 'Item', 'Size', and 'Lowest Price' (marked with an asterisk). Red arrows point upwards from the 'Lowest Price' column headers to the table rows. At the bottom right are buttons for 'Save' (blue), 'Cancel' (orange), and 'Next' (green). The left sidebar shows 'Vendor Record' with details like 'TESTSTAGING12/19/23' and 'Vendor Number: LA'. The 'Vendor Application' section has a dropdown menu with 'Food Price Entry' circled in red. The bottom of the screen shows 'Version: 1.0.0.0' and 'teststaging12/19/23'.

Cat/SubCat	Item	Size	* Lowest Price	* Highest Price
02 / 001	Cheese - 1 pound	LB		
03 / 001	Eggs - Large - Dozen	DOZ		
52 / 003	Milk - 1%, Lowfat-Gallon	GAL		
06 / 001	Peanut Butter - 16-18 oz. jar	LB		
16 / 001	Whole Grains (Price for bread)	LB		
06 / 002	Dry Legumes - 1 pound	LB		
12 / 001	Infant Fruits - 4oz. jars	PKG		
12 / 002	Infant Vegetables - 4oz. jars	PKG		
09 / 001	Infant Cereal - 8 oz. boxes	OZ		
05 / 001	Breakfast Cereal - Cold - 12 oz. or larger (price per ounce)	OZ		
53 / 002	Juice - Fluid - 64 oz. bottle (price per ounce)	OZ		
21 / 082	12.4 oz Similac Advance Powder - Blue Label	CAN		

When all data has been entered on the **Food Price Entry** screen click . The message "Data Saved Successfully" will appear in the blue bar at the bottom of the screen. You may now click .

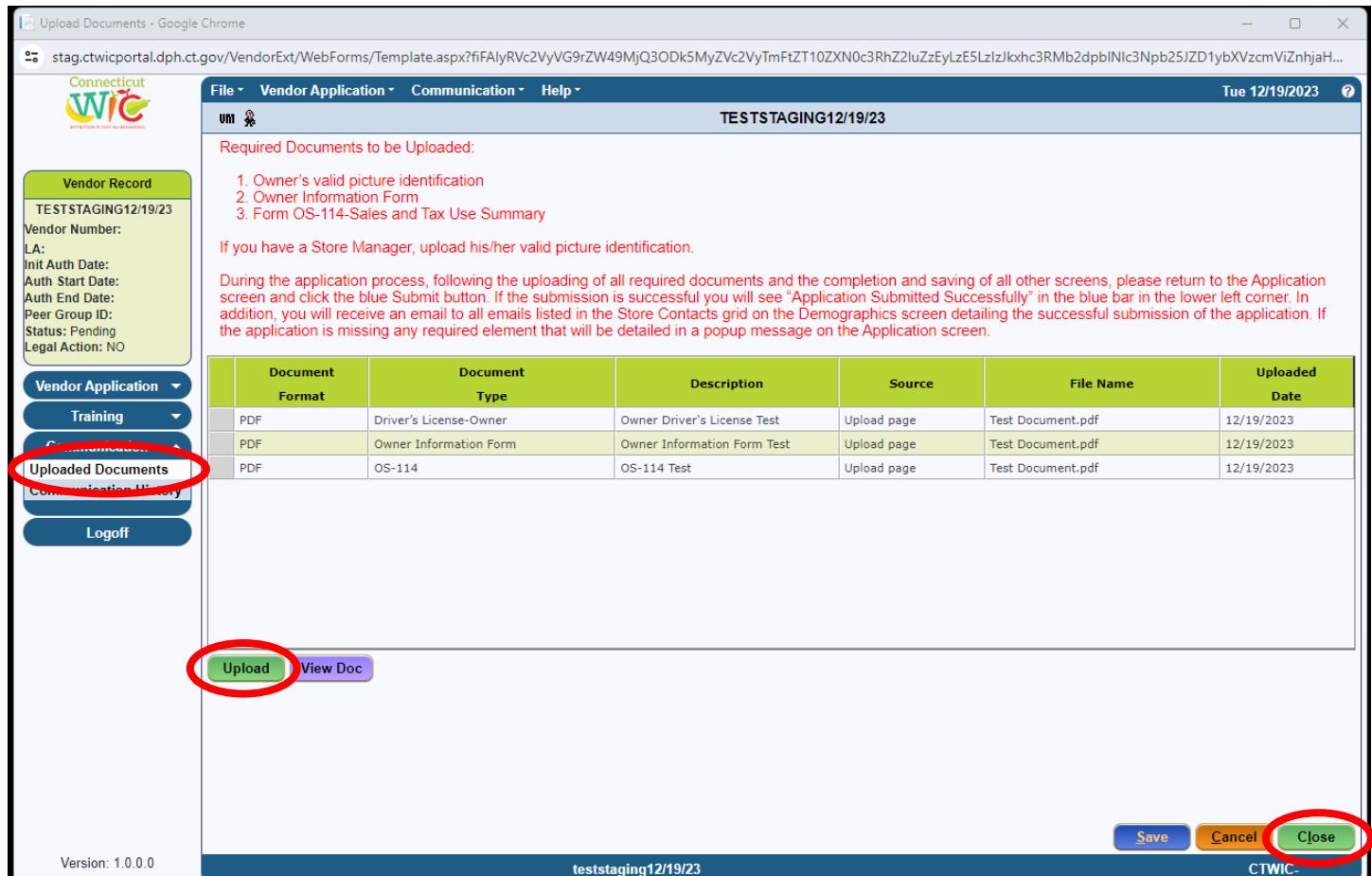
You have now been navigated to the **Uploaded Documents** screen which can be found under the **Communication** button. On the **Uploaded Documents** screen, you are required to **Upload** a minimum of three different documents. The required documents are the following: The **Owner Information Form**, the **Owner's valid and current state or federal picture identification**, and the **Connecticut Department of Revenue Services Sales and Tax Use Summary form OS-114**. There are other documents that may be required for uploading depending on your store's demographic profile. See below.

