

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 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.



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

The image shows the registration page with the title "Registration Page" circled in red. The form contains the following fields:

- First Name
- MI
- Last Name
- Driver's License # (with instruction: "Take photo of license (with phone) and email to DPH.PTWIC@ct.gov in order to activate your account.")
- Phone Number
- Email
- Store Name
- Multiple Stores (checkbox)
- Address
- City
- State
- Zip
- User Name (with instruction: "Choose a username that is 6-50 characters long.")
- Password (with instruction: "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

Below the fields is a **Disclaimer** section with a list of terms and a checkbox: Please check here if you agree with the above terms. At the bottom are "Register" and "Back to Login Page" buttons.

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.

The image shows the registration page with the following data entered:

- First Name: Open Enrollment
- MI: [empty]
- Last Name: Test Store
- Driver's License #: CT000000000
- Phone Number: (860) 509-8084
- Email: DPH.ptwic@ct.gov
- Store Name: Open Enrollment Test Store
- Multiple Stores: [checked]
- Address: 410 Capitol Avenue
- City: Hartford
- State: CT
- Zip: 06106
- User Name: openenrollmentteststore
- Password: [masked]
- Confirm password: [masked]

Red arrows point from the "Driver's License #" field to the "Multiple Stores" checkbox, and from the "Multiple Stores" checkbox to the "Please check here if you agree with the above terms." checkbox, which is circled in red. The "Register" button is now visible and active.

