Ohio WIC Omneity

Vendor Portal
User Manual

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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

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

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.