The **Owner Information Form** must be printed from the WIC Retailers webpage and filled out completely. You must then scan the **two-page form as a one-page PDF** (creating one document) for uploading to this screen.

The Connecticut WIC Program considers a **state issued driver's license or picture identification card** as a valid form of identification if it is not expired. The Program also considers a **U.S. government issued passport or visa** as a valid form of identification if it is not expired. You must take a photo of the valid identification and upload it to this screen.

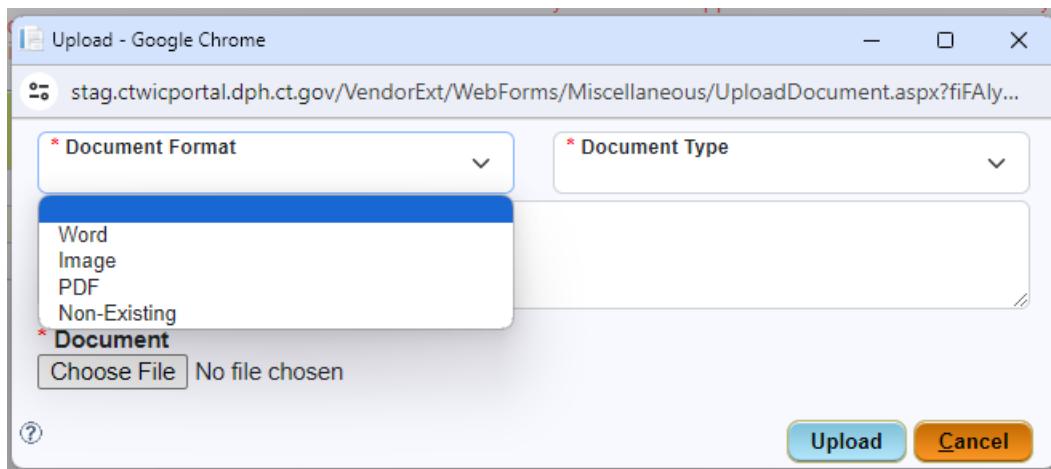
If you have a **store manager**, you are required to upload their valid picture identification to this screen.

