

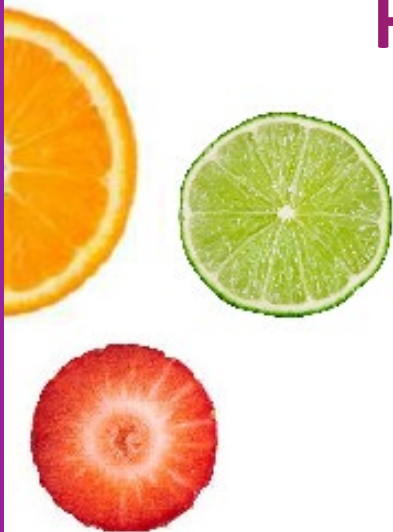


aplss

CALIFORNIA WIC
PROGRAM

**Authorized Product List
Submission System**

How to Submit UPCs



INSIDE THIS GUIDE

Access APLSS

Navigate the APLSS Homepage

Complete the Product Forms

Upload, Remove and Review Images

Edit, Delete and Submit Products

Log out of APLSS

Latest update:
May 23, 2023


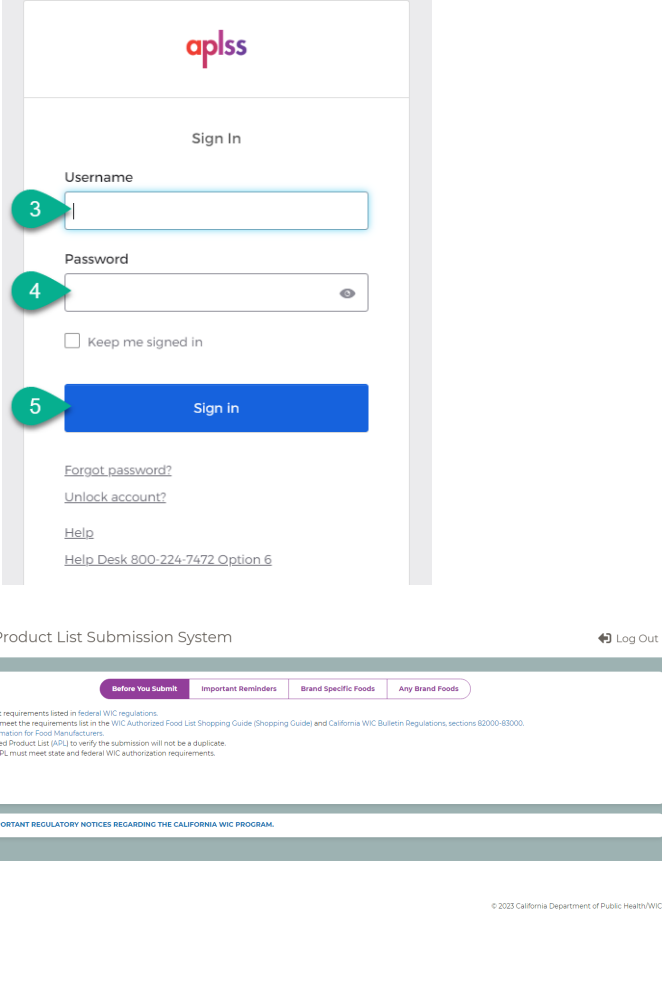


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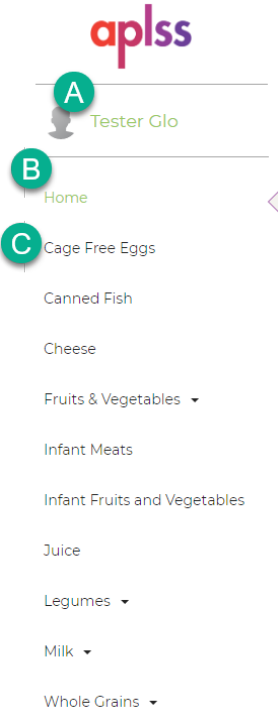
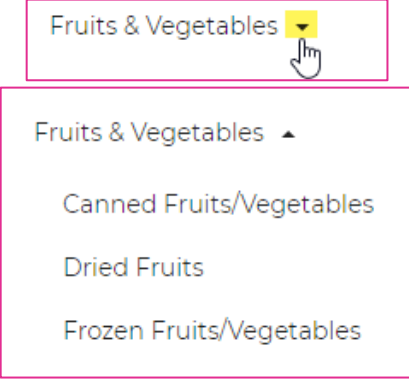
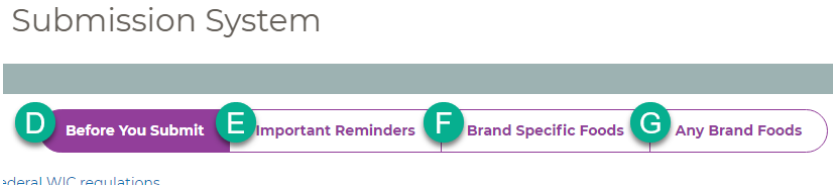
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1. Accessing the Authorized Product Submission System (APLSS)

IMPORTANT: To access APLSS, you must first register and create a user account. Refer to the APLSS Registration Guide for instructions: [UPC Submissions \(ca.gov\)](#). If you have already registered and created your account, continue with the steps below.

| STEP | SCREEN |
|--|---|
| <p>1. Enter the following web address into your browser:</p> <p>https://aplss.wic.ca.gov/auth/login</p> <p>2. Click on the Log In button.</p> |  |
| <p>3. Enter your username. Your username is your email address.</p> <p>4. Enter your password.</p> <p>5. Click on the Sign In button.</p> <p>6. You are now at the APLSS home page.</p> |  |

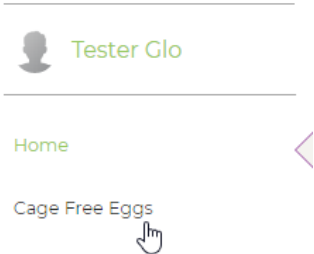
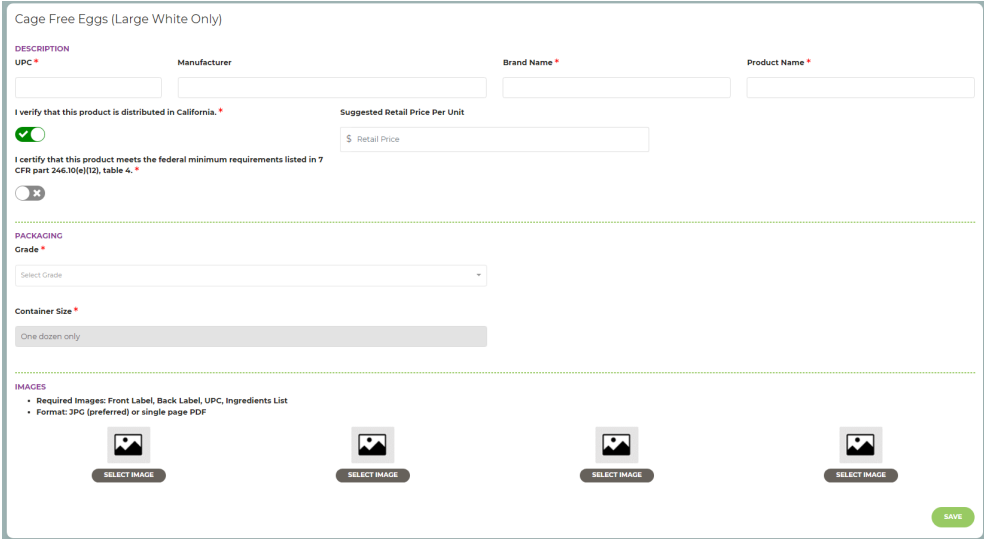
2. Navigating the APLSS Homepage

| STEP | SCREEN |
|---|--|
| <p>Located on the left side of the APLSS homepage, you will find:</p> <ul style="list-style-type: none"> A. Your name B. Home C. And the menu of Any Brand food items: <ul style="list-style-type: none"> ○ Cage Free Eggs ○ Canned Fish ○ Cheese ○ Fruits & Vegetables ○ Infant Meats ○ Infant Fruits and Vegetables ○ Juice ○ Legumes ○ Milk ○ Whole Grains |  |
| <p>The following food items have submenus that you can access by clicking on the down arrow located to the right of the food:</p> <ul style="list-style-type: none"> ● Fruits & Vegetables ● Legumes ● Milk ● Whole Grains |  |
| <p>Located in the center of the page is the messaging area with four tabs. Each tab provides helpful information to assist with submissions:</p> <ul style="list-style-type: none"> D. Before You Submit E. Important Reminders F. Brand Specific Food G. Any Brand Foods |  |

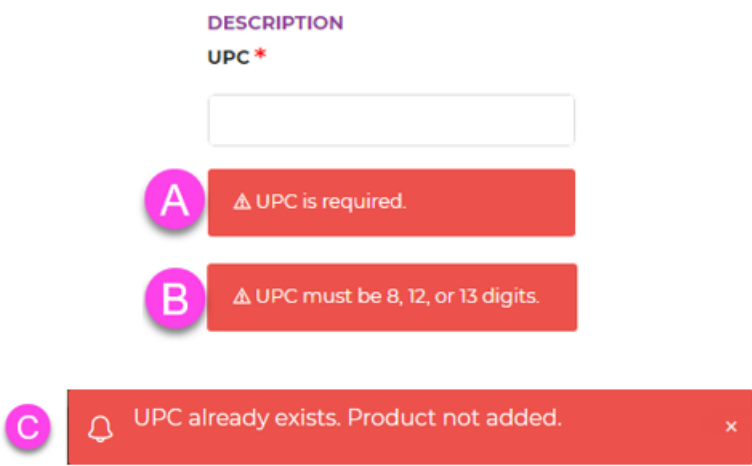
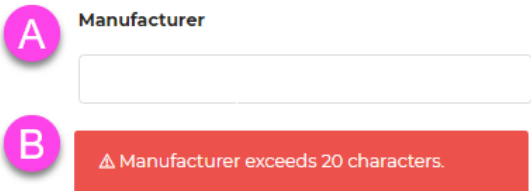
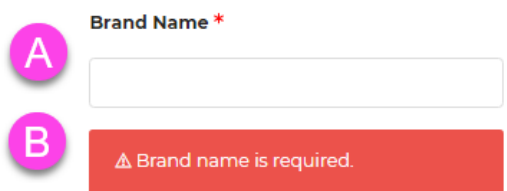
3. Submitting Any Brand Products

The food item pages have four sections that must be completed for each product. The first section is Product Description. This section is the same for all food items with some exceptions that are noted.

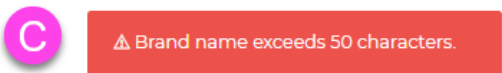
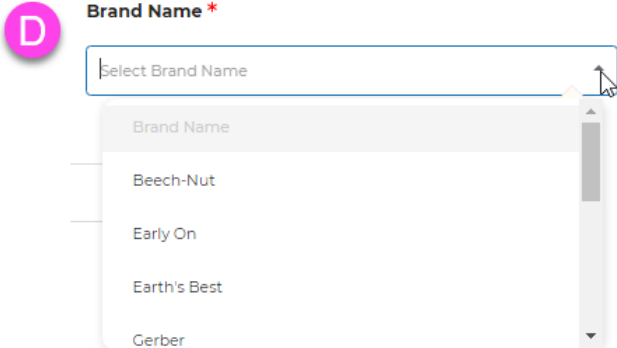
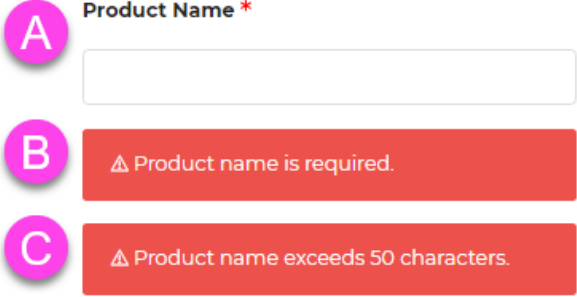
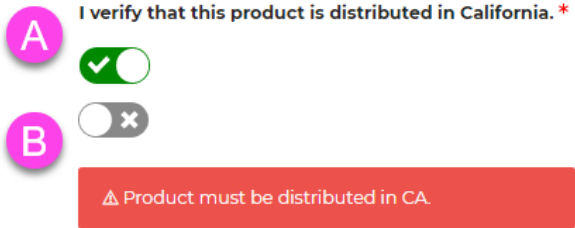
3.1 Description

| STEP | SCREEN |
|---|--|
| <p>Begin by selecting the food item you will be submitting by clicking on the food item from the menu located on the left of your screen. For this example, we will use Cage Free Eggs.</p> |  <p>The screenshot shows a user profile 'Tester Glo' at the top. Below it, there are two menu items: 'Home' and 'Cage Free Eggs'. A mouse cursor is pointing at 'Cage Free Eggs', which is highlighted in light blue.</p> |
| <p>The product page will display. The product information header is located at the top of the screen. In this example, it is Cage Free Eggs (Large White Only).</p> <p>The Description section includes:</p> <ul style="list-style-type: none"> • UPC • Manufacturer • Brand Name • Product Name • CA distribution statement • Suggested Retail Price Per Unit • Federal requirements statement |  <p>The screenshot shows the product description form for 'Cage Free Eggs (Large White Only)'. The form is divided into several sections: <ul style="list-style-type: none"> DESCRIPTION: Fields for UPC, Manufacturer, Brand Name, and Product Name. A checkbox for 'I verify that this product is distributed in California.' is checked. A field for 'Suggested Retail Price Per Unit' is present. PACKAGING: A dropdown menu for 'Grade' and a 'Container Size' field set to 'One dozen only'. IMAGES: Four 'SELECT IMAGE' buttons for uploading the Front Label, Back Label, UPC, and Ingredients List. A 'SAVE' button is at the bottom right. </p> |

