aplss

CALIFORNIA WIC PROGRAM

Authorized Product List Submission System
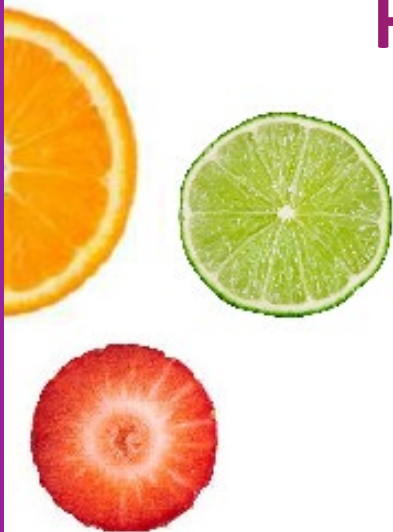
How to Submit UPCs

Latest update:
May 23, 2023

CDPH

CALIFORNIA
WIC
WOMEN, INFANTS & CHILDREN
Families grow healthy with WIC
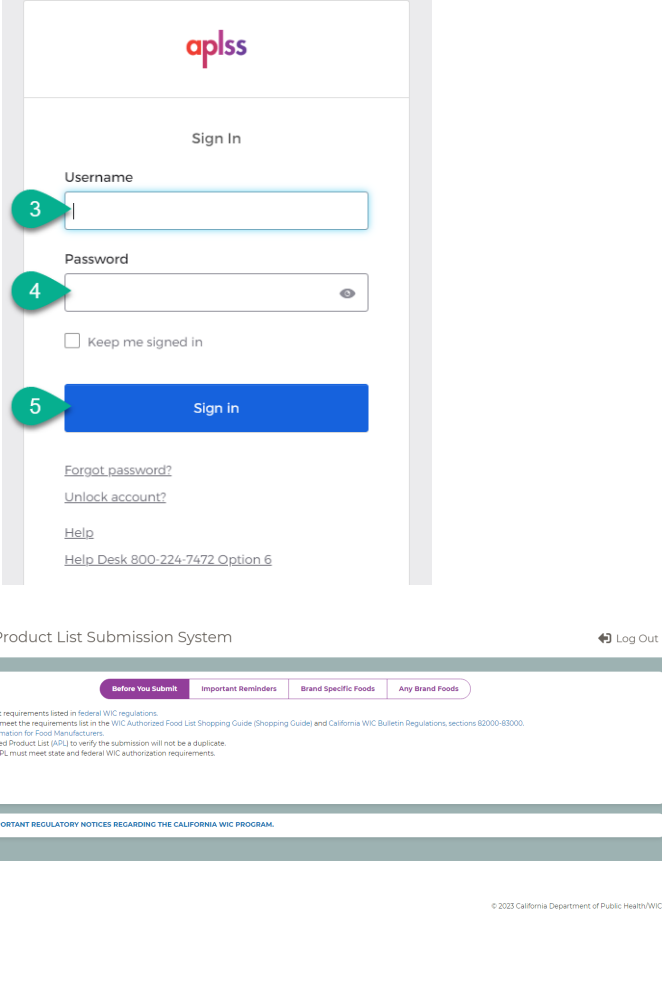
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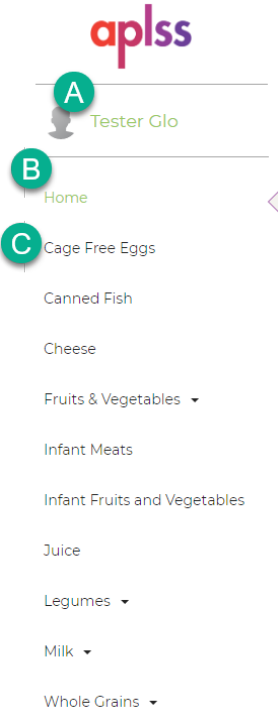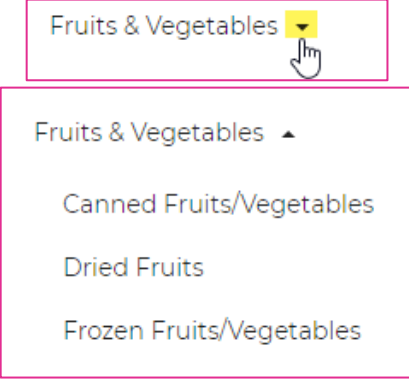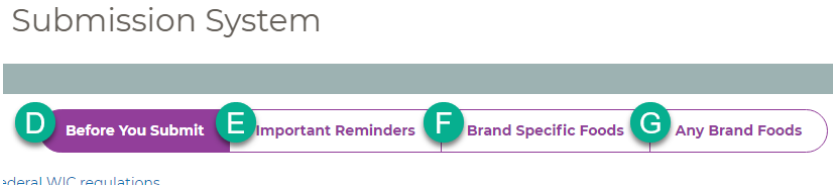
1. Accessing the Authorized Product Submission System (APLSS)

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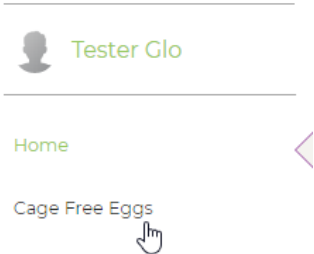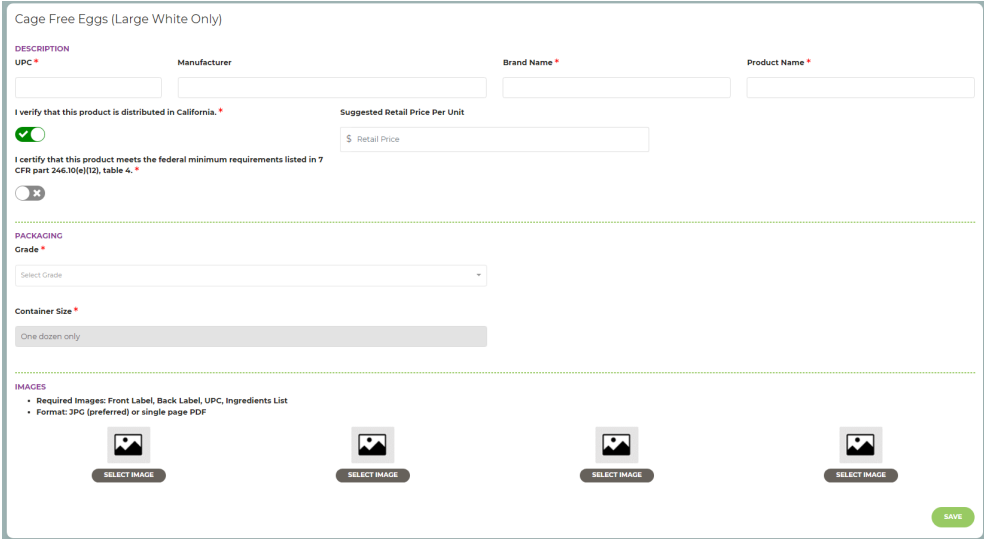
2. Navigating the APLSS Homepage

STEP	SCREEN
Located on the left side of the APLSS homepage, you will find: A. Your name B. Home C. And the menu of Any Brand food items: o Cage Free Eggs o Canned Fish o Cheese o Fruits & Vegetables o Infant Meats o Infant Fruits and Vegetables o Juice o Legumes o Milk o Whole Grains	**aplss** **A** Tester Glo **B** Home **C** Cage Free Eggs Canned Fish Cheese Fruits & Vegetables ▾ Infant Meats Infant Fruits and Vegetables Juice Legumes ▾ Milk ▾ Whole Grains ▾
The following food items have submenus that you can access by clicking on the down arrow located to the right of the food: • Fruits & Vegetables • Legumes • Milk • Whole Grains	Fruits & Vegetables ▾ Fruits & Vegetables ▴ Canned Fruits/Vegetables Dried Fruits Frozen Fruits/Vegetables
Located in the center of the page is the messaging area with four tabs. Each tab provides helpful information to assist with submissions: D. Before You Submit E. Important Reminders F. Brand Specific Food G. Any Brand Foods	Submission System **D** Before You Submit **E** Important Reminders **F** Brand Specific Foods **G** Any Brand Foods aderal WIC regulations
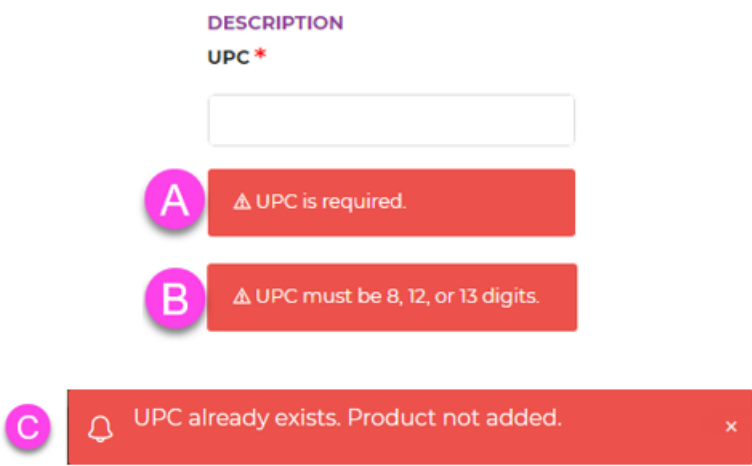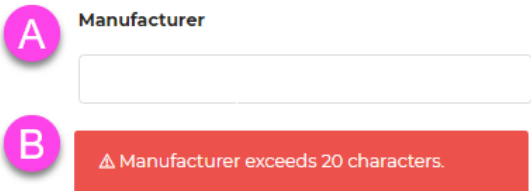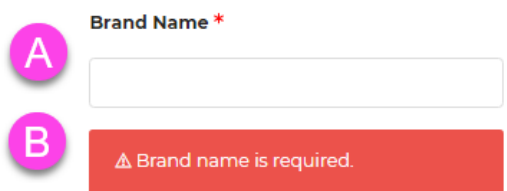
3. Submitting Any Brand Products

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.
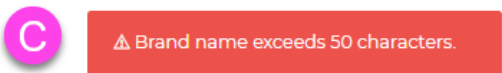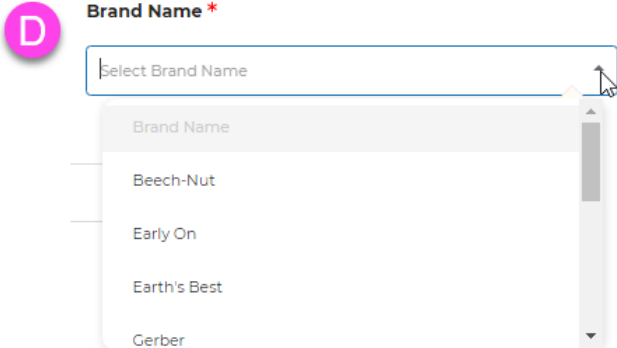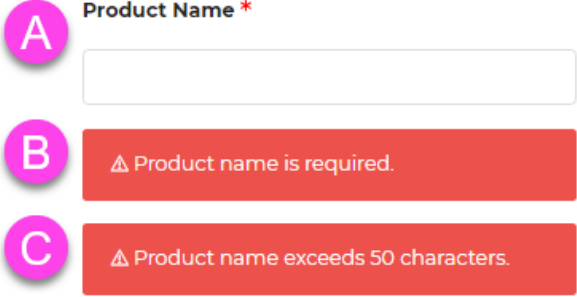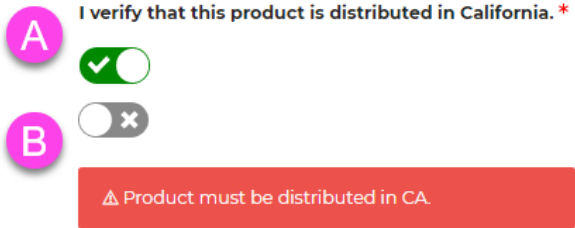
3.1 Description

STEP	SCREEN
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.	
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). The **Description** section includes: • UPC • Manufacturer • Brand Name • Product Name • CA distribution statement • Suggested Retail Price Per Unit • Federal requirements statement	

Description (continued)

STEP	SCREEN
1. UPC A. The UPC is a required field. If you do not enter a UPC, the following message will display: UPC is required. 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. 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.	**DESCRIPTION** **UPC *** **A** ⚠ UPC is required. **B** ⚠ UPC must be 8, 12, or 13 digits. **C** 🔔 UPC already exists. Product not added. ✕
2. Manufacturer A. The Manufacturer field is optional. This field will accept letters, special characters, and numbers. B. The max number of characters allowed is 20. If you exceed the max allowed, the following message will display: Manufacturer exceeds 20 characters.	**A** Manufacturer **B** ⚠ Manufacturer exceeds 20 characters.
3. Brand Name 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. B. If you do not enter a brand name, the following message will display: Brand name is required.	Brand Name * **A** **B** ⚠ Brand name is required.