You are required to provide your **Sales and Tax Use Summary form OS-114** for the last four tax filing quarters (the previous twelve months). For each filing, depending on whether you file quarterly or monthly, these documents are two pages each. These two-page documents (eight pages total if you file quarterly or twenty-four pages total if you file monthly) should be **scanned as one document** and then uploaded to your application in the portal.



Upload Documents - Google Chrome  
stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAllyRVc2VvVG9rZW49MjQ3ODk5MyZvC2VvTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzJkxhc3RMb2dpbINlc3Npb25jZD1ybXzcmViZnhjaH...  
Tue 12/19/2023 ?  
File Vendor Application Communication Help  
VM TESTSTAGING12/19/23  
Required Documents to be Uploaded:  
1. Owner's valid picture identification  
2. Owner Information Form  
3. Form OS-114-Sales and Tax Use Summary  
If you have a Store Manager, upload his/her valid picture identification.  
During the application process, following the uploading of all required documents and the completion and saving of all other screens, please return to the Application screen and click the blue Submit button. If the submission is successful you will see "Application Submitted Successfully" in the blue bar in the lower left corner. In addition, you will receive an email to all emails listed in the Store Contacts grid on the Demographics screen detailing the successful submission of the application. If the application is missing any required element that will be detailed in a popup message on the Application screen.  
Vendor Record  
TESTSTAGING12/19/23  
Vendor Number:  
LA:  
Init Auth Date:  
Auth Start Date:  
Auth End Date:  
Peer Group ID:  
Status: Pending  
Legal Action: NO  
Vendor Application Training Communication History  
Uploaded Documents  
Logoff  
Version: 1.0.0.0 teststaging12/19/23 CTWIC-  
Document Format Document Type Description Source File Name Uploaded Date  
PDF Driver's License-Owner Owner Driver's License Test Upload page Test Document.pdf 12/19/2023  
PDF Owner Information Form Owner Information Form Test Upload page Test Document.pdf 12/19/2023  
PDF OS-114 OS-114 Test Upload page Test Document.pdf 12/19/2023  
Upload View Doc Save Cancel Close

After clicking the **Upload** button:

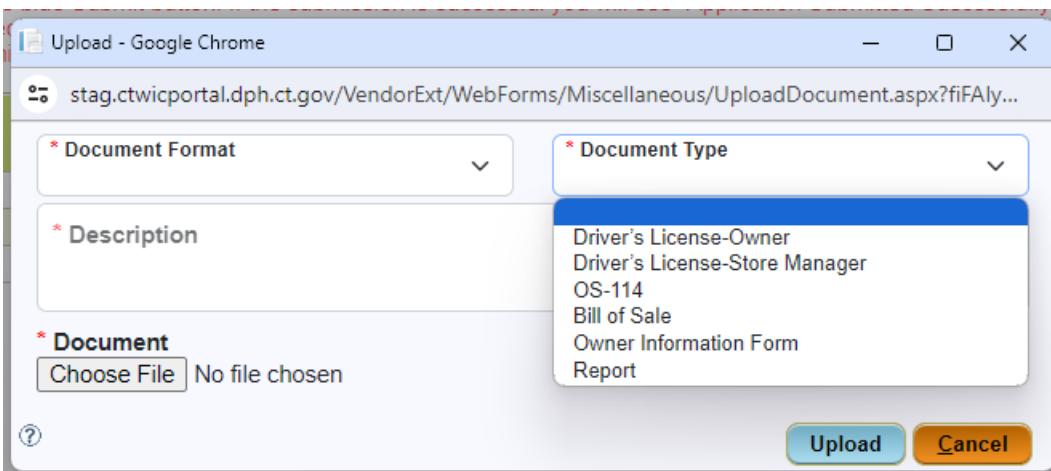


The screenshot shows a dropdown menu for 'Document Format' with the following options: Word, Image, PDF, Non-Existing, and Document. The 'Document' option is selected and highlighted with a blue background. The 'Upload' and 'Cancel' buttons are visible at the bottom right.