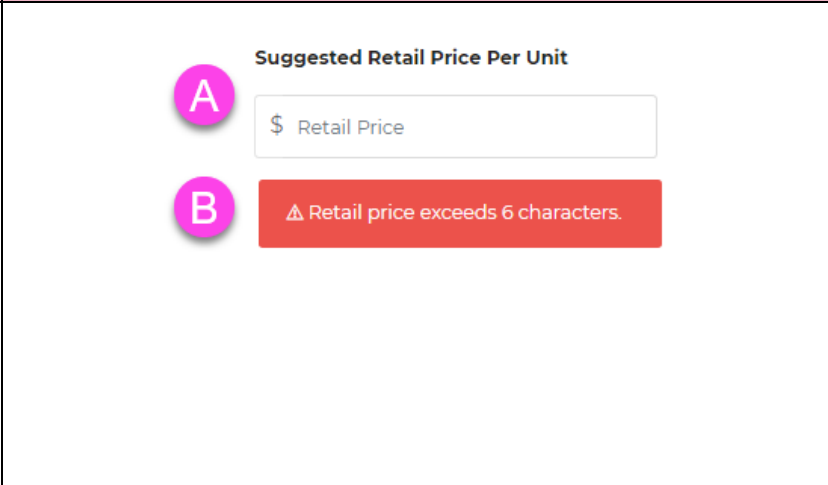
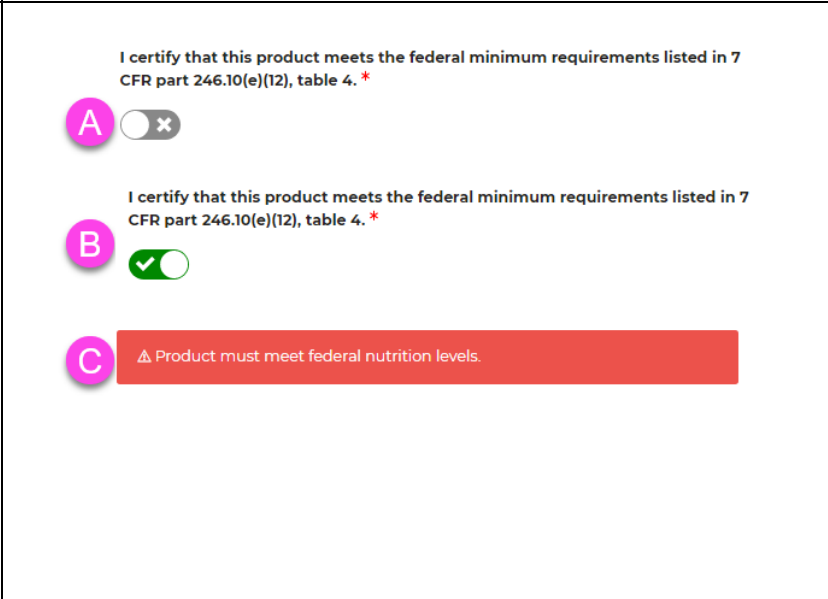
Description (continued)

| STEP | SCREEN |
|---|---|
| <p>1. UPC</p> <p>A. The UPC is a required field. If you do not enter a UPC, the following message will display: UPC is required.</p> <p>B. The UPC must be 8, 12, or 13 digits (including check digit). If the UPC you entered does not meet this requirement, the following message will display: UPC must be 8, 12, or 13 digits.</p> <p>C. If the UPC already exists in current APL or in the APLSS system, it will be rejected, and the following message will display: UPC already exists. Product not added.</p> |  <p>The screenshot shows a form titled "DESCRIPTION" with a required field "UPC *". Below the input field are three error messages: "UPC is required." (A), "UPC must be 8, 12, or 13 digits." (B), and "UPC already exists. Product not added." (C).</p> |
| <p>2. Manufacturer</p> <p>A. The Manufacturer field is optional. This field will accept letters, special characters, and numbers.</p> <p>B. The max number of characters allowed is 20. If you exceed the max allowed, the following message will display: Manufacturer exceeds 20 characters.</p> |  <p>The screenshot shows a form titled "Manufacturer" with an input field. Below the field is an error message: "Manufacturer exceeds 20 characters." (B).</p> |
| <p>3. Brand Name</p> <p>A. The Brand Name is a required field. This field will accept letters, special characters, and numbers. The max number of characters allowed is 50.</p> <p>B. If you do not enter a brand name, the following message will display: Brand name is required.</p> |  <p>The screenshot shows a form titled "Brand Name *" with an input field. Below the field is an error message: "Brand name is required." (B).</p> |

Description (continued)

| STEP | SCREEN |
|--|--|
| <p>C. If you exceed the max characters allowed, the following message will display: Brand name exceeds 50 characters.</p> |  |
| <p>D. The following food items are brand specific, and you should not submit unless you are an approved brand that is listed in the drop down:</p> <ul style="list-style-type: none"> • Infant Meats • Infant Fruits and Vegetables |  |
| <p>4. Product Name</p> <p>A. The Product Name is a required field. This field will accept letters, special characters, and numbers.</p> <p>B. If you do not enter a product name, the following message will display: Product name is required.</p> <p>C. The max number of characters allowed is 50 characters. If you exceed the max allowed, the following message will display: Brand name exceeds 50 characters.</p> |  |
| <p>5. California Distribution</p> <p>A. The CA distribution verification is required and is checked by default.</p> <p>B. If you uncheck the checkbox, the following message will display: Product must be distributed in CA.</p> |  |

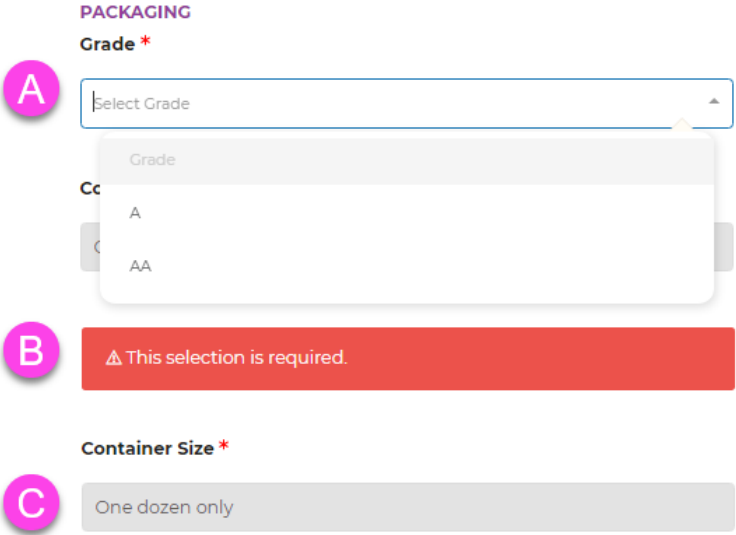
Description (continued)

| STEP | SCREEN |
|--|---|
| <p>6. Suggested Retail Price Per Unit</p> <p>A. The suggested retail price is an optional field. This field will accept numbers and a decimal point only.</p> <p>B. The max number of characters allowed is 6 characters. If you exceed the max allowed, the following message will display: Retail price exceeds 6 characters.</p> |  <p>Suggested Retail Price Per Unit</p> <p>A <input type="text" value="\$ Retail Price"/></p> <p>B ⚠ Retail price exceeds 6 characters.</p> |
| <p>7. Federal Minimum Nutrition Requirements</p> <p>A. The federal minimum nutrition requirements certification statement is required. It is unchecked by default.</p> <p>B. You must certify that your food item meets the federal requirements by clicking on the checkbox.</p> <p>C. If the checkbox is not checked, the following message will display: Product must meet federal nutrition levels.</p> |  <p>I certify that this product meets the federal minimum requirements listed in 7 CFR part 246.10(e)(12), table 4. *</p> <p>A <input type="checkbox"/></p> <p>I certify that this product meets the federal minimum requirements listed in 7 CFR part 246.10(e)(12), table 4. *</p> <p>B <input checked="" type="checkbox"/></p> <p>C ⚠ Product must meet federal nutrition levels.</p> |

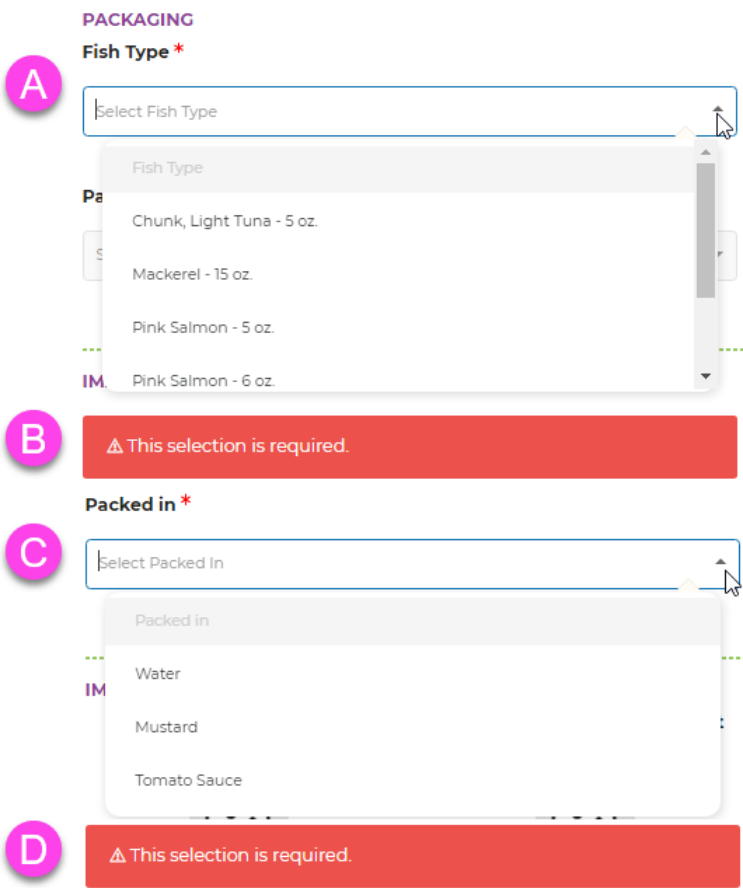
3.2 Packaging

The elements required in the Packaging section varies by product, as each product has different requirements that WIC must review to determine if an item can be included on the Authorized Product List. Packaging for each specific Food Category is discussed below.

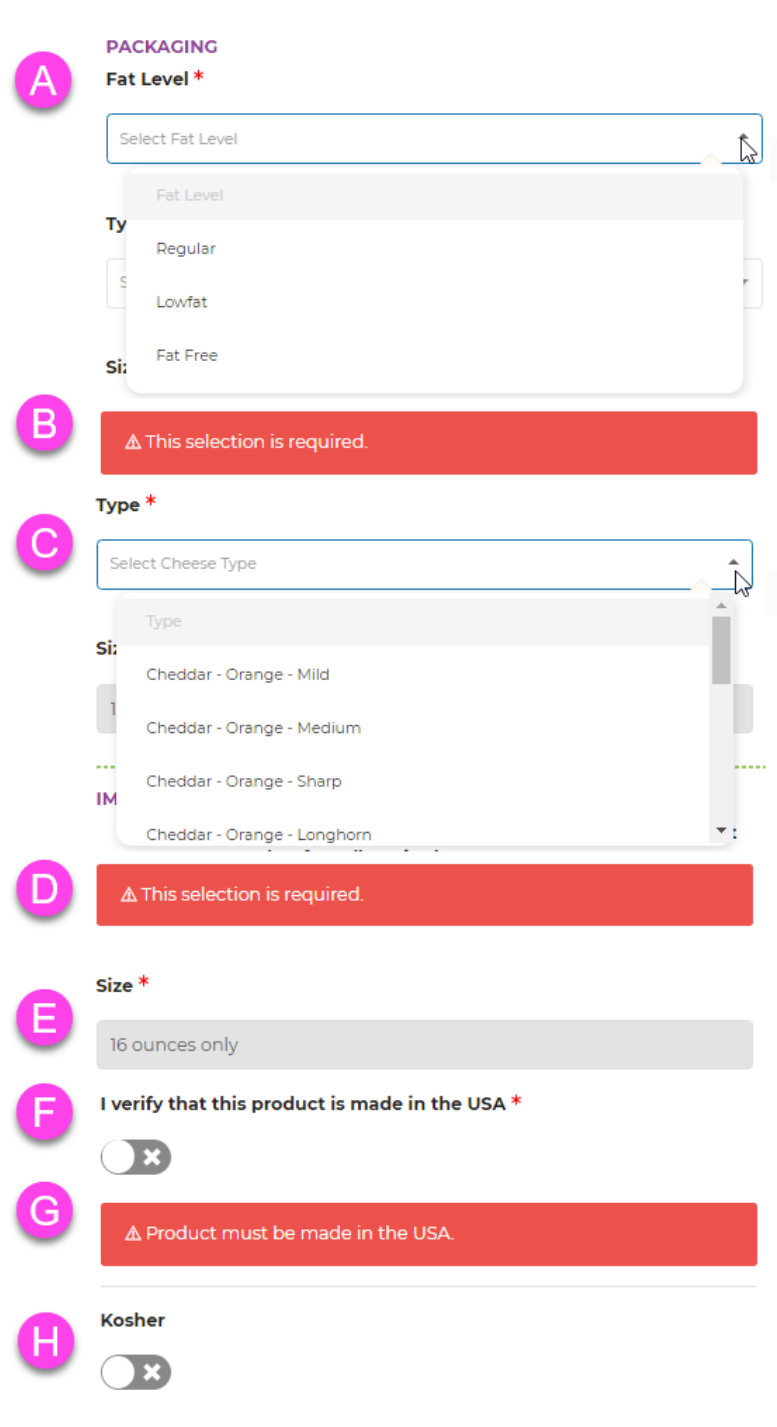
3.2.1 Cage Free Eggs

| STEP | SCREEN |
|---|---|
| <p>A. The egg Grade is a required. Click on the arrow in the drop-down box. Select the egg grade.</p> <p>B. If you do not select a grade, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Container Size text box is disabled. Only one dozen is allowed.</p> |  <p>PACKAGING</p> <p>Grade *</p> <p>A Select Grade</p> <p>Grade</p> <p>Co</p> <p>A</p> <p>AA</p> <p>B This selection is required.</p> <p>Container Size *</p> <p>C One dozen only</p> |

3.2.2 Canned Fish

| STEP | SCREEN |
|---|---|
| <p>A. The Fish Type is required. Click on the arrow in the drop-down box and select the fish type.</p> <p>B. If you do not select a fish type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Packed In is required. Click on the arrow in the drop-down box and select the packed in option for your fish type. The packed in options will vary according to the fish type selected.</p> <p>D. If you do not select a packed in option, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> |  <p>The screenshot shows a form titled "PACKAGING" with two required fields. The first field, "Fish Type *", has a dropdown menu open showing options: "Chunk, Light Tuna - 5 oz.", "Mackerel - 15 oz.", "Pink Salmon - 5 oz.", and "Pink Salmon - 6 oz.". A red error bar below it says "This selection is required." The second field, "Packed in *", has a dropdown menu open showing options: "Water", "Mustard", and "Tomato Sauce". A red error bar below it also says "This selection is required." The letters A, B, C, and D are overlaid on the image to correspond to the steps in the adjacent column.</p> |