Description (continued)

STEP	SCREEN
C. If you exceed the max characters allowed, the following message will display: Brand name exceeds 50 characters.	⚠ Brand name exceeds 50 characters.
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: • Infant Meats • Infant Fruits and Vegetables	**Brand Name** * Select Brand Name Brand Name Beech-Nut Early On Earth's Best Gerber
4. Product Name A. The Product Name is a required field. This field will accept letters, special characters, and numbers. B. If you do not enter a product name, the following message will display: Product name is required. 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.	**Product Name** * ⚠ Product name is required. ⚠ Product name exceeds 50 characters.
5. California Distribution A. The CA distribution verification is required and is checked by default. B. If you uncheck the checkbox, the following message will display: Product must be distributed in CA.	I verify that this product is distributed in California. * ✔ ✗ ⚠ Product must be distributed in CA.
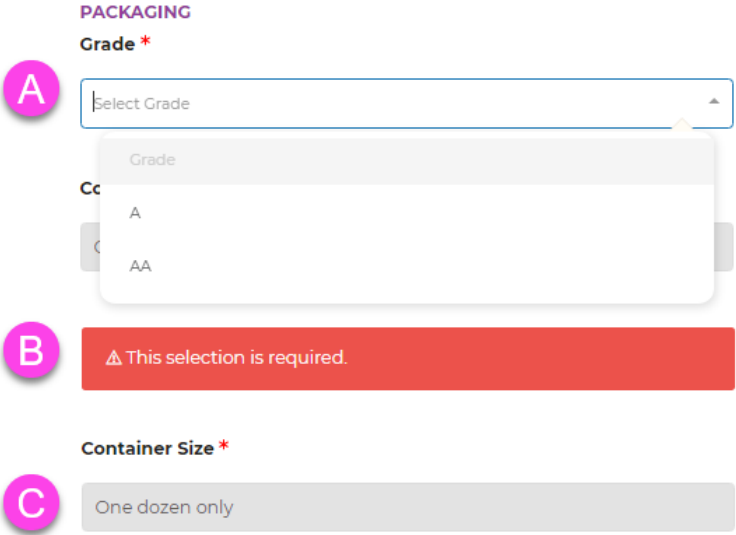
Description (continued)

STEP	SCREEN
6. Suggested Retail Price Per Unit A. The suggested retail price is an optional field. This field will accept numbers and a decimal point only. 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.	**Suggested Retail Price Per Unit** (A) $ Retail Price (B) ⚠ Retail price exceeds 6 characters.
7. Federal Minimum Nutrition Requirements A. The federal minimum nutrition requirements certification statement is required. It is unchecked by default. B. You must certify that your food item meets the federal requirements by clicking on the checkbox. C. If the checkbox is not checked, the following message will display: Product must meet federal nutrition levels.	I certify that this product meets the federal minimum requirements listed in 7 CFR part 246.10(e)(12), table 4. * (A) ⊗ I certify that this product meets the federal minimum requirements listed in 7 CFR part 246.10(e)(12), table 4. * (B) ✓ (C) ⚠ Product must meet federal nutrition levels.
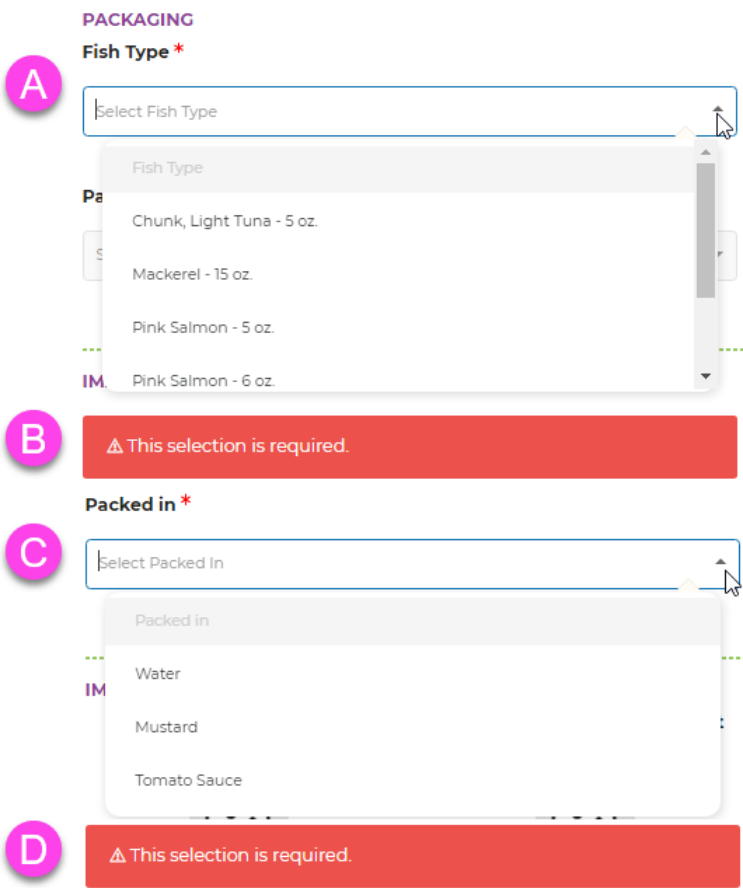
3.2 Packaging

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.
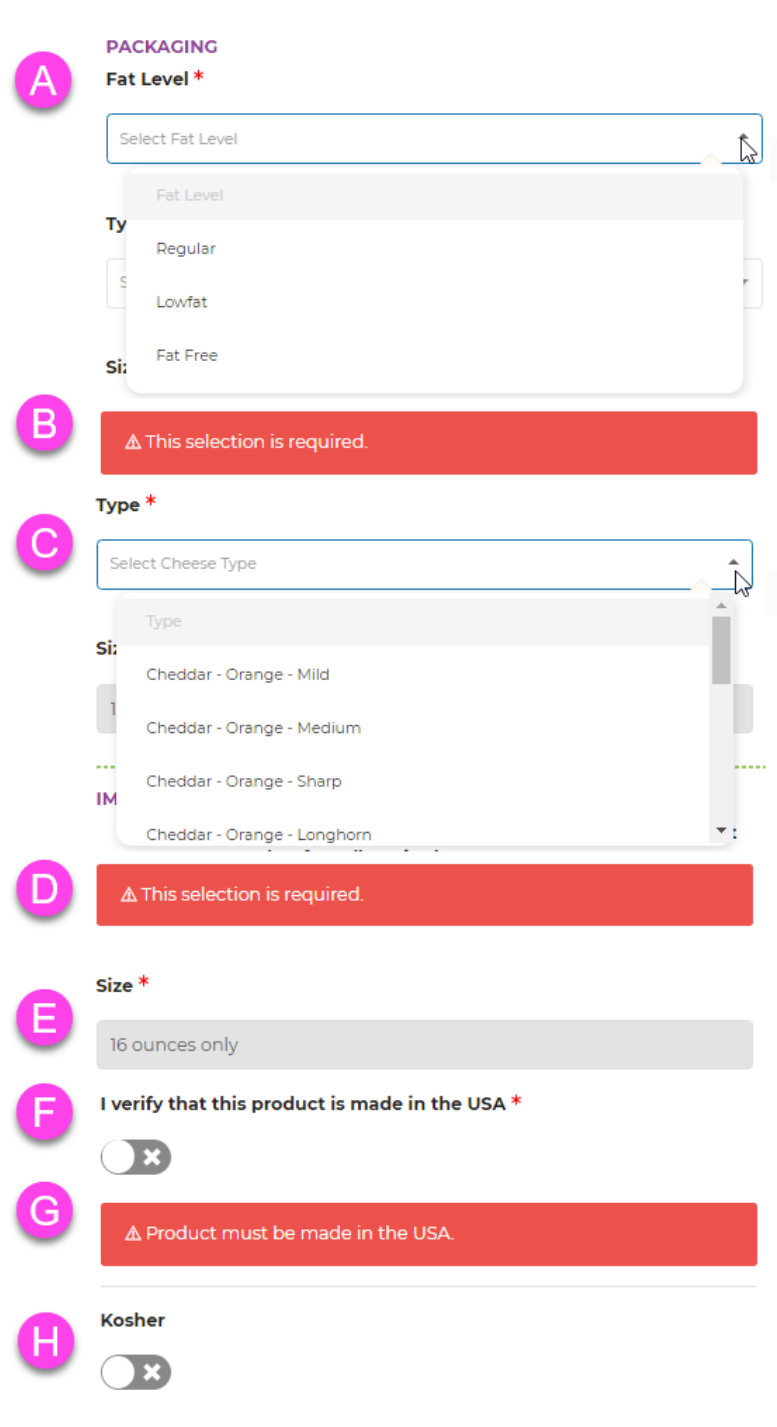
3.2.1 Cage Free Eggs

STEP	SCREEN

A. The egg Grade is a required. Click on the arrow in the drop-down box. Select the egg grade.
 	
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.
 	
C. The Container Size text box is disabled. Only one dozen is allowed.
	PACKAGING
	Grade *
	(A) Select Grade ▲
	    Grade
	    A
	    AA
	
	(B) ⚠ This selection is required.
	
