

Welcome to the Connecticut WIC Vendor Portal Renewal 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, re-entering the portal 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>.

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.

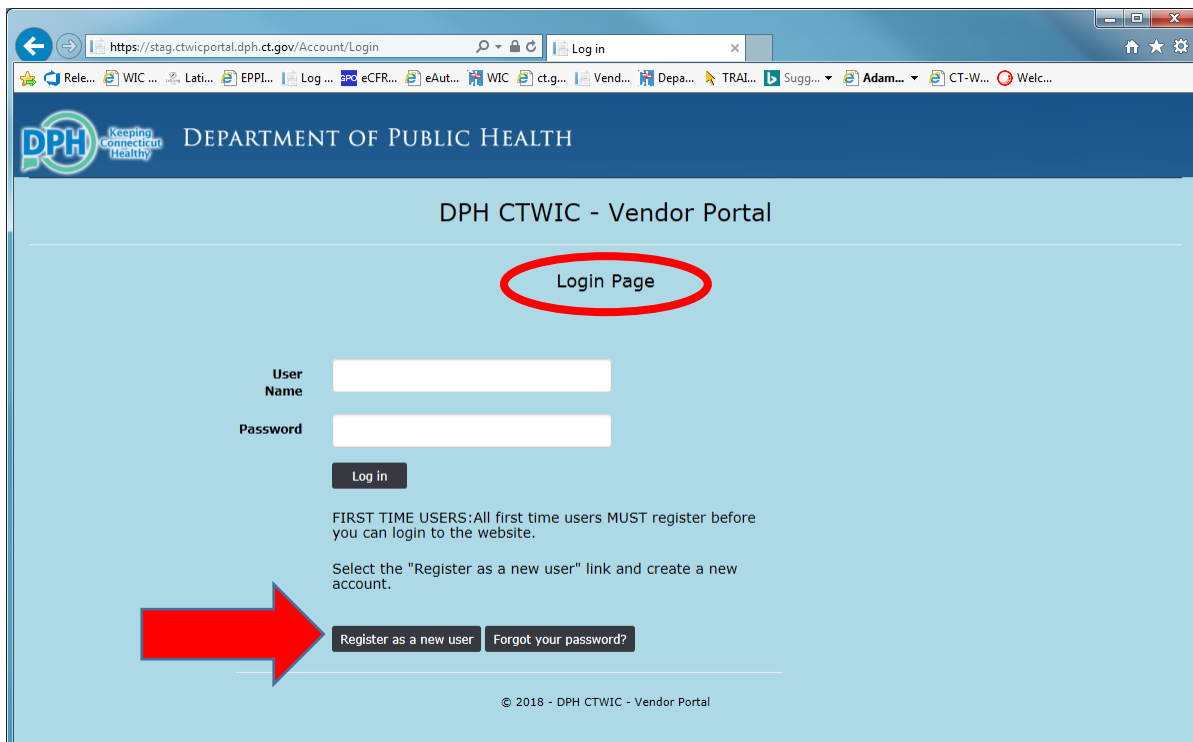
This application process will require you to review and confirm demographic information in a variety of internet screens. To help you with this task, review and complete the **Vendor Portal Worksheet** available for download and printing on the WIC Retailers webpage.

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 are able to open.

Let's begin. Proceed to the Login Page of the vendor portal <https://ctwicportal.dph.ct.gov/Account/Login>. If you are a new user follow the instructions that begin right here. **If you are a previously registered user you can skip ahead to the bottom of Page 3 of this user guide.**

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 screenshot shows the 'Registration Page' with the title circled in red. The form contains the following fields and instructions:

- First Name**, **MI**, **Last Name**, **Driver's License #**, **Phone Number**, **Email**, **Store Name**, **Address**, **City**, **State**, **Zip**, **User Name**, **Password**, and **Confirm password**.
- Multiple Stores**
- Driver's License #** instruction: "Take photo of license (with phone) and email to DPH.PTWIC@ct.gov in order to activate your account."
- User Name** instruction: "Choose a username that is 6-50 characters long."
- Password** 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')." (Note: The original image contains a typo 'uppercase' which has been corrected to 'uppercase').
- Disclaimer** section with a list of terms and a checkbox: **Please check here if you agree with the above terms.**
- 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.

This screenshot shows the registration form 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
- Address:** 410 Capitol Avenue
- City:** Hartford
- State:** CT
- Zip:** 06106
- User Name:** openenrollmentteststore
- Password:** (masked with dots)
- Confirm password:** (masked with dots)
- Please check here if you agree with the above terms.**

Two red arrows are present: one pointing left towards the **Driver's License #** field, and another pointing down towards the **Disclaimer** checkbox.

