

# Ohio WIC Omneity

Vendor Portal

User Manual

May 2014



**Ohio**  
Department of Health

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## Introduction, Instruction and Contacts

This manual is intended to assist vendor managers in navigating the WIC Omneity Vendor Portal through the initial log in, assigning access, completing a price survey, viewing payment history and assisting other employees in navigating the system.

If at any time you have a question about accessing the site and/or navigating, please call or email Alonza Hughes, 614.644.6211 or [alonza.hughes@odh.ohio.gov](mailto:alonza.hughes@odh.ohio.gov)

If you need to request access for someone else in your company/store, the information must be emailed from the address of the manager (the person whom initially set up the company/store access). We cannot grant access to the WIC Omneity Vendor Portal over the phone. Send the access request to [lisa.rhyan@odh.ohio.gov](mailto:lisa.rhyan@odh.ohio.gov)

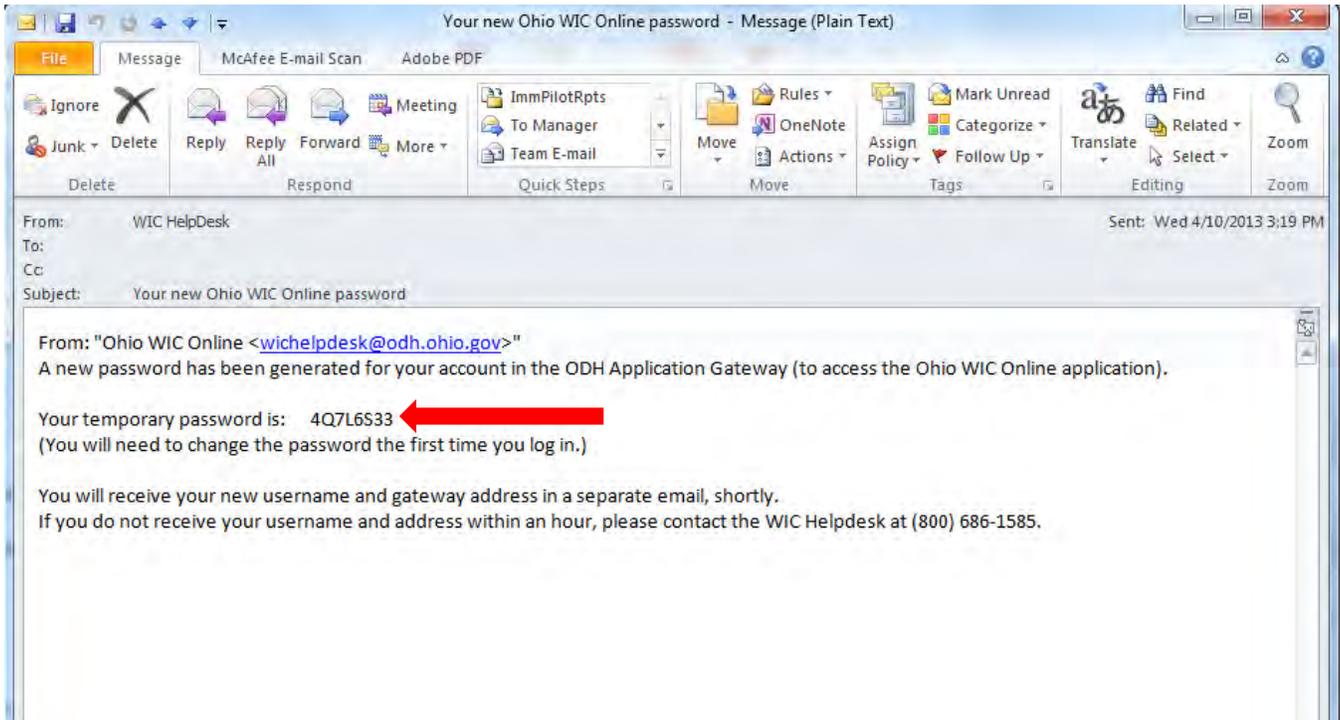
When requesting access, please include the following information:

- First and last name
- Email address
- Contact number of the person for whom the access is being requested
- Primary entity name
- Primary entity address
- WIC four digit vendor number
- Contact number of the person sending the request