- Word
- Image
- PDF
- Non-Existing
- Document**

Choose File No file chosen

Upload Cancel



The screenshot shows a dropdown menu for 'Document Type' with the following options: Driver's License-Owner, Driver's License-Store Manager, OS-114, Bill of Sale, Owner Information Form, and Report. The 'Driver's License-Owner' option is selected and highlighted with a blue background. The 'Upload' and 'Cancel' buttons are visible at the bottom right.

- Driver's License-Owner
- Driver's License-Store Manager
- OS-114
- Bill of Sale
- Owner Information Form
- Report

Choose File No file chosen

Upload Cancel

After uploading all the required documents in the proper format and with the proper document type, you must proceed back to the **Application** screen to  your application. Do this by clicking on  then when the menu expands, click on .

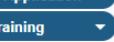
Upload Documents - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk5MyZvC2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzlzJkxhc3RMb2dpbINlc3Npb25JZD1ybXvzcmViZnhjaH...

File  Vendor Application  Help  Tue 12/19/2023 

VM  TESTSTAGING12/19/23

**Vendor Record**  
TESTSTAGING12/19/23  
Vendor Number:  
LA:  
Init Auth Date:  
Auth Start Date:  
Auth End Date:  
Peer Group ID:  
Status: Pending  
Legal Action: NO

**Vendor Application**   Logoff

Required Documents to be Uploaded:

1. Owner's valid picture identification
2. Owner Information Form
3. Form OS-114-Sales and Tax Use Summary

If you have a Store Manager, upload his/her valid picture identification.

During the application process, following the uploading of all required documents and the completion and saving of all other screens, please return to the Application screen and click the blue Submit button. If the submission is successful you will see "Application Submitted Successfully" in the blue bar in the lower left corner. In addition, you will receive an email to all emails listed in the Store Contacts grid on the Demographics screen detailing the successful submission of the application. If the application is missing any required element that will be detailed in a popup message on the Application screen.

Document Format	Document Type	Description	Source	File Name	Uploaded Date
PDF	Driver's License-Owner	Owner Driver's License Test	Upload page	Test Document.pdf	12/19/2023
PDF	Owner Information Form	Owner Information Form Test	Upload page	Test Document.pdf	12/19/2023
PDF	OS-114	OS-114 Test	Upload page	Test Document.pdf	12/19/2023

 Upload 

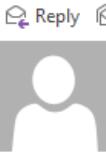
Version: 1.0.0.0 teststaging12/19/23    CTWIC-

Once back on the Application screen, click **Submit**. If all the requirements of the Vendor Application screens have been met, then the message “Application Submitted Successfully” will appear in the blue bar at the bottom of the screen.

The screenshot shows the 'Vendor Application' screen in Google Chrome. The URL is [stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRvc2VvVG9rZW49MjQ3ODk5NSZvc2VvTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzJkxhc3RMb2dpbINic3Npb25JZD1ybXvz...](http://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRvc2VvVG9rZW49MjQ3ODk5NSZvc2VvTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzJkxhc3RMb2dpbINic3Npb25JZD1ybXvz...). The top navigation bar includes File, Vendor Application, Communication, and Help. The date is Tue 12/19/2023. The main content area displays a message: "If your Status in the green Vendor Record box on the left is Terminated, Expired, Non-Selected or Disqualified select the Application Type of Non-active vendor-New application. If Status is blank select the Application Type of New vendor-New application. If the Status in the blue Vendor Record box is Authorized the Application Type is Active vendor-Renewal application." Below this, a red arrow points down to the 'Submit' button. The left sidebar shows a 'Vendor Record' section with 'TESTSTAGING12/19/23' and a 'Vendor Application' section with 'Application' highlighted. The main form fields include 'Application Type' (set to 'New vendor-New application'), 'FEIN' (77-777777), 'Application Requested' (12/19/2023), 'Store Name' (TESTSTAGING12/19/23), 'Owner' (MARA'S GROCERY LLC), 'Find' and 'New' buttons, 'Store Phone' ((860) 509-8072), 'Authorized SNAP Number' (7777777), 'Application Status' (In Process), 'Street #' (410), 'Street Name' (CAPITOL AVENUE), 'Address 2', 'State' (Connecticut), 'Zip' (06106), 'City' (HARTFORD), and 'Address 2'. The bottom status bar shows 'Version: 1.0.0.0', 'teststaging12/19/23', and 'CTWIC-'.