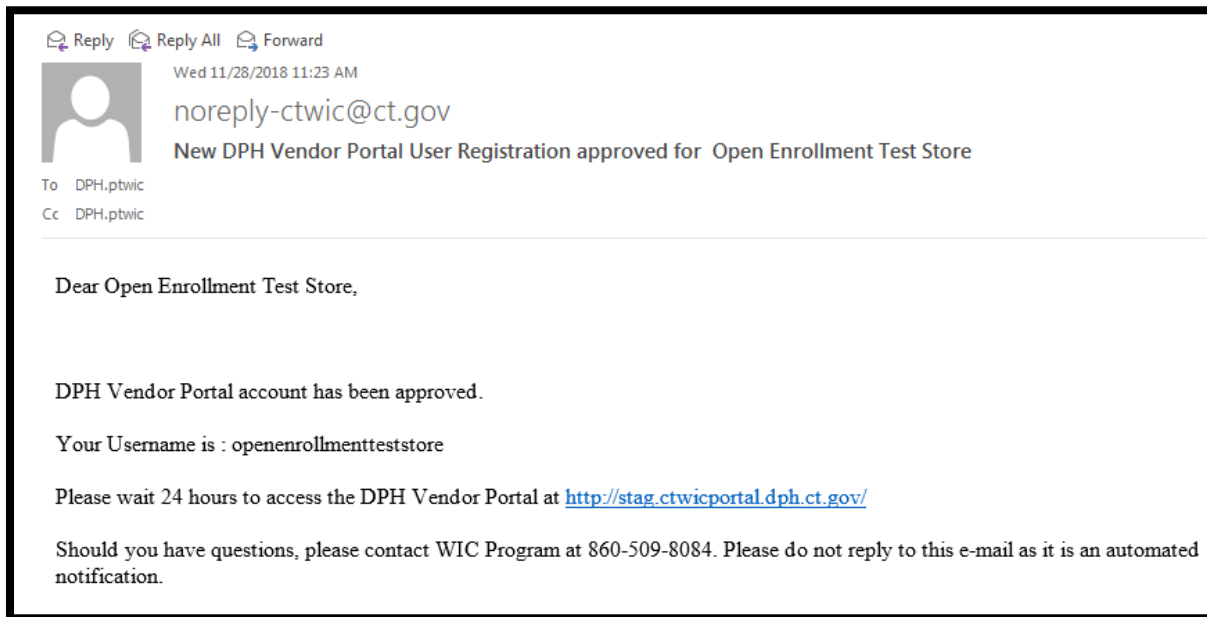
After clicking on the **Register** button you will receive the message seen below.

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 your 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.



If you are a previously registered user and have forgotten your password, click on the [Forgot your password?](#) button and follow the instructions.

If you have forgotten your username, email the following information to DPH.ptwic@ct.gov: (1)your store name (2)WIC vendor number (3)the store's street address and city (4)the first and last name of the person who registered (5)the email that was used to register.

For newly registered and previously registered users:

DPH CTWIC - Vendor Portal

Login Page

User Name

Password

[Log in](#)

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 **State** 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.

On the **Make Active** screen click on the row of the store that you are renewing and click the **Make Active** button.

Vendor Management - Internet Explorer

https://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRDbGluaWNJZD0mVXNiClRva2VuPT10NzM5NDkmVXNlck5hbWU9VEVTVFNUT1JFMX4hQCMk

Connecticut WIC

File Vendor Application Communication Help Mon 4/8/2019

VM

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

Vendors

Vendor ID	Vendor Name	Status	App. Status	App. Date	Auth En...
10098	TEST STORE 1	Authorized	Approved	11/27/2018	9/30/2021

Make Active

Version: 2.3.0.9 teststore1 CTWIC 100%

Vendor Application

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

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

You are now on the **Application** screen. The Application Type has been preset for you. Please click the **Go** button.

Vendor Application - Internet Explorer

https://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFalyRDbGluaWNJZD0mVXNlclRva2VuPT10NzM5NDkmVXNlck5hbWU9VEVTVFNUT1JFMX4hQCMk

Connecticut WIC

File Vendor Application Communication Help Mon 4/8/2019

10098 / TEST STORE 1

Vendor Record

TEST STORE 1

Vendor Number: 10098
LA: 030000 - BURG DORF/FLEET HEALTH CENTER
Init Auth Date:
Auth Start Date: 11/27/2018
Auth End Date: 9/30/2021
Peer Group ID: C3
Status: Authorized
Legal Action: NO

Vendor Application

Application

Demographics
Store Details
Sales Information
Food Price Entry

Training
Communication
Logoff

If your Status in the blue 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**.

