

# Quick Reference - Manual Redemption in WIC Direct Training Environment

UPDATED 6/23/22

## Information Needed to Redeem Food Items

Have this information ready prior to clicking Messages in WIC Direct in the instructions below.

1. Households current account balance – run the Account Balance in the Participant Folder or find by searching for the Household ID in Accounts in WIC Direct.
2. WIC Card number for the household – find it in the Manage eWIC Account in the Participant Folder or by searching for the Household ID in Accounts in WIC Direct.

## Login to Training Environment

The WIC Direct Training environment will be refreshed when the WIC Training Database is refreshed.

Log into WIC Direct at: <https://mntestweb02.cdpehs.com/EBT/LogOn.aspx>

If you do not know the username and/or password, or are unable to login, please contact the MN Help Desk at 1.800.488.8799; press 2, 2.

**NOTE!** The password expires every 30 days. If you are unable to log in, please call the MN Help Desk to reset the password.

## Redemption of Food Items

- Click **Messages**.
- Click **Message Builder**.
- In the *Message Type* drop-down, select **Saved Template**.
- From the list of *Message Templates*, select **Purchase w/Gateway Merchant**.
- In the *Card Number* field, enter the household's **WIC Card number**.
- Click **Update**.
- Scroll down to *Bit 48* and click **Select from List** (next to the *Vendor #* field).
- Click on a **Vendor** in the *Name* column.
- Click **Update**.
- Scroll down to *Bit 62* and click on the **sample row** in the *Selected Products* grid.
- Click **Remove Selected Products** link.
- Enter the **UPC** being redeemed, its **Price** and a **Quantity**.

- Recommended: To select the product(s) being redeemed, click **Select From List**. Not all UPCs in the Production APL posted online are in the UAT environment.
- If redeeming CVB items, the Price and Quantity are reversed, because the quantity unit of measure is cents. So, if redeeming a bag of frozen peas, put 1.0 for the price, an .89 for the quantity.
- Click **Add Product**. – **Can add numerous items and then go to next step.**
- Click **Update**.
- Scroll up to *Bit 53* and click **Manual Transaction**.
- Scroll to the top of the screen and click **Build Message**.
- Scroll to the bottom of the screen and click **Message Sender**.
- In the *Built-in Installation* drop-down, select **EBT3 (SSL)** for UAT or **EBT (SSL)** for RVT.
- Click **Send Message**.
- At bottom of screen, click **Message Reader**.
- Scroll to the bottom of the screen. If the manual redemption was processed correctly, all fields are **green**.

## Redemption of FRESH Fruits/Vegetables

- Click **Messages**.
- Click **Message Builder**.
- In the *Message Type* drop-down, select **Saved Template**.
- From the list of *Message Templates*, select **Purchase w/Gateway Merchant**.
- In the *Card Number* field, enter the household's **WIC Card number**.
- Click **Update**.
- Scroll down to *Section 48* and click **Select from List** (next to the *Vendor #* field).
- Click on a **Vendor** in the *Name* column.
- Click **Update**.
- Scroll down to *Section 62* and click on the **sample row** in the *Selected Products* grid.
- Click **Remove Selected Products** link.
- Enter the **PLU** of the fruit/vegetable being redeemed.
  - The PLU consists of the last digits in the UPC. It is 4 digits and excludes the check digit, which is the very last digit in the UPC.
  - Example: UPC for Bananas = 10000000000040112. The PLU = 4011.
- For Fresh/Frozen (CVB items) fruits/vegetables the Quantity and Price values are reversed.
  - Enter the **Quantity** into the **Price** field
  - Enter the **Price** into the **Quantity** field.
  - Example: Banana → Price = 1, Quantity = 1.99

## MANUAL REDEMPTION IN WIC DIRECT TRAINING ENVIRONMENT

- Click **Add Product. (For f/v, do one redemption at a time.)**
- Click **Update** below the Selected Products text box.
- In *Section 62* directly above the UPC/PLU fields, there is a text field with digits to the right. The second zero (10<sup>th</sup> digit) must be **changed to a 1**.

PS0344620100000000004011200010

62	M	EBT data	VariableLengthThreeDigit	AlphanumericSpecialBinary	099	PS0344620100000000004011200010
UPC/PLU	4011	Price	1	Quantity	1.99	<a href="#">Add Product/Select From List</a>
Selected Products	[UPC/PLU] 000000000040112 [Price] 1.00 [Quantity] 1.99					<a href="#">Remove Selected Products</a> 1 line item(s) with an actual quantity of 1.99.

Also update bit 4 (transaction amount)?  
[Submit](#)

- Scroll up to *Section 53* and click **Manual Transaction**.
- Scroll to the top of the screen and click **Build Message**.
- Scroll to the bottom of the screen and click **Message Sender**.
- In the *Built-in Installation* drop-down, select **EBT3 (SSL)** for UAT or **EBT (SSL)** for RVT.
- Click **Send Message**.
- At bottom of screen, click **Message Reader**.
- Scroll to the bottom of the screen. If the manual redemption was processed correctly, all fields are **green**.

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