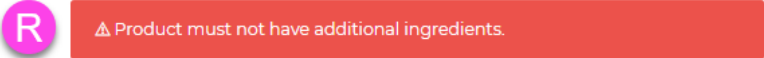
3.2.3 Cheese

| STEP | SCREEN |
|--|---|
| <p>A. Fat Level is required. Click on the arrow in the drop-down and select the fat level.</p> <p>B. If you do not select a fat level, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. Cheese Type is required. Click on the arrow in the drop-down box and select the cheese type.</p> <p>D. If you do not select a cheese type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>E. The Size text box is disabled. Only 16 ounces are allowed.</p> <p>F. The USA Manufacturer Verification is required. The verification checkbox is unchecked by default.</p> <p>G. If you do not check the verification checkbox, you will not be able to save/submit your food item. The following message will display: Product must be made in the USA.</p> <p>H. The Kosher checkbox is optional and is unchecked by default.</p> |  <p>The screenshot shows a form titled "PACKAGING" with the following elements:</p> <ul style="list-style-type: none"> A: "Fat Level *" dropdown menu with options: Regular, Lowfat, Fat Free. B: Red error message: "This selection is required." C: "Type *" dropdown menu with options: Cheddar - Orange - Mild, Cheddar - Orange - Medium, Cheddar - Orange - Sharp, Cheddar - Orange - Longhorn. D: Red error message: "This selection is required." E: "Size *" text box containing "16 ounces only" (disabled). F: "I verify that this product is made in the USA *" toggle switch (unchecked). G: Red error message: "Product must be made in the USA." H: "Kosher" toggle switch (unchecked). |

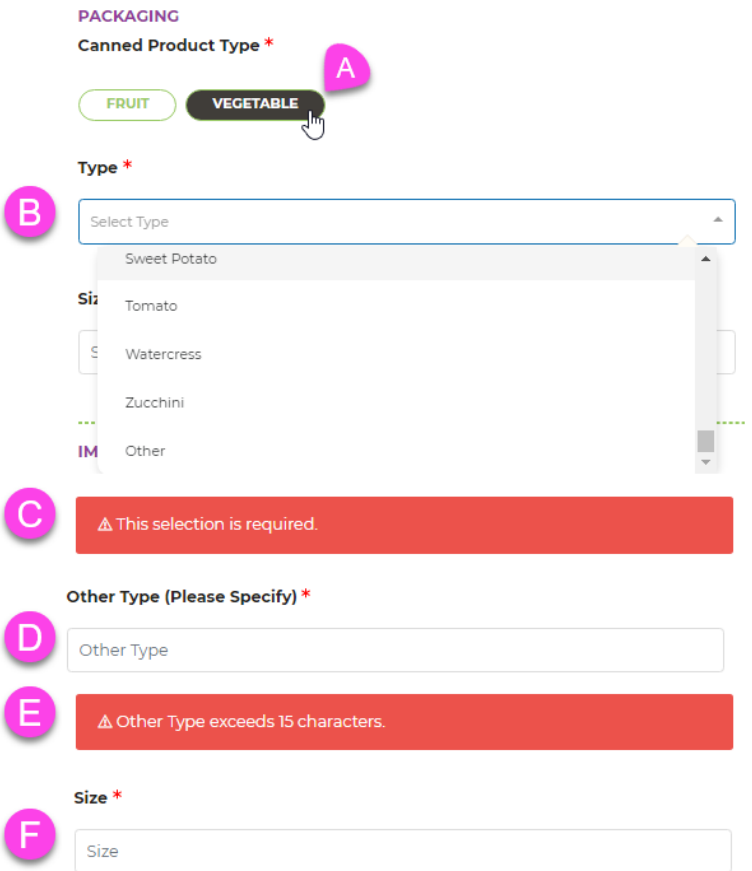
3.2.4 Canned Fruits/Vegetables – Fruit

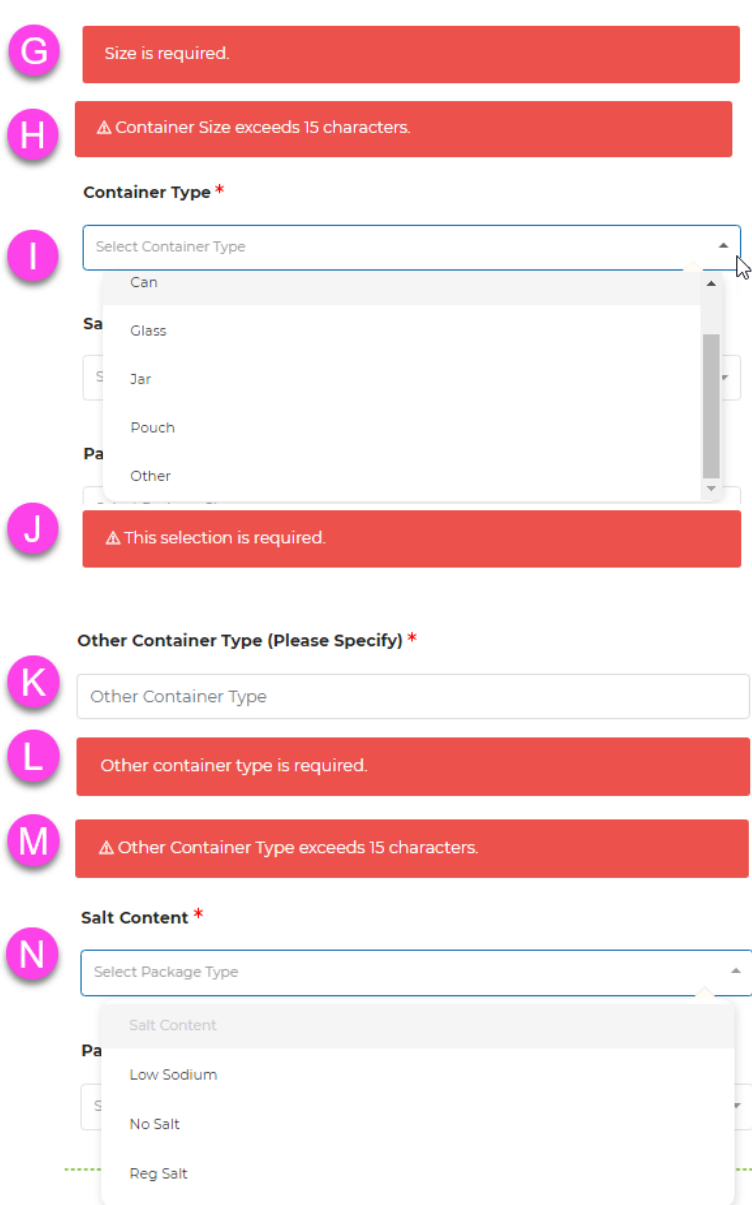
| STEP | SCREEN |
|---|--|
| <p>A. The Canned Fruits and Vegetables page has two buttons, Fruit and Vegetable. The Fruit button is selected by default. To continue with a fruit item, there is no need to click the Fruit button.</p> <p>B. The fruit Type is required. Click on the arrow in the drop-down box and select the fruit type.</p> <p>C. If you do not select a fruit type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>D. If your fruit is not listed in the drop-down, select Other. A new text box labeled Other Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters.</p> <p>F. The container Size is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>G. If you do not enter a product size, you will not be able to save/submit your food item. The following message will display: Size is required.</p> <p>H. If you exceed the Size max characters allowed, the following message will display: Container size exceeds 15 characters.</p> | <p>PACKAGING Canned Product Type *</p> <p>A FRUIT VEGETABLE</p> <p>Type *</p> <p>B Select Type Tangelo Tangerine Watermelon Youngberry Other</p> <p>C ⚠ This selection is required.</p> <p>Other Type (Please Specify) *</p> <p>D Other Type</p> <p>E ⚠ Other Type exceeds 15 characters.</p> <p>Size *</p> <p>F Size</p> <p>G Size is required.</p> <p>H ⚠ Container Size exceeds 15 characters.</p> |

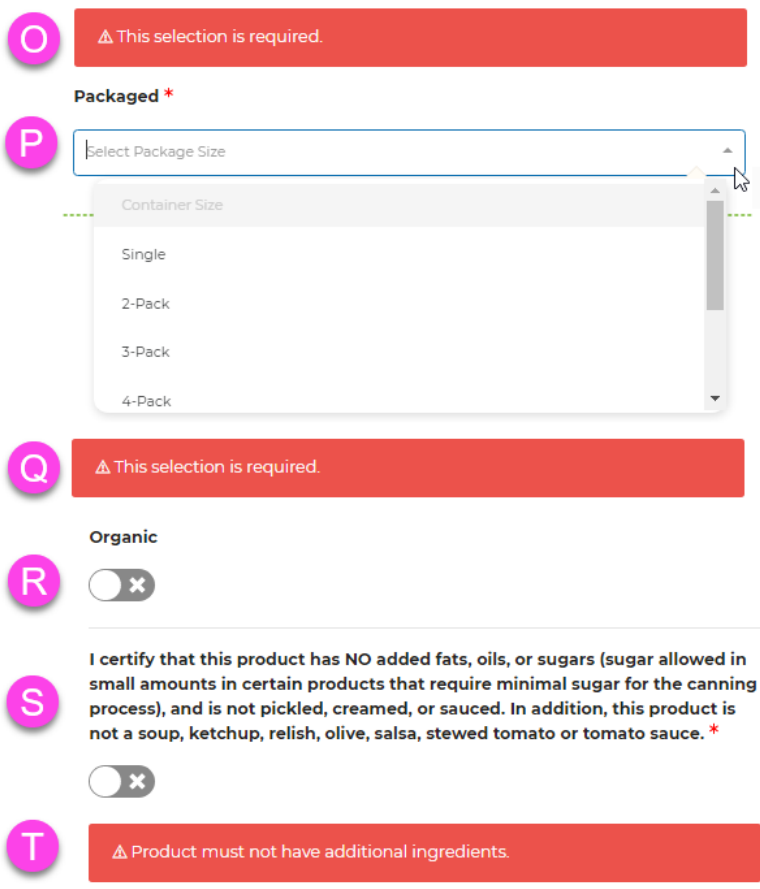
| STEP | SCREEN |
|---|---|
| <p>I. The Container Type is required. Click on the arrow in the drop-down box and select the container.</p> <p>J. If you do not select a container type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>K. If your container type is not listed in the drop-down, select Other. A new text box labeled Other Container Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>L. If you do not enter the other container type, you will not be able to save/submit your food item. The following message will display: Other container type is required.</p> <p>M. If you exceed the Other Container Type max characters allowed, the following message will display: Other Container Type exceeds 15 characters.</p> <p>N. The Pack in Water or Juice is required. Click on the arrow in the drop-down box and select the applicable “pack in.”</p> <p>O. If you do not select a “pack in”, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>P. The Organic checkbox is optional and is unchecked by default.</p> <p>Q. The Fruit Package Certification is required. The checkbox is unchecked by default.</p> | <p>Container Type *</p> <p>Select Container Type</p> <p>Can</p> <p>Glass</p> <p>Jar</p> <p>Pouch</p> <p>Other</p> <p>⚠ This selection is required.</p> <p>Other Container Type (Please Specify) *</p> <p>Other Container Type</p> <p>Other container type is required.</p> <p>⚠ Other Container Type exceeds 15 characters.</p> <p>Pack In Water Or Juice *</p> <p>Select Package Type</p> <p>Pack In</p> <p>Water</p> <p>Juice</p> <p>⚠ This selection is required.</p> <p>Organic</p> <p><input type="checkbox"/></p> <p>I certify that this product has NO added fats, oils, salt, or sugars. *</p> <p><input type="checkbox"/></p> |

| STEP | SCREEN |
|---|--|
| <p>R. If you do not check the Fruit Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must not have additional ingredients.</p> |  |

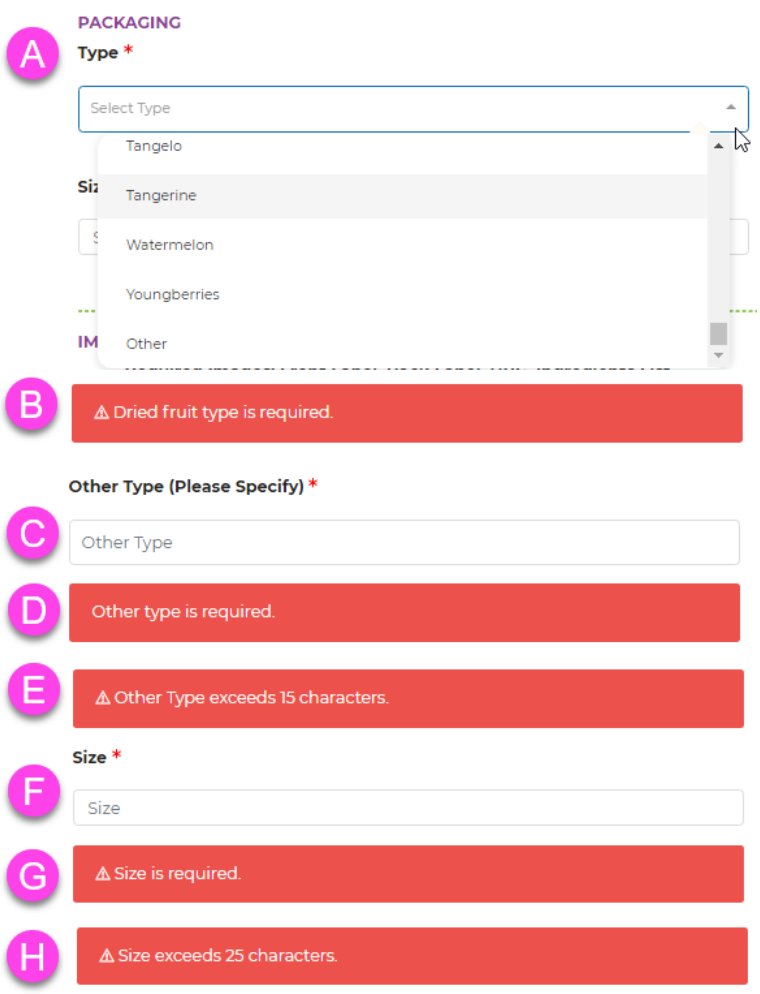
3.3.5 Canned Fruits/Vegetables – Vegetable