Application Type: Active vendor-Renewal application **Go**

Current Application Type: Non-active vendor-New application

Vendor ID: 10098
Authorized SNAP Number: 9999999

Application Requested: 11/27/2018 Application Status: Approved

Store Name: TEST STORE 1
Owner: MARA'S GROCERY LLC
Street 1: 000 NOT A REAL STORE
Street 2:
State: Connecticut
Store Phone: (860) 555-5555
Zip: 06106 City: HARTFORD

Submit Save Cancel Next

Version: 2.3.0.9 teststore1 CTWIC

https://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/VendorInformation/Application.aspx 100%

You should receive the message found below. By clicking **OK** you are confirming that the information on the Application screen is accurate and you are ready to proceed to the other required screens. If any information on this screen is not accurate please contact the state WIC office at 860.509.8084.

Message from webpage

! This information reflects the previous application submitted. Please confirm the information by clicking the Save button. If any changes are needed, contact the Processing Technician at 1-860-509-8084.

OK

After clicking the **Save** button click **Next**.

On the **Demographics** screen, review and confirm that the information contained on this screen is accurate. If any information in any of the grayed out data fields is not accurate you must contact the state WIC office. The white data fields are updateable. Add **Store Contacts** and their information by clicking on **Add** and entering the required data. If any of the listed Store Contacts have changed contact the state WIC office to change that information.

Demographics - Internet Explorer
 https://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFalyRDbGluaWNJZD0mVXNiClRva2VuPT10NzZmM5NDkmVXNlck5hbWU9VEVTVFNUT1JFMX4hQCMk
 Connecticut WIC
 Vendor Record
 TEST STORE 1
 Vendor Number: 10098
 LA: 030000 - BURGENDORF/FLEET HEALTH CENTER
 Init Auth Date: 11/27/2018
 Auth End Date: 9/30/2021
 Peer Group ID: C3
 Status: Authorized
 Legal Action: NO
 Vendor Application
 Application
Demographics
 Store Details
 Sales Information
 Food Price Entry
 Training
 Communication
 Logoff
 File Vendor Application Communication Help
 Mon 4/8/2019
 10098 / TEST STORE 1
Store Information
 Vendor Name: TEST STORE 1
 * Store Email: DPH.ptwic@ct.gov
 Vendor Number: 10098
 * Store Phone: (860) 555-5555
Street Address
 * # * Name
 * Street 1: 000 NOT A REAL STORE
 Street 2:
 * State: Connecticut
 * Zip: 06106 * City: HARTFORD
Mailing Address Same as Street Address
 * # * Name
 * Street 1: 000 NOT A REAL STORE
 Street 2:
 * State: Connecticut
 * Zip: 06106 * City: HARTFORD
Store Contacts

* Contact Type	* First Name	* Last Name	Phone Number	* Email	Prima...
Owner	ERIC	MARSZALEK	(860) 555-5555	ERIC.MARSZALEK@CT.GOV	<input checked="" type="checkbox"/>
Store Manager	ERIC	MARSZALEK	(860) 555-1111	ERIC.MARSZALEK@GMAIL....	<input type="checkbox"/>

Add
Owner/License Information
 * Owner: MARA'S GROCERY LLC
 * Number of Registers: 10
 To change the device type please contact the state at 1-860-509-8084.
 * Device Type: Stand beside
 * TPP: NA
 Last Updated Date: 4/8/2019
 Save Cancel Next
 Version: 2.3.0.9
 Data Saved Successfully teststore1 CTWIC
 100%

When all data has been reviewed, confirmed or 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 or incorrect. 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**.

Before clicking  and  click on .

Store Details - Internet Explorer

https://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlYRDbGluaWNJZD0mVXNiClRva2VuPTI0NzM5NDkmVXNiClk5hbWU9VEVTVFNUT1JFMX4hQCMk

File Vendor Application Communication Help Mon 4/8/2019

UM 10098 / TEST STORE 1

Vendor Record

TEST STORE 1

Vendor Number: 10098
LA: 030000 - BURGENDORF/FLEET HEALTH CENTER
Init Auth Date:
Auth Start Date: 11/27/2018
Auth End Date: 9/30/2021
Peer Group ID: C3
Status: Authorized
Legal Action: NO