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

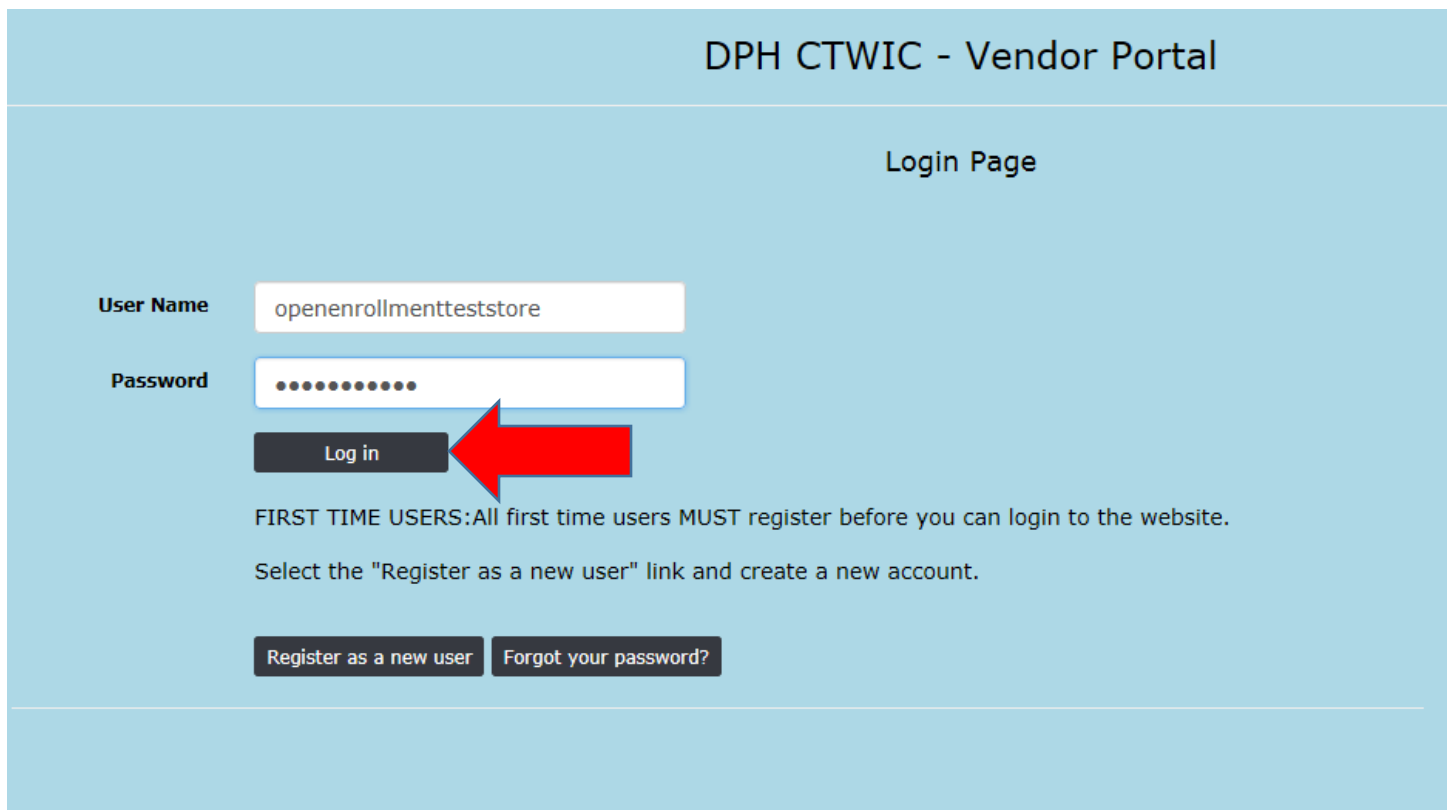
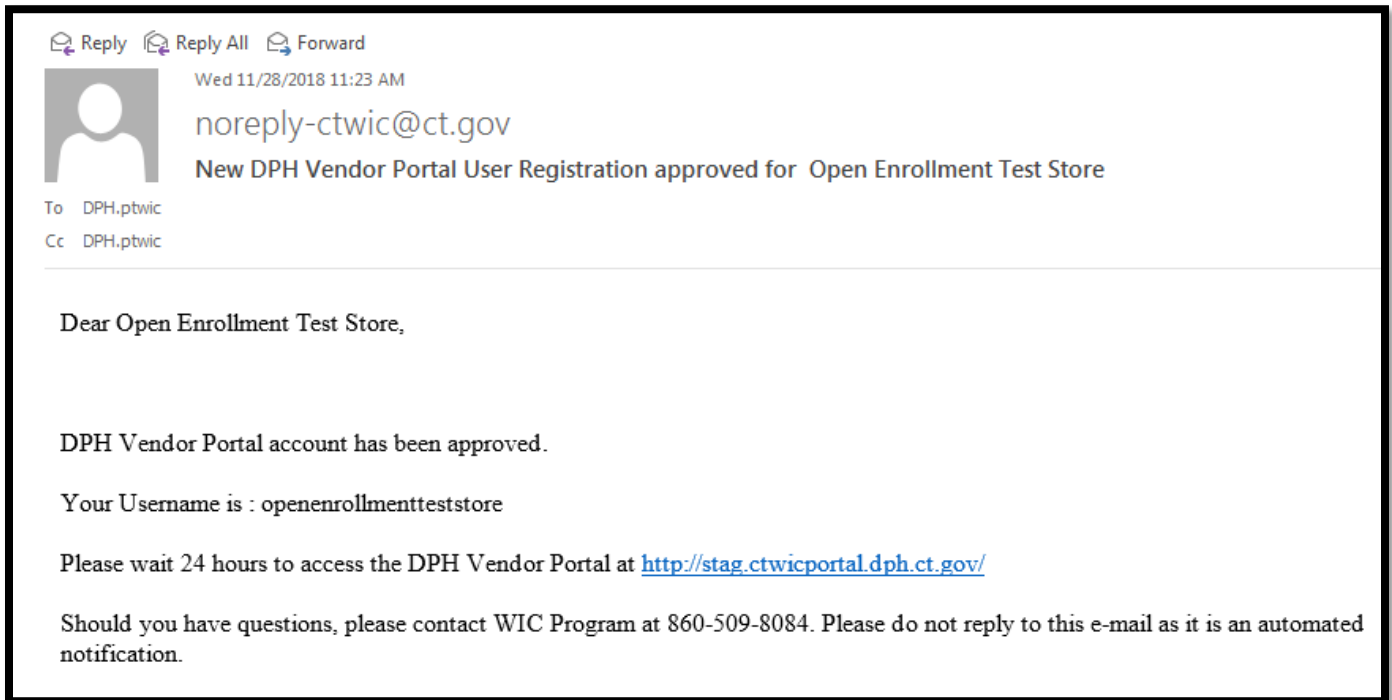
DPH CTWIC - Vendor Portal

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.



