

**CALIFORNIA WIC PROGRAM
NEW VENDORS
Instructions To Apply For Authorization**

V. Application Package Submission:

All vendor applicants: please e-mail the application and supporting materials as attachments to: WICVENDORINFO@cdph.ca.gov and include the **store address** as the subject line of the e-mail. (For example: 123 Main Street)

To submit the package electronically, complete the following steps:

1. Complete the application in the Portable Document Format (PDF) using Adobe Reader.
2. Save this PDF application electronically with the street address as the name of the document. (For example: 123 Main Street)
3. Print the signature certification page (Page 7).
4. Sign the signature certification page
5. Scan the signature certification page
6. Attach the saved PDF application form (saved on your computer, not scanned) and the signed, scanned version of the signature page 7 to an e-mail.
7. **New Vendors**, complete, sign, scan and attach the signed Vendor Agreement to the same e-mail.
8. **Currently Authorized Vendors**, complete, sign and scan the Addendum and Exhibit A to the same e-mail.
9. Scan and attach all other attachments to the same e-mail.
10. Submit the entire application package electronically to WICVendorInfo@cdph.ca.gov.
11. Make a copy of the entire application package for your records.

To submit a hard-copy application package, please mail the materials to the following address:

California WIC Program
3901 Lennane Drive
Sacramento, CA 95834
ATTN: Vendor Applications

Note: The WIC Program does not provide technical assistance or advice on how to establish or run a business.

WIC Vendor information is also available at www.wicworks.ca.gov

For more information, call **1-855-WIC-STOR (1-855-942-7867)**