Vendor Application

Application
Demographics
Store Details
Sales Information
Food Price Entry

Training
Communication
Logoff

Store Details

CT Tax ID Number: 99999999

Authorized SNAP Number: 99999999

Language you wish to be trained in: English

Other Store Language: Spanish

Number of store workers: 10

Number of store workers who will be handling WIC transactions: 10

Days/Hours of the Week Open

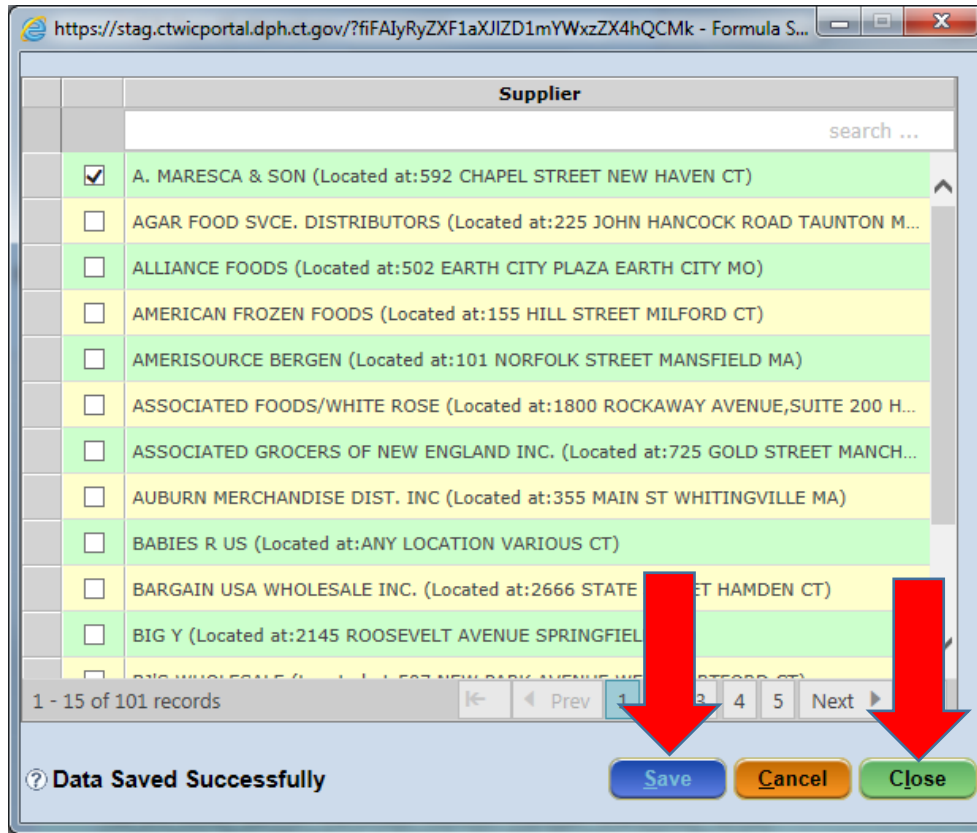
Day	Open time	Close time
SUNDAY	6:00 AM	10:00 PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

ID	Question	Yes	No	Notes
	the name of the owner, officer, or manager and the activities involved on a separate sheet. If yes, specify in Notes the name of the owner, officer, or manager and the activities involved.			
5	Has any owner, partner, franchisee, member, manager, shareholder, officer, trustee been authorized by the WIC Program? If yes, list Store name(s) and location(s) in Notes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Has any owner, partner, franchisee, member, manager, shareholder, officer, trustee been disqualified from or fined by the WIC Program within the last 3 years? If yes, give reason, amount of disqualification, time or amount of penalty/fine and sanction date in Notes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Has any owner, partner, franchisee, member, manager, shareholder, officer, trustee has been disqualified from or paid any type of monetary penalty/fine to SNAP? If yes, give reason, amount of disqualification time or amount of penalty/fine and sanction date in Notes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Do you intend to offer WIC customers the same courtesies that are offered to non-WIC customers?	<input checked="" 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 Notes between the current owner and former owner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Formula Suppliers Save Cancel Next

Version: 2.3.0.9 Data Saved Successfully teststore1 CTWIC 100%

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



Review and confirm that the Formula Supplier that you use to supply your store with the required infant formula is selected. You may select and de-select in this popup. When complete, click on **Save** and then **Close**.

You have now been returned to the **Store Details** screen. 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 from April 1 of the previous year to March 31 of the current year.

Vendor Record
TEST STORE 1
Vendor Number: 10098
LA: 030000 - BURGENDORF/FLEET HEALTH CENTER
Init Auth Date:
Auth Start Date: 11/27/2018
Auth End Date: 9/30/2021
Peer Group ID: C3
Status: Authorized
Legal Action: NO

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

Start Date: 4/1/2018 End Date: 3/31/2019

1. When did you assume ownership of this business? 1/1/2012

2. On what date did you or will you open continuously for business? 1/1/2012

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: 50 % WIC: 10 %
SNAP: 10 % Other: %
Credit/Debit Card: 30 %

Save Cancel Next

Version: 2.3.0.9 Data Saved Successfully teststore1 CTWIC


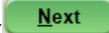
When all data has been entered on the **Sales Information** screen click **Save**. The message “Data Saved Successfully” will appear in the blue bar at the bottom of the screen. You may now click **Next**.