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



VENDOR



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

The screenshot shows a web browser window with the URL `stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk3NiZVc2VyImFmFTZT10ZXN0c3RhZ2luZzExLzZlMwLzljkhc3RMb2dpblNi3Npb25JZD1yY21jZHGzY2J6d2JlMHIkZ2VkZzFsdjV+IUajJA==`. The page title is "Owner Entry - Google Chrome". The browser's address bar shows the URL. The page has a dark blue header with "File", "Vendor Application", "Communication", and "Help" menus. The date "Thu 11/30/2023" is displayed in the top right. The main content area contains a message: "Your login id has not been associated with a vendor yet. Please contact the State to gain access to your vendors. If you wish to initiate an application for a new store you can do that by using the Application Screen and selecting New Vendor-New Application in the Application Type dropdown field." A red arrow points to the "Vendor Application" menu item in the sidebar.

Vendor Record

Vendor Number:
LA:
Init Auth Date:
Auth Start Date:
Auth End Date:
Peer Group ID:
Status:
Legal Action:

Vendor Application
Training
Communication
Logoff

Version: 1.0.0.0 teststaging11/30/23 CTWIC-

The close-up shows the "Vendor Application" dropdown menu expanded. The menu items are: "Application", "Demographics", "Store Details", "Sales Information", and "Food Price Entry". A red arrow points to the "Application" option.

Vendor Application ▲

Application
Demographics
Store Details
Sales Information
Food Price Entry

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.**

Vendor Application - Google Chrome
stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVg9rZW49MjQ3ODk3NiZvc2VyTmFtZT10ZXN0c3RhZ2luZzExLzZlMwZlZjKxhc3RMb2dpbINic3Npb25JZD1yY21jZHZzY2J6d2JlMHlkZ2VkZzFsdjV+IUajJA==

Connecticut WIC
Vendor Record
Vendor Number:
LA:
Init Auth Date:
Auth Start Date:
Auth End Date:
Peer Group ID:
Status:
Legal Action:

Vendor Application
Application
Demographics
Store Details
Sales Information
Food Price Entry
Training
Communication
Logoff

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

Go

Current Application Type
Application Requested
Authorized SNAP Number
Application Status
In Process
Street #
Street Name
Address 2
State
Connecticut
City
Zip

Owner:
Find
New

Store Name
Store Phone
() -

Submit Save Cancel Next

Version: 1.0.0.0 teststaging11/30/23 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:

Owner Entity - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/RecordDetails/Owner...

Entity Information

* Type

- SOLE PROPRIETOR
- PARTNERSHIP
- LIMITED LIABILITY CORPORATION
- FRANCHISE

* Street # * Street Name

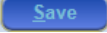
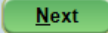
Address 2



