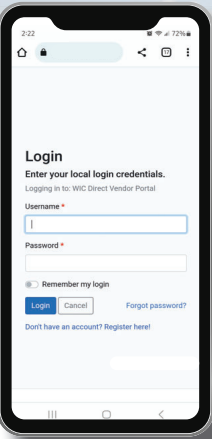




# VENDOR PORTAL



## SIGN INTO THE PORTAL

1. Using the internet browser on your smartphone, go to [https:// vendors.cdpehs.com](https://vendors.cdpehs.com).
2. Type your **Username** and **Password**.  
**NOTE:** If you would like to save your login credentials, click **Remember My Login**.
3. Tap **Login**. You are signed in and the Vendor Profile displays.

## FORGOT YOUR PASSWORD?

1. Click **Forgot Password**. Type in your **Username** and click **Reset**. An email will be sent to the address on file for that username.
2. Follow the instructions in the email to reset your password.

## DON'T HAVE AN ACCOUNT?

Click **Don't have an account? Register here!** and follow the instructions on your screen.

## GROWER SUPPORT

### WIC CVB, WIC FMNP & SFMNP VENDOR PORTAL

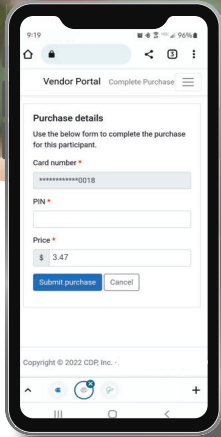
1(800) 841-1410  
FMNPTeam@doh.wa.gov

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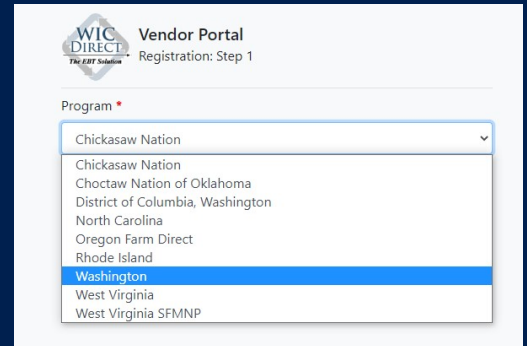




# Registering for First Time

Select Program: Washington

Vendor Number & Zip code



Common missing information includes: with a 

- ▶ A signed processing agreement
- ▶ The Federal Tax ID
- ▶ Banking information/voided check

## COMPLETE A PURCHASE

1. Tap the three bars in the upper right screen, and then tap your name.
2. Tap **New Purchase**.
3. Select the appropriate camera, and then tap **Start Scanning**.
4. Scan the participant's QR code.
5. Have the participant type their **PIN**
6. Type the total **Price**.
7. Click **Submit purchase**.

## VOID A PURCHASE

1. Tap the three bars in the upper right screen, and then tap your name.
2. Tap **Transaction History**.
3. Using the drop-down list, select the **Vendor** from which the purchase you want to void was made.
4. Locate the purchase on the list, and then tap **Void**.
5. A message displays to confirm you want to void the transaction. Tap **Yes, void**.

The purchase is voided and the transaction **Type** is updated.