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 the CTWIC system. The interface includes a navigation menu on the left with 'Food Price Entry' circled in red. The main area contains a table with the following data:

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 Wheat/Whole Grain Bread-16 oz./1 pound	LB		
06 / 002	Dry Legumes-1 pound	LB		
12 / 001	Infant Fruit or Vegetables-4 oz. jar	JAR		
09 / 001	Infant Cereal - 8 oz. boxes	OZ		
05 / 001	Breakfast Cereal -Cold-12 oz. or larger	OZ		
53 / 002	Juice - Fluid- 64 oz. bottle	OZ		
21 / 082	Similac Advance powder 12.4 oz. can (blue label)	CAN		

At the bottom of the screen, there are three buttons: 'Save' (blue), 'Cancel' (orange), and 'Next' (green). A red arrow points down to the 'Save' button. A status bar at the bottom of the window displays 'Data Saved Successfully' in a blue bar.

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 re-directed 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 one 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 (April 1 of the previous year to March 31 of the current year). 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 - Internet Explorer

https://stag.ctwicportal.dph.ct.gov/VendorExt/WebForms/Template.aspx?fiFAlyRDbGluaWNJZD0mVXNiClRva2VuPTI0NzM5NDkmVXNiCl5hbWU9VEVTVFNUT1JFMX4hQCMk

Connecticut WIC

File Vendor Application Communication Help Mon 4/8/2019

UM 10098 / TEST STORE 1

Vendor Record

TEST STORE 1

Vendor Number: 10098
LA: 03000 - BURGDRF/FLEET HEALTH CENTER
Init Auth Date:
Auth Start Date: 11/27/2018
Auth End Date: 9/30/2024
Peer Group ID: C3
Status: Authorized
Legal Action: NO

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.

Document Format	Document Type	Description	Source	File Name	Uploaded Date
Word	Owner Information Form	test	Upload page	Owner Information Form...	12/22/2017

Vendor Application

Application
Demographics
Store Details
Sales Information
Food Price Entry

Training

Communication

Uploaded Documents
Communication history

Upload View Doc

Save Cancel Close

Version: 2.3.0.9 teststore1 CTWIC

https://stag.ctwicportal.dph.ct.gov/?fiFAIyRzb3VyY2V0eXBIPtF+IUajJA== - Upload - Internet Expl...

* Document Format:

* Document Type:

- Word
- Image
- PDF
- Non-Existing

* Description:

* Document:

https://stag.ctwicportal.dph.ct.gov/?fiFAIyRzb3VyY2V0eXBIPtF+IUajJA== - Upload - Internet Expl...

* Document Format:

* Document Type:

- Driver's License-Owner
- Driver's License-Store Manager
- OS-114
- Bill of Sale
- Conduent Document
- W-9 Form
- Owner Information Form

* Description:

* Document:

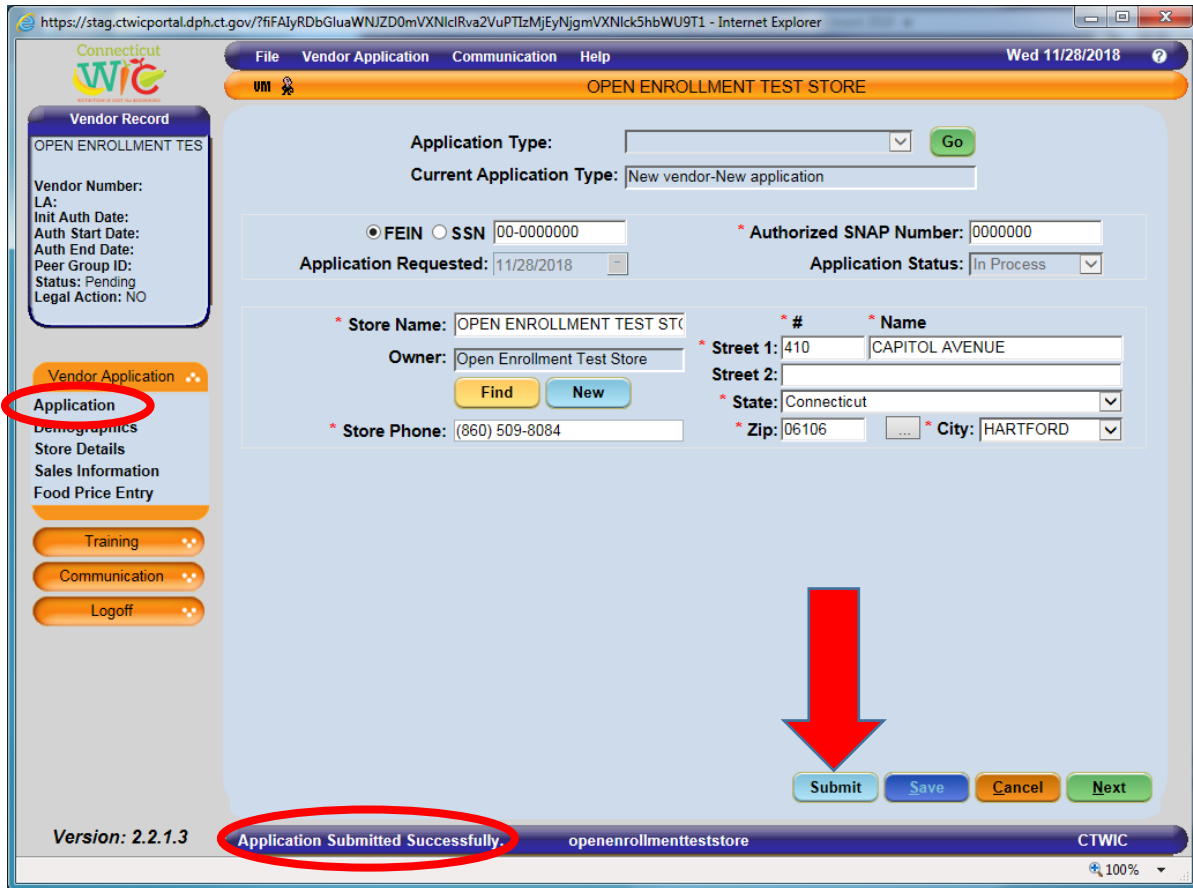
After uploading all of the required documents in the proper format and with the proper document type you must proceed back to the **Application** screen to **Submit** your application. Do this by clicking on **Vendor Application**. When the menu expands click on **Application**.

