



aplss

CALIFORNIA WIC
PROGRAM

**Authorized Product List
Submission System**

REGISTRATION GUIDE



INSIDE THIS GUIDE

How to register and create a new user account

How to log in to APLSS

How to reset your password

How to unlock your account

Latest update:

May 15, 2023



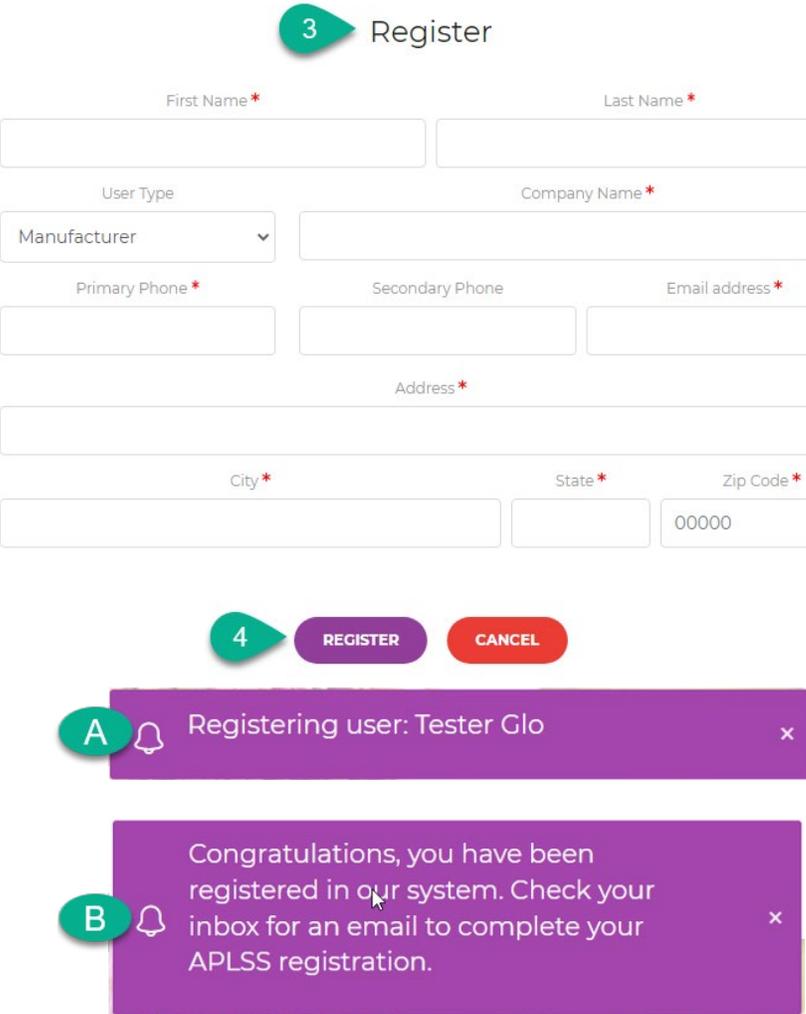
Table of Contents

1. Creating a new user Account in APLSS	2
2. Resetting your password	6
3. Unlocking your account	9

[the remainder of this space is intentionally left blank.]

1. Creating a new user Account in APLSS

To access APLSS, you will first need to register and create a user account.

STEP 1	SCREEN
<p>Begin Logging in to the California WIC APLSS website:</p> <ol style="list-style-type: none">1. Enter the following web address into your browser: <u>https://aplss.wic.ca.gov/auth/login</u>2. Click on the REGISTER button.	
<ol style="list-style-type: none">3. Complete the registration form<ul style="list-style-type: none">• First Name• Last Name• User Type• Company Name (see notes)• Primary Phone• Email address (see notes)• Address• City• State• Zip code4. Click the Register button A “Registering user...” notice will display briefly (a), followed by a “Congratulations...” notice (b). You will be redirected to the APLSS log in screen. DO NOT click on the Log in button. Continue to Step 2. <p>Notes: If you are a not a manufacturer or vendor, select Public as User Type. Once selected, the Company Name field will be disabled. Your email address will become your username. All APLSS related emails will be sent to that address.</p>	

STEP 2 | **SCREEN**

Check your inbox for an email from Okta with the subject line: Welcome to Authorized Product List Submission System (APLSS)!