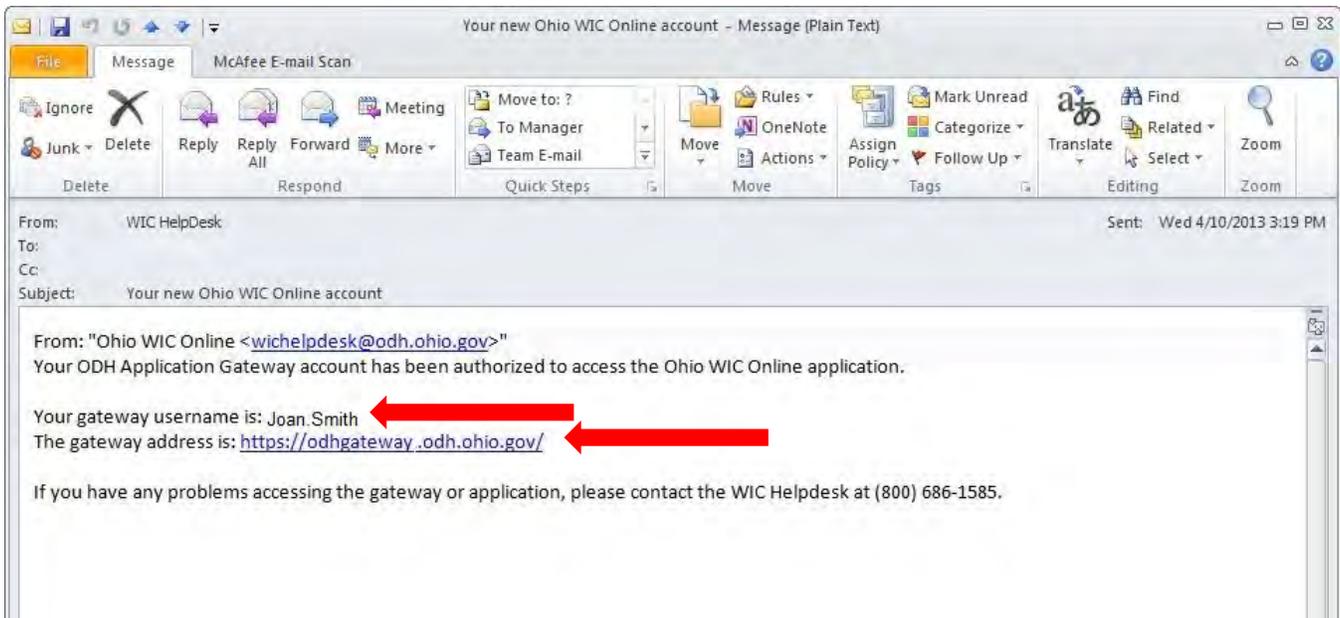
## Initial Manager Access

You will receive two emails containing the information you will need to access the WIC Omneity Vendor Portal from the ODH Application Gateway.

The first will contain your temporary password that you will use with your initial log in.



The second email will contain your user id and the web site address.



This is the initial login screen for the Gateway you will see when you click the link in the second email.

- Enter the information from the notification emails into the appropriate fields highlighted here in yellow.

File Edit View Favorites Tools Help

Test  
Build 20120210  
V 2.0

**Ohio.gov** | Department of Health

**ODH Application Gateway**

**Login:**

Welcome to the Ohio Department of Health's (ODH) Application Gateway. This Gateway is provided to allow a single point of access to all ODH applications.

Please enter your identity information on the right and click on the "Login" button to access your applications.

\* **User name:**

\* **Password:**

[I forgot my password](#)

[I forgot my user name](#)

\* Indicates required field

- Click the **"Login"** button after you enter your information.

The password from the email is a temporary password. You must create a new password and select a secret question and answer to use if your information needs to be verified.

- Complete the required fields, highlighted here in yellow (be sure that you follow the password rules) and then click the **“Continue”** button.

The screenshot shows a web browser window displaying the Ohio.gov Department of Health ODH Application Gateway. The page title is "Set Password and Secret Question:". Below the title, there is a section for "New Password:" with two input fields: "\* Password:" and "\* Confirm Password:". Below that is a section for "Secret Question:" with a dropdown menu for "\* Secret Question:" and an input field for "\* Secret Answer:". A "Continue" button is located to the right of the secret question fields, with a red arrow pointing to it. Below the form, there is a note: "\* Indicates Required Field." and a section titled "In order to comply with HIPAA standards the following password rules should apply:" with three bullet points: "Must be a minimum length of eight(8) characters.", "Must include at least one numeric character." (with example: 1 2 3 4 5 6 7 8 9 0), and "Must include at least one 'special' character." (with example: ! # \$ % & \* \_ - + = ( ) ^ @ ~ ? | \ /). A red box labeled "Password Rules" is positioned to the right of the password rules list, with a red arrow pointing to the first bullet point.

The User Account Summary displays. This screen displays: Username, primary email for that particular user and the secret question and answer.

