Vendor Annual Training in VWIX
User Guide
Version 1.0
April 11, 2017
Getting Started

Type in the website address for VWIX – https://vwix.ca.gov/VWIX/SignIn.aspx

Welcome and Home Page

You will come to the Welcome to VWIX page of the VWIX website (Figure 1).

- Enter your User ID and Password
- Click the GO button

At the VWIX Home Page, if a Vendor Annual Training has been assigned to your store(s), you will see a red alert message (Figure 2) that indicates you have a Training that has not been started.

- To access the training, click on the Annual Training tab.

**ALERT:** You have not completed your Annual Training.
**Annual Training**

At the Select Training screen (Figure 3) click on the drop down box.

Select the training by clicking on the Training ID in the drop down box. The beginning and end dates of the training are displayed in the drop down box. **You must complete your training within the dates outlined. If you start your training on the day it is set to end, make sure that you complete the training before or by 11:59 PM.**

![Figure 3 – Select Training](image)

The vendor IDs that are assigned to the training will display here. Check one or all of the boxes next to the vendor IDs (Number 2, Figure 4). Once you have verified that you checked the appropriate vendor IDs, click on Begin Survey button to start the survey (Number 3, Figure 4).
Begin Annual Training

The Annual Training page will display the most current training document. You can read the training material on-line by scrolling through the pages using the scroll bar to the right of the training document or, if you prefer, you can print the document by clicking on the printer icon on the upper left corner of the training document.

Figure 5 – Training Document

To complete the annual training requirement, review and read the training materials below, then follow the instructions in the Statement of Acknowledgement at the bottom of this page.

In accordance with article 4, section 71800 of the WIC Bulletin Regulations (W.B.R.) and pursuant to Title 22, California Code of Regulations, Section 49733 and Title 7 Code of Federal Regulations part 246.12(h)(3)(ii), at least one representative of a vendor must complete vendor training on an annual basis. Each vendor must certify the completion and understanding of the annual training materials within thirty (30) days of the receipt of their training. If the vendor fails to complete the annual training, the Department will provide a written notice to the vendor, who will then have thirty (30) days to complete and certify participation in annual training. Failure to complete and certify participation in annual training within thirty (30) days of the Department’s written notice will result in the Department’s termination of the vendor’s agreement (W.B.R. § 71800(b-c)).
Statement of Acknowledgment - Online

Once you have read the entire training material, you must complete the Statement of Acknowledgement and either submit electronically or by mail.

To submit electronically, simply enter your first and last name and your job title and then click on the I AGREE button.

You will be redirected to a new page which will display all of the information related to the training that you completed. You can print this page for your records by clicking on the PRINT button or you can exit the screen.
Statement of Acknowledgement – By Mail

If you prefer to mail the Statement of Acknowledgement, you will need to enter your first and last name and your job title (see figure 6) and then click on the mail link (figure 8).

A new window will open as well as your printer dialogue box (Figure 9). Click on the Print button on your printer dialogue box to print the Statement of Acknowledgement. NOTE: Depending on your security settings, pop-ups may be blocked on this website. You will not be able to print unless you allow the pop-ups. Select “always allow pop-ups from this site” so that you can print the Statement of Acknowledgement.

Complete the form and mail to:

California Department of Public Health
California WIC Program
Attention: Vendor Training Unit
3901 Lennane Drive
Sacramento, CA  95834