* State
Connecticut

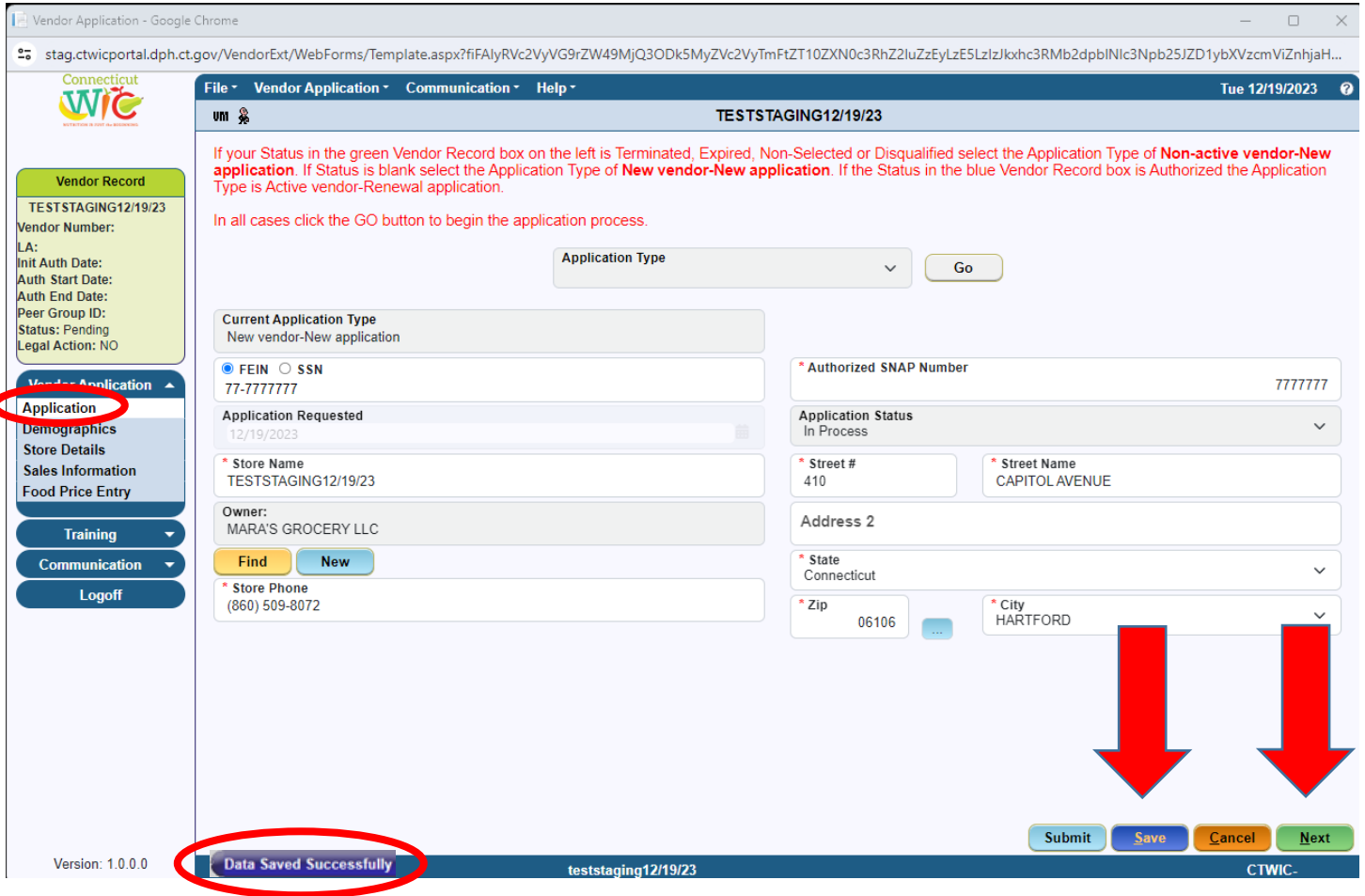
* Zip * City

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 . The message “Data Saved Successfully” will appear in the blue bar at the bottom of the screen. You may now click .

NOTE: After saving the **Application** screen with the correct **Application Type** you may  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 . For **Instructions** on how to **RE-ENTER THE VENDOR PORTAL** please see **Page 19**.



The screenshot shows the 'Vendor Application' web form in Google Chrome. The browser address bar shows the URL: `stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzIzJkxhc3Rmb2dpbINic3Npb25JZD1ybXVzcmViznhjaH...`. The page title is 'Vendor Application - Google Chrome'. The browser's address bar shows the URL.

The page header includes the Connecticut WIC logo and the text 'Vendor Application - Communication - Help -'. The date 'Tue 12/19/2023' is displayed in the top right corner. The main content area is titled 'TESTSTAGING12/19/23'.

On the left side, there is a 'Vendor Record' section with the following details: TESTSTAGING12/19/23, Vendor Number: LA, Init Auth Date, Auth Start Date, Auth End Date, Peer Group ID, Status: Pending, and Legal Action: NO. Below this is a 'Vendor Application' menu with options: Application (circled in red), Demographics, Store Details, Sales Information, Food Price Entry, Training, Communication, and Logoff.

The main form area contains the following fields and sections:

- Application Type:** A dropdown menu with a 'Go' button.
- Current Application Type:** A text field containing 'New vendor-New application'.
- FEIN / SSN:** Radio buttons for 'FEIN' (selected) and 'SSN', with a text field containing '77-7777777'.
- Application Requested:** A text field containing '12/19/2023'.
- Store Name:** A text field containing 'TESTSTAGING12/19/23'.
- Owner:** A text field containing 'MARA'S GROCERY LLC'.
- Find / New:** Two buttons.
- Store Phone:** A text field containing '(860) 509-8072'.
- Authorized SNAP Number:** A text field containing '7777777'.
- Application Status:** A dropdown menu with 'In Process' selected.
- Street #:** A text field containing '410'.
- Street Name:** A text field containing 'CAPITOL AVENUE'.
- Address 2:** A text field.
- State:** A dropdown menu with 'Connecticut' selected.
- Zip:** A text field containing '06106'.
- City:** A dropdown menu with 'HARTFORD' selected.

At the bottom right, there are four buttons: 'Submit', 'Save' (circled in red), 'Cancel', and 'Next'. Two large red arrows point from the 'City' dropdown to the 'Submit' and 'Save' buttons.