- After reviewing, click the “Continue” button.



This is the main menu or Applications listing for the ODH Application Gateway.

- Click the “WICOmneity” link.



This is the main screen of the WIC Omneity Vendor Portal.

On the right side of the screen is the user name of the person signed into application. Next to the user name is the Logout button.

On the left side of the screen is the Vendor menu. Place the mouse pointer over Vendor and the menu displays. For now, the only option available is User Administration.

- Click the “**User Administration**” option.



This is the user search screen. This screen allows you, the manager, to search for yourself as well as other users assigned under you.

- Type your last name in the Last Name field and click the “**Search**” button.



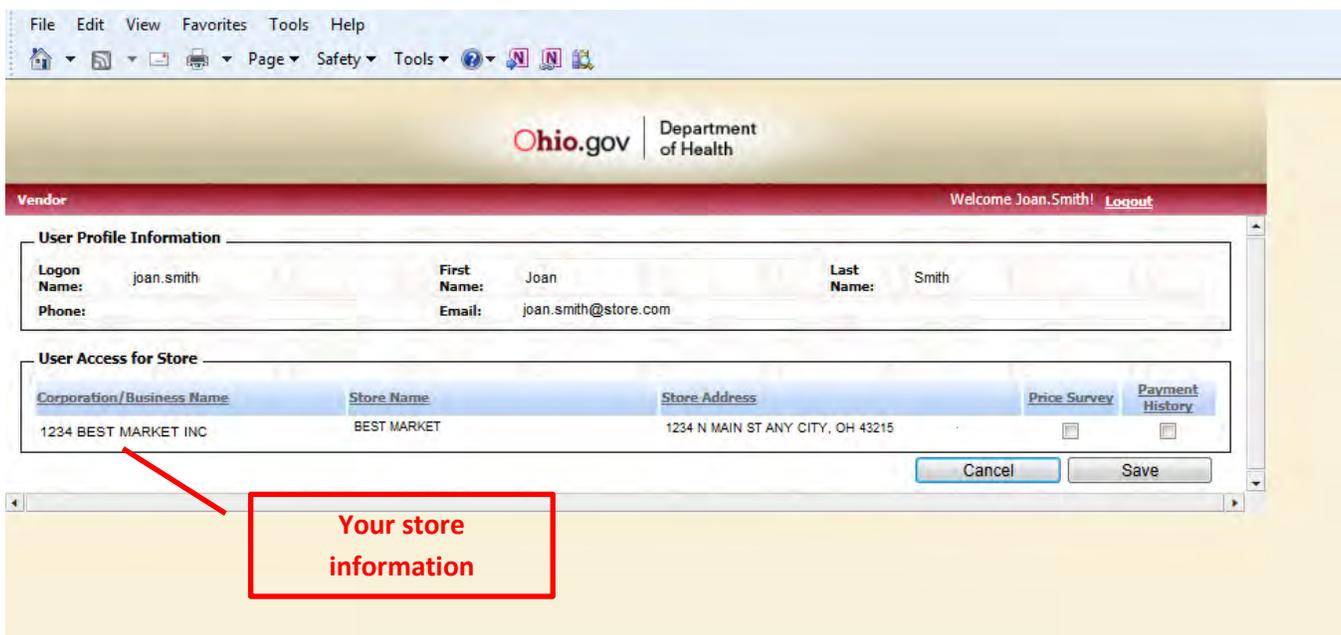
The search results display.

- Click the “**logon name**” to access the user information.