If you have not fulfilled all the system requirements from the Vendor Application screens, clicking **Submit** will produce an “Ineligibility” message that will provide information as to why you are not eligible to submit the application. There are many different versions of this “ineligibility” message. These messages may be generated due to missing information or failure to meet the Connecticut WIC Program’s Vendor Selection Criteria. You should always refer to the Vendor Agreement and Appendix A Vendor Selection Criteria for review. The vendor agreement is always available on the WIC Retailers webpage. If you have questions regarding the submission of your application please call the Connecticut WIC Program at 860.509.8084 and press #2 or send an email to [DPH.ptwic@ct.gov](mailto:DPH.ptwic@ct.gov) and ask for assistance with the online portal application.

If your application was successfully submitted, you will receive an email like the one found below at the email addresses entered on the **Demographics** screen.

 [Reply](#) [Reply All](#) [Forward](#)  
Wed 11/28/2018 11:54 AM  
noreply-vendorportal <noreply-vendorportal@ct.gov>  
Your WIC Vendor Application has been Submitted for OPEN ENROLLMENT TEST STORE

To DPH.ptwic  
Cc DPH.ptwic

---

Dear OPEN ENROLLMENT TEST STORE:

Thank you for your application. We appreciate your interest in the Connecticut WIC Program. Your application is being reviewed and you will receive an email from a Processing Technician within 5 business days.

If you have any questions about your application, please contact us at [DPH.PTwic@ct.gov](mailto:DPH.PTwic@ct.gov).

As stated in the **“Application has been Submitted”** email, your application will be reviewed by WIC personnel within five business days. If your application is approved, you will receive an **“Application has been Approved”** email indicating approval. In addition, the email will instruct you to re-enter the vendor portal to select your training class.

 [Reply](#) [Reply All](#) [Forward](#)  
Thu 12/6/2018 2:33 PM  
noreply-ctwic <noreply-ctwic@ct.gov>  
Your WIC Vendor Application has been Approved for OPEN ENROLLMENT TEST STORE

To Marszalek, Eric  
Cc DPH.ptwic

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Dear OPEN ENROLLMENT TEST STORE:

Your WIC application has been approved for OPEN ENROLLMENT TEST STORE. You are invited to attend training for WIC authorization. You must attend a training to complete your application process. Bring this email and a copy of the WIC Vendor Agreement to the training.

If the person who will attend is someone other than the owner of the store, he or she must bring a signed training authorization letter that authorizes that person to be trained on their behalf by the WIC Program and present it to be admitted to the training session. This representative will be responsible for training the owner and all other employees handling WIC transactions. The training authorization letter is found on the WIC website.

You may log back into your vendor portal account and select the training date and location that is most convenient for you. All trainings start promptly and you will not be allowed to enter after the training has begun.

If you have any questions about your application, please contact us at [DPH.PTwic@ct.gov](mailto:DPH.PTwic@ct.gov).

Thank you.

At any time, and for any reason (completing or editing the application, submitting the application, or choosing training), when **RE-ENTERING THE PORTAL**, you will now be re-directed from the **State** screen to the **Make Active** screen seen below. **EVERY TIME** that you login to the vendor portal you will be re-directed to this screen and you must make the vendor record that you want to access “Active.” Do this by clicking on the row then clicking **Make Active**. The message “**Vendor has been made active**” will appear in the blue bar at the bottom of the screen.

Vendor Management - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk5NyZvC2VyTmFtZ10ZXN0c3RhZ2luZzEyLzE5LzIjkxhc3RMb2dpbINlc3Npb25jZD1ybXzcmViZnhjaHp3a2V...