At the bottom left, the version number '1.0.0.0' is displayed. A blue bar at the bottom of the page contains the message 'Data Saved Successfully' (circled in red), the text 'teststaging12/19/23', and the text '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

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlYRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzIzJkxhc3Rmb2dpc3Npb25JZD1ybXVzcmViZnhjaH...

Connecticut WIC

File Vendor Application Communication Help Tue 12/19/2023

TESTSTAGING12/19/23

Vendor Number: Not Assigned

Vendor Name: TESTSTAGING12/19/23

Store Email: DPH.PTWIC@CT.GOV

Store Phone: (860) 509-8072

Owner: MARA'S GROCERY LLC

Peer Group:

Last Updated Date: 12/19/2023

Street Address

Mailing Address Same as Street Address

State: Connecticut

City: HARTFORD

Zip: 06106

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"/>

Save Cancel Next

Data Saved Successfully

teststaging12/19/23 CTWIC-

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?fiFAlYRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzE5LzIzJkxhc3RMb2dpblNlc3Npb25JZD1yYXVzcmViZnhjaH...

Connecticut WIC

File Vendor Application Communication Help Tue 12/19/2023

TESTSTAGING12/19/23

Store Details

* CT Tax ID Number 7777777777 FEIN SSN 77--77-7777

Authorized SNAP Number 7777777

* 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		

ID	* Question	Yes	No	Notes
1	Do you intend to purchase infant formula from the authorized distributor/retailer 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"/>	

Version: 1.0.0.0

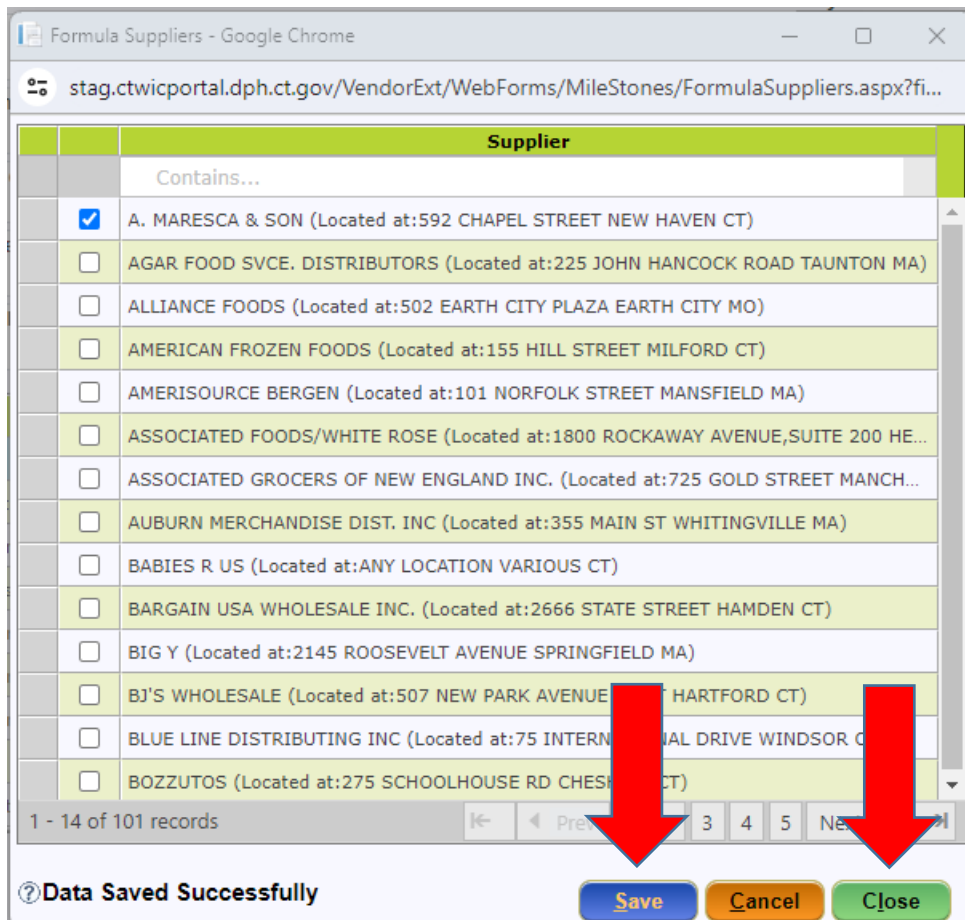
teststaging12/19/23

CTWIC-

Formula Suppliers Save Cancel Next

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

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


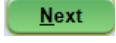


Select the Formula Supplier that you will use to supply your store with the required infant formula. Then click on **Save** and then **Close**.

