



## **WIC VWIX Website Serial Number Entry Instructions**

**Step 1:** From your computers web browser screen, type in [vwix.ca.gov](http://vwix.ca.gov) to access the WIC VWIX website.

**Step 2:** You will com to the website logon screen. Enter your user ID and password. Click on **GO**.

Your user ID will be revoked after tree (3) unsuccessful attempts at logging in, so be sure to type your user ID and password correctly. If you forget your password or need it reset, call WIC Technical Support at 1 (800) 224-7472.

**Step 3:** At the Main Menu, click on Serial Number Entry tab. You will come to the screen where you will type in the ten-digit serial numbers from the food instruments redeemed at your store.

When you come to this screen, click on the drop down arrow in the box in the upper left corner of the screen to show the list of Peer Group number(s) and Vendor ID/Store Name in your vendor contract. Select the correct store where the food instruments were redeemed.

For a Single Store in Your WIC Vendor Contract

- Type the ten-digit serial number found on the bottom of each food instrument into the box.
- The cursor will automatically move to the next box to the right.
- After you have typed in all the food instrument serial numbers, click on Submit.
- A confirmation screen appears that tells you “Your file was sent successfully.” You can view your Status of Submission in the Report tab within a few minutes after this confirmation screen appears.

**TIP:** Once you type the serial numbers into the boxes on the screen, the browser remembers those numbers. The next time your cursor is in one of the boxes, you will see number hovering below the box. Ignore this, and simply type the serial number from the food instrument that you want to submit.

#### For Multiple Stores in Your WIC Vendor Contract

- It is important to submit your food instrument serial numbers for the store where they were redeemed.
- In the upper left corner of the screen, click on the drop down box to show the list of Peer Groups and Vendor ID/Store Names in your vendor contract. Select the correct store where the food instruments were redeemed.
- Type the ten-digit serial number found on the bottom of each food instrument into the box.
- The cursor will automatically move to the next box to the right.
- After you have typed in all the food instrument serial numbers for that store, click on Submit.
- A confirmation screen appears that tells you “Your file was sent successfully. You can view your status of submission in the Report Tab within a few minutes after submission.
- To enter food instrument serial numbers for another store, click on the drop down box to show the list of Peer Groups and Vendor ID/Store Names in your vendor contract, repeat the steps outlined above. Complete these steps for each store that you have redeemed food instruments.

**Step 4:** Check the status of your submission. There are three ways to view the status of your submission in the Report Tab.

- Single Serial Number Detail
- Serial Numbers by Date/Vendor /Detail
- Submit File by Date

You can see each submission by the date and time the submission was received, and you can see the details by vendor ID number of the total serial numbers submitted, the total accepted, and the total number of rejected serial numbers.

We recommend you check the status of your submission before depositing the food instrument into your bank.