NOTE: If you do not see an email from Okta, check your Spam or Junk folder.

1. Click on **“Activate Okta Account”** located towards the bottom of the email.

NOTE: The link will expire in 1 hour. If the link has expired, please contact the Help Desk, and ask that they resend the activation email so that you may complete the registration process.

The Help Desk can be reached by phone at 800-224-7472, Option 6 or by email at wicitsdhelpdesk@cdph.ca.gov

Welcome to Authorized Product List Submission System (APLSS)!

Okta <noreply@okta.com>
To [redacted]
If there are problems with how this message is displayed, click here to view it in a web browser.



CDPH - WIC - Authorized Product List Submission System (APLSS) - Welcome to Okta!

Hi Gloria,

The California WIC program is using Okta to manage your APLSS application access and permissions.

An Okta user account has been created for you.
Click the following link to activate your Okta account:



This link expires in 1 hour.

Your username is [redacted]
The APLSS sign-in page is <https://aplss.wic.ca.gov>

2. On the Set up security methods page, click on **Set Up** to create a password.



Set up security methods

[redacted]

Security methods help protect your Okta account by ensuring only you have access.

Set up required

Password
Choose a password for your account
Used for access



[Back to sign in](#)

STEP 2 **SCREEN**

- 3. Create a password that meets the following password requirements:
 - At least 15 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - A symbol
 - Does not include your first name
 - Does not include your last name
- 4. Re-enter your new password
- 5. Click on the **Next** button

aplss

Set up password

gloria.gonzalez@cdph.ca.gov

Password requirements:

- At least 15 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 8 passwords

Enter password

3

Re-enter password

4

5 Next

[Return to authentication list](#)

- 6. Click **“Set up later”** on the Set up security methods page.
- You can set up these optional security methods later.
- You will be returned to the APLSS login page.

aplss

Set up security methods

gloria.gonzalez@cdph.ca.gov

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

- Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
[Set up](#)
- Phone**
Verify with a code sent to your phone
Used for access
[Set up](#)

6 [Set up later](#)

STEP 2	SCREEN
--------	--------

7. Click on the **LOG IN** button



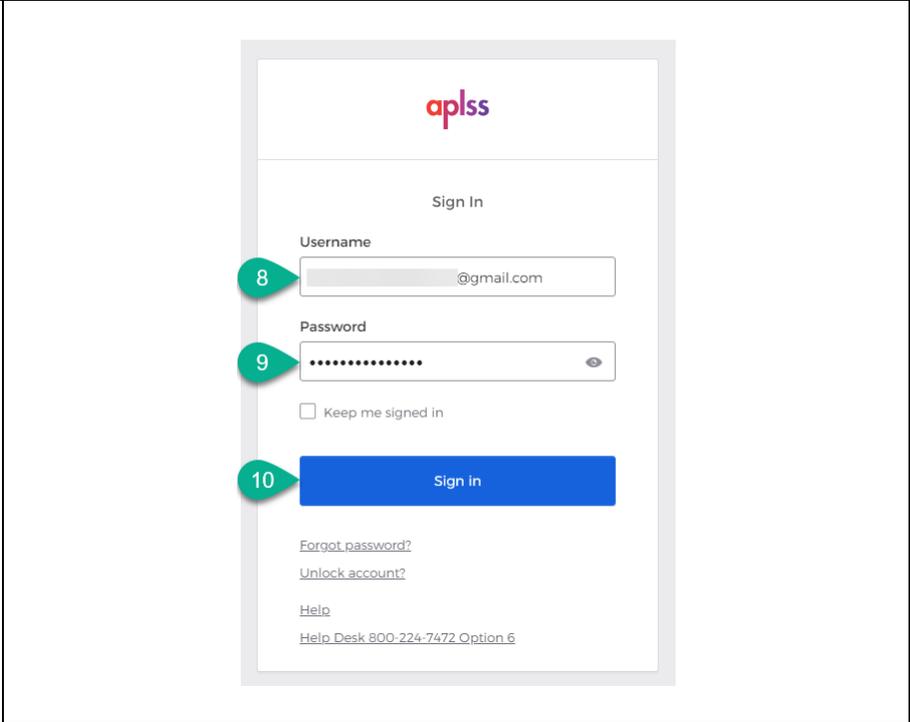
8. Enter your **Username**.