	Container Size *
	(C) One dozen only

3.2.2 Canned Fish

STEP	SCREEN
A. The **Fish Type** is required. Click on the arrow in the drop-down box and select the fish type. 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. 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. 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.	PACKAGING Fish Type * (A) Select Fish Type Fish Type Chunk, Light Tuna - 5 oz. Mackerel - 15 oz. Pink Salmon - 5 oz. Pink Salmon - 6 oz. (B) ⚠ This selection is required. Packed in * (C) Select Packed In Packed in Water Mustard Tomato Sauce (D) ⚠ This selection is required.
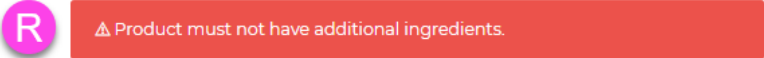
3.2.3 Cheese

STEP	SCREEN
A. **Fat Level** is required. Click on the arrow in the drop-down and select the fat level. 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. C. Cheese **Type** is required. Click on the arrow in the drop-down box and select the cheese type. 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. E. The **Size** text box is disabled. Only 16 ounces are allowed. F. The **USA Manufacturer Verification** is required. The verification checkbox is unchecked by default. 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. H. The **Kosher** checkbox is optional and is unchecked by default.	**PACKAGING** **Fat Level** * Select Fat Level Fat Level Regular Lowfat Fat Free ⚠ This selection is required. **Type** * Select Cheese Type Type Cheddar - Orange - Mild Cheddar - Orange - Medium Cheddar - Orange - Sharp Cheddar - Orange - Longhorn ⚠ This selection is required. **Size** * 16 ounces only **I verify that this product is made in the USA** * ⊗ ⚠ Product must be made in the USA. **Kosher** ⊗

3.2.4 Canned Fruits/Vegetables – Fruit
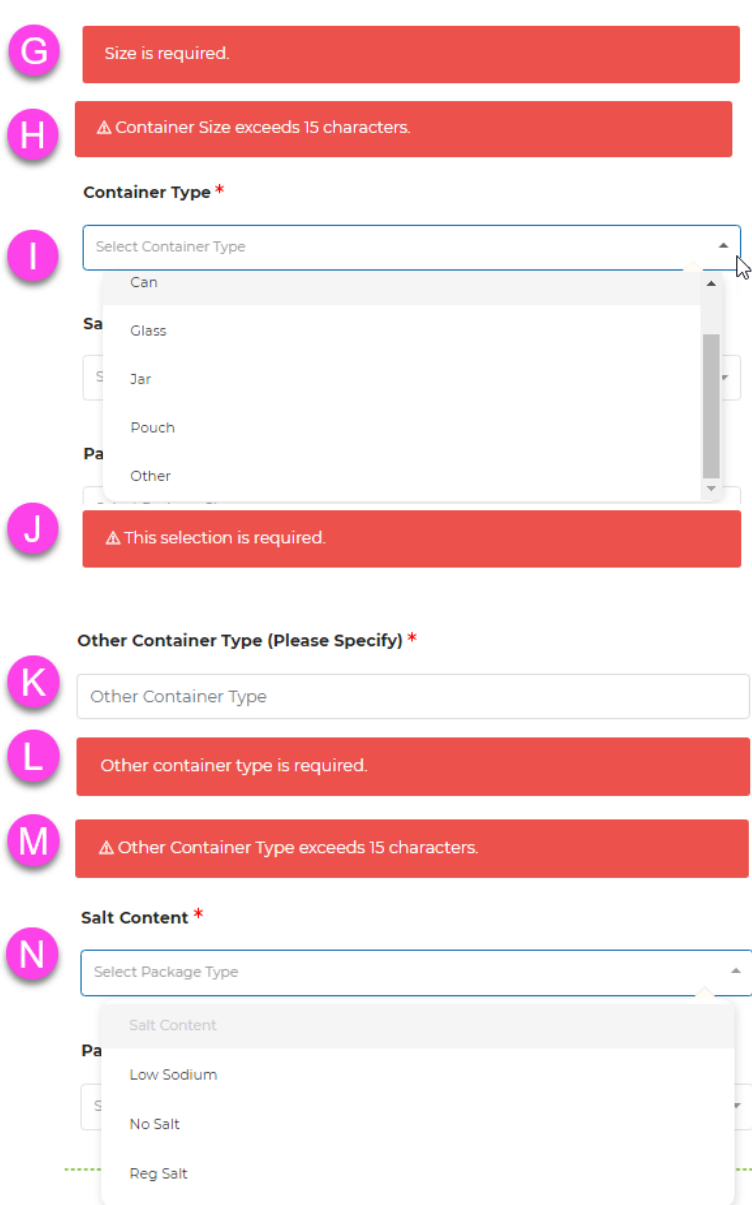
STEP	SCREEN
A. The Canned Fruits and Vegetables page has two buttons, Fruit and Vegetable. The **Fruit** button is selected by default. To continue with a fruit item, there is no need to click the Fruit button. B. The fruit **Type** is required. Click on the arrow in the drop-down box and select the fruit type. 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. 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. E. If you exceed the **Other Type** max characters allowed, the following message will display: Other Type exceeds 15 characters. F. The container **Size** is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15. 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. H. If you exceed the Size max characters allowed, the following message will display: Container size exceeds 15 characters.	**PACKAGING** **Canned Product Type** * (A) FRUIT VEGETABLE **Type** * (B) Select Type Tangelo Si: Tangerine S Watermelon Youngberry IM Other (C) ⚠ This selection is required. **Other Type (Please Specify)** * (D) Other Type (E) ⚠ Other Type exceeds 15 characters. **Size** * (F) Size (G) Size is required. (H) ⚠ Container Size exceeds 15 characters.

Canned Fruits/Vegetables – Fruit (continued)

STEP	SCREEN
I. The **Container Type** is required. Click on the arrow in the drop-down box and select the container.	**Container Type *** Select Container Type Can Glass Jar Pouch Other
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.	⚠ This selection is required.
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.	**Other Container Type (Please Specify) *** Other Container Type
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.	Other container type is required.
M. If you exceed the **Other Container Type** max characters allowed, the following message will display: Other Container Type exceeds 15 characters.	⚠ Other Container Type exceeds 15 characters.
N. The **Pack in Water or Juice** is required. Click on the arrow in the drop-down box and select the applicable "pack in."	**Pack In Water Or Juice *** Select Package Type Pack In Water Juice
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.	⚠ This selection is required.
P. The **Organic** checkbox is optional and is unchecked by default.	**Organic** ✕
Q. The **Fruit Package Certification** is required. The checkbox is unchecked by default.	**I certify that this product has NO added fats, oils, salt, or sugars. *** ✕

Canned Fruits/Vegetables – Fruit (continued)

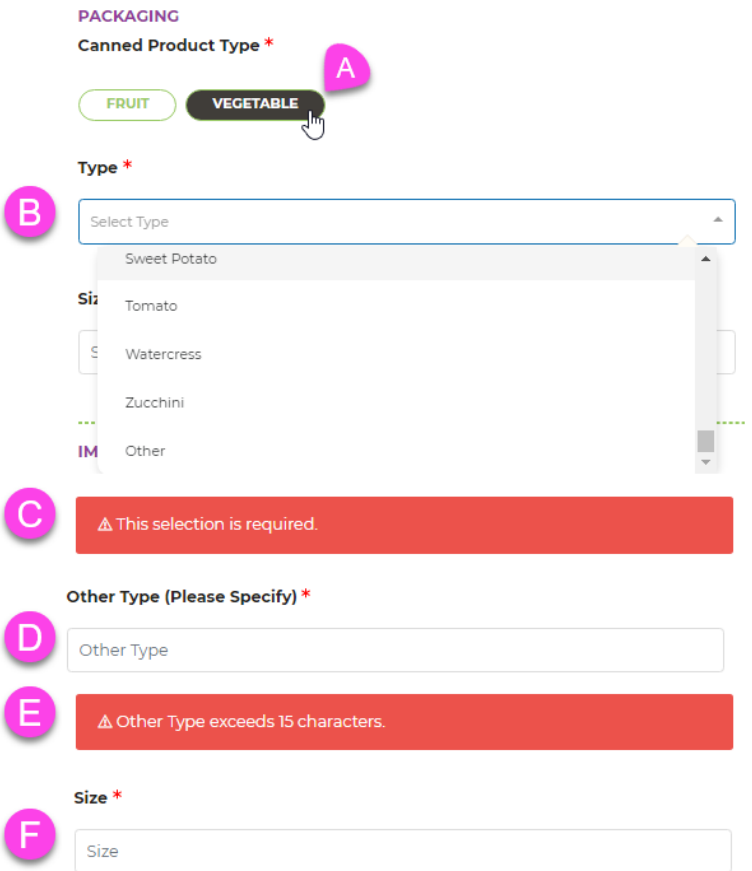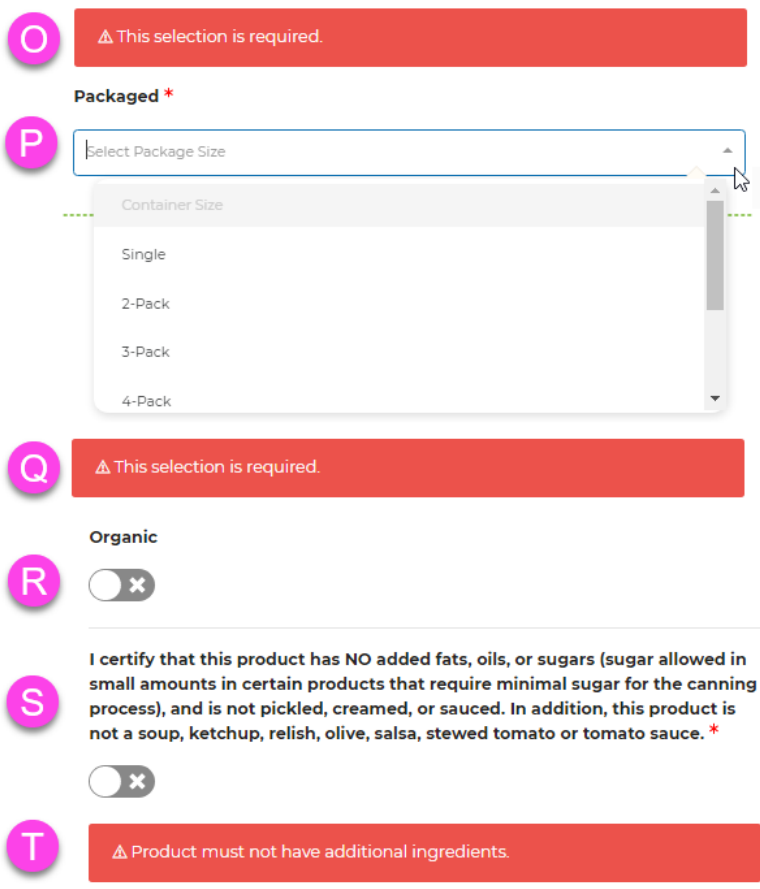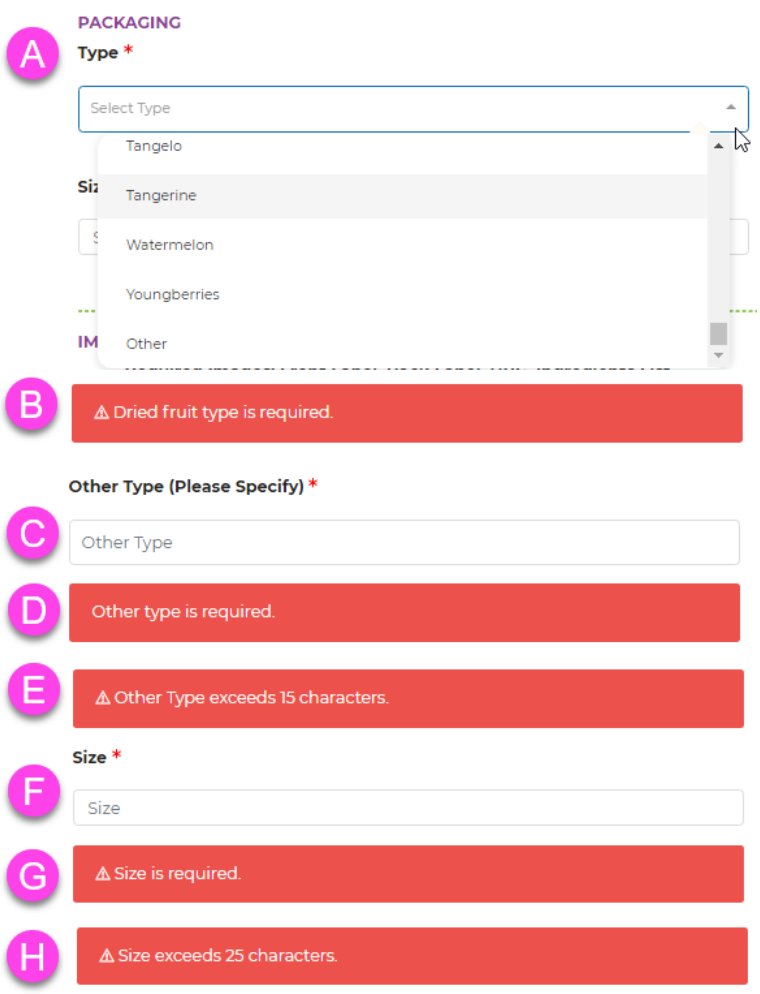| STEP	SCREEN
R. If you do not check the Fruit Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must not have additional ingredients.	(R) ⚠ Product must not have additional ingredients.