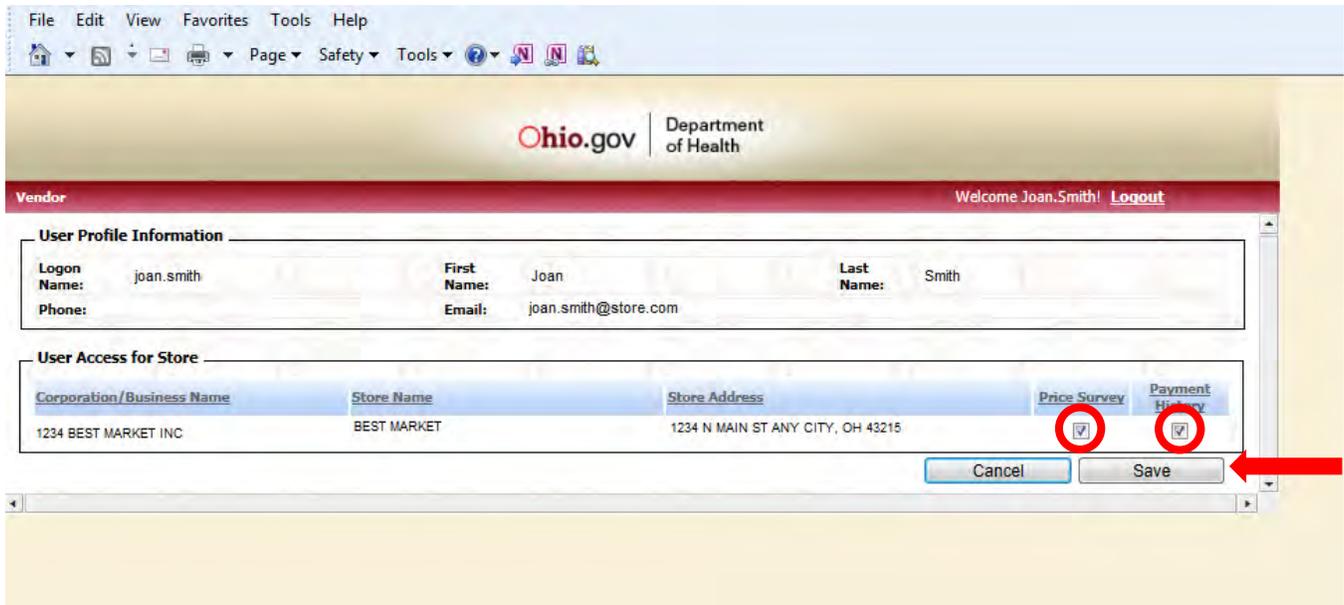


The User Profile Information displays.

You have already been assigned access for your store (in some cases you may have access to more than one store). You now need to grant yourself access to the Price Survey and Payment History screens. Please keep in mind that there may not be a Price Survey to complete at this time and/or, depending on the store, any Payment History information.



- To grant access to the Price Survey and Payment History information, click the “**box**” under the appropriate heading and a check mark will appear.
- After selecting the desired access, click the “**Save**” button.



The user search screen displays with a notification that the user’s information has been saved.



Assigning your own access is complete.

## Manager Assigns Employee Access

Repeat all of the same steps to assign access to other employees.

Start at the user search screen.

The screenshots illustrate the process of searching for a vendor user. The interface is titled "Ohio.gov | Department of Health" and "Vendor". It includes a navigation bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". The search form contains the following fields:

- Logon Name:
- First Name:
- Last Name:
- Phone:
- Email:
- Corporation/Business:
- Store:

Buttons for "Search" and "Clear" are located at the bottom right of the form. In the second screenshot, the "Last Name" field contains "Coffee" and the "Search" button is highlighted with a red arrow. The third screenshot shows the search results table:

Logon	First Name	Last Name	Phone	Email
<a href="#">Berry.Coffee</a>	Berry	Coffee		berry.coffee@store.com

A red arrow points to the "Berry.Coffee" link in the "Logon" column. A "New Search" button is located at the bottom right of the results table.

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

**User Profile Information**

Logon Name:	Berry.Coffee	First Name:	Berry	Last Name:	Coffee
Phone:		Email:	berry.coffee@store.com		

**User Access for Store**

Corporation/Business Name	Store Name	Store Address	Price Survey	Payment History
1234 BEST MARKET INC	BEST MARKET	1234 N MAIN ST ANY CITY, OH 43215	<input type="checkbox"/>	<input type="checkbox"/>

Assigned store

Cancel Save

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

**User Profile Information**

Logon Name:	Berry.Coffee	First Name:	Berry	Last Name:	Coffee
Phone:		Email:	berry.coffee@store.com		

**User Access for Store**

Corporation/Business Name	Store Name	Store Address	Price Survey	Payment History
1234 BEST MARKET INC	BEST MARKET	1234 N MAIN ST ANY CITY, OH 43215	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assigned access

Cancel Save

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

Vendor user Coffee, Berry (Berry.Coffee) has been saved.

Enter criteria below to search for vendor user(s).

Logon Name:		First Name:		Last Name:	
Phone:	( ) - -	Email:			
Corporation/Business:		Store:			