Your username is the email address that you used when you registered.

9. Enter your **Password**.

10. Click on the **Sign In** button.

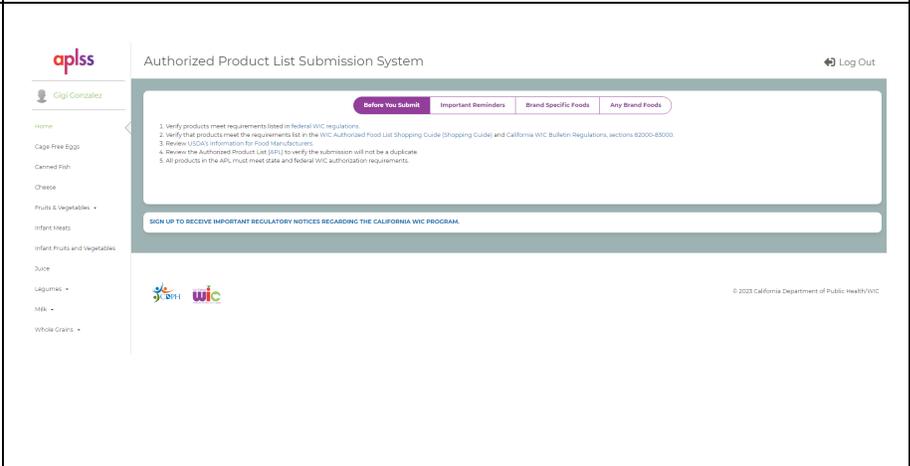
NOTE: If you require additional assistance to register/create a user account, please contact the Help Desk by phone at 800-224-7472, Option 6 or by e-mail at wicitsdhelpdesk@cdph.ca.gov.



WELCOME! You are now logged into the APLSS system.