3.3.5 Canned Fruits/Vegetables – Vegetable
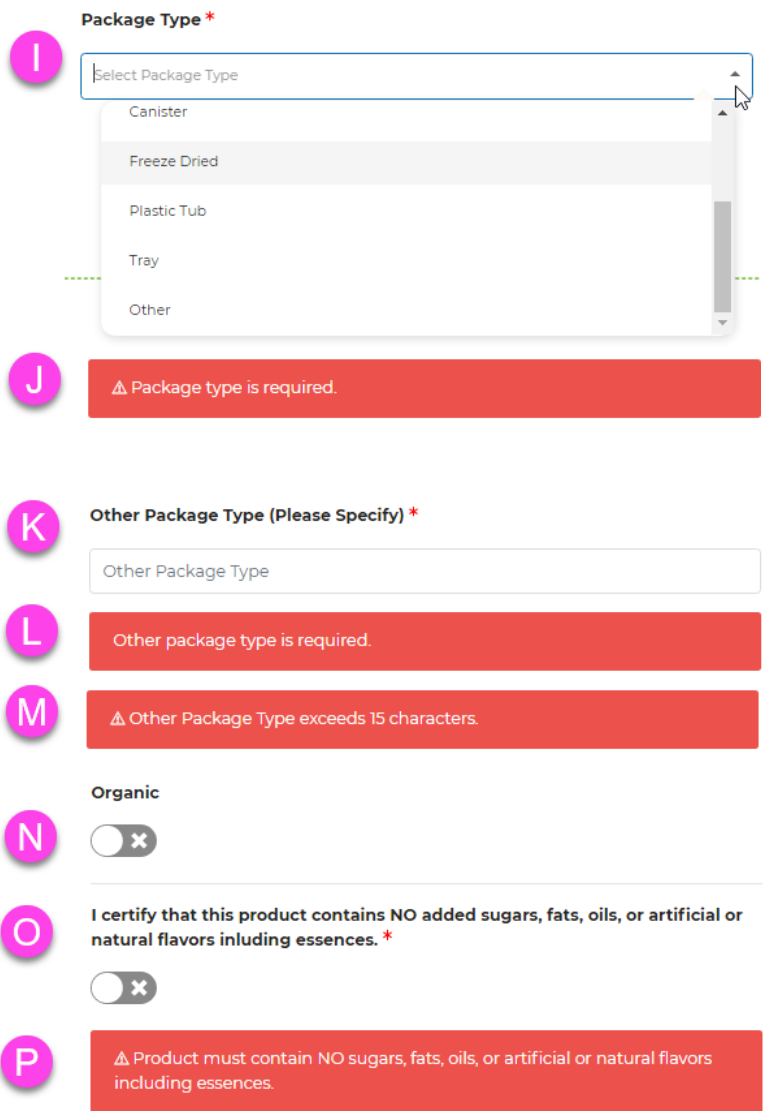
STEP	SCREEN

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.
 	
B. The vegetable **Type** is required. Click on the arrow in the drop-down box and select the vegetable type.
 	
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.
 	
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.
 	
E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters.
 	
F. The container **Size** is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.
	PACKAGING
	Canned Product Type *
	
	(A) [FRUIT] [**VEGETABLE**]
	
	Type *
	(B) Select Type
	   Sweet Potato
	Si Tomato
	   S Watercress
	   Zucchini
	IM Other
	(C) ⚠ This selection is required.
	
	Other Type (Please Specify) *
	(D) Other Type
	(E) ⚠ Other Type exceeds 15 characters.
	
	Size *
	(F) Size

Canned Fruits/Vegetables – Vegetables (continued)

STEP	SCREEN

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.
 	
H. If you exceed the Size max characters allowed, the following message will display: Container size exceeds 15 characters.
 	
I. The **Container Type** is required. Click on the arrow in the drop-down box and select the container.
 	
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.
 	
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.
 	
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.
 	
M. If you exceed the Other Container Type max characters allowed, the following message will display: Other Container Type exceeds 15 characters.
 	
N. The **Salt Content** is required. Click on the arrow in the drop-down box and select the applicable salt content.
	G Size is required.
	
	H ⚠ Container Size exceeds 15 characters.
	
	Container Type *
	
	I Select Container Type ▲
	  Can
	Sa Glass
	  Jar
	  Pouch
	Pa Other
	
	J ⚠ This selection is required.
	
	Other Container Type (Please Specify) *
	
	K Other Container Type
	
	L Other container type is required.
	
	M ⚠ Other Container Type exceeds 15 characters.
	
	Salt Content *
	
	N Select Package Type ▲
	  Salt Content
	Pa Low Sodium
	  No Salt
	  Reg Salt

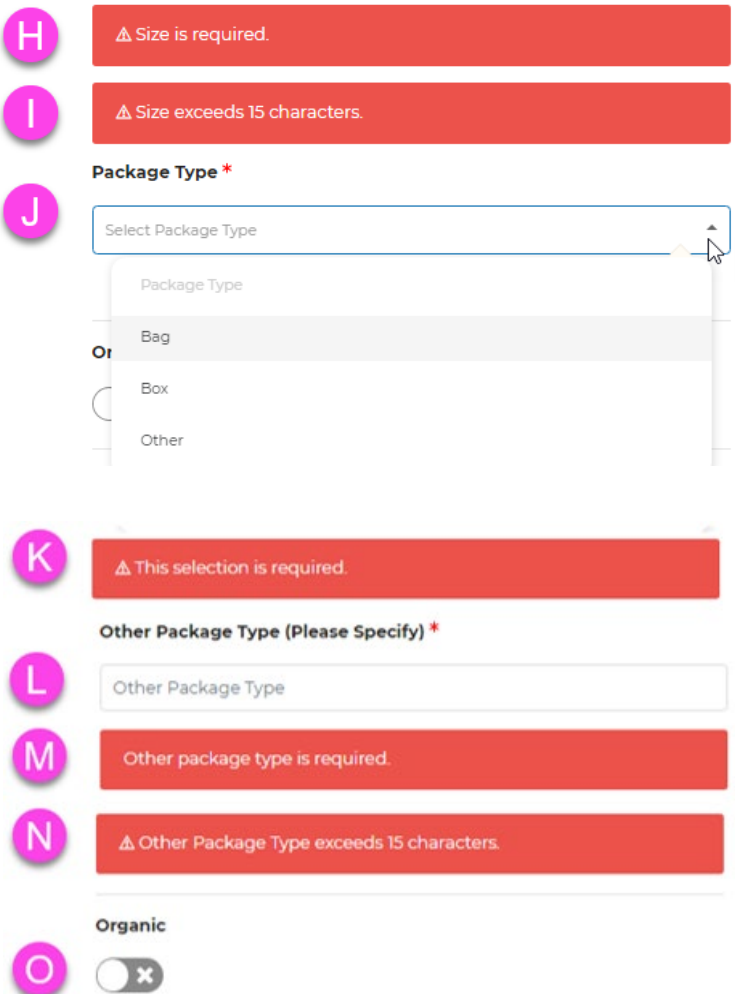| STEP	SCREEN
O. If you do not select a salt content, you will not be able to save/submit your food item. The following message will display: This selection is required. P. The **Packaged** is required. Click on the arrow in the drop-down box and select the package size. Q. If you do not select a package size, you will not be able to save/submit your food item. The following message will display: This selection is required. R. The Organic checkbox is optional and is unchecked by default. S. The Vegetable Package Certification is required. The checkbox is unchecked by default. 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.	(O) ⚠ This selection is required. **Packaged** * Select Package Size Container Size Single 2-Pack 3-Pack 4-Pack (Q) ⚠ This selection is required. **Organic** (toggle ✕) 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. * (toggle ✕) (T) ⚠ Product must not have additional ingredients.

3.2.6 Dried Fruit

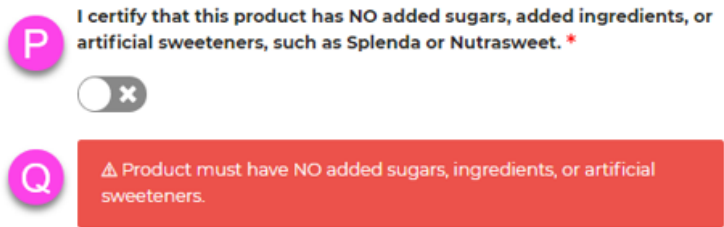| STEP	SCREEN
A. The dried fruit **Type** is required. Click on the arrow in the drop-down box and select the dried fruit type. B. If you do not select a dried fruit type, you will not be able to save/submit your food item. The following message will display: This selection is required. C. If your dried 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. 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. E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters. F. The **Size** is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 25. 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. H. If you exceed the Size max characters allowed, the following message will display: Size exceeds 25 characters.	

Dried Fruit (continued)

STEP	SCREEN
I. The **Package Type** is required. Click on the arrow in the drop-down box and select the package type. 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. 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. 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. M. If you exceed the Other Package Type max characters allowed, the following message will display: Other Package Type exceeds 15 characters. N. The Organic checkbox is optional and is unchecked by default. O. The Dried Fruit Package Certification is required. The checkbox is unchecked by default. 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.	**I** — Package Type * Select Package Type ▲ Canister Freeze Dried Plastic Tub Tray Other **J** — ⚠ Package type is required. **K** — Other Package Type (Please Specify) * Other Package Type **L** — Other package type is required. **M** — ⚠ Other Package Type exceeds 15 characters. **N** — Organic ⊘ ✕ **O** — I certify that this product contains NO added sugars, fats, oils, or artificial or natural flavors inluding essences. * ⊘ ✕ **P** — ⚠ Product must contain NO sugars, fats, oils, or artificial or natural flavors including essences.