Connecticut WIC  
WEBSITE OF THE STATE OF CONNECTICUT

File - Vendor Application - Communication - Help -  
Tue 12/19/2023

TESTSTAGING12/19/23

To enter a vendor record click on the row of the store that you want to enter and click the Make Active button.  
 • If you have entered the portal for the purpose of completing an application click on the Vendor Application menu on the left and click on the Application screen.  
 • If you have entered the portal for the purpose of selecting training click on the Training menu on the left and click on the Select Training screen.  
 • If you have entered the portal for the purpose of uploading or reviewing documents click on the Communication menu on the left and click on the Uploaded Documents screen.

**Vendor Record**  
TESTSTAGING12/19/23  
Vendor Number:  
LA:  
030000 - BURGDORF/FLEET HEALTH CENTER  
Init Auth Date:  
Auth Start Date:  
Auth End Date:  
Peer Group ID: C1  
Status: Pending  
Legal Action: NO

**Vendors**

Vendor ID	Vendor Name	Status	App. Status	App. Date	Auth End Date	Term. Date
	MARA'S GROCERY LLC	Pending	Approved			

Version: 1.0.0.0

**Vendor has been made active.**

teststaging12/19/23

CTWIC...

**Make Active**

When you have already submitted an application, the message found below will appear. Click **OK**.

stag.ctwicportal.dph.ct.gov says

You must wait 30 days before submitting a new application after your existing one has been processed.

**OK**

To select your Training class, click on **Training**.

When the menu expands click **Select Training**.

On the **Select Training** screen you will have a selection of training classes available to you for attendance. This list is created based on your **Store Type**, **Device Type**, and **Preferred Store Language**. Select the training class that you will attend. When you click **Save** an email will be sent to the email addresses listed on the **Demographics** screen. This email will contain the details of the training class you selected.

Training Select - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?ffAlYRVc2VyVG9rZW49MjQ3OTAwMSVc2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzJkxhc3RMb2dpbINlC3Npb25JZD1ybXVzcmVlZnhjaHps...

Connecticut WIC  
WIC FOR YOU THE BENEFITS

File Vendor Application Communication Help

TESTSTAGING12/19/23 Tue 12/19/2023

Vendor Record

TESTSTAGING12/19/23

Vendor Number: 030000 - BURGDORF/FLEET HEALTH CENTER

Init Auth Date: Auth Start Date: Auth End Date: Peer Group ID: C1 Status: Pending Legal Action: NO

Vendor Application ▾

Training ▾

Class Training

Select Training

Communication ▾

Logoff

Available Classes

Date	Time	Class Type	Location	Available Slots	Select
12/21/2023	9:00 AM	Interactive	DPH DPH-410 Capitol Ave Conference Room 1C, Hartford CT-06106	4	<input checked="" type="checkbox"/>

Version: 1.0.0.0 Data Saved Successfully teststaging12/19/23 CTWIC- Save Cancel Close

Reply Reply All Forward

Thu 12/6/2018 3:05 PM

 noreply-vendorportal <noreply-vendorportal@ct.gov>

Your WIC Training Class has been selected for OPEN ENROLLMENT TEST STORE

To Marszalek, Eric  
Cc DPH.ptwic

Dear OPEN ENROLLMENT TEST STORE:

You have selected the following training class for OPEN ENROLLMENT TEST STORE.

Date: 12/24/2018  
Time: 9:00 AM  
Location: Connecticut Agricultural Experiment Station 123 Huntington Street, New Haven CT-06511  
Language: English  
Device Type: Stand beside

You must attend this training class to complete your application process. Bring this email and your copy of the WIC Vendor Agreement to the training. If the person who will attend is someone other than the owner of the store, he or she must bring a signed training authorization letter that authorizes that person to be trained on their behalf by the WIC Program and present it to be admitted to the training class. This representative will be responsible for training the owner and all other employees handling WIC transactions. The training authorization letter is found on the WIC website, [ct.gov/dph/wic/Retailer](http://ct.gov/dph/wic/Retailer).

All training classes start promptly and you will not be allowed to enter after the training class has begun.

If you have any questions about your training class please contact us at [DPH.PTwic@ct.gov](mailto:DPH.PTwic@ct.gov).