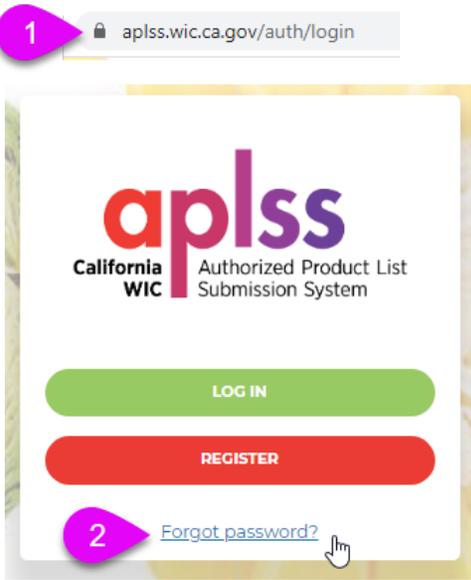
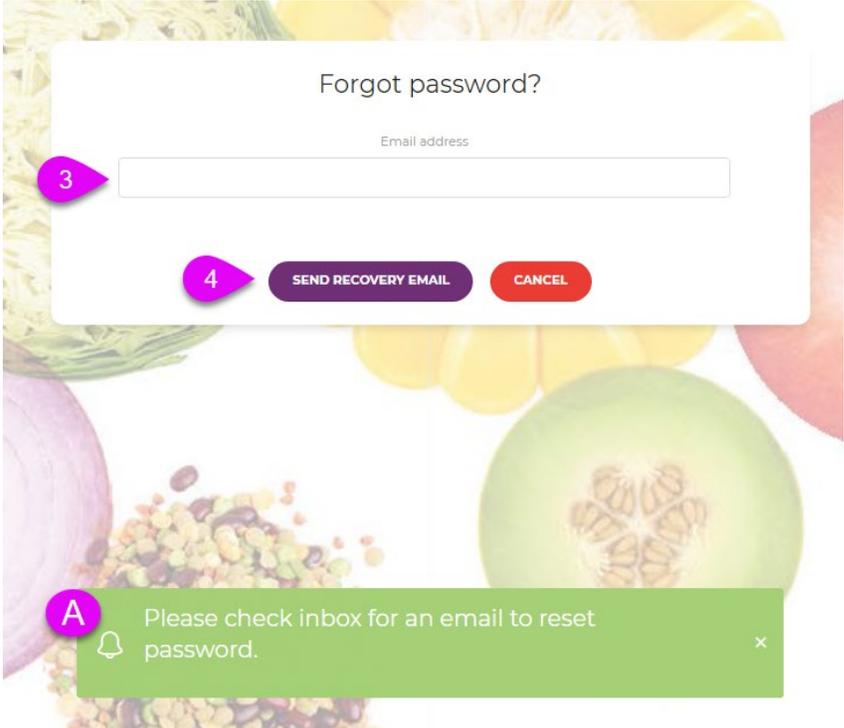
Refer to the **How to Submit UPCs** guide for instructions on navigating the APLSS site and submitting UPCs for approval.

You can access the guide by clicking here: [How to Submit UPCs](#)



2. Resetting your password

If you forget your password or would like to change your password, perform the following steps.

STEP 1	SCREEN
<p>Begin by accessing the California WIC APLSS website:</p> <ol style="list-style-type: none">1. Enter the following web address into your browser: <p>https://aplss.wic.ca.gov/auth/login</p> <ol style="list-style-type: none">2. Click on the Forgot password? link.	
<ol style="list-style-type: none">3. Enter your Email address.4. Click on the SEND RECOVERY EMAIL button. <p>A “Please check inbox...” notice will display briefly (a) before you are redirected to the APLSS log in screen. DO NOT click on the Log in button. Continue to Step 2.</p>	

STEP 2

SCREEN

Check your inbox for an email from Okta with the subject line: **Account password reset.**

NOTE: If you do not see an email from Okta, check your Spam or Junk folder.

1. Click on **“Reset Password”** located towards the bottom of the email.

NOTE: The link will expire in 1 hour. If the link has expired, return to the APLSS log in page and click on the **Forgot Password?** link and repeat the steps up above. For further assistance, contact the Help Desk at 800-224-7472, Option 6 or e-mail at wicitsdhelpdesk@cdph.ca.gov.

Account password reset

Okta <noreply@okta.com>
To [redacted] PH

If there are problems with how this message is displayed, click here to view it in a web browser.



CDPH - WIC - Authorized Product List Submission System (APLSS) - Okta Password Reset Request

Hi Gloria,

A password reset request was made for your Okta account. If you did not make this request, please contact the California WIC APLSS Help Desk at (800) 224-7472 option 6.

Click this link to reset the password for your username, gloria.gonzalez@cdph.ca.gov:



This link expires in 1 hour.