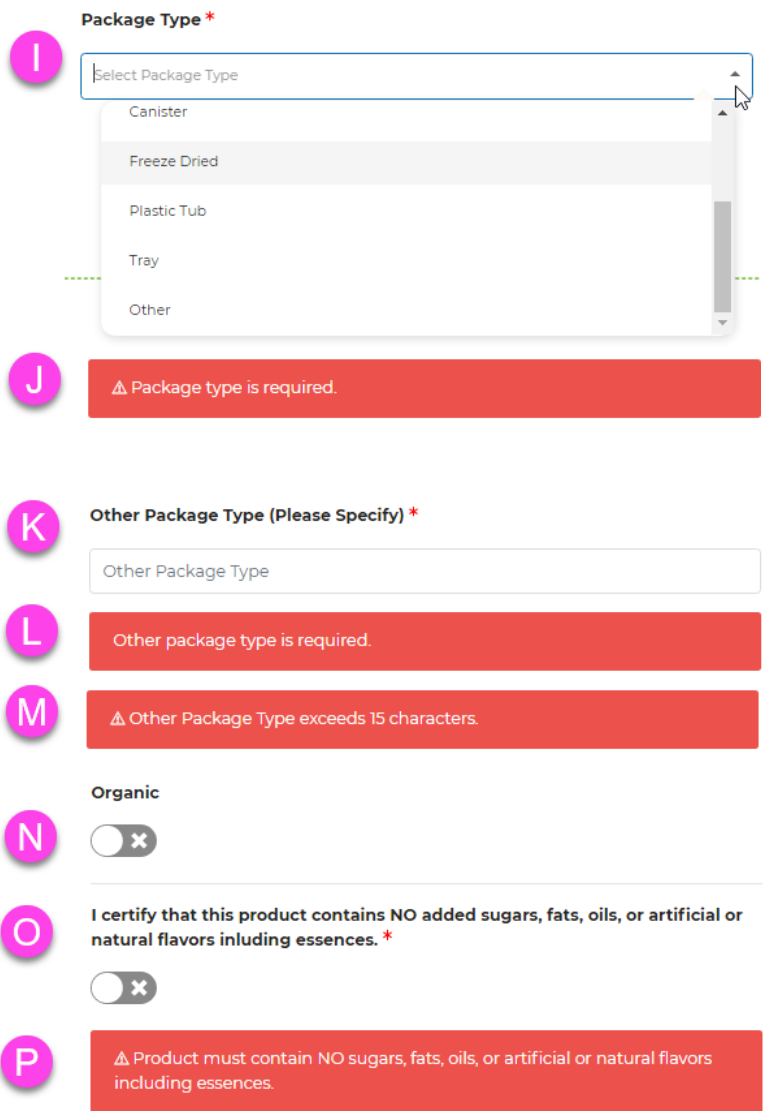
| STEP | SCREEN |
|---|---|
| <p>A. The Canned Fruits and Vegetables page has two buttons, Fruit and Vegetable. The fruit button is selected by default. To submit a vegetable item, click on the Vegetable button.</p> <p>B. The vegetable Type is required. Click on the arrow in the drop-down box and select the vegetable type.</p> <p>C. If you do not select a vegetable type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>D. If your vegetable is not listed in the drop-down, select Other. A new text box labeled Other Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters.</p> <p>F. The container Size is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> |  |

| STEP | SCREEN |
|---|---|
| <p>G. If you do not enter a size, you will not be able to save/submit your food item. The following message will display: Size is required.</p> <p>H. If you exceed the Size max characters allowed, the following message will display: Container size exceeds 15 characters.</p> <p>I. The Container Type is required. Click on the arrow in the drop-down box and select the container.</p> <p>J. If you do not select a container type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>K. If your container type is not listed in the drop-down, select Other. A new text box labeled Other Container Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>L. If you do not enter the other container type, you will not be able to save/submit your food item. The following message will display: Other container type is required.</p> <p>M. If you exceed the Other Container Type max characters allowed, the following message will display: Other Container Type exceeds 15 characters.</p> <p>N. The Salt Content is required. Click on the arrow in the drop-down box and select the applicable salt content.</p> |  <p>The screenshot shows a web form with several error messages and dropdown menus. The error messages are:</p> <ul style="list-style-type: none"> G: Size is required. H: Container size exceeds 15 characters. J: This selection is required. L: Other container type is required. M: Other Container Type exceeds 15 characters. <p>The form includes the following fields and dropdowns:</p> <ul style="list-style-type: none"> Container Type *: A dropdown menu with options: Can, Glass, Jar, Pouch, Other. Other Container Type (Please Specify) *: A text input field. Salt Content *: A dropdown menu with options: Low Sodium, No Salt, Reg Salt. |

| STEP | SCREEN |
|--|--|
| <p>O. If you do not select a salt content, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>P. The Packaged is required. Click on the arrow in the drop-down box and select the package size.</p> <p>Q. If you do not select a package size, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>R. The Organic checkbox is optional and is unchecked by default.</p> <p>S. The Vegetable Package Certification is required. The checkbox is unchecked by default.</p> <p>T. If you do not check the Vegetable Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must not have additional ingredients.</p> |  <p>The screenshot shows a form with several elements:</p> <ul style="list-style-type: none"> O: A red error bar at the top with the text "This selection is required." P: A dropdown menu labeled "Packaged *" with a blue border. The text "Select Package Size" is inside. A mouse cursor is clicking the dropdown arrow. The menu is open, showing options: "Container Size", "Single", "2-Pack", "3-Pack", and "4-Pack". Q: A second red error bar with the text "This selection is required." R: A section titled "Organic" with a toggle switch that is currently turned off (unchecked). S: A text block: "I certify that this product has NO added fats, oils, or sugars (sugar allowed in small amounts in certain products that require minimal sugar for the canning process), and is not pickled, creamed, or sauced. In addition, this product is not a soup, ketchup, relish, olive, salsa, stewed tomato or tomato sauce. *" T: A red error bar at the bottom with the text "Product must not have additional ingredients." |

3.2.6 Dried Fruit

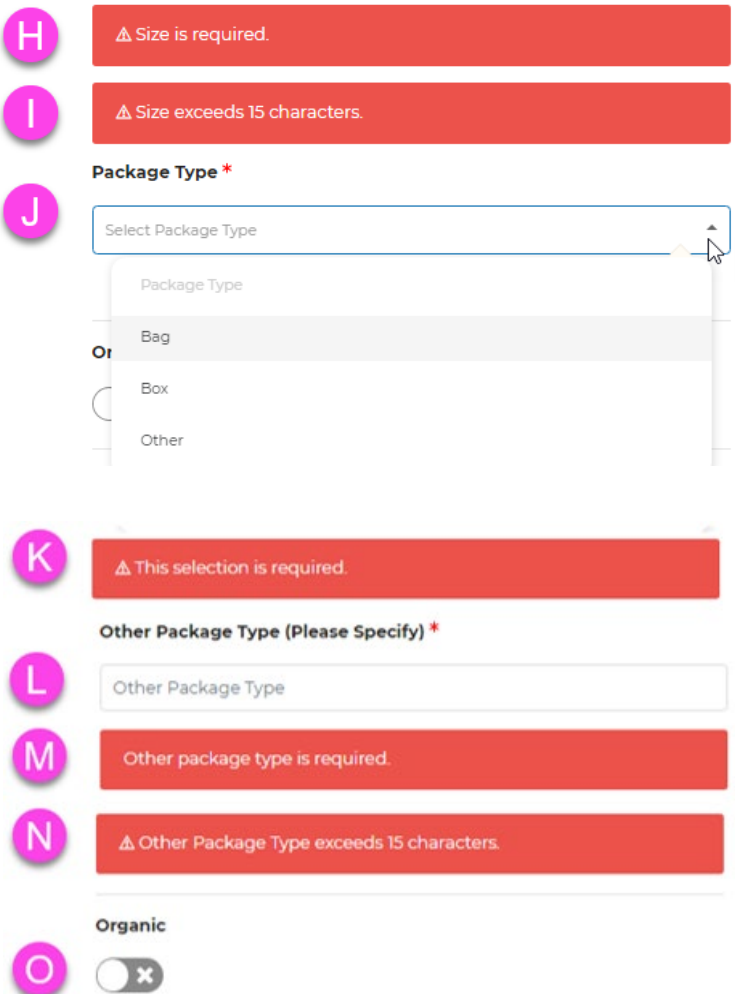
| STEP | SCREEN |
|--|---|
| <p>A. The dried fruit Type is required. Click on the arrow in the drop-down box and select the dried fruit type.</p> <p>B. If you do not select a dried fruit type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. If your dried fruit type is not listed in the drop-down, select Other. A new text box labeled Other Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>D. If you do not enter the other type, you will not be able to save/submit your food item. The following message will display: Other type is required.</p> <p>E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters.</p> <p>F. The Size is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 25.</p> <p>G. If you do not enter the Size, you will not be able to save/submit your food item. The following message will display: Size is required.</p> <p>H. If you exceed the Size max characters allowed, the following message will display: Size exceeds 25 characters.</p> |  <p>The screenshot shows the 'PACKAGING' section of a form. It includes a 'Type *' dropdown menu with options: Tangelo, Tangerine, Watermelon, Youngberries, and Other. Below it is a red error message: 'Dried fruit type is required.' This is followed by an 'Other Type (Please Specify) *' text box, a red error message 'Other type is required.', and another red error message 'Other Type exceeds 15 characters.' Below these are a 'Size *' text box, a red error message 'Size is required.', and a final red error message 'Size exceeds 25 characters.' Each error message is preceded by a pink circular icon with a letter (A-H).</p> |

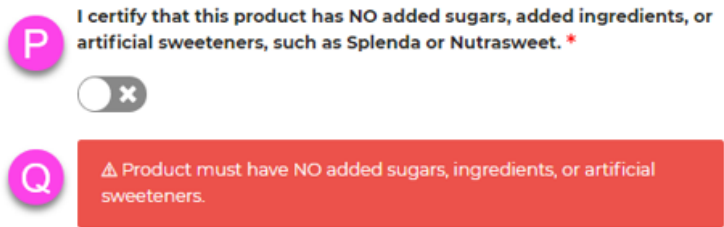
| STEP | SCREEN |
|--|---|
| <p>I. The Package Type is required. Click on the arrow in the drop-down box and select the package type.</p> <p>J. If you do not select a package type, you will not be able to save/submit your food item. The following message will display: Package type is required.</p> <p>K. If your package type is not listed in the drop-down, select Other. A new text box labeled Other Package Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>L. If you do not enter the other package type, you will not be able to save/submit your food item. The following message will display: Other package type is required.</p> <p>M. If you exceed the Other Package Type max characters allowed, the following message will display: Other Package Type exceeds 15 characters.</p> <p>N. The Organic checkbox is optional and is unchecked by default.</p> <p>O. The Dried Fruit Package Certification is required. The checkbox is unchecked by default.</p> <p>P. If you do not check the Dried Fruit Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must contain NO sugars, fats, oils, or artificial or natural flavors including essences.</p> |  <p>The screenshot shows a form titled "Package Type *". It features a dropdown menu with options: Canister, Freeze Dried, Plastic Tub, Tray, and Other. A red error message "Package type is required." is displayed below the dropdown. Below this is a text input field for "Other Package Type (Please Specify) *". Two red error messages are shown: "Other package type is required." and "Other Package Type exceeds 15 characters." Below the text field is an "Organic" checkbox, which is unchecked. Below the checkbox is a certification statement: "I certify that this product contains NO added sugars, fats, oils, or artificial or natural flavors including essences.*" with an unchecked checkbox. A final red error message at the bottom states: "Product must contain NO sugars, fats, oils, or artificial or natural flavors including essences." Annotations I through P are placed on the screen to correspond with the steps in the left column.</p> |

3.2.7 Frozen Fruits/Vegetables – Fruit and Vegetable

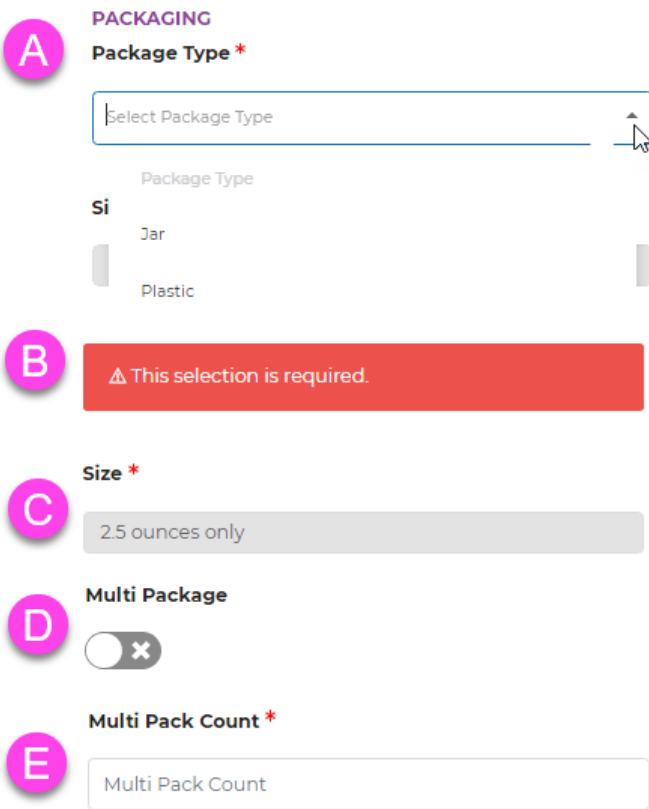
The Frozen Fruits and Vegetables share the same packaging section. The Fruit button is selected by default. Fruit is used in this example.