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.

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

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

The screenshot displays the 'Food Price Entry' screen in a web browser. The browser address bar shows a URL from 'stag.ctwicportal.dph.ct.gov'. The page title is 'Food Price Entry - Google Chrome'. The interface includes a navigation menu on the left with options like 'Vendor Record', 'Vendor Application', 'Training', 'Communication', and 'Logoff'. The 'Food Price Entry' option is highlighted with a red circle. The main content area features a table with the following columns: 'Cat/SubCat', 'Item', 'Size', '* Lowest Price', and '* Highest Price'. The table contains 12 rows of food items. Red arrows point to the '* Lowest Price' and '* Highest Price' columns. At the bottom right, there are three buttons: 'Save' (blue), 'Cancel' (orange), and 'Next' (green). Red arrows point to the 'Save' and 'Next' buttons. The footer of the page shows 'Version: 1.0.0.0', 'teststaging12/19/23', and 'CTWIC-'.

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 **Save**. The message "Data Saved Successfully" will appear in the blue bar at the bottom of the screen. You may now click **Next**.

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?fiFAlyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzE5Lzlj/kxhc3RMb2dpcjNpb25lZD1ybXVzcmViZnhjaH...

Connecticut WIC

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

Uploaded Documents

Logoff

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

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.

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

Version: 1.0.0.0 teststaging12/19/23 CTWIC-

After clicking the **Upload** button:

Upload - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Miscellaneous/UploadDocument.aspx?fiFAly...

* Document Format

- Word
- Image
- PDF
- Non-Existing

* Document Type

* Document

Choose File No file chosen

Upload Cancel

Upload - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Miscellaneous/UploadDocument.aspx?fiFAly...

* Document Format

* Document Type

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

* Description

* Document

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 **Submit** your application. Do this by clicking on **Vendor Application** then when the menu expands, click on **Application**.

Upload Documents - Google Chrome

stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fifAlyRVc2VyVG9rZW49MjQ3ODk5MyZVc2VyTmFtZT10ZXN0c3RhZ2luZzE5LzIzLjZkxhc3RMb2dpblNlc3Npb25JZD1ybXVzcmVlZnhjaH...

Connecticut
WIC
WOMEN, INFANTS & CHILDREN

File Vendor Application Communication Help Tue 12/19/2023

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.

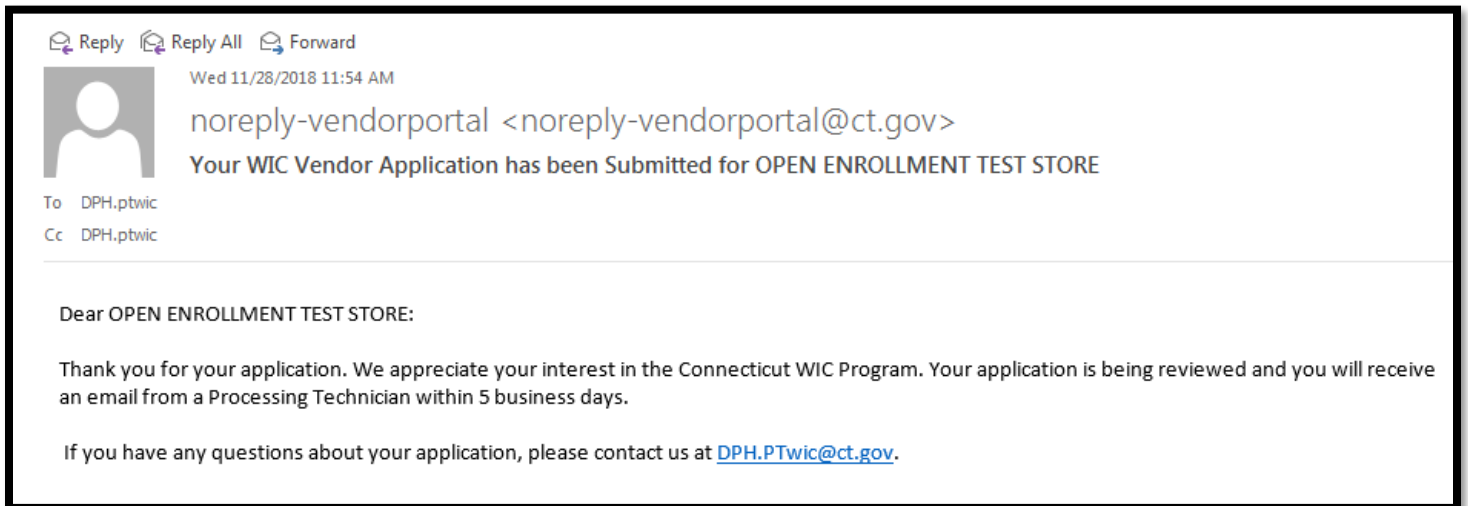
Document Format	Document Type	Description	Source	File Name	Uploaded Date
	Driver's License-Owner	Owner Driver's License Test	Upload page	Test Document.pdf	12/19/2023
PDF	Owner Information Form	Owner Information Form Test	Upload page	Test Document.pdf	12/19/2023
PDF	OS-114	OS-114 Test	Upload page	Test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

