



# DC PRODUCE INCENTIVE PROGRAMS 2023





## Appendix A

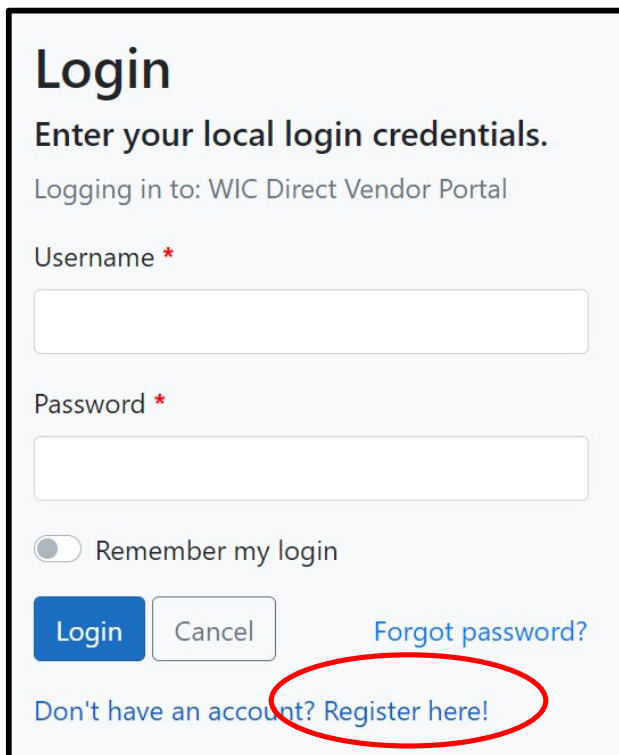
This appendix is for farmers who have already been approved by the State Agency to accept DC Produce Incentive Program benefits. Each of the below steps have already been met:

- Farmer Application
- **Farmer** Training # 1 and #2 with the DC State Agency and FRESHFARM
- Signed Farmer Agreement
- CDP Merchant Agreement

The portal that is used for FMNP and CVB redemptions is called Farm Market Direct. Once a farmer has been approved to accept DC Produce Incentive Program benefits, they will need to register in the Farm Market Direct farmer portal.

### Register for Farm Market Direct:

**Step 1:** Navigate to “Register here!” (circled in red below).



**Login**  
Enter your local login credentials.  
Logging in to: WIC Direct Vendor Portal

Username \*

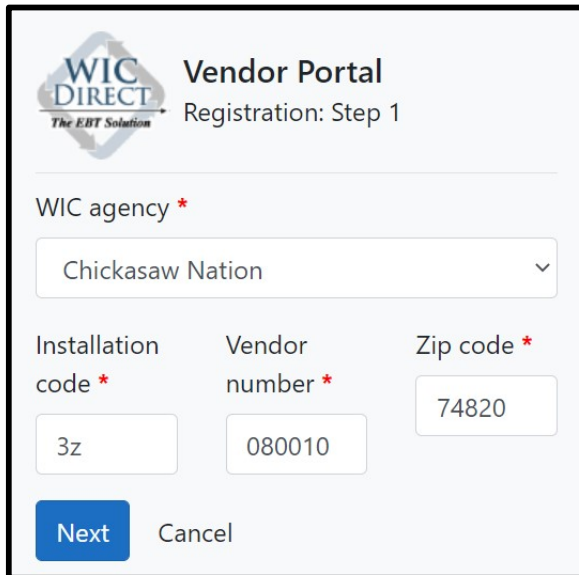
Password \*

Remember my login

[Forgot password?](#)