The screenshot shows a web browser window with the URL <https://stag.ctwicportal.dph.ct.gov/?fFAlyRDdBGluaWVNZD0mVXNlclRva2VuPTIzMjEzODcmVXNlck5hbWU9T1>. The page title is "OPEN ENROLLMENT TEST STORE". The interface includes a navigation menu on the left with options: "Vendor Record", "Vendor Application", "Training", "Communication", and "Logoff". The "Vendor Application" menu is expanded, showing sub-options: "Application", "Demographics", "Store Details", "Sales Information", and "Food Price Entry". A red arrow points to the "Application" option. The main content area contains a table with the following data:

Docum... Format	Document Type	Description	Source	File Name	Delete
PDF	Owner Information Form	Open Enrollment Test...	Upload page	Owner Information Form.docx	<input type="checkbox"/>
Image	Driver's License-Owner	Open Enrollment Test...	Upload page	Open Enrollment Test Store Ow...	<input type="checkbox"/>
PDF	OS-114	OS-114	Upload page	OS-114 Example.pdf	<input type="checkbox"/>

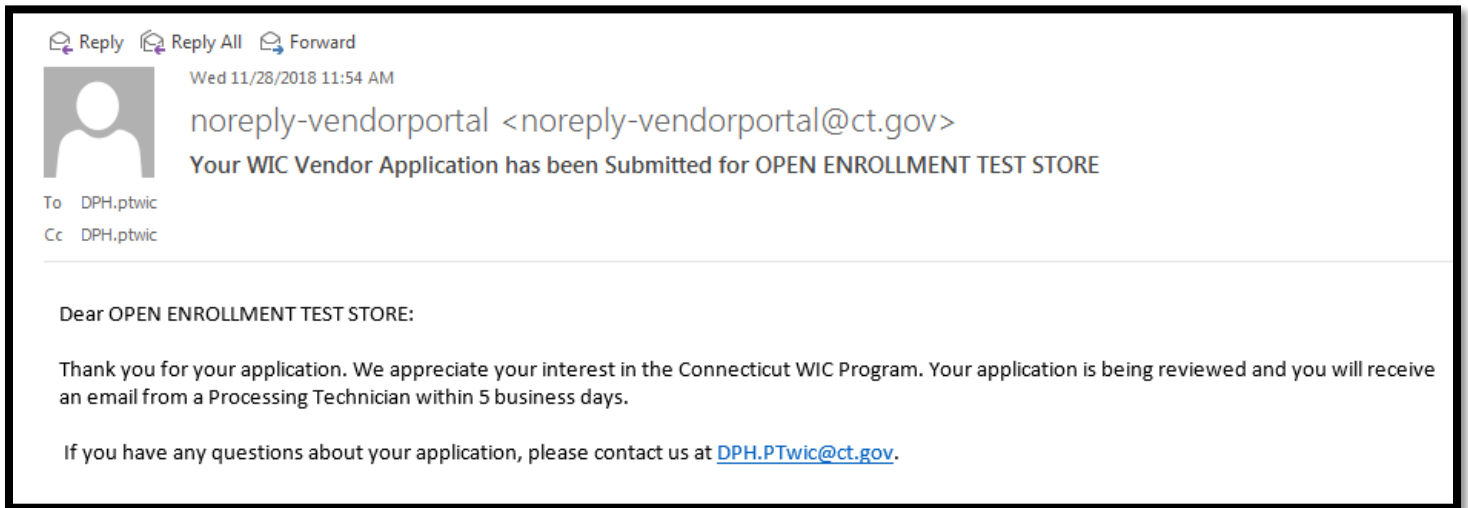
At the bottom of the table area are "Upload" and "View Doc" buttons. At the bottom right are "Save", "Cancel", and "Close" buttons. The footer shows "Version: 2.2.1.3", "openenrollmentteststore", and "CTWIC".