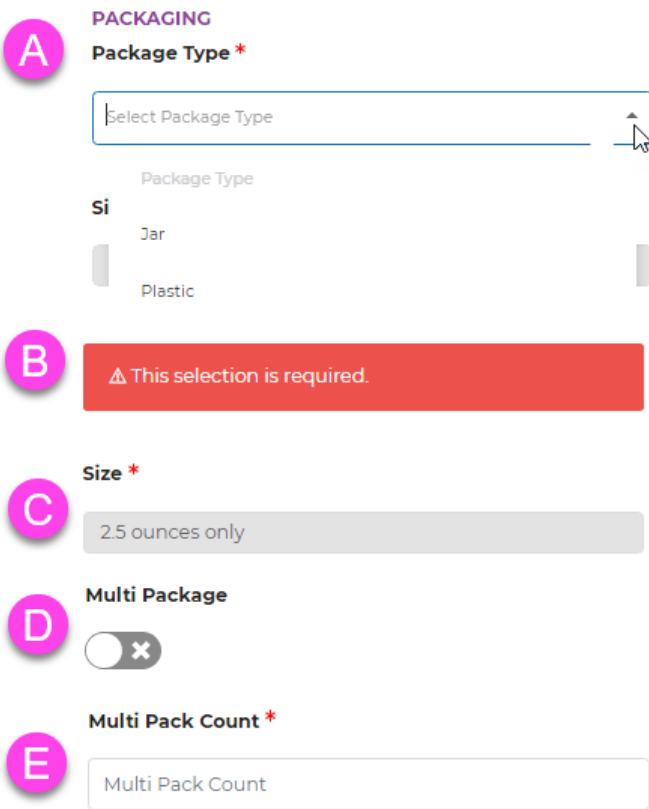### 3.2.7 Frozen Fruits/Vegetables – Fruit and Vegetable

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

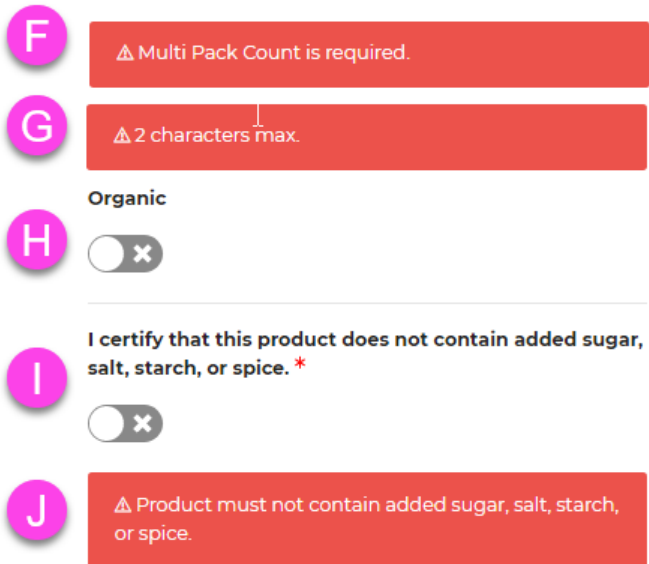| STEP	SCREEN
A. To submit a fruit item, there is no need to click the **Fruit** button. To submit a vegetable, click on the **Vegetable** button. B. The **Type** is required. Click on the arrow in the drop-down box and select the fruit type. C. If you do not select a type, you will not be able to save/submit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

STEP	SCREEN
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.	**H** ⚠ Size is required.
	I ⚠ Size exceeds 15 characters.
I. If you exceed the Size max characters allowed, the following message will display: Size exceeds 15 characters.	**Package Type** * **J** Select Package Type ▲
J. The **Package Type** is required. Click on the arrow in the drop-down box and select the container.	Package Type Bag Box Other
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.	**K** ⚠ This selection is required.
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.	**Other Package Type (Please Specify)** * **L** Other Package Type
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.	**M** Other package type is required.
	N ⚠ Other Package Type exceeds 15 characters.
N. If you exceed the Other Package Type max characters allowed, the following message will display: Other Package Type exceeds 15 characters.	**Organic** **O** 🔘✗
O. The Organic checkbox is optional and is unchecked by default.	

STEP	SCREEN
P. The Fruit/Vegetable Package Certification is required. The checkbox is unchecked by default.	**P** I certify that this product has NO added sugars, added ingredients, or artificial sweeteners, such as Splenda or Nutrasweet. *
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.	**Q** ⚠ Product must have NO added sugars, ingredients, or artificial sweeteners.

3.2.8   Infant Meats

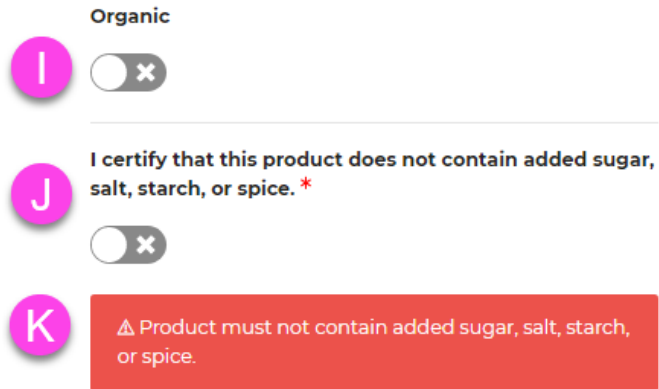| STEP	SCREEN
A. The **Package Type** is required. Click on the arrow in the drop-down box and select the package type.	**A** PACKAGING Package Type * Select Package Type Package Type Si Jar Plastic
B. If you do not select a package type, you will not be able to save/submit your food item. The following message will display: This selection is required.	**B** ⚠ This selection is required.
C. The **Size** is disabled. The size is 2.5 ounces only.	**C** Size * 2.5 ounces only
D. Multi Package is optional and is unchecked by default.	**D** Multi Package
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.	**E** Multi Pack Count * Multi Pack Count

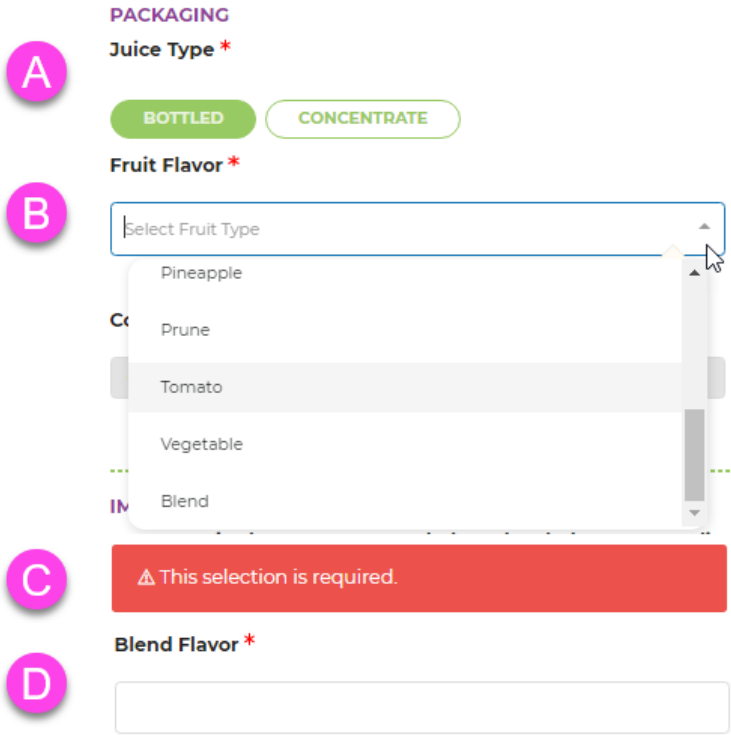| STEP	SCREEN
F. The Multi Pack Count is required. If you do not enter a count, you will not be able to save/submit your food item. The following message will display: Multi Pack Count is required. G. If you exceed the Multi Pack Count max characters allowed, the following message will display: 2 characters max. H. The Organic checkbox is optional and is unchecked by default. I. The Infant Meats Package Certification is required. The checkbox is unchecked by default. 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.	**F** ⚠ Multi Pack Count is required. **G** ⚠ 2 characters max. **Organic** **H** ⬤✕ I certify that this product does not contain added sugar, salt, starch, or spice. * **I** ⬤✕ **J** ⚠ Product must not contain added sugar, salt, starch, or spice.

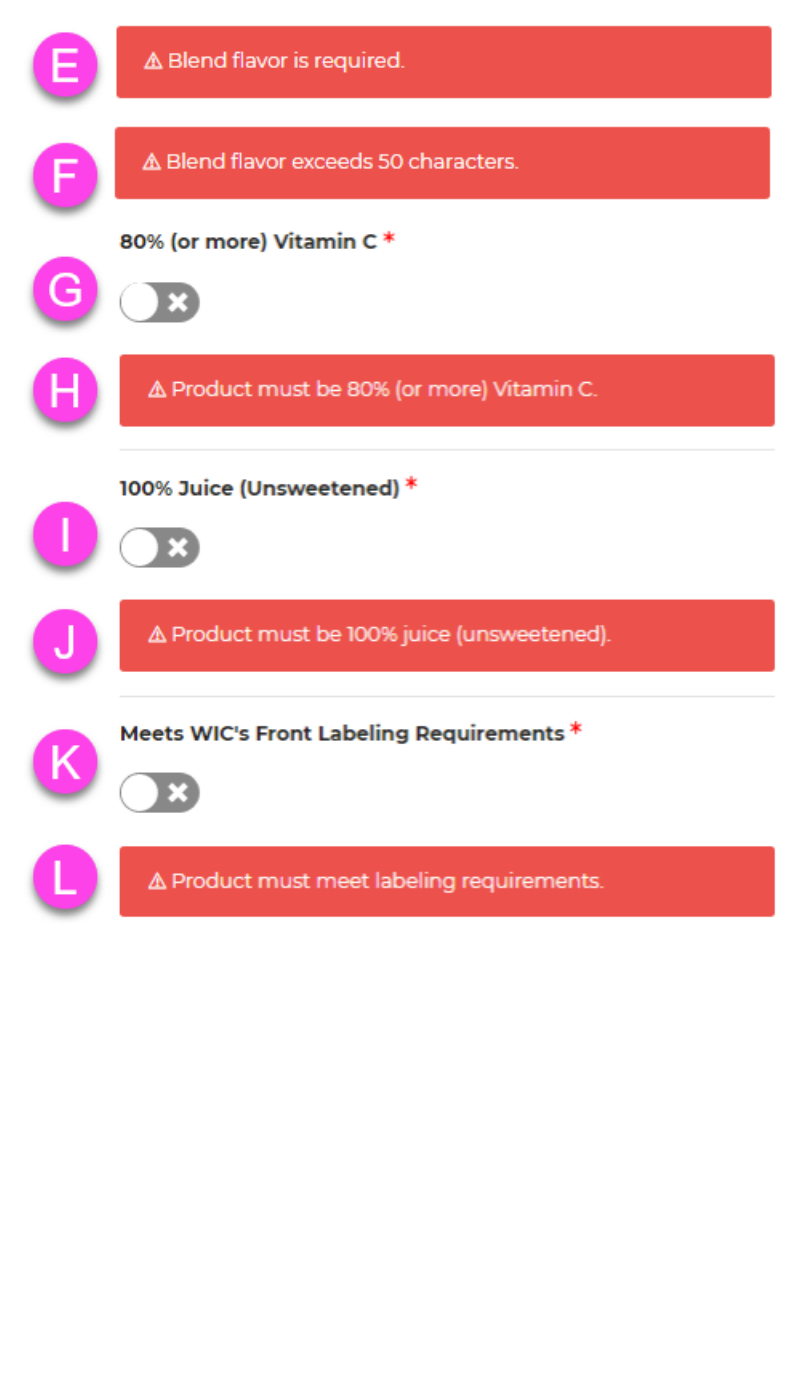### 3.2.9 Infant Fruits and Vegetables – Fruit, Vegetable, Combo