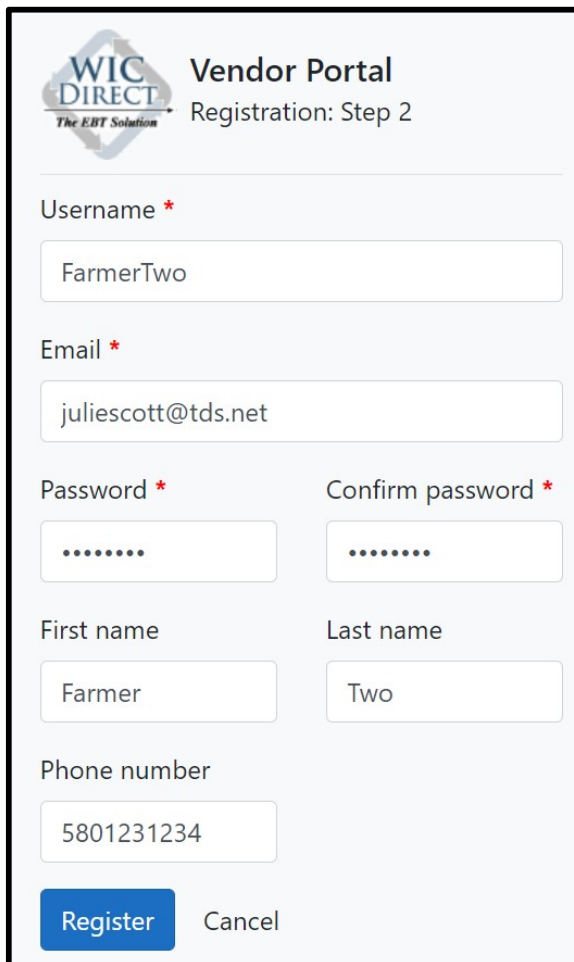
[Don't have an account? Register here!](#)

**Step 2:** Fill in the information included in your Farmer Agreement and select “Next” at the bottom of the page.



The screenshot shows the 'Vendor Portal' registration page for Step 1. At the top left is the WIC DIRECT logo with the tagline 'The EBT Solution'. The page title is 'Vendor Portal' and the subtitle is 'Registration: Step 1'. Below the header is a dropdown menu for 'WIC agency \*' with 'Chickasaw Nation' selected. There are three input fields: 'Installation code \*' with '3z', 'Vendor number \*' with '080010', and 'Zip code \*' with '74820'. At the bottom are two buttons: a blue 'Next' button and a 'Cancel' link.

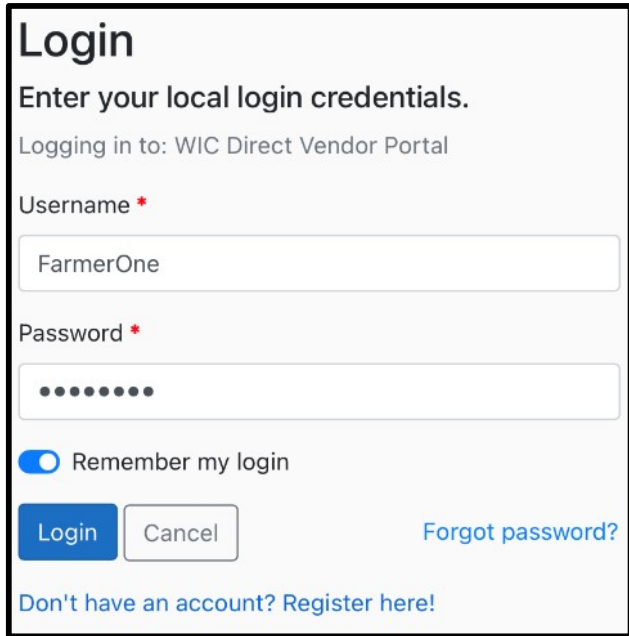
**Step 3:** Fill in the required blanks and click “Register.”



The screenshot shows the 'Vendor Portal' registration page for Step 2. At the top left is the WIC DIRECT logo with the tagline 'The EBT Solution'. The page title is 'Vendor Portal' and the subtitle is 'Registration: Step 2'. Below the header are several input fields: 'Username \*' with 'FarmerTwo', 'Email \*' with 'juliescott@tds.net', 'Password \*' (masked with dots), 'Confirm password \*' (masked with dots), 'First name' with 'Farmer', 'Last name' with 'Two', and 'Phone number' with '5801231234'. At the bottom are two buttons: a blue 'Register' button and a 'Cancel' link.

**Complete a FMNP or CVB Purchase through Farm Market Direct:**

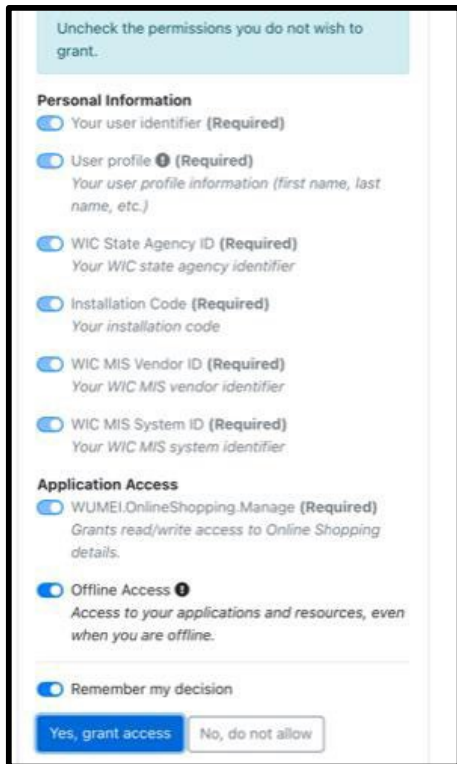
**Step 1:** Log into your Farm Market Direct portal