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.

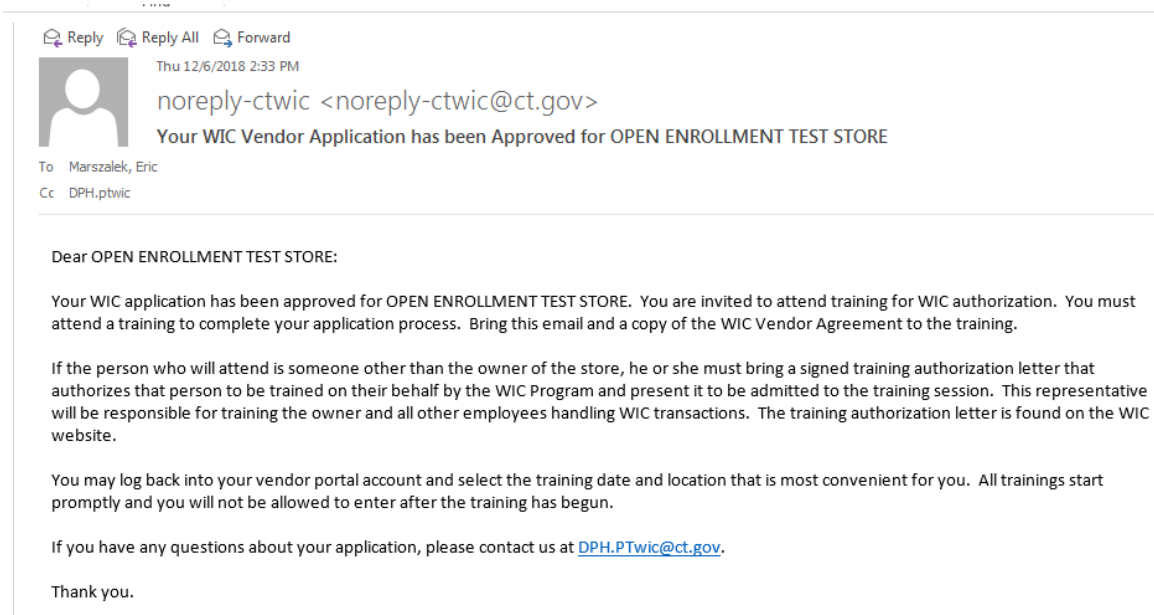


If you have not fulfilled all the system requirements from the Vendor Application screens, clicking **Submit** will produce an “**Ineligibility**” message that will provide information as to why you are not eligible to submit the application. There are many different versions of this “ineligibility” message. These messages may be generated due to missing information or failure to meet the Connecticut WIC Program’s Vendor Selection Criteria. You should, at all times, refer back 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 and ask for assistance with the online portal application.