Search Clear

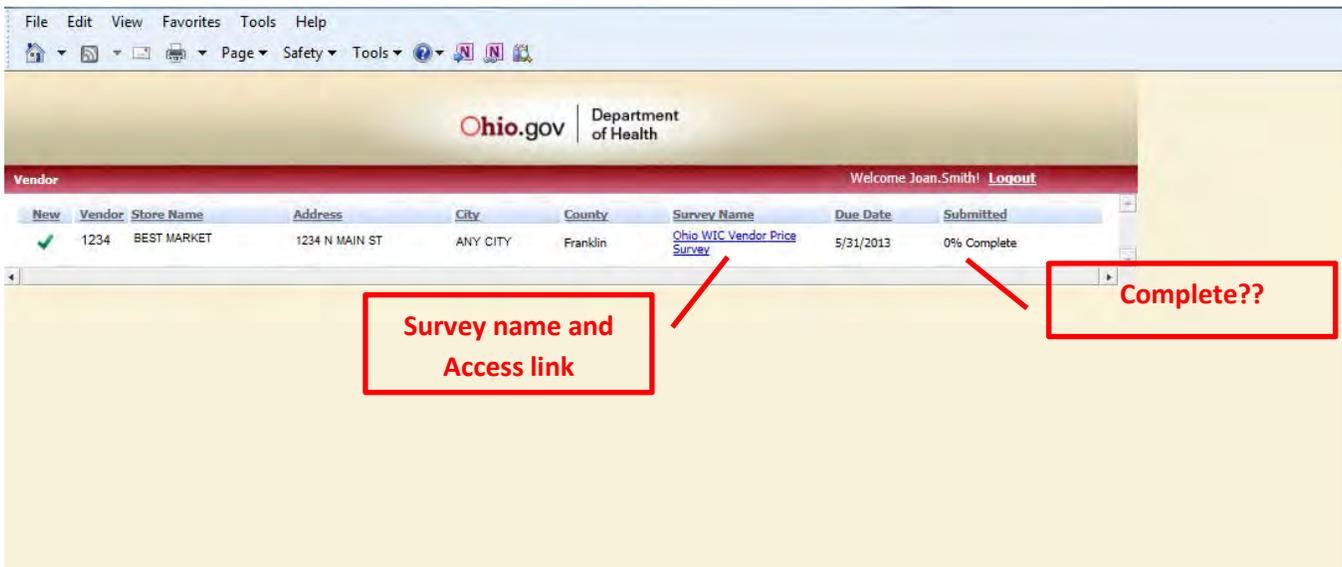
## Price Survey

- Access the Vendor Survey by placing the mouse pointer over “**Vendor**” to display the menu.
- Click the “**Price Survey**” option to display information assigned to your store.



The far right column **Submitted** tells you the percentage of the survey that is complete or if it has been completed and submitted (if submitted the submission date displays).

- Click the “**Survey Name**” link to access the survey.



This is a Vendor Price Survey.

All blank fields (highlighted here in yellow) must be completed in order to submit a complete survey. If there is an item listed that is not stocked in the store, click the box under the Not Stocked column.

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

### Ohio WIC Vendor Price Survey

Due Date: 05/31/2013

Store Name: BEST MARKET County: Franklin Vendor ID: 1234  
Address: 1234 N MAIN ST ANY TOWN, OH 43215

Record your highest shelf price, NOT SALE PRICE for the AUTHORIZED WIC food items in the brand, types, and package sizes shown.

Item	Brand	Type	Size	Price	Not Stocked
Milk		2% White Milk	1 gallon	\$	<input type="checkbox"/>
Eggs		Chicken Grade A	1 dozen	\$	<input type="checkbox"/>
Peanut Butter	Jif	Smooth or Chunky	18 oz. jar	\$	<input type="checkbox"/>
Juice	Juicy Juice	Any WIC Authorized Flavor	64 oz. bottle	\$	<input type="checkbox"/>
<b>Formula (Answer 2 of the following)</b>					
Formula	Similac Advance Early Shield (bl	Concentrate liquid	13 oz.	\$	<input type="checkbox"/>
Formula	Similac Isomil Soy (pink label)	Concentrate liquid	13 oz.	\$	<input type="checkbox"/>
Bread			16 oz. loaf	\$	<input type="checkbox"/>
Cereal	General Mills	Cheerios	oz. box	\$	<input type="checkbox"/>
Infant Creal	Gerber	Any WIC Authorized Type	8 oz.	\$	<input type="checkbox"/>
<b>Infant Foods (Answer 2 of the following)</b>					
Infant Food	Beech-Nut	Any WIC Authorized Type	4 oz.	\$	<input type="checkbox"/>
Infant Food	Beech-Nut	Any WIC Authorized Vegetable	4 oz.	\$	<input type="checkbox"/>
Dried Beans			16 oz.	\$	<input type="checkbox"/>

Cancel Save

Not Stocked

- Click the **“Save”** button after completing all the blank fields.