Upload View Doc

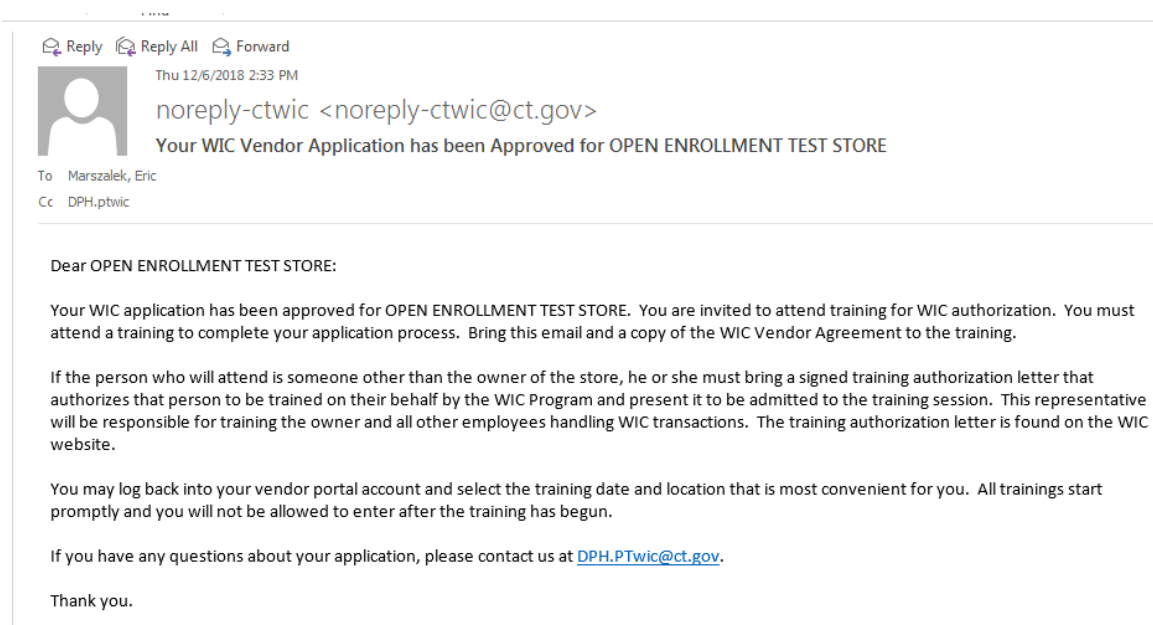
Save Cancel Close

Version: 1.0.0.0 teststaging12/19/23 CTWIC-

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.



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.



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?fiFAlYRvc2VyVG9rZW49MjQ3ODk5NyZvc2VyTmFtZT10ZXN0c3RhZ2luZzEyLzE5LzIzJkxhc3RMb2dpblNic3Npb25JZD1ybXVzcmViZnhjaHp3a2V...

Connecticut
WIC
WOMEN, INFANTS & CHILDREN

Vendor Record

TESTSTAGING12/19/23

Vendor Number:
IA:
03000 -
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
Communication

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

UM 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.