| STEP | SCREEN |
|--|--|
| <p>A. To submit a fruit item, there is no need to click the Fruit button. To submit a vegetable, click on the Vegetable button.</p> <p>B. The Type is required. Click on the arrow in the drop-down box and select the fruit type.</p> <p>C. If you do not select a type, you will not be able to save/submit your food item. The following message will display: Type is required.</p> <p>D. If your fruit/vegetable is not listed in the drop-down, select Other. A new text box labeled Other Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>E. If you do not enter the other type, you will not be able to save/submit your food item. The following message will display: Other type is required.</p> <p>F. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters.</p> <p>G. The Size is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> | <p>PACKAGING Frozen Product Type *</p> <p>A <input checked="" type="button" value="FRUIT"/> <input type="button" value="VEGETABLE"/></p> <p>B Type * Select Type</p> <p>Fruit Type</p> <p>C Si: Apple Apricot Banana Berry, Mixed</p> <p>D Other Type (Please Specify) * Other Type</p> <p>E Other type is required.</p> <p>F Other Type exceeds 15 characters.</p> <p>G Size * Size</p> |

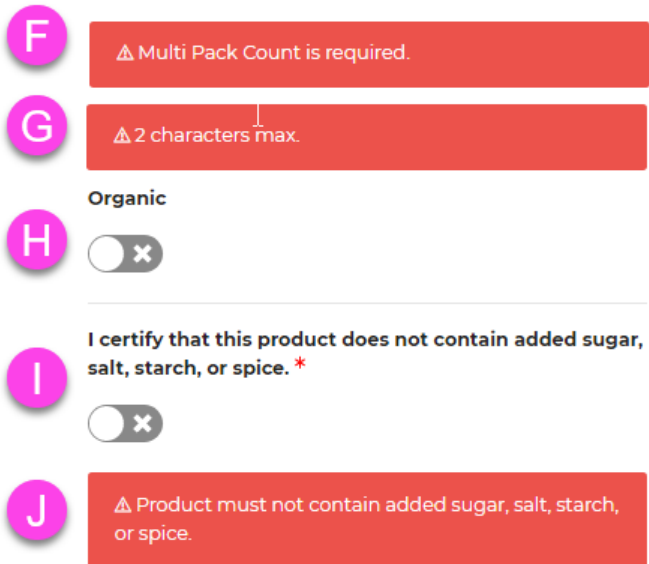
| STEP | SCREEN |
|--|--|
| <p>H. If you do not enter a size, you will not be able to save/submit your food item. The following message will display: Size is required.</p> <p>I. If you exceed the Size max characters allowed, the following message will display: Size exceeds 15 characters.</p> <p>J. The Package Type is required. Click on the arrow in the drop-down box and select the container.</p> <p>K. If you do not enter a package type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>L. If your package type is not listed in the drop-down, select Other. A new text box labeled Other Package Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>M. The Other Package Type is required. If you do not enter the other package type, you will not be able to save/submit your food item. The following message will display: Other package type is required.</p> <p>N. If you exceed the Other Package Type max characters allowed, the following message will display: Other Package Type exceeds 15 characters.</p> <p>O. The Organic checkbox is optional and is unchecked by default.</p> |  <p>The screenshot shows a series of error messages in red boxes:</p> <ul style="list-style-type: none"> H: A red box with a warning icon and the text "Size is required." I: A red box with a warning icon and the text "Size exceeds 15 characters." J: A dropdown menu labeled "Package Type*" with options: "Bag", "Box", and "Other". K: A red box with a warning icon and the text "This selection is required." L: A text input field labeled "Other Package Type (Please Specify)*". M: A red box with the text "Other package type is required." N: A red box with a warning icon and the text "Other Package Type exceeds 15 characters." O: A toggle switch labeled "Organic" which is currently turned off. |

| STEP | SCREEN |
|---|--|
| <p>P. The Fruit/Vegetable Package Certification is required. The checkbox is unchecked by default.</p> <p>Q. If you do not check the Fruit/Vegetable Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must contain NO added sugars, ingredients, or artificial sweeteners.</p> |  |

3.2.8 Infant Meats

| STEP | SCREEN |
|---|---|
| <p>A. The Package Type is required. Click on the arrow in the drop-down box and select the package type.</p> <p>B. If you do not select a package type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Size is disabled. The size is 2.5 ounces only.</p> <p>D. Multi Package is optional and is unchecked by default.</p> <p>E. If your food item comes in a multi package, check the Multi Package checkbox. A new text box labeled Multi Pack Count will display. This text box accepts only numbers. The max number of characters allowed is 2.</p> |  |

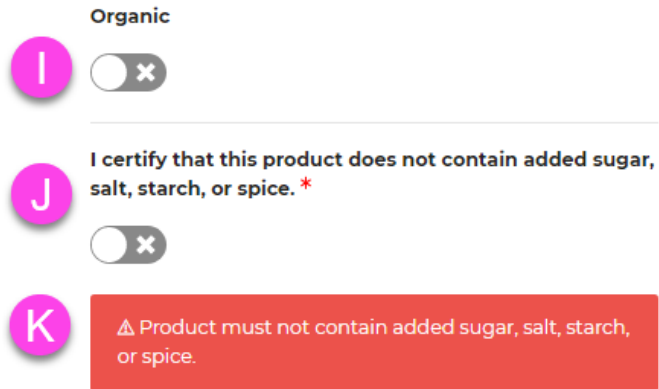
Infant Meats (continued)

| STEP | SCREEN |
|--|---|
| <p>F. The Multi Pack Count is required. If you do not enter a count, you will not be able to save/submit your food item. The following message will display: Multi Pack Count is required.</p> <p>G. If you exceed the Multi Pack Count max characters allowed, the following message will display: 2 characters max.</p> <p>H. The Organic checkbox is optional and is unchecked by default.</p> <p>I. The Infant Meats Package Certification is required. The checkbox is unchecked by default.</p> <p>J. If you do not check the Infant Meats Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must not contain added sugar, salt, starch, or spice.</p> |  <p>The screenshot shows a form with several error messages and a certification section. Error F: A red box with a warning icon and the text 'Multi Pack Count is required.' Error G: A red box with a warning icon and the text '2 characters max.' with a cursor pointing to the end of the input field. Section H: A toggle switch labeled 'Organic' which is turned off. Section I: A text input field with a warning icon and the text 'I certify that this product does not contain added sugar, salt, starch, or spice.*' and a toggle switch which is turned off. Error J: A red box with a warning icon and the text 'Product must not contain added sugar, salt, starch, or spice.'</p> |

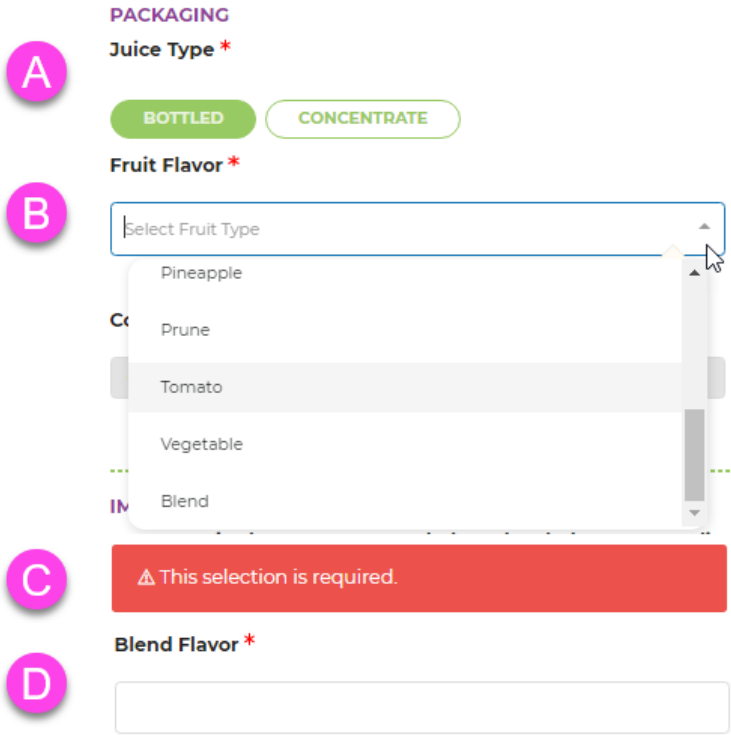
3.2.9 Infant Fruits and Vegetables – Fruit, Vegetable, Combo

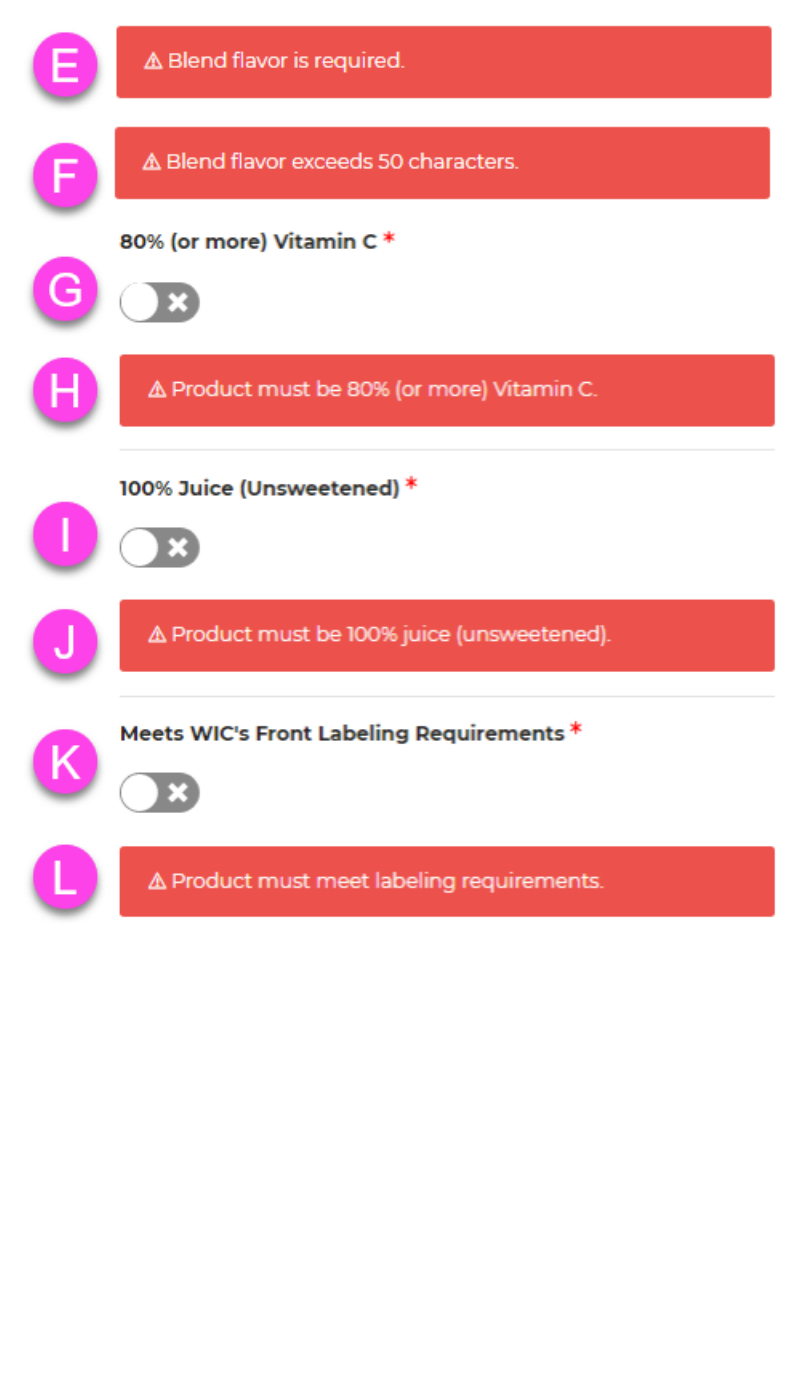
The Infant Fruits, Vegetables, and Combo share the same packaging section. The Fruit button is selected by default. Fruit is used in this example.

| STEP | SCREEN |
|---|--|
| <p>A. To submit a fruit item, there is no need to click the Fruit button since it is selected by default. To submit a vegetable or a combo, click on the Vegetable or the Combo button.</p> <p>B. The Size is disabled. Only 4 ounces are allowed.</p> <p>C. The Package Type is required. Click on the arrow in the drop-down box and select the package type.</p> <p>D. If you do not select a type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>E. Multi Pack Count is optional and is unchecked by default.</p> <p>F. If your food item comes in a multi pack, check the Multi Pack Count checkbox. A new text box labeled Multi Pack Count will display. This text box accepts only numbers. The max number of characters allowed is 2.</p> <p>G. The Multi Pack Count is required. If you do not enter a count, you will not be able to save/submit your food item. The following message will display: Multi Pack Count is required.</p> <p>H. If you exceed the Multi Pack Count max characters allowed, the following message will display: 2 characters max.</p> | <p>PACKAGING</p> <p>Product Type *</p> <p>FRUIT VEGETABLE COMBO</p> <p>Size *</p> <p>4 ounces only</p> <p>Package Type *</p> <p>Select Package Type</p> <p>Package Type</p> <p>M Jar Plastic</p> <p>D ⚠ This selection is required.</p> <p>Multi Package</p> <p>E <input type="checkbox"/></p> <p>Multi Pack Count *</p> <p>Multi Pack Count</p> <p>G ⚠ Multi Pack Count is required.</p> <p>H ⚠ 2 characters max.</p> |

