



VENDOR PORTAL



GROWER SUPPORT

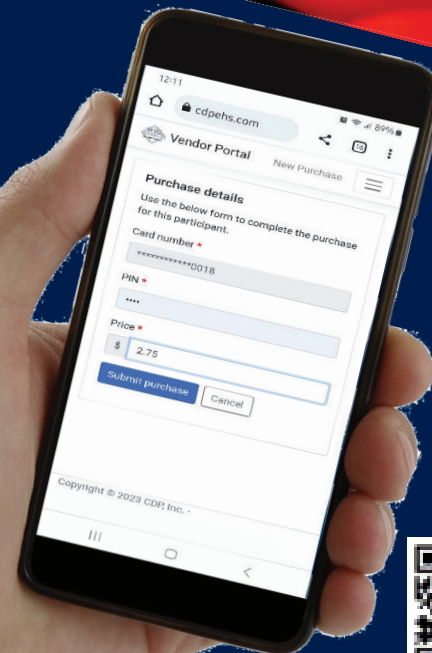
WIC CVB, WIC FMNP & SFMNP VENDOR PORTAL

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FMNPTeam@doh.wa.gov

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DOH-960-384 May 2023



SIGN INTO THE PORTAL

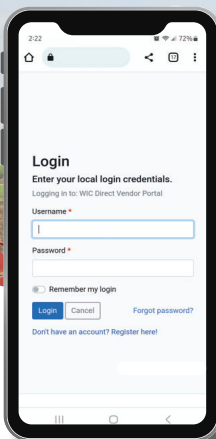
1. Using the internet browser on your smartphone, go to <<https://vendors.cdpehs.com>>.
2. Type your **Username** and **Password**.
NOTE: If you would like to save your login credentials, click **Remember My Login**.
3. Tap **Login**. You are signed in and the Vendor Profile displays.

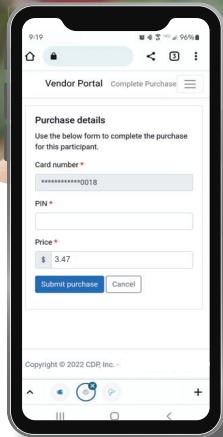
FORGOT YOUR PASSWORD?

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.





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. Type the total **Price**.

Have the participant type their

6. **PIN**
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.

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