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

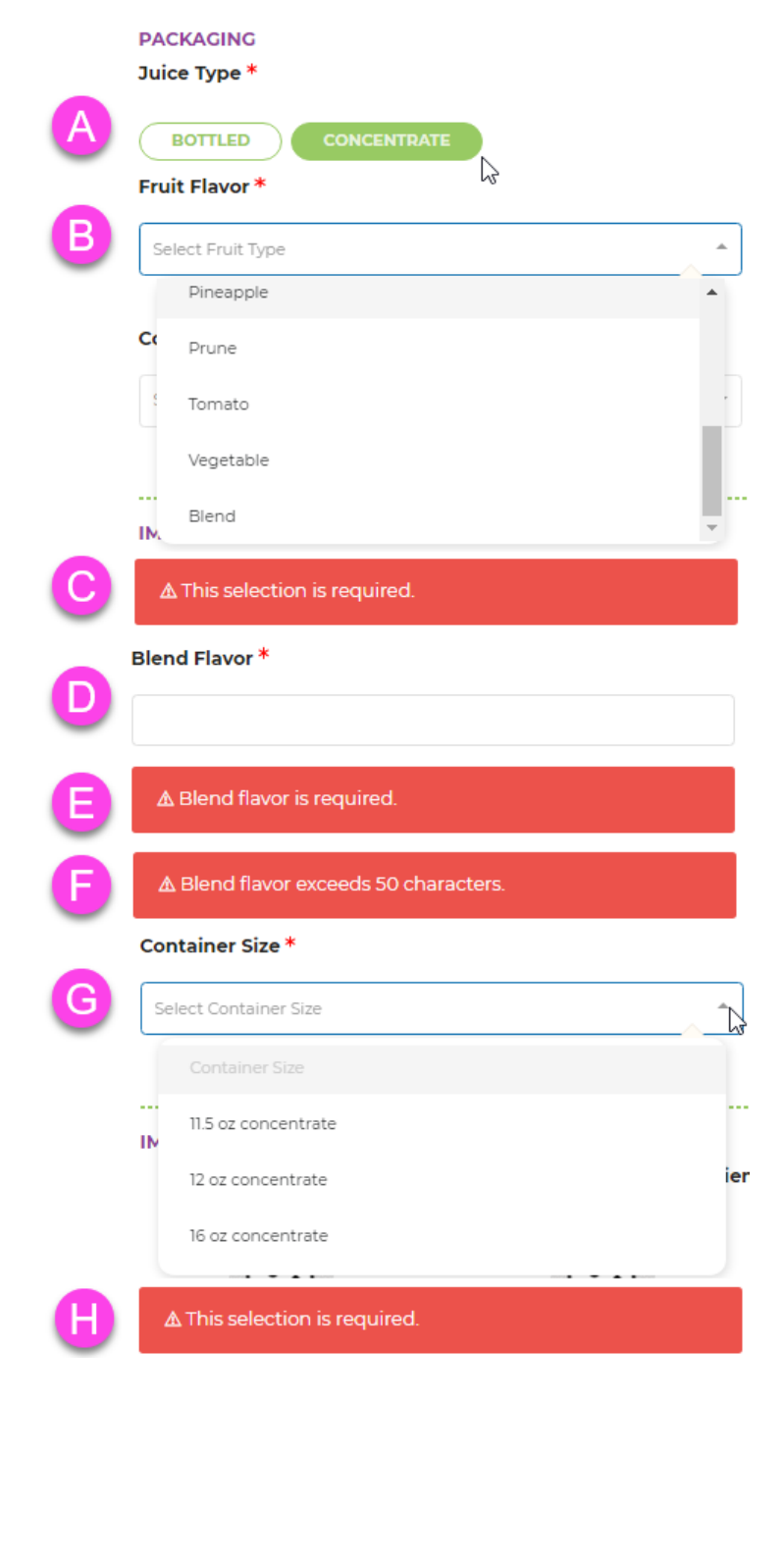| STEP	SCREEN

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.
 	
B. The **Size** is disabled. Only 4 ounces are allowed.
 	
C. The **Package Type** is required. Click on the arrow in the drop-down box and select the package type.
 	
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.
 	
E. Multi Pack Count is optional and is unchecked by default.
 	
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.
 	
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.
 	
H. If you exceed the Multi Pack Count max characters allowed, the following message will display: 2 characters max.
	PACKAGING
	Product Type *
	
	Ⓐ FRUIT VEGETABLE COMBO
	
	Size *
	Ⓑ 4 ounces only
	
	Package Type *
	Ⓒ Select Package Type
	    Package Type
	    Jar
	    Plastic
	
	Ⓓ ⚠ This selection is required.
	
	Multi Package
	Ⓔ ⊖✖
	
	Ⓕ **Multi Pack Count** *
	    Multi Pack Count
	
	Ⓖ ⚠ Multi Pack Count is required.
	
	Ⓗ ⚠ 2 characters max.

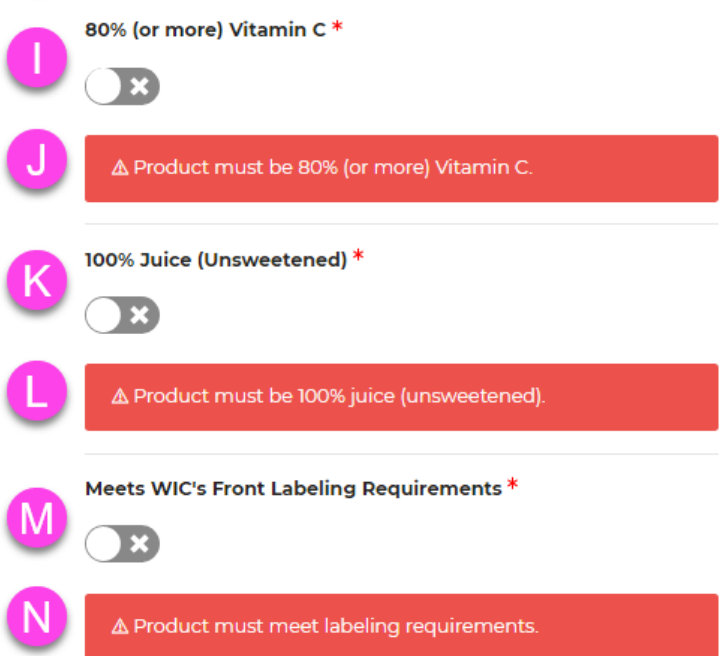| STEP	SCREEN
I. The Organic checkbox is optional and is unchecked by default. J. The Infant Fruits and Vegetables Package Certification is required. The checkbox is unchecked by default. K. If you do not check the Infant Meats Package Certification checkbox, you will not be able to save/submit your food item. The following message will display: Product must not contain added sugar, salt, starch, or spice.	Organic **I** (toggle off) **J** I certify that this product does not contain added sugar, salt, starch, or spice. * (toggle off) **K** ⚠ Product must not contain added sugar, salt, starch, or spice.

3.2.10   Juice – Bottled

STEP	SCREEN
A. The **Juice** page has two buttons, Bottled and Concentrate. The **Bottled** button is selected by default. B. The **Fruit Flavor** is required. Click on the arrow in the drop-down box and select the fruit type. 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. 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.	**PACKAGING** **Juice Type *** **A** [BOTTLED] [CONCENTRATE] **Fruit Flavor *** **B** Select Fruit Type ▲ Pineapple Prune Tomato Vegetable Blend **C** ⚠ This selection is required. **Blend Flavor *** **D** (text box)

Juice – Bottled (continued)

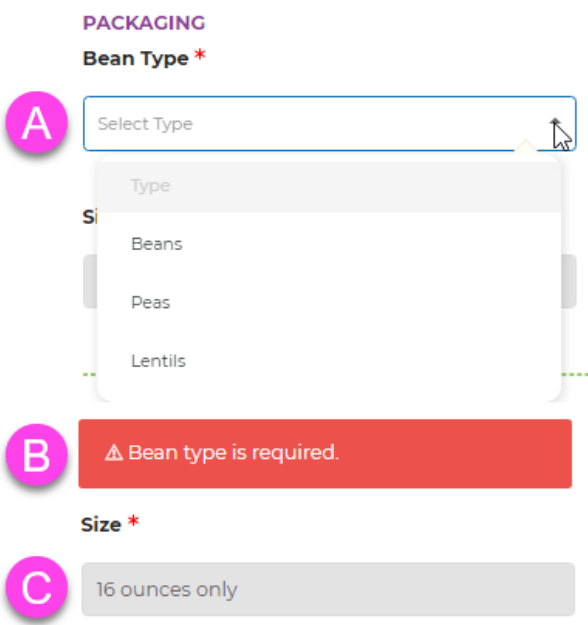| STEP	SCREEN
E. The Blend Flavor is required. If you do not enter a blend flavor, the following message will display: Blend flavor is required. F. If you exceed the Blend Flavor max characters allowed, the following message will display: Other Type exceeds 50 characters. G. The **Vitamin C Certification** is required. The checkbox is unchecked by default. 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. I. The **100% Juice Certification** is required. The checkbox is unchecked by default. 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). K. The **Front Label Certification** is required. The checkbox is unchecked by default. 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.	**E** ⚠ Blend flavor is required. **F** ⚠ Blend flavor exceeds 50 characters. 80% (or more) Vitamin C * **G** ◯✕ **H** ⚠ Product must be 80% (or more) Vitamin C. 100% Juice (Unsweetened) * **I** ◯✕ **J** ⚠ Product must be 100% juice (unsweetened). Meets WIC's Front Labeling Requirements * **K** ◯✕ **L** ⚠ Product must meet labeling requirements.

3.2.11 Juice – Concentrate

STEP	SCREEN
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. B. The **Fruit Flavor** is required. Click on the arrow in the drop-down box and select the fruit type. 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. 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. 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. F. If you exceed the Blend Flavor max characters allowed, the following message will display: Blend flavor exceeds 50 characters. G. The **Container Size** is required. Click on the arrow in the drop-down box and select the container size. 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.	PACKAGING **Juice Type** * A ⬤ BOTTLED CONCENTRATE **Fruit Flavor** * B ⬤ Select Fruit Type ▲ Pineapple Prune Tomato Vegetable Blend C ⬤ ⚠ This selection is required. **Blend Flavor** * D ⬤ E ⬤ ⚠ Blend flavor is required. F ⬤ ⚠ Blend flavor exceeds 50 characters. **Container Size** * G ⬤ Select Container Size ▲ Container Size 11.5 oz concentrate 12 oz concentrate 16 oz concentrate H ⬤ ⚠ This selection is required.

Juice – Concentrate (continued)

STEP	SCREEN
I. The **Vitamin C Certification** is required. The checkbox is unchecked by default. 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. K. The **100% Juice Certification** is required. The checkbox is unchecked by default. 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). M. The **Front Label Certification** is required. The checkbox is unchecked by default. 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.	**I** 80% (or more) Vitamin C * **J** ⚠ Product must be 80% (or more) Vitamin C. **K** 100% Juice (Unsweetened) * **L** ⚠ Product must be 100% juice (unsweetened). **M** Meets WIC's Front Labeling Requirements * **N** ⚠ Product must meet labeling requirements.