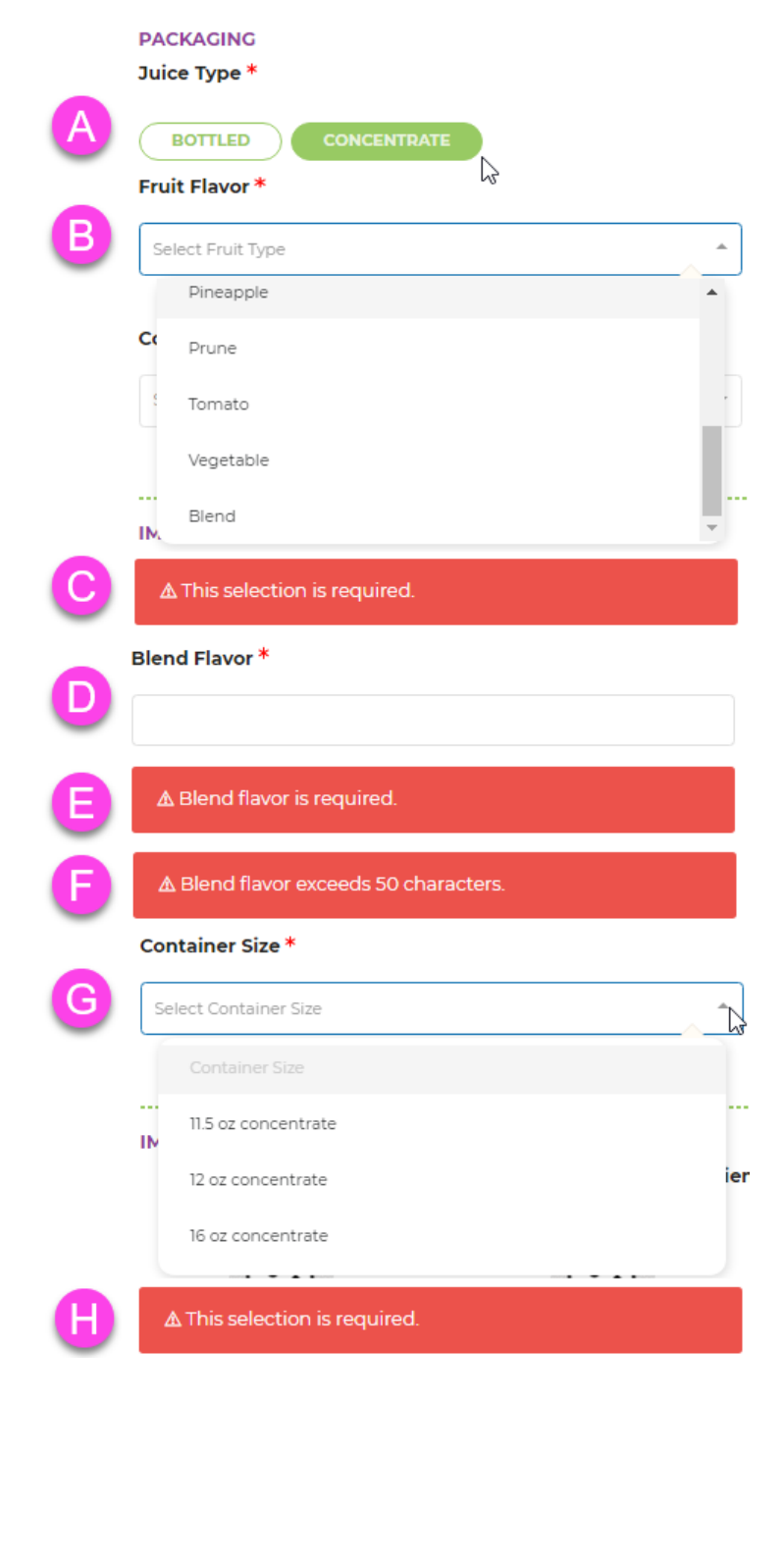
| STEP | SCREEN |
|--|--|
| <p>I. The Organic checkbox is optional and is unchecked by default.</p> <p>J. The Infant Fruits and Vegetables Package Certification is required. The checkbox is unchecked by default.</p> <p>K. If you do not check the Infant Meats Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must not contain added sugar, salt, starch, or spice.</p> |  |

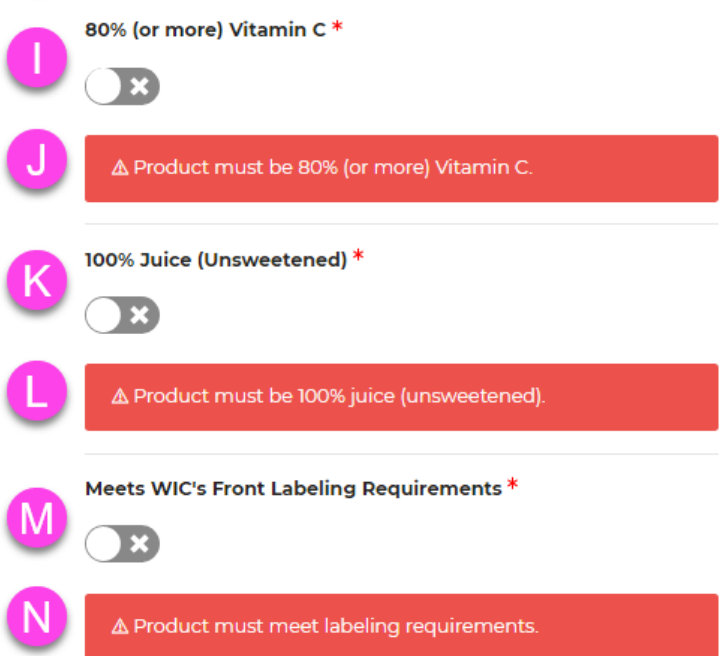
3.2.10 Juice – Bottled

| STEP | SCREEN |
|--|--|
| <p>A. The Juice page has two buttons, Bottled and Concentrate. The Bottled button is selected by default.</p> <p>B. The Fruit Flavor is required. Click on the arrow in the drop-down box and select the fruit type.</p> <p>C. If you do not select a fruit flavor, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>D. If your fruit flavor is a blend, select Blend. A new text box labeled Blend Flavor will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 50.</p> |  |

| STEP | SCREEN |
|--|--|
| <p>E. The Blend Flavor is required. If you do not enter a blend flavor, the following message will display: Blend flavor is required.</p> <p>F. If you exceed the Blend Flavor max characters allowed, the following message will display: Other Type exceeds 50 characters.</p> <p>G. The Vitamin C Certification is required. The checkbox is unchecked by default.</p> <p>H. If you do not check the Vitamin C Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must be 80% (or more) Vitamin C.</p> <p>I. The 100% Juice Certification is required. The checkbox is unchecked by default.</p> <p>J. If you do not check the 100% Juice Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must be 100% juice (unsweetened).</p> <p>K. The Front Label Certification is required. The checkbox is unchecked by default.</p> <p>L. If you do not check the Front Label Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must meet labeling requirements.</p> |  <p>The screenshot shows a form with several error messages and certification options. The error messages are displayed in red boxes with a warning icon (triangle) and a letter in a circle: E (Blend flavor is required), F (Blend flavor exceeds 50 characters), H (Product must be 80% (or more) Vitamin C), J (Product must be 100% juice (unsweetened)), and L (Product must meet labeling requirements). The certification options are displayed as text with a red asterisk and a checkbox: G (80% (or more) Vitamin C), I (100% Juice (Unsweetened)), and K (Meets WIC's Front Labeling Requirements). All checkboxes are unchecked.</p> |

3.2.11 Juice – Concentrate

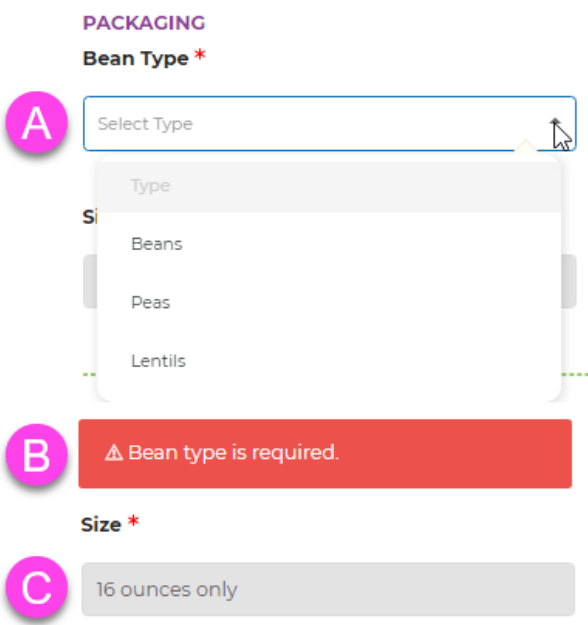
| STEP | SCREEN |
|---|---|
| <p>A. The Juice page has two buttons, Bottled and Concentrate. The bottled button is selected by default. To continue with a concentrate juice, click on the Concentrate button.</p> <p>B. The Fruit Flavor is required. Click on the arrow in the drop-down box and select the fruit type.</p> <p>C. If you do not select a fruit flavor, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>D. If your concentrate fruit flavor is a blend, select Blend. A new text box labeled Blend Flavor will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 50.</p> <p>E. The Blend Flavor is required. If you do not enter a blend flavor, you will not be able to save/submit your food item. The following message will display: Blend flavor is required.</p> <p>F. If you exceed the Blend Flavor max characters allowed, the following message will display: Blend flavor exceeds 50 characters.</p> <p>G. The Container Size is required. Click on the arrow in the drop-down box and select the container size.</p> <p>H. If you do not select a container size, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> |  <p>The screenshot shows a form titled "PACKAGING" with the following elements:</p> <ul style="list-style-type: none"> A: "Juice Type *" field with "BOTTLED" and "CONCENTRATE" buttons. A mouse cursor is over the "CONCENTRATE" button. B: "Fruit Flavor *" dropdown menu with options: Pineapple, Prune, Tomato, Vegetable, Blend. C: Red error message: "This selection is required." D: "Blend Flavor *" text input field. E: Red error message: "Blend flavor is required." F: Red error message: "Blend flavor exceeds 50 characters." G: "Container Size *" dropdown menu with options: 11.5 oz concentrate, 12 oz concentrate, 16 oz concentrate. H: Red error message: "This selection is required." |

| STEP | SCREEN |
|---|---|
| <p>I. The Vitamin C Certification is required. The checkbox is unchecked by default.</p> <p>J. If you do not check the Vitamin C Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must be 80% (or more) Vitamin C.</p> <p>K. The 100% Juice Certification is required. The checkbox is unchecked by default.</p> <p>L. If you do not check the 100% Juice Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must be 100% juice (unsweetened).</p> <p>M. The Front Label Certification is required. The checkbox is unchecked by default.</p> <p>N. If you do not check the Front Label Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must meet labeling requirements.</p> |  <p>The screenshot shows a user interface for product certification. It consists of three vertically stacked sections:</p> <ul style="list-style-type: none"> Section I: Titled "80% (or more) Vitamin C *". It features a toggle switch that is currently turned off (grey). Below the toggle is a red error message box with a white triangle icon and the text "Product must be 80% (or more) Vitamin C." Section K: Titled "100% Juice (Unsweetened) *". It also features a toggle switch that is turned off. Below it is a red error message box with the text "Product must be 100% juice (unsweetened)." Section M: Titled "Meets WIC's Front Labeling Requirements *". It features a toggle switch that is turned off. Below it is a red error message box with the text "Product must meet labeling requirements." |

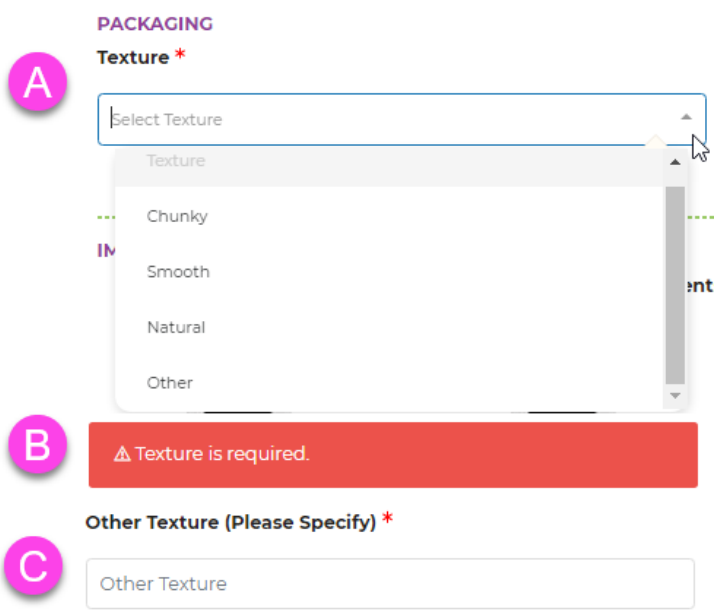
3.2.12 Legumes – Canned Mature Beans

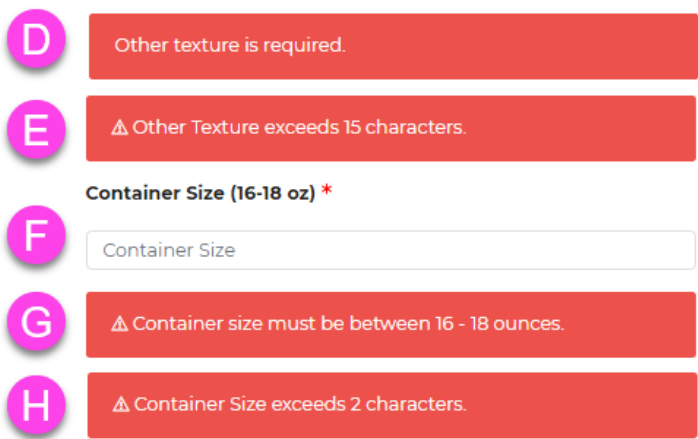
| STEP | SCREEN |
|---|---|
| <p>A. The Salt Content is required. Click on the arrow in the drop-down box and select the salt content.</p> <p>B. If you do not select a salt content, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Container Size is required. This text box accepts numbers only. The max number of characters allowed is 2.</p> <p>D. If you do not enter a container size, you will not be able to save/submit your food item. The following message will display: Container size must be between 15 – 16 ounces.</p> <p>E. If you exceed the container size max characters allowed, the following message will display: Container size exceeds 2 characters.</p> | <p>The screenshot shows a form titled "PACKAGING". The first section is "Salt Content *", which has a dropdown menu with options: "No Salt Added", "Regular", and "Low Sodium". A red error message "This selection is required." is displayed below it. The second section is "Container Size (15-16 oz) *", which has a text input field. Two red error messages are displayed below it: "Container size must be between 15 - 16 ounces." and "Container Size exceeds 2 characters.".</p> |