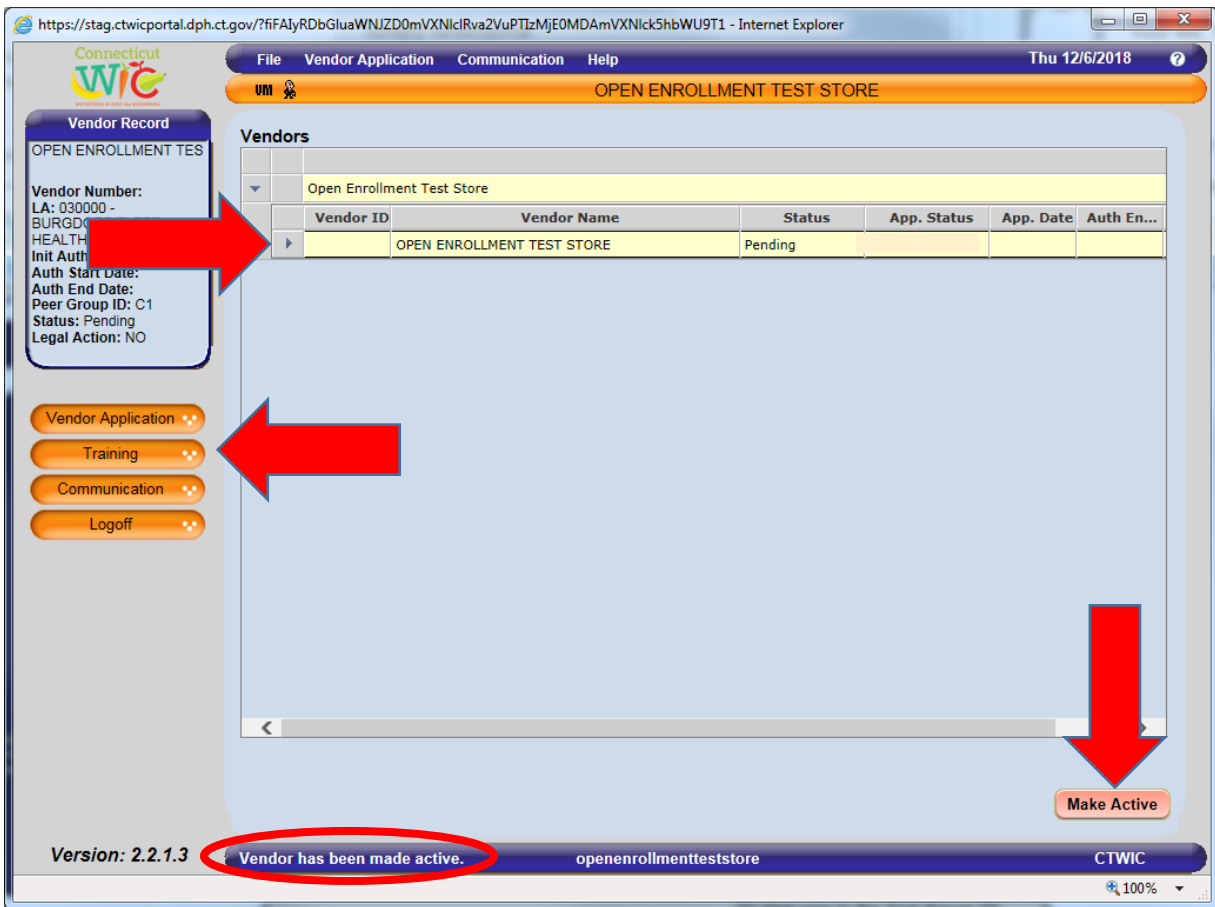
If your application was successfully submitted you will receive an email similar to the one found below at the email addresses entered on the **Demographics** screen.



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.

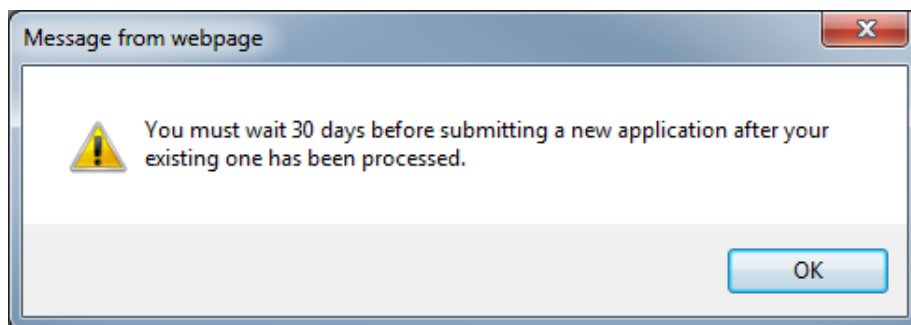


At any time, and for any reason (completing or editing the application, submitting the application, or choosing training), when **RE-ENTERING THE PORTAL** you will now be re-directed from the **State** screen to the **Make Active** screen seen below. **EVERY TIME** that you login to the vendor portal 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.



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

When you click on **Training** the message found below will appear. Click **OK**.



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.

The screenshot shows the 'Select Training' interface for 'OPEN ENROLLMENT TEST STORE'. The vendor information is as follows:

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

The 'Available Classes' table is:

Date	Time	Class Type	Location	Availa...	Select
12/24/2018	9:00 AM	Interactive	Connecticut Agricultural Experiment Station 123 Hunti...	19	<input checked="" type="checkbox"/>
12/24/2018	1:00 PM	Interactive	Connecticut Agricultural Experiment Station 123 Hunti...	21	<input type="checkbox"/>
1/31/2019	9:00 AM	Interactive	DPH 410 Capitol Ave , Hartford CT-06106	25	<input type="checkbox"/>

Navigation buttons include 'Vendor Application', 'Training', 'Select Training', 'Communication', and 'Logoff'. The 'Save' button is highlighted with a red arrow. A status bar at the bottom indicates 'Data Saved Successfully'.

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.