File Edit View Favorites Tools Help  
Page Safety Tools

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith | [Logout](#)

### Ohio WIC Vendor Price Survey

Store Name: BEST MARKET      County: Franklin      Vendor ID: 1234      Due Date: 05/31/2013  
Address: 1234 N MAIN ST ANY TOWN, OH 43215

Record your highest shelf price, NOT SALE PRICE for the AUTHORIZED WIC food items in the brand, types, and package sizes shown.

Item	Brand	Type	Size	Price	Not Stocked
Milk	Milk Barn	2% White Milk	1 gallon	\$ 1.00	<input type="checkbox"/>
Eggs	Miss Prissy's Picks	Chicken Grade A	1 dozen	\$ 1.49	<input type="checkbox"/>
Peanut Butter	Jif	Smooth or Chunky	18 oz. jar	\$ 3.79	<input type="checkbox"/>
Juice	Juicy Juice	Any WIC Authorized Flavor	64 oz. bottle	\$ 3.89	<input type="checkbox"/>
<b>Formula (Answer 2 of the following)</b>					
Formula	Similac Advance Early Shield (b)	Concentrate liquid	13 oz.	\$ 4.99	<input type="checkbox"/>
Formula	Similac Isomil Soy (pink label)	Concentrate liquid	13 oz.	\$ 5.69	<input type="checkbox"/>
Bread	Super Bread	100% Whole Wheat	16 oz. loaf	\$ 2.49	<input type="checkbox"/>
Cereal	General Mills	Cheerios	18 oz. box	\$ 4.99	<input type="checkbox"/>
Infant Creal	Gerber	Any WIC Authorized Type	8 oz.	\$ 2.49	<input type="checkbox"/>
<b>Infant Foods (Answer 2 of the following)</b>					
Infant Food	Beech-Nut	Any WIC Authorized Type	4 oz.	\$ 1.00	<input type="checkbox"/>
Infant Food	Beech-Nut	Any WIC Authorized Vegetable	4 oz.	\$ 1.00	<input type="checkbox"/>
Dried Beans	Bee Bean	Pinto	16 oz.	\$ 2.19	<input type="checkbox"/>



The information entered in the Price Survey is saved.

- Click the **“Submit”** button to submit the price survey. The **Submit** button will not appear until after you have clicked Save and all the fields are complete.
- Click the **“Cancel”** button if submitting at a later time.

File Edit View Favorites Tools Help

Ohio.gov | Department of Health

Vendor Welcome Joan.Smith! Logout

### Ohio WIC Vendor Price Survey

Due Date: 05/31/2013

Store Name: BEST MARKET County: Franklin Vendor ID: 1234  
Address: 1234 N MAIN ST ANY TOWN, OH 43215

Record your highest shelf price, NOT SALE PRICE for the AUTHORIZED WIC food items in the brand, types, and package sizes shown.

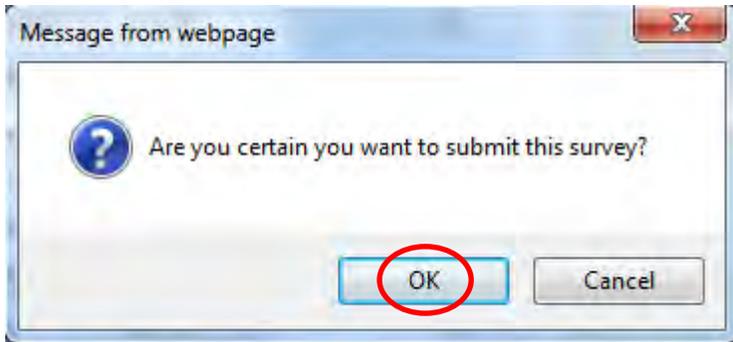
Changes have been saved. All questions have been answered completely. Click the submit button if you wish to submit the survey at this time.

Item	Brand	Type	Size	Price	Not Stocked
Milk	Milk Barn	2% White Milk	1 gallon	\$ 1.00	<input type="checkbox"/>
Eggs	Miss Prissy's Picks	Chicken Grade A	1 dozen	\$ 1.49	<input type="checkbox"/>
Peanut Butter	Jif	Smooth or Chunky	18 oz. jar	\$ 3.79	<input type="checkbox"/>
Juice	Juicy Juice	Any WIC Authorized Flavor	64 oz. bottle	\$ 3.89	<input type="checkbox"/>
<b>Formula (Answer 2 of the following)</b>					
Formula	Similac Advance Early Shield (b	Concentrate liquid	13 oz.	\$ 4.99	<input type="checkbox"/>
Formula	Similac Isomil Soy (pink label)	Concentrate liquid	13 oz.	\$ 5.69	<input type="checkbox"/>
Bread	Super Bread	100% Whole Wheat	16 oz. loaf	\$ 2.49	<input type="checkbox"/>
Cereal	General Mills	Cheerios	18 oz. box	\$ 4.99	<input type="checkbox"/>
Infant Creal	Gerber	Any WIC Authorized Type	8 oz.	\$ 2.49	<input type="checkbox"/>
<b>Infant Foods (Answer 2 of the following)</b>					
Infant Food	Beech-Nut	Any WIC Authorized Type	4 oz.	\$ 1.00	<input type="checkbox"/>
Infant Food	Beech-Nut	Any WIC Authorized Vegetable	4 oz.	\$ 1.00	<input type="checkbox"/>
Dried Beans	Bee Bean	Pinto	16 oz.	\$ 2.19	<input type="checkbox"/>