2. Create a new password that meets the following password requirements:

- At least 15 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- And your password cannot be any of your last 8 passwords

3. Re-enter your new password

4. Click on the **Reset Password** button. You will be redirected to APLSS Okta dashboard.



Reset your Okta password

@ gloria.gonzalez@cdph.ca.gov

Password requirements:

- At least 15 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 8 passwords

New password

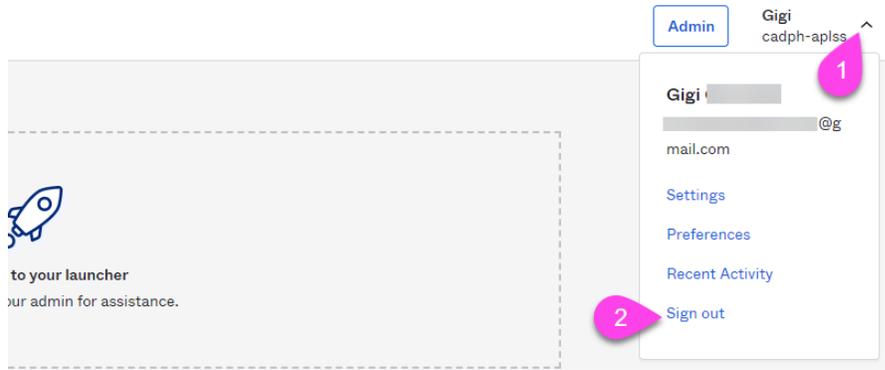
Re-enter password

Sign me out of all other devices.



STEP 3	SCREEN
--------	--------

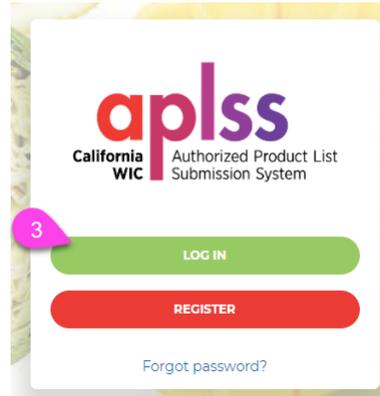
1. Click on the down arrow next to your name, located on the upper right-hand corner of your screen.
2. Click on **Sign out**



3. Return to the APLSS login page and log in with your newly created password.

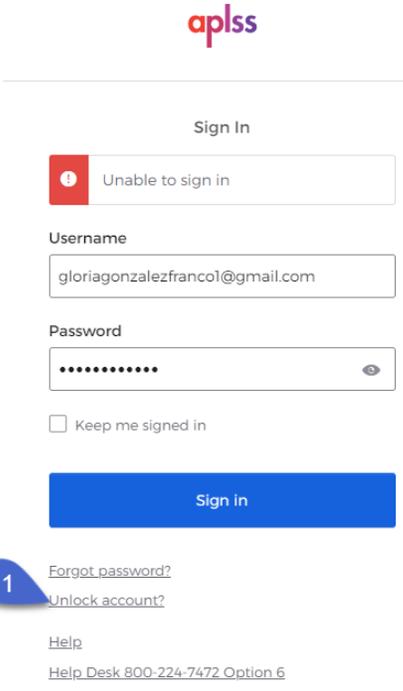
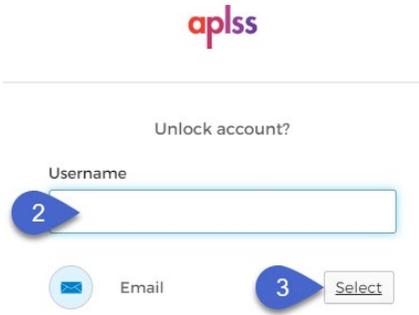
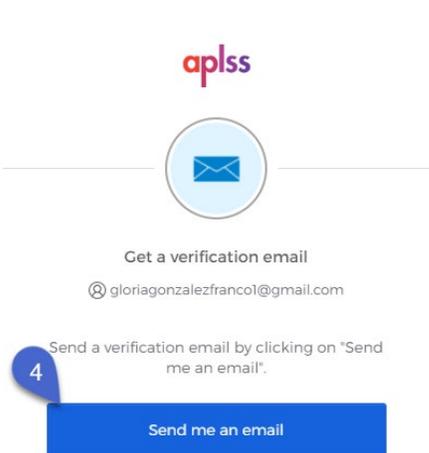
<https://aplss.wic.ca.gov/auth/login>