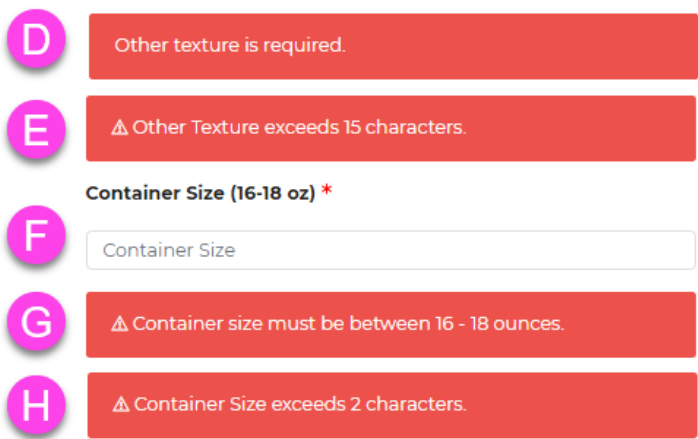### 3.2.12 Legumes – Canned Mature Beans

STEP	SCREEN
A. The **Salt Content** is required. Click on the arrow in the drop-down box and select the salt content. 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. C. The **Container Size** is required. This text box accepts numbers only. The max number of characters allowed is 2. 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. E. If you exceed the container size max characters allowed, the following message will display: Container size exceeds 2 characters.	**PACKAGING** **Salt Content** * (A) Select Salt Type Salt Content No Salt Added Regular Low Sodium (B) ⚠ This selection is required. **Container Size (15-16 oz)** * (C) Container Size (D) ⚠ Container size must be between 15 - 16 ounces. (E) ⚠ Container Size exceeds 2 characters.

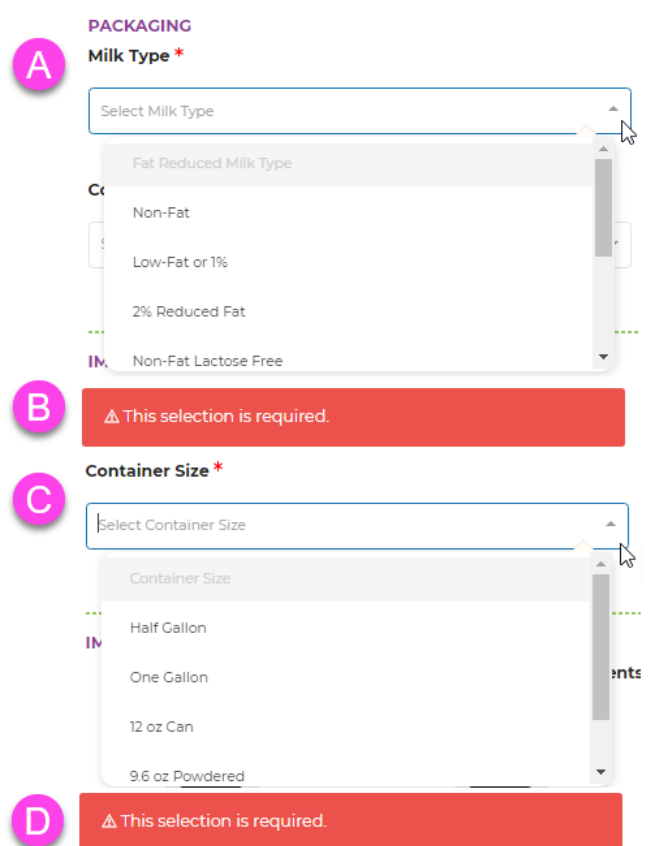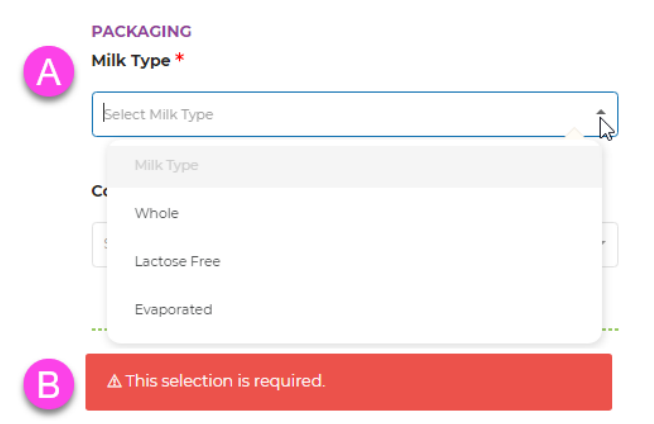### 3.2.13   Legumes - Dry Beans/Peas/Lentils

STEP	SCREEN
A. The **Bean Type** is required. Click on the arrow in the drop-down box and select the bean type. 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. C. The **Size** text box is disabled. Only 16 ounces are allowed.	**PACKAGING** **Bean Type** * A Select Type Type Si Beans Peas Lentils B ⚠ Bean type is required. **Size** * C 16 ounces only

3.2.14   Legumes – Peanut Butter

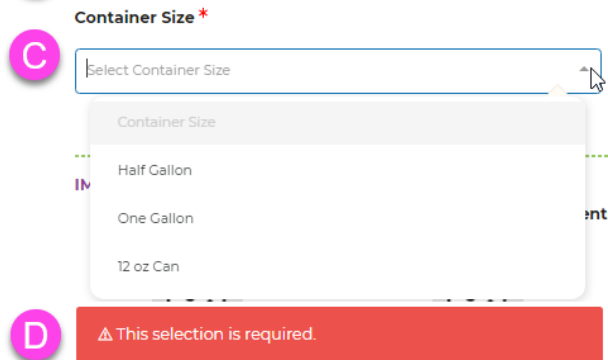| STEP	SCREEN
A. The peanut butter **Texture** is required. Click on the arrow in the drop-down box and select the texture. B. If you do not select a texture, you will not be able to save/submit your food item. The following message will display: Texture is required. C. If your texture is not on the 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.	**PACKAGING** **Texture** * A Select Texture Texture Chunky IM Smooth ent Natural Other B ⚠ Texture is required. **Other Texture (Please Specify)** * C Other Texture

STEP	SCREEN
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. E. If you exceed the Other Texture max characters allowed, the following message will display: Other Texture exceeds 15 characters. 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. 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. H. If you exceed the size max characters allowed, the following message will display: Container Size exceeds 2 characters.	**D** Other texture is required. **E** ⚠ Other Texture exceeds 15 characters. **Container Size (16-18 oz)** * **F** Container Size **G** ⚠ Container size must be between 16 - 18 ounces. **H** ⚠ Container Size exceeds 2 characters.

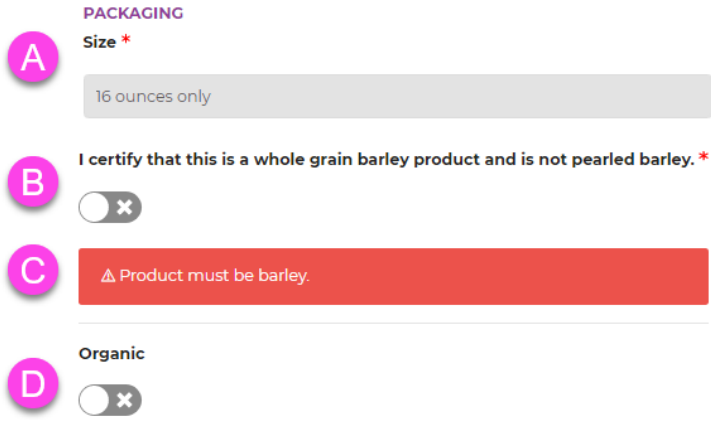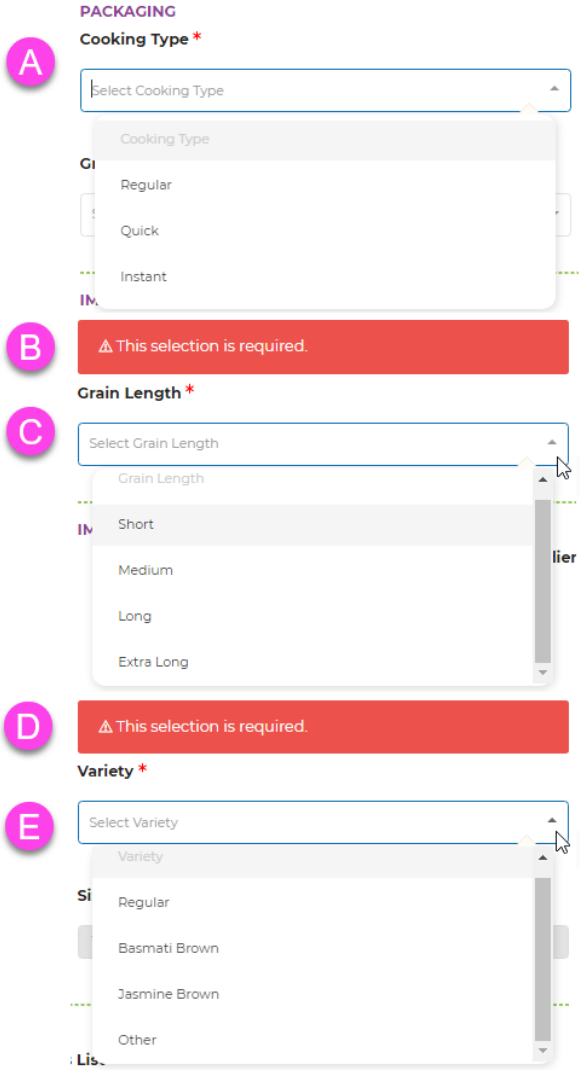### 3.2.15   Milk – Fat Reduced

STEP	SCREEN
A. The **Milk Type** is required. Click on the arrow in the drop-down box and select the type. 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. C. The **Container Size** is required. Click on the arrow in the drop-down box and select the container size. 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.	**PACKAGING** **Milk Type** * Select Milk Type Fat Reduced Milk Type Non-Fat Low-Fat or 1% 2% Reduced Fat Non-Fat Lactose Free ⚠ This selection is required. **Container Size** * Select Container Size Container Size Half Gallon One Gallon 12 oz Can 9.6 oz Powdered ⚠ This selection is required.

3.2.16   Milk – Whole Milk

STEP	SCREEN
A. The **Milk Type** is required. Click on the arrow in the drop-down box and select the type. 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.	**PACKAGING** **Milk Type** * Select Milk Type Milk Type Whole Lactose Free Evaporated ⚠ This selection is required.

STEP	SCREEN
C. The **Container Size** is required. Click on the arrow in the drop-down box and select the container size. 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.	Container Size * **C** Select Container Size Container Size Half Gallon One Gallon 12 oz Can **D** ⚠ This selection is required.
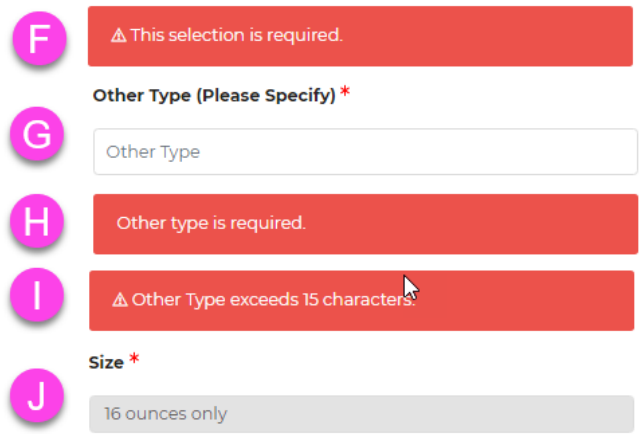
3.2.17 Whole Grains – Barley

STEP	SCREEN
A. The Size text box is disabled. Only 16 ounces are allowed. B. The Barley Verification is required. The checkbox is unchecked by default. 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. D. Organic checkbox is optional and is unchecked by default.	PACKAGING Size * **A** 16 ounces only I certify that this is a whole grain barley product and is not pearled barley. * **B** ⊘✕ **C** ⚠ Product must be barley. Organic **D** ⊘✕

3.2.18   Whole Grains – Brown Rice

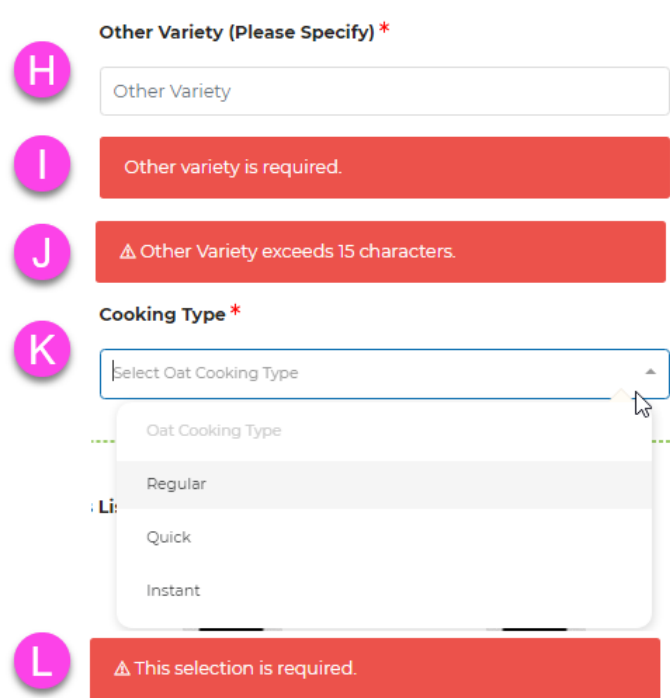| STEP	SCREEN
A. **Cooking Type** is required. Click on the arrow in the drop-down box and select the type. B. If you do not select a cooking type, you will not be able to save/submit your food item. The following message will display: This selection is required. C. The **Grain Length** is required. Click on the arrow in the drop-down box and select the length. 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. E. **Variety** is required. Click on the arrow in the drop-down box and select the variety.	