3.2.13 Legumes - Dry Beans/Peas/Lentils

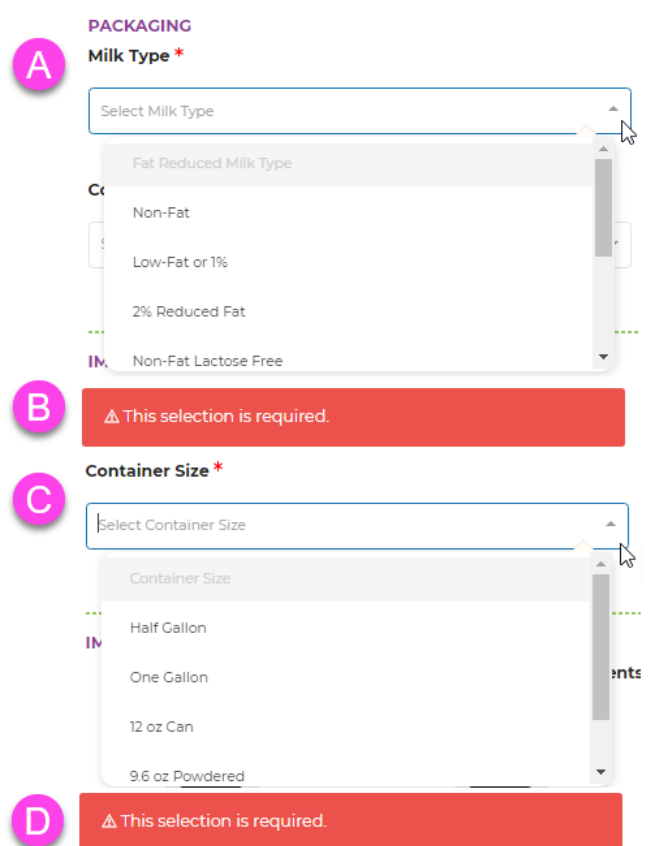
| STEP | SCREEN |
|--|---|
| <p>A. The Bean Type is required. Click on the arrow in the drop-down box and select the bean type.</p> <p>B. If you do not select a bean type, you will not be able to save/submit your food item. The following message will display: Bean type is required.</p> <p>C. The Size text box is disabled. Only 16 ounces are allowed.</p> |  <p>The screenshot shows the 'PACKAGING' section with a required field 'Bean Type *'. A dropdown menu is open, showing options: 'Type', 'Beans', 'Peas', and 'Lentils'. A red error message states 'Bean type is required.' Below it is a disabled 'Size *' field with the text '16 ounces only'.</p> |

3.2.14 Legumes – Peanut Butter

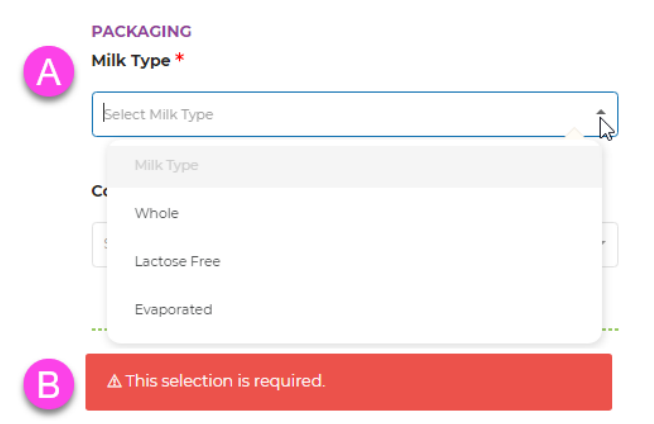
| STEP | SCREEN |
|--|--|
| <p>A. The peanut butter Texture is required. Click on the arrow in the drop-down box and select the texture.</p> <p>B. If you do not select a texture, you will not be able to save/submit your food item. The following message will display: Texture is required.</p> <p>C. If your texture is not on the drop-down list, select Other. A new text box labeled Other Texture will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> |  <p>The screenshot shows the 'PACKAGING' section with a required field 'Texture *'. A dropdown menu is open, showing options: 'Texture', 'Chunky', 'Smooth', 'Natural', and 'Other'. A red error message states 'Texture is required.' Below it is a required text box labeled 'Other Texture (Please Specify) *' with the placeholder text 'Other Texture'.</p> |

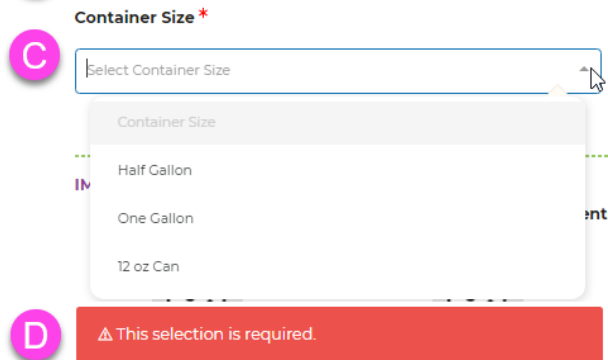
| STEP | SCREEN |
|---|--|
| <p>D. The Other Texture is required. If you do not enter a texture, you will not be able to save/submit your food item. The following message will display: Other Texture is required.</p> <p>E. If you exceed the Other Texture max characters allowed, the following message will display: Other Texture exceeds 15 characters.</p> <p>F. The Container Size is required. Only 16–18 ounces are allowed. This text box accepts numbers only. The max number of characters allowed is 2.</p> <p>G. If you do not enter a container size, you will not be able to save/submit your food item. The following message will display: Container size must be between 16 – 18 ounces.</p> <p>H. If you exceed the size max characters allowed, the following message will display: Container Size exceeds 2 characters.</p> |  <p>The screenshot shows a form with several error messages in red boxes:</p> <ul style="list-style-type: none"> D: Other texture is required. E: ⚠ Other Texture exceeds 15 characters. F: Container Size (16-18 oz) * (text box) G: ⚠ Container size must be between 16 - 18 ounces. H: ⚠ Container Size exceeds 2 characters. |

3.2.15 Milk – Fat Reduced

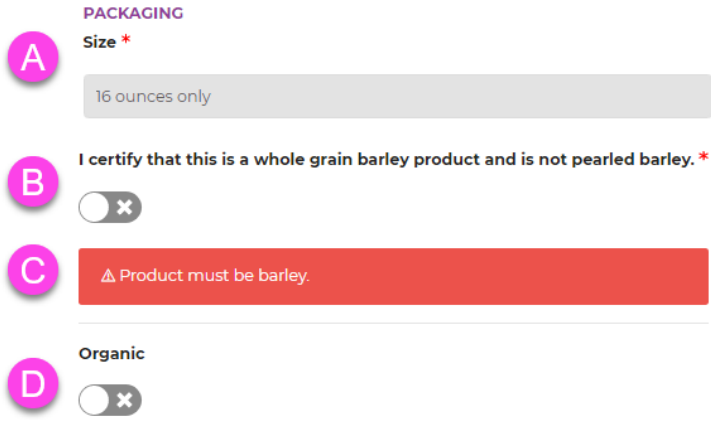
| STEP | SCREEN |
|---|--|
| <p>A. The Milk Type is required. Click on the arrow in the drop-down box and select the type.</p> <p>B. If you do not select a milk type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Container Size is required. Click on the arrow in the drop-down box and select the container size.</p> <p>D. If you do not select a container size, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> |  <p>The screenshot shows the 'PACKAGING' section with two dropdown menus. The first is 'Milk Type *' with a red error message 'This selection is required.' below it. The dropdown menu is open, showing options: 'Fat Reduced Milk Type', 'Non-Fat', 'Low-Fat or 1%', '2% Reduced Fat', and 'Non-Fat Lactose Free'. The second is 'Container Size *' with a red error message 'This selection is required.' below it. The dropdown menu is open, showing options: 'Half Gallon', 'One Gallon', '12 oz Can', and '9.6 oz Powdered'.</p> |

3.2.16 Milk – Whole Milk

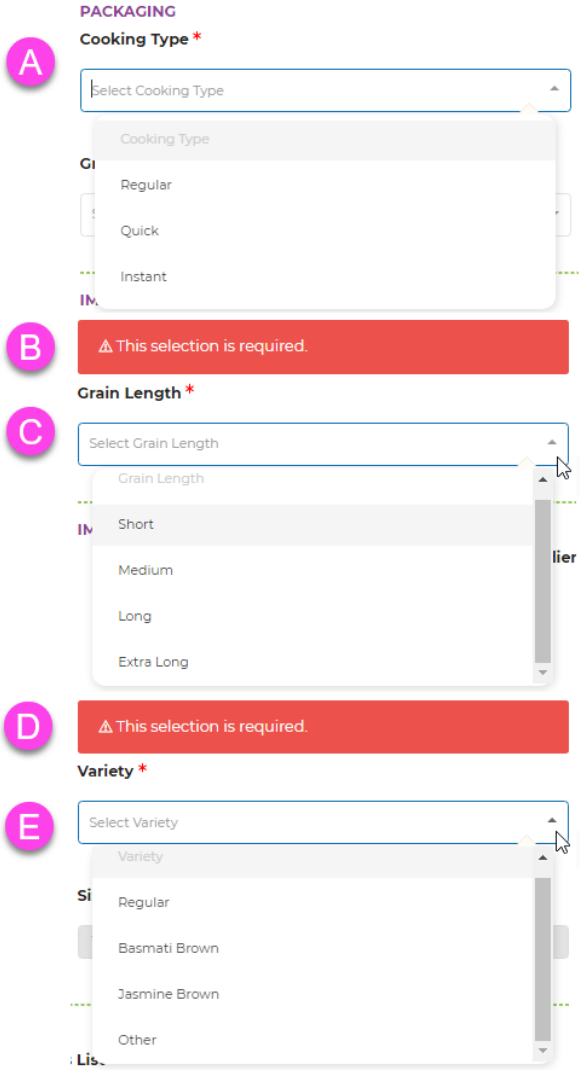
| STEP | SCREEN |
|--|---|
| <p>A. The Milk Type is required. Click on the arrow in the drop-down box and select the type.</p> <p>B. If you do not select a milk type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> |  <p>The screenshot shows the 'PACKAGING' section with a 'Milk Type *' dropdown menu. The dropdown menu is open, showing options: 'Whole', 'Lactose Free', and 'Evaporated'. A red error message 'This selection is required.' is displayed below the dropdown menu.</p> |

| STEP | SCREEN |
|--|--|
| <p>C. The Container Size is required. Click on the arrow in the drop-down box and select the container size.</p> <p>D. If you do not select a container size, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> |  <p>The screenshot shows a form field titled "Container Size" with a red asterisk indicating it is required. A dropdown menu is open, showing options: "Half Gallon", "One Gallon", and "12 oz Can". A red error message at the bottom states "This selection is required." Callout letters C and D are placed on the screen to correspond with the steps.</p> |

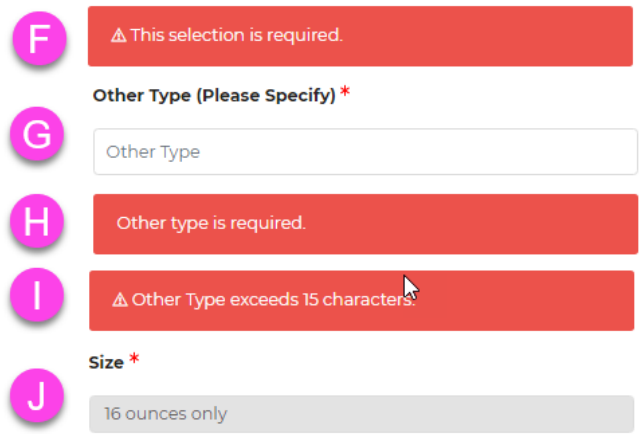
3.2.17 Whole Grains – Barley

| STEP | SCREEN |
|---|--|
| <p>A. The Size text box is disabled. Only 16 ounces are allowed.</p> <p>B. The Barley Verification is required. The checkbox is unchecked by default.</p> <p>C. If you do not check the Barley Verification checkbox, you will not be able to save/submit your food item. The following message will display: Product must be barley.</p> <p>D. Organic checkbox is optional and is unchecked by default.</p> |  <p>The screenshot shows a form section titled "PACKAGING Size" with a red asterisk. A text box contains "16 ounces only" and is disabled. Below it is a checkbox for "I certify that this is a whole grain barley product and is not pearled barley." which is unchecked. A red error message states "Product must be barley." Below that is an "Organic" checkbox, which is also unchecked. Callout letters A, B, C, and D are placed on the screen to correspond with the steps.</p> |


3.2.18 Whole Grains – Brown Rice

| STEP | SCREEN |
|---|---|
| <p>A. Cooking Type is required. Click on the arrow in the drop-down box and select the type.</p> <p>B. If you do not select a cooking type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Grain Length is required. Click on the arrow in the drop-down box and select the length.</p> <p>D. If you do not select a length, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>E. Variety is required. Click on the arrow in the drop-down box and select the variety.</p> |  <p>The screenshot displays a form titled "PACKAGING" with three required fields, each marked with a red asterisk. Field A, "Cooking Type", has a dropdown menu with options: Regular, Quick, and Instant. Field C, "Grain Length", has a dropdown menu with options: Short, Medium, Long, and Extra Long. Field E, "Variety", has a dropdown menu with options: Regular, Basmati Brown, Jasmine Brown, and Other. Below each dropdown menu is a red error message: "This selection is required." The form also includes a "Variety" label and a "List" label.</p> |

Whole Grains – Brown Rice (continued)

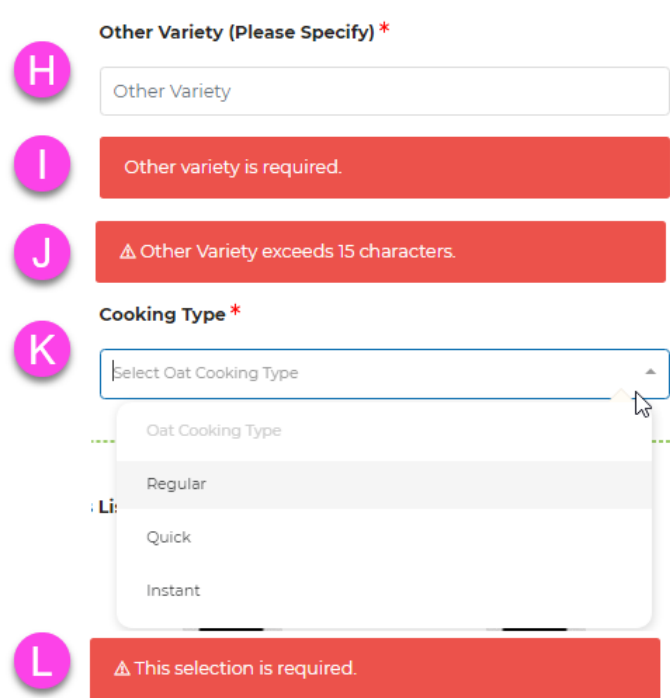
| STEP | SCREEN |
|---|--|
| <p>F. If you do not select a variety, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>G. If your variety is not on the drop-down list, select Other. A new text box labeled Other Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>H. The Other Type is required. If you do not enter a type, you will not be able to save/submit your food item. The following message will display: Other Type is required.</p> <p>I. If you exceed the Other Type max characters allowed, the following message will display: Other Texture exceeds 15 characters.</p> <p>J. The Size text box is disabled. Only 16 ounces are allowed.</p> |  <p>The screenshot shows a form with several elements: a red error bar (F) stating 'This selection is required.'; a label 'Other Type (Please Specify) *'; a text input field (G) containing 'Other Type'; another red error bar (H) stating 'Other type is required.'; a third red error bar (I) stating 'Other Type exceeds 15 characters.'; and a disabled text input field (J) labeled 'Size *' with the value '16 ounces only'.</p> |