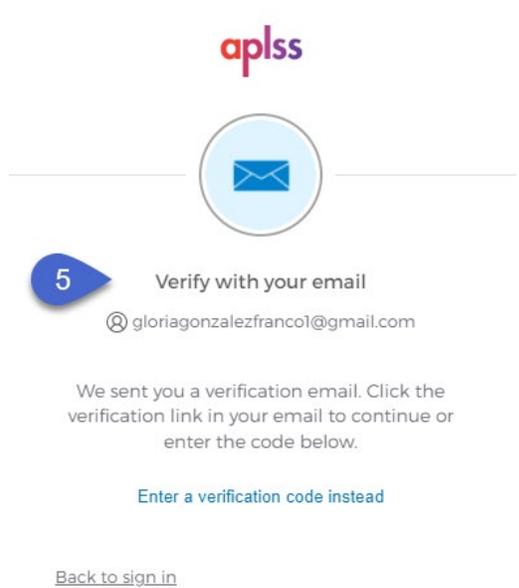
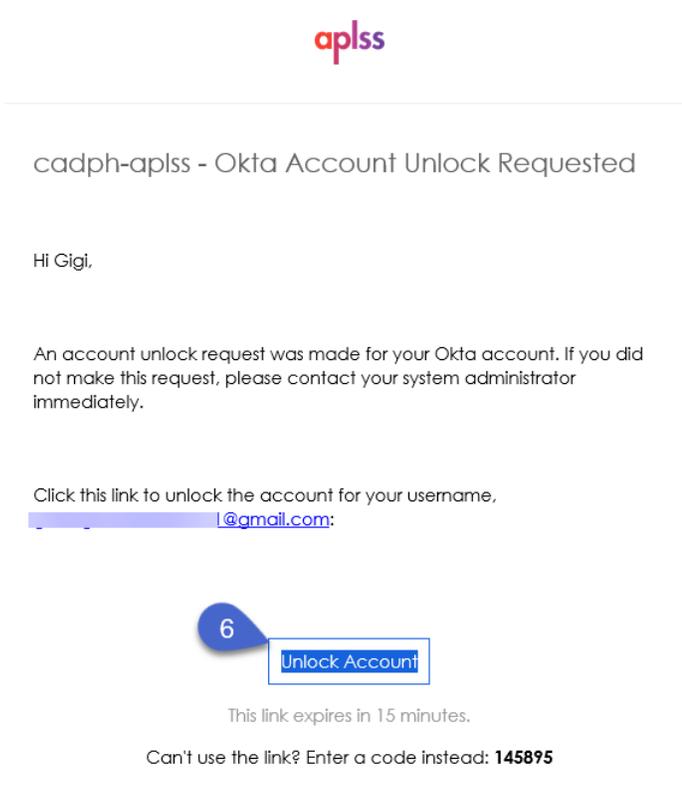
If you require additional assistance, please contact the Help Desk at 800-224-7472, and select Option 6 or email at wicitsdhelpdesk@cdph.ca.gov