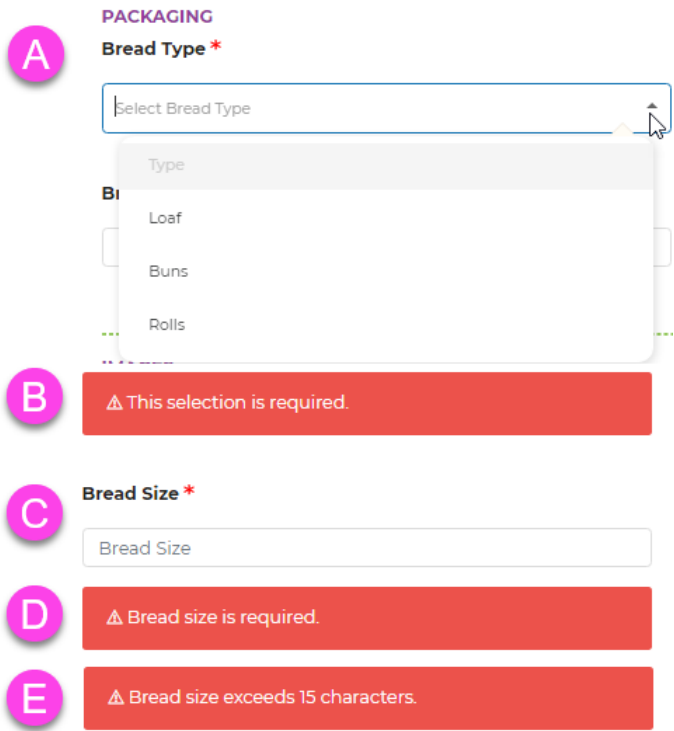| STEP	SCREEN
F. If you do not select a variety, you will not be able to save/submit your food item. The following message will display: This selection is required. G. If your variety is not on the drop-down list, select Other. A new text box labeled **Other Type** will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15. 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. I. If you exceed the Other Type max characters allowed, the following message will display: Other Texture exceeds 15 characters. J. The Size text box is disabled. Only 16 ounces are allowed.	⚠ This selection is required. Other Type (Please Specify) * Other Type Other type is required. ⚠ Other Type exceeds 15 characters. Size * 16 ounces only

3.2.19 Whole Grains – Bulgur

STEP	SCREEN
A. The **Size** text box is disabled. Only 16 ounces are allowed. B. The **Organic** checkbox is optional and is unchecked by default.	PACKAGING Size * 16 ounces only Organic

3.2.20   Whole Grains – Oats/Oatmeal

STEP	SCREEN
A. **Oat Type** is required. Click on the arrow in the drop-down box and select the type. 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. 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. 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. E. If you exceed the Other Type max characters allowed, the following message will display: Other Type exceeds 15 characters. F. The **Size** text box is disabled. Only 16 ounces are allowed. G. **Variety** is required. Click on the arrow in the drop-down box and select the variety.	**PACKAGING** **Oat Type** * Select Oat Type Oat Type Rolled Cut Steel Cut Other ⚠ This selection is required. **Other Type (Please Specify)** * Other Type Other type is required. ⚠ Other Type exceeds 15 characters. **Size** * 16 ounces **Variety** * Select Oat Variety Oat Variety Regular Old Fashioned Crystal Wedding Other

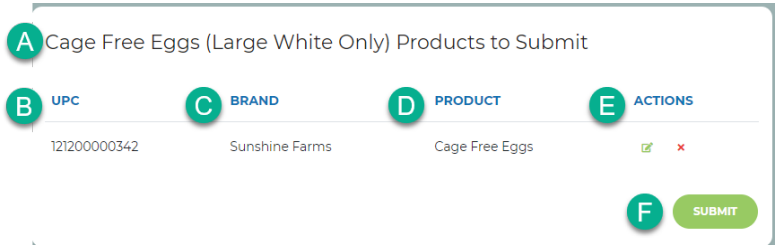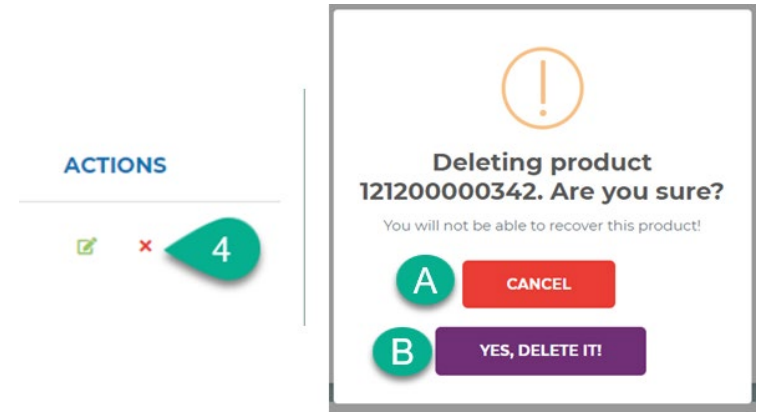| STEP	SCREEN
H. If your variety is not on the drop-down list, select Other. A new text box labeled **Other Variety** will display. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15. I. The **Other Variety** is required. If you do not enter a variety, you will not be able to save/submit your food item. The following message will display: Other variety is required. J. If you exceed the **Other Variety** max characters allowed, the following message will display: Other Variety exceeds 15 characters. K. The **Cooking Type** is required. Click on the arrow in the drop-down box and select the cooking type. 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.	**Other Variety (Please Specify)** * Other Variety Other variety is required. ⚠ Other Variety exceeds 15 characters. **Cooking Type** * Select Oat Cooking Type Oat Cooking Type Regular Quick Instant ⚠ This selection is required.

3.2.21 Whole Grains – Whole Wheat Bread

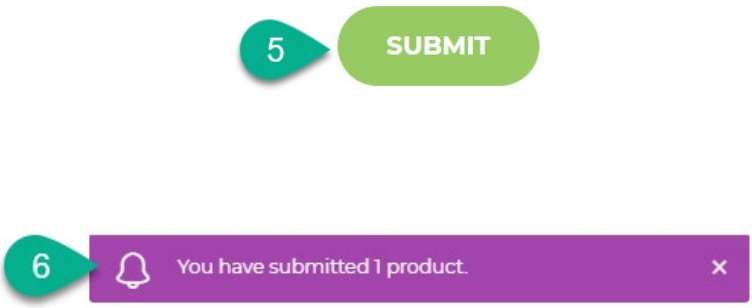| STEP	SCREEN
A. **Bread Type** is required. Click on the arrow in the drop-down box and select the type.	**PACKAGING** **Bread Type** * Select Bread Type / Type / Loaf / Buns / Rolls
B. If you do not select a bread type, you will not be able to save/submit your food item. The following message will display: This selection is required.	⚠ This selection is required.
C. The **Bread Size** is required. This text box accepts letters, numbers, and special characters. The max number of characters allowed is 15.	**Bread Size** * Bread Size
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.	⚠ Bread size is required.
E. If you exceed the size max characters allowed, the following message will display: Bread size exceeds 15 characters.	⚠ Bread size exceeds 15 characters.

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.
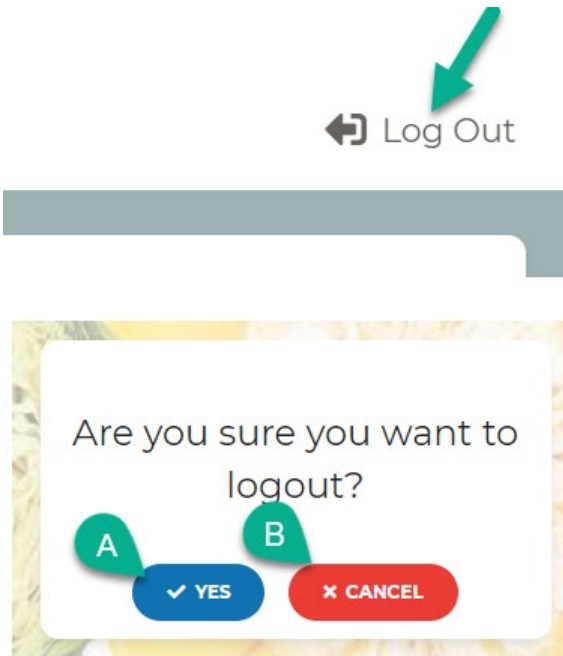
STEP	SCREEN

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).
 	
   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.
 	
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.
 	
IMPORTANT: Saved products will not be reviewed by WIC until you click on the SUBMIT button (see page 39 for instructions).	

3.4 Edit, Delete and Submit Products

STEP	SCREEN

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:
 	
   A. **Product Name**
 	
   B. **UPC**
 	
   C. **Brand**
 	
   D. **Product**
 	
   E. **Actions**
 	
   F. **Submit**
	A Cage Free Eggs (Large White Only) Products to Submit
	
	B UPC C BRAND D PRODUCT E ACTIONS
	
	121200000342 Sunshine Farms Cage Free Eggs
	
	F SUBMIT

Edit a saved product: 2. Click on the green edit checkbox located under the Actions column. 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.	3 UPDATE PRODUCT ACTIONS 2

Delete a saved product:
 	
4. Click on the red X located under the Actions column. A popup will display:
 	
   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.
	ACTIONS
	
	4
	
	Deleting product 121200000342. Are you sure?
	You will not be able to recover this product!
	
	A CANCEL
	
	B YES, DELETE IT!

Edit, Delete, and Submit Products (continued)

STEP	SCREEN
Submit a saved product: 5. If you are ready to submit your product(s), click on the **Submit** button. 6. The following confirmation message will display briefly towards the bottom of your screen: You have submitted *[number]* product(s). **REMINDER:** If you do **not** click on the SUBMIT button, WIC will not be able to review your product for approval.	

3.5 Log Out

STEP	SCREEN
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. 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. B. Click the **Cancel** button if you do not wish to log out. You will remain logged in to the system. **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.	