3.2.19 Whole Grains – Bulgur

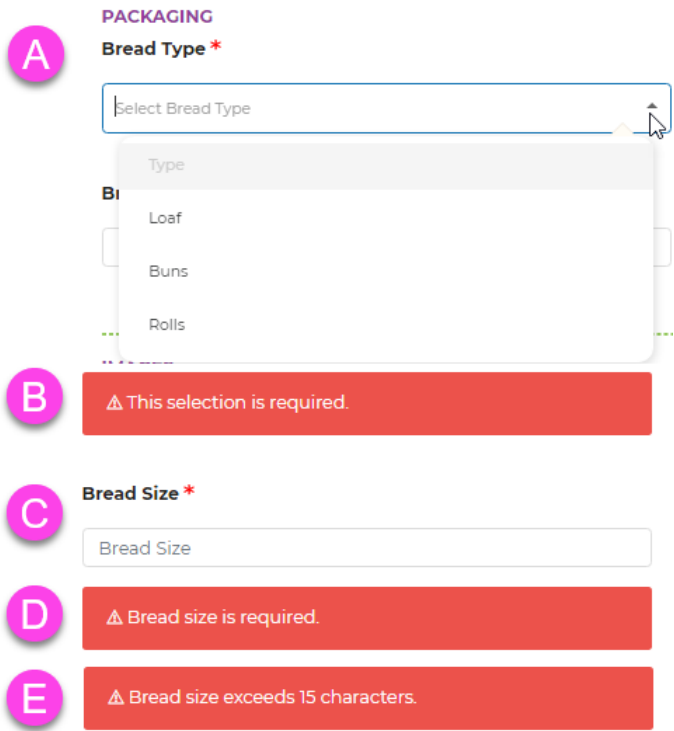
| STEP | SCREEN |
|--|---|
| <p>A. The Size text box is disabled. Only 16 ounces are allowed.</p> <p>B. The Organic checkbox is optional and is unchecked by default.</p> |  <p>The screenshot shows a form section titled 'PACKAGING'. It includes a label 'Size *' above a disabled text input field (A) containing '16 ounces only'. Below this is a label 'Organic' above a toggle switch (B) that is currently turned off.</p> |

3.2.20 Whole Grains – Oats/Oatmeal

| STEP | SCREEN |
|--|--|
| <p>A. Oat Type is required. Click on the arrow in the drop-down box and select the type.</p> <p>B. If you do not select an oat type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. If your oat type is not on the drop-down list, select Other. A new text box labeled Other Type will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>D. The Other Type is required. If you do not enter a type, you will not be able to save/submit your food item. The following message will display: Other Type is required.</p> <p>E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters.</p> <p>F. The Size text box is disabled. Only 16 ounces are allowed.</p> <p>G. Variety is required. Click on the arrow in the drop-down box and select the variety.</p> | <p>PACKAGING</p> <p>Oat Type *</p> <p>Select Oat Type</p> <p>Oat Type</p> <p>Rolled</p> <p>Cut</p> <p>Steel Cut</p> <p>Other</p> <p>⚠ This selection is required.</p> <p>Other Type (Please Specify) *</p> <p>Other Type</p> <p>Other type is required.</p> <p>⚠ Other Type exceeds 15 characters.</p> <p>Size *</p> <p>16 ounces</p> <p>Variety *</p> <p>Select Oat Variety</p> <p>Oat Variety</p> <p>Regular</p> <p>Old Fashioned</p> <p>Crystal Wedding</p> <p>Other</p> |

| STEP | SCREEN |
|--|--|
| <p>H. If your variety is not on the drop-down list, select Other. A new text box labeled Other Variety will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>I. The Other Variety is required. If you do not enter a variety, you will not be able to save/submit your food item. The following message will display: Other variety is required.</p> <p>J. If you exceed the Other Variety max characters allowed, the following message will display: Other Variety exceeds 15 characters.</p> <p>K. The Cooking Type is required. Click on the arrow in the drop-down box and select the cooking type.</p> <p>L. If you do not select a cooking type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> |  <p>The screenshot shows a form with the following elements:</p> <ul style="list-style-type: none"> Other Variety (Please Specify) *: A text input field with the placeholder text "Other Variety". Error Message I: A red banner below the text box stating "Other variety is required." Error Message J: A red banner below the text box stating "⚠ Other Variety exceeds 15 characters." Cooking Type *: A dropdown menu with the placeholder text "Select Oat Cooking Type". The menu is open, showing options: "Oat Cooking Type", "Regular", "Quick", and "Instant". Error Message L: A red banner below the dropdown menu stating "⚠ This selection is required." |

3.2.21 Whole Grains – Whole Wheat Bread

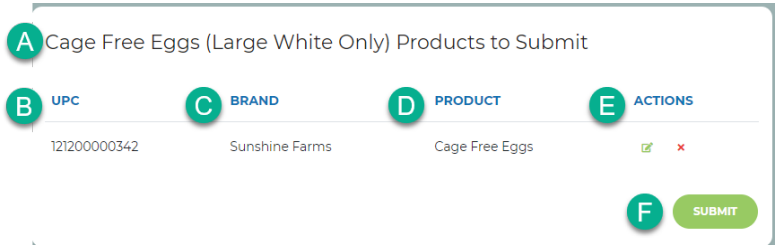

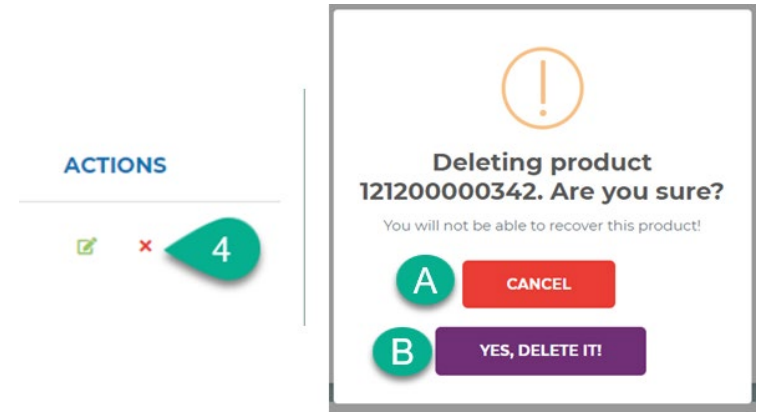
| STEP | SCREEN |
|--|--|
| <p>A. Bread Type is required. Click on the arrow in the drop-down box and select the type.</p> <p>B. If you do not select a bread type, you will not be able to save/submit your food item. The following message will display: This selection is required.</p> <p>C. The Bread Size is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.</p> <p>D. If you do not enter a bread size, you will not be able to save/submit your food item. The following message will display: Bread size is required.</p> <p>E. If you exceed the size max characters allowed, the following message will display: Bread size exceeds 15 characters.</p> |  <p>The screenshot shows a form titled "PACKAGING" with two fields. The first field is "Bread Type *" with a dropdown menu open showing options: "Type", "Loaf", "Buns", and "Rolls". A red error message "This selection is required." is displayed below it. The second field is "Bread Size *" with a text input box. Two red error messages are displayed below it: "Bread size is required." and "Bread size exceeds 15 characters.".</p> |

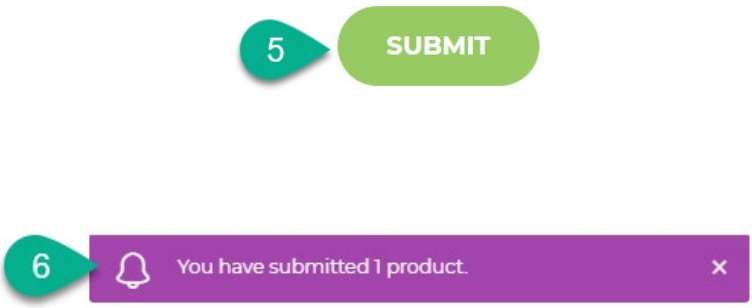
3.3 Images – Upload, Remove, and Review

A minimum of one image is required for each UPC submission however you can submit up to four images. The image(s) must show the Front Label, Back Label, UPC, and Ingredients List. This system only accepts the following formats: JPG (preferred) or single page PDFs.

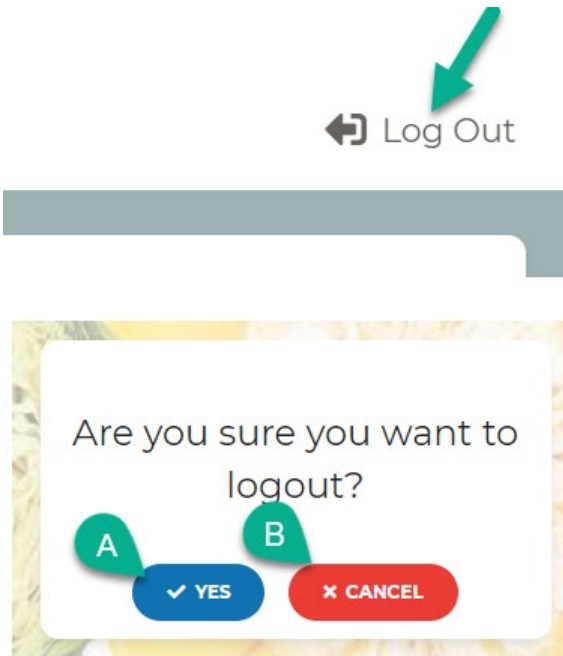
| STEP | SCREEN |
|---|--|
| <ol style="list-style-type: none"> 1. Click on the Select Image button. 2. Select the image and double click. 3. Or click on the Open button 4. The image you selected will display on your screen. Please review the image(s) to ensure all requirements are met. The images should be clearly legible and upright (when possible). <ol style="list-style-type: none"> A. You can remove image(s) by clicking on the Remove button. B. You can review image(s) by clicking on the Review button to magnify the image. 5. Once you have uploaded the image(s), click the SAVE button. If you click the SAVE button before uploading image(s), the following message will display (C): An image is required for submission. <p>NOTE: Once you have saved a product, you can continue to save additional products in the same category, submit for review, or log out of the system. All saved products will remain in the system until you submit or delete. If you do not save a product before exiting the page or the system, you will not be able to recover any unsaved information.</p> <p>IMPORTANT: Saved products will not be reviewed by WIC until you click on the SUBMIT button (see page 39 for instructions).</p> | <p>The screenshot shows the 'IMAGES' section of the application. At the top, it lists requirements: 'Required Images: Front Label, Back Label, UPC, Ingredients List' and 'Format: JPG (preferred) or single page PDF'. Below this are four 'SELECT IMAGE' buttons. A file explorer window is open, showing a folder named 'New folder' with three files: '244569999645', '244569999652.1', and '244569999652'. The file '244569999652.1' is selected. The file name field at the bottom shows '244569999652.1' and the 'Open' button is highlighted. Below the file explorer, the product image '244799989324.1.jpg' is displayed. The image shows a box of 'LANGERS RESEALABLE - THAW AND SQUEEZE!' with a nutrition facts label. Below the image are 'X REMOVE' and 'Q REVIEW' buttons. At the bottom, a red error message box (C) states: 'An image is required for submission.'</p> |

3.4 Edit, Delete and Submit Products

| STEP | SCREEN |
|--|--|
| <p>1. After clicking the SAVE button, the page will clear, and the saved product will appear in the Products to Submit section. The following information will display:</p> <ul style="list-style-type: none"> A. Product Name B. UPC C. Brand D. Product E. Actions F. Submit |  |
| <p>Edit a saved product:</p> <p>2. Click on the green edit checkbox located under the Actions column.</p> <p>3. The page will populate with the selected product information. Make any necessary changes to the product and then click on the Update Product button.</p> |  |
| <p>Delete a saved product:</p> <p>4. Click on the red X located under the Actions column. A popup will display:</p> <ul style="list-style-type: none"> A. Click on the Cancel button if you do not wish to delete the product. The product will remain on the Products to Submit list until you click on the Submit button. B. Click on the Yes, Delete It! button to delete. Once deleted, you will not be able to recover this product. |  |

| STEP | SCREEN |
|---|---|
| <p>Submit a saved product:</p> <p>5. If you are ready to submit your product(s), click on the Submit button.</p> <p>6. The following confirmation message will display briefly towards the bottom of your screen: You have submitted <i>[number]</i> product(s).</p> <p>REMINDER: If you do not click on the SUBMIT button, WIC will not be able to review your product for approval.</p> |  <p>The screenshot shows a green rounded rectangular button labeled 'SUBMIT' with a green callout bubble containing the number '5' pointing to it. Below this, a purple notification banner with a white bell icon and a close 'x' button contains the text 'You have submitted 1 product.' A green callout bubble with the number '6' points to the notification banner.</p> |

3.5 Log Out

| STEP | SCREEN |
|---|---|
| <p>To log out of the APLSS system, click on Log Out located on the upper right-hand corner of the page. A pop up will display with two options.</p> <p>A. Click the Yes button if you are sure you want to log out. You will be logged out of the system and returned to the APLSS log in page.</p> <p>B. Click the Cancel button if you do not wish to log out. You will remain logged in to the system.</p> <p>NOTE: If you do not log out, the system will automatically log you out after two hours of inactivity. You will not be able to recover an unsaved product. Saved products will remain in the system until you submit or delete.</p> |  <p>The screenshot shows a 'Log Out' button with a left-pointing arrow icon, indicated by a green arrow. Below it is a confirmation dialog box with the text 'Are you sure you want to logout?' and two buttons: a blue 'YES' button with a checkmark icon (labeled 'A') and a red 'CANCEL' button with an 'x' icon (labeled 'B').</p> |