Submit ← → Cancel Save

After clicking **Submit**, a popup box displays asking if you are certain you want to submit the survey now.

- Click the **“Cancel”** button and you are directed back to the completed survey.
- If you are ready to complete the Price Survey, click the **“OK”** button.



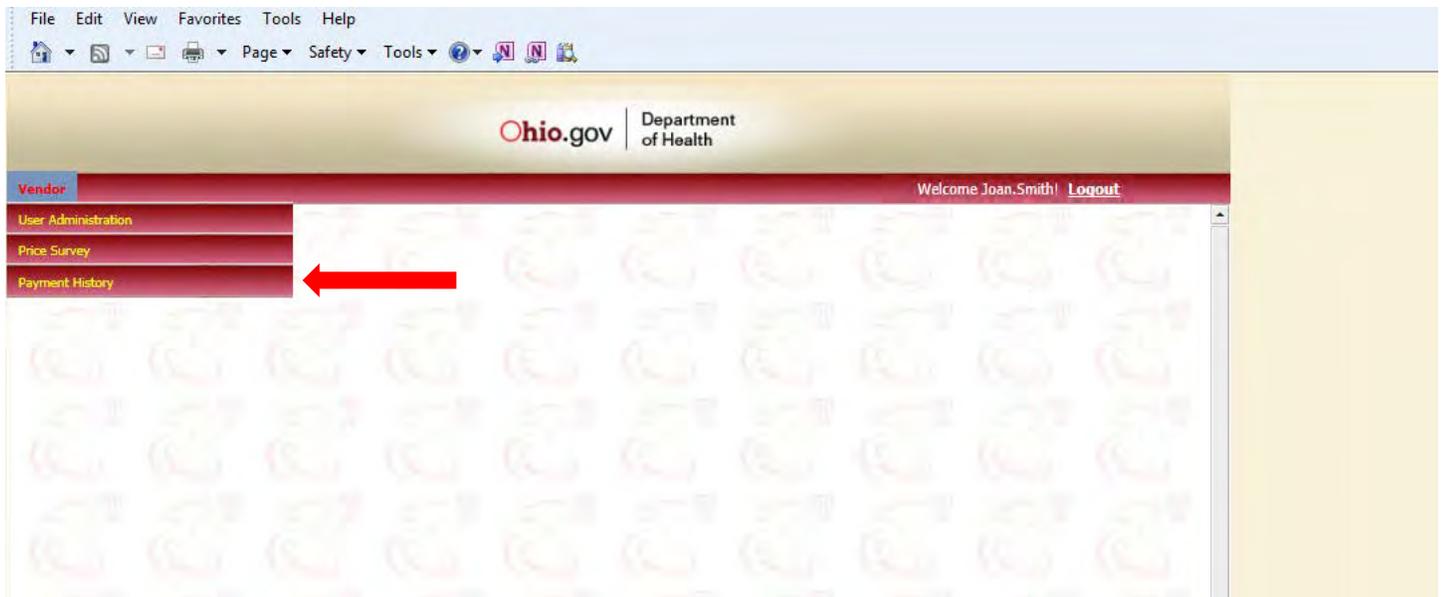
Clicking OK directs you back to the Vendor Survey listing. Notice the completion percentage under Submitted now reflects the date the survey was submitted.