Vendors

MARA'S GROCERY LLC

Vendor ID	Vendor Name	Status	App. Status	App. Date	Auth End Date	Term. Date
TESTSTAGING12/19/23		Pending	Approved			

Version: 1.0.0.0 Vendor has been made active. teststaging12/19/23 CTWIC-

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


stag.ctwicportal.dph.ct.gov says

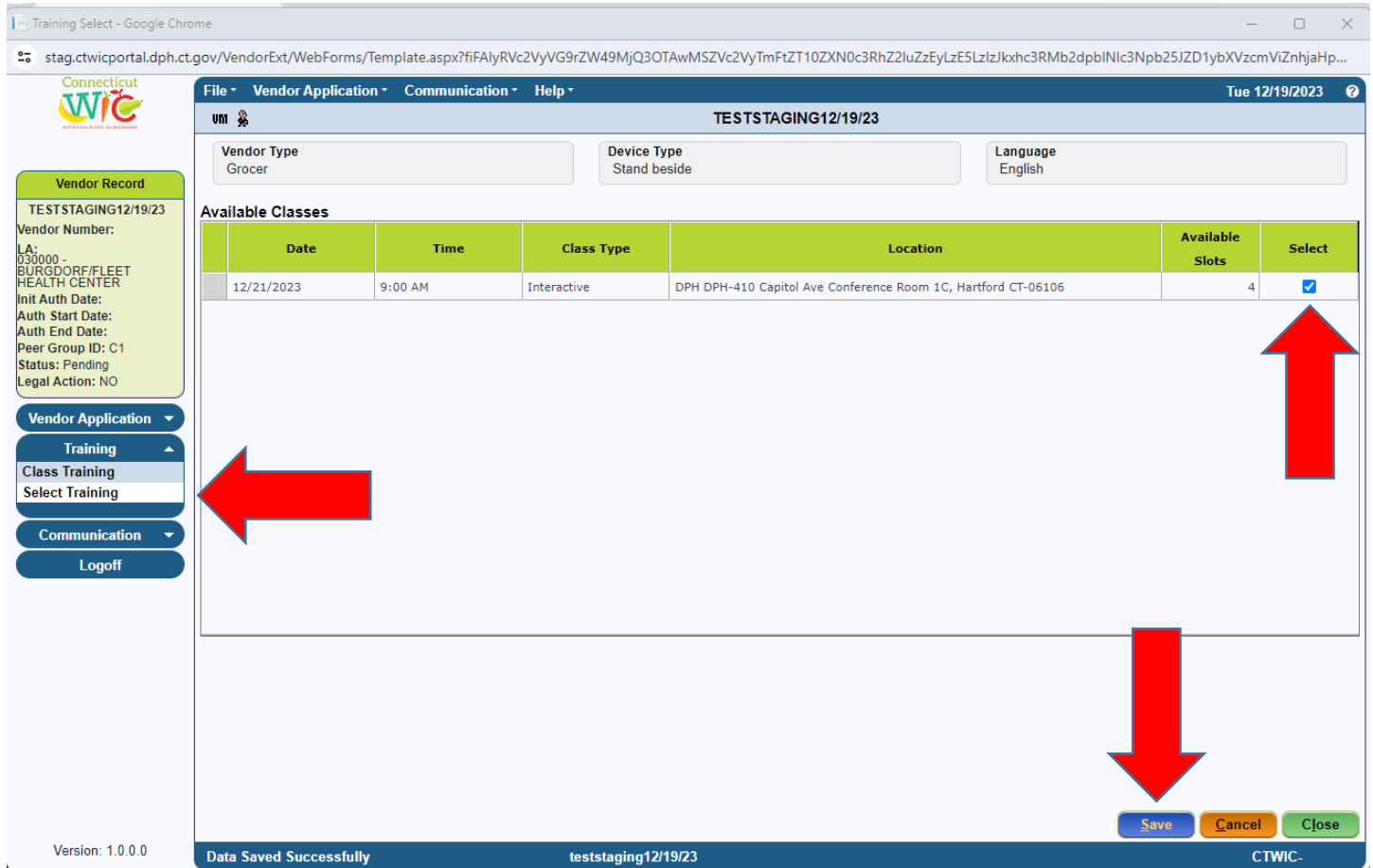
You must wait 30 days before submitting a new application after your existing one has been processed.

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  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.



Connecticut WIC

Vendor Record

TESTSTAGING12/19/23

Vendor Number: 030000 - BURGENDORF/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

TESTSTAGING12/19/23

Vendor Type: Grocer Device Type: Stand beside Language: English

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"/>

Save Cancel Close

Data Saved Successfully teststaging12/19/23 CTWIC-

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.

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.