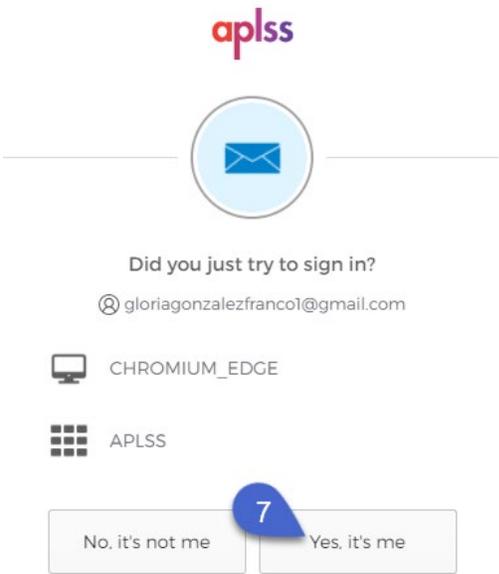
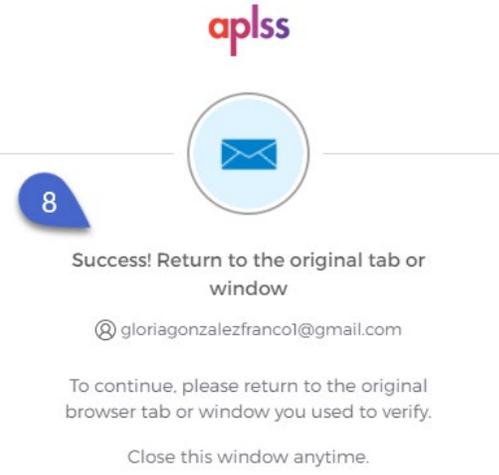


3. Unlocking your account

If you enter the incorrect password too many times, your account will lock and you will not be able to log in until you unlock the account.

STEP 1	SCREEN
<p>If your account is locked, the error message “Unable to sign in” will appear after your unsuccessful login attempt(s).</p> <p>1. Click the link Unlock account?</p>	 <p>The screenshot shows the 'Sign In' page for 'aplss'. At the top, there is a red error message box that says 'Unable to sign in'. Below this, there are input fields for 'Username' (containing 'gloriagonzalezfranco1@gmail.com') and 'Password' (masked with dots). There is a 'Keep me signed in' checkbox and a blue 'Sign in' button. At the bottom, there are links for 'Forgot password?', 'Unlock account?' (highlighted with a blue callout bubble containing the number '1'), 'Help', and 'Help Desk 800-224-7472, Option 6'.</p>
<p>2. Enter your email address in the Username field.</p> <p>3. Click Select.</p>	 <p>The screenshot shows the 'Unlock account?' page. It has a 'Username' input field (highlighted with a blue callout bubble containing the number '2') and an 'Email' button with an envelope icon. To the right of the 'Email' button is a 'Select' button (highlighted with a blue callout bubble containing the number '3').</p>
<p>4. Click the Send me an email button</p> <p>Check your inbox for an email from Okta with the subject line: Unlock Account.</p>	 <p>The screenshot shows the 'Get a verification email' page. It features a large blue envelope icon in a circle. Below it, the text says 'Get a verification email' and shows the email address '@ gloriagonzalezfranco1@gmail.com'. At the bottom, there is a blue button labeled 'Send me an email' (highlighted with a blue callout bubble containing the number '4').</p>

STEP 1	SCREEN
<p>5. A Verify with your email page will display. Do not click on the link. Check your inbox for an email from Okta with the subject line: Unlock Account.</p> <p>NOTE: If you do not see an email from Okta, check your Spam or Junk folder.</p>	
<p>6. Click on the Unlock Account link located towards the bottom of the email.</p> <p>NOTE: The link will expire in 15 minutes. If the link has expired, return to the Verify with your email page, click on the Back to sign in link and repeat the steps up above. For further assistance, contact the Help Desk at 800-224-7472, Option 6 or e-mail at wicitsdhelpdesk@cdph.ca.gov</p>	

STEP 1	SCREEN
<p>7. On the Did you just try to sign in? popup, click on the Yes, it's me button.</p>	
<p>8. A Success! message from Okta will display on your screen. To continue, return to the APLSS browser tab or window and close this window.</p>	
<p>9. When you return to the APLSS tab, you will see the message Account successfully unlocked!</p> <p>10. Click on the Back to sign in link and log in to APLSS.</p>	