You have completed the Price Survey

## Viewing Payment History

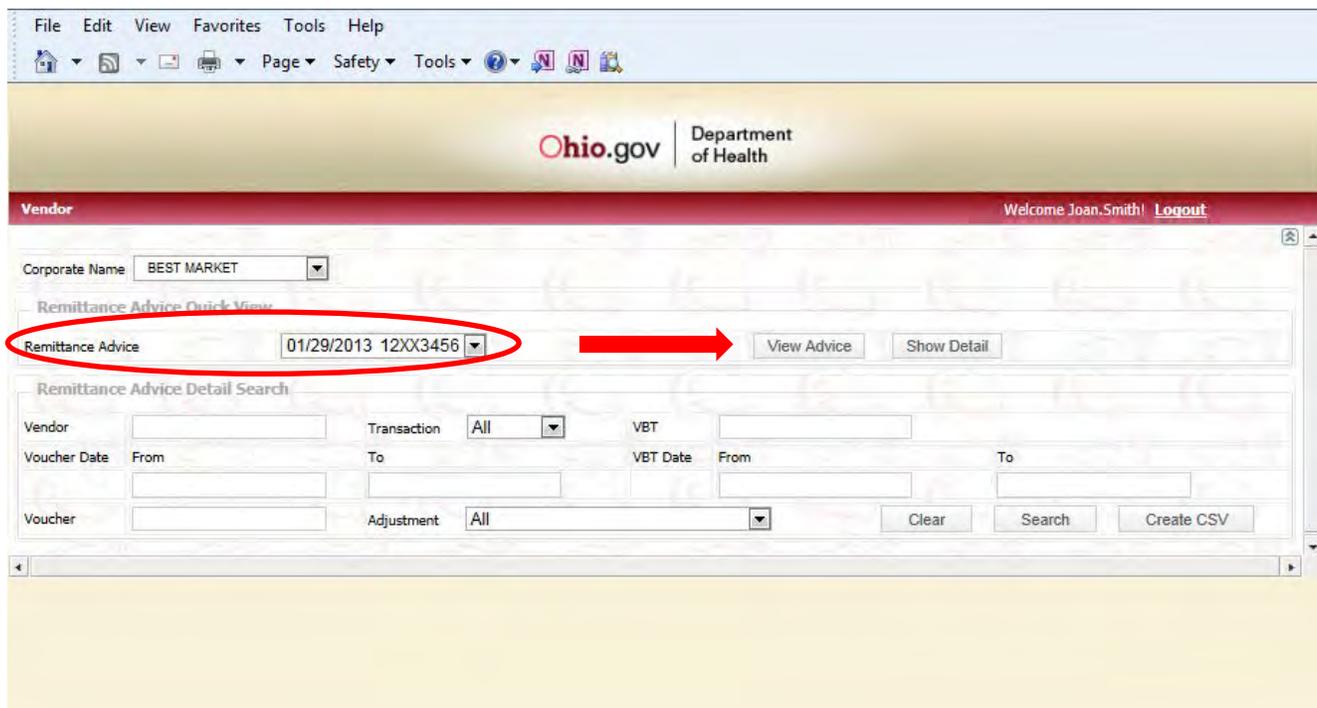
- Access the Payment History by placing the mouse pointer over **Vendor** to display the menu.
- Click the “**Payment History**” selection.



This is the selection screen.

You can access your statements by Remittance Advice or by using a more detailed search.

- Select a **Remittance Advice** from the drop down and then click the **“View Advice”** button. This will produce a .pdf of the same paper remittance advice you are accustomed to receiving.



- Clicking the “**Show Detail**” button for the same advice will produce the following screen.

Notice the detail for that advice is listed at the bottom of the screen.  
 Select any **Voucher .pdf** to view.

The screenshot shows the Ohio.gov Department of Health Vendor portal. At the top, it says "Ohio.gov | Department of Health" and "Welcome Joan Smith! Logout". The "Vendor" section is set to "BEST MARKET". Under "Remittance Advice Quick View", the selected advice is "01/29/2013 120X3456". There are "View Advice" and "Show Detail" buttons, with a red arrow pointing to "Show Detail". Below this is a "Remittance Advice Detail Search" section with various filters for Vendor, Transaction, VBT, Voucher Date, and Voucher. A table of voucher transactions is displayed below the search filters, with a red box around it. At the bottom left, there is a "Detail" button highlighted with a red box and an arrow pointing to it.

Vendor	Corporate Name	VBT	VBT Date	Voucher	Voucher Date	Redeem Amt	Paid Amt	Transaction	Adjustment	Adj Amt
1234	BEST MARKET	01234567	01/29/2013	<a href="#">120X3456.pdf</a>	12/5/2012	\$1,838.61	\$1,675.80	Paid	Not to Exceed	-\$162.81
1234	BEST MARKET	01234567	01/29/2013	<a href="#">120X3456.pdf</a>	12/5/2012	\$8.98	\$0.00	Reject	Invalid/Missing Redeemed Date	-\$8.98
1234	BEST MARKET	01234567	01/29/2013	<a href="#">120X3456.pdf</a>	12/5/2012	\$108.85	\$0.00	Reject	Prior to Valid Date	-\$108.85

You have completed the task of viewing your Payment History.