The screenshot shows a login form with the following elements:

- Login** header
- Instruction: **Enter your local login credentials.**
- Text: **Logging in to: WIC Direct Vendor Portal**
- Username \*** field with the value **FarmerOne**
- Password \*** field with masked characters (dots)
- Remember my login**
- Login** button, **Cancel** button, and [Forgot password?](#) link
- [Don't have an account? Register here!](#) link

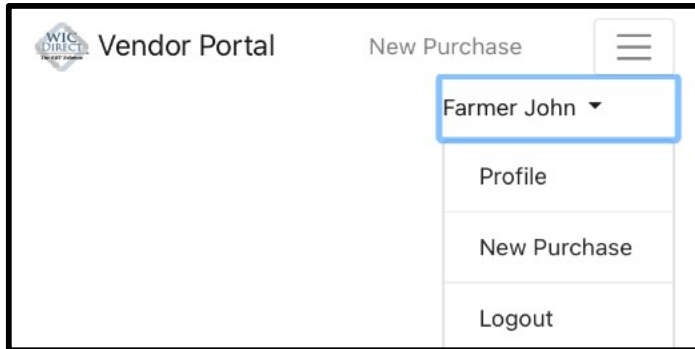
**Step 2:** If this is the first time you are using the application, you will have to select “Yes, grant access” to allow the portal to use the camera on your device.



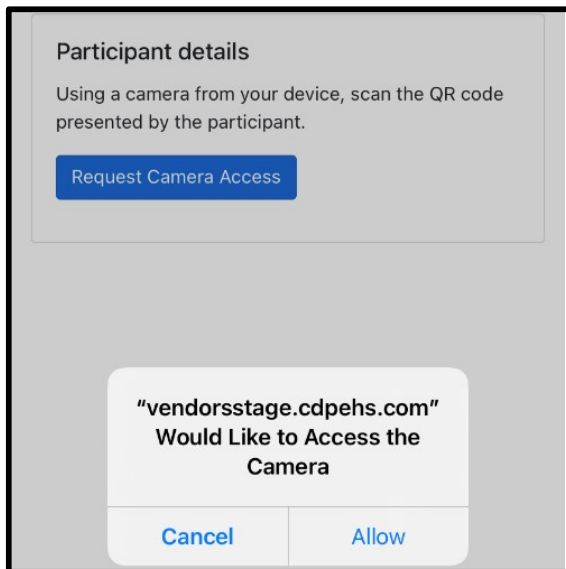
The screenshot shows a permissions screen with the following elements:

- Header: **Uncheck the permissions you do not wish to grant.**
- Personal Information** section:
  - Your user identifier (Required)**
  - User profile ⓘ (Required)**  
*Your user profile information (first name, last name, etc.)*
  - WIC State Agency ID (Required)**  
*Your WIC state agency identifier*
  - Installation Code (Required)**  
*Your installation code*
  - WIC MIS Vendor ID (Required)**  
*Your WIC MIS vendor identifier*
  - WIC MIS System ID (Required)**  
*Your WIC MIS system identifier*
- Application Access** section:
  - WUMEI.OnlineShopping.Manage (Required)**  
*Grants read/write access to Online Shopping details.*
  - Offline Access ⓘ**  
*Access to your applications and resources, even when you are offline.*
- Remember my decision**
- Yes, grant access** button and **No, do not allow** button

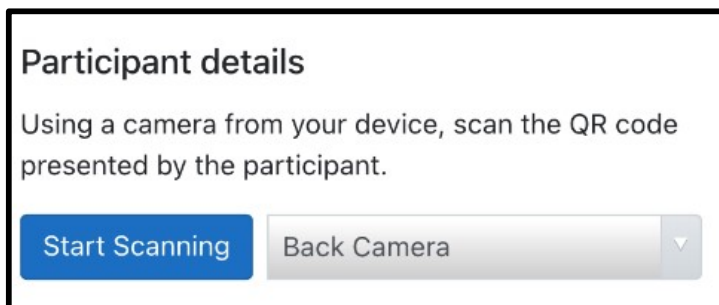
**Step 3:** Click on the button with the three lines in the top right-hand corner. Select the account name (your name, farm name, principal farmer name) and then click “New Purchase.”



**Step 4:** A pop up will come up asking for camera access, click “Allow” or “Yes” depending on the device.



**Step 5:** Make sure the “Back Camera” is displayed in the drop-down menu and then select “Start Scanning.”



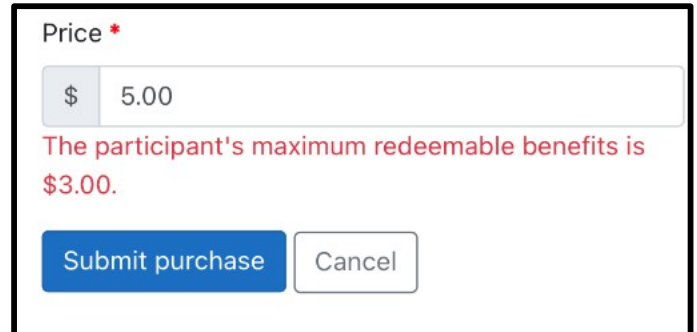
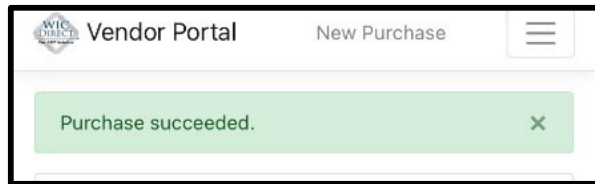
**Step 6:** Ask the customer to provide you with their personalized QR code (through a personal device or a sticker on their eWIC card). Use the camera on your device to scan the QR code.



**Step 7:** Enter the amount of the purchase in the “Price” box, allow the participant to enter their PIN number (or Date of Birth if their PIN hasn’t been set up yet), and click “Submit Purchase” in blue.

A screenshot of the 'Purchase details' form. The form title is 'Purchase details' and the instruction is 'Use the below form to complete the purchase for this participant.' The form contains three input fields: 'Card number \*' with a value of '\*\*\*\*\*9973', 'Date of birth \*' which is empty, and 'Price \*' with a value of '\$ 0.00'. At the bottom of the form are two buttons: 'Submit purchase' in blue and 'Cancel' in white.

**Step 8:** If successful, a green “Purchase Succeeded” message will display (left image). If the price exceeds the participant’s benefit balance, a message will be displayed in red giving the remaining benefit balance (right image).



**Step 9:** (This step is only applicable if the participant’s benefits balance is below the price of the produce they wish to purchase.) The farmer and participant can either:

- Reduce the amount of produce and enter the new amount in the “Price” box.
- Allow the participant to split up the purchase and pay for part with their CVBs and FMNP benefits and the remaining amount with a difference form of payment.
- Cancel the transaction by selecting the “Cancel” button (in white, to the right of the “Submit Purchase” button).

## Voiding Transactions:

If a participant wishes for the transaction to be voided in the moment or if the participant was charged the incorrect amount, the purchase can be voided.

**Step 1:** Tap the menu (three bars in the upper right-hand corner) and tap your name (or the name of the farm/farmer) and select “Financial History.”

**Step 2:** Find the transaction (make sure the date and transaction are correct, voiding a transaction cannot be undone).

**Step 3:** Click “Void” in red under the “Actions” column.

The image displays two screenshots of the Vendor Portal's Financial History page. The top screenshot shows a table with one transaction: a Purchase Request for \$12.00 on Nov 15, 2022. A red 'Void' button is visible in the Actions column. A yellow banner above the table states: 'Settlement is not yet complete for Nov 15, 2022. Settlement total will be available soon.' The bottom screenshot shows the same page after the transaction has been voided. A green banner at the top reads 'Transaction voided.' The table now shows two transactions: a 'Purchase Void' for -\$12.00 and the original 'Purchase Request' for +\$12.00. The 'Void' button is still present for the original transaction.

| Number  | Type             | Settled      | Paid (\$) | Actions |
|---------|------------------|--------------|-----------|---------|
| 8573299 | Purchase Request | Nov 15, 2022 | +12.00    | Void    |

| Number  | Type             | Settled      | Paid (\$) | Actions |
|---------|------------------|--------------|-----------|---------|
| 8573318 | Purchase Void    | Nov 15, 2022 | -12.00    |         |
| 8573299 | Purchase Request | Nov 15, 2022 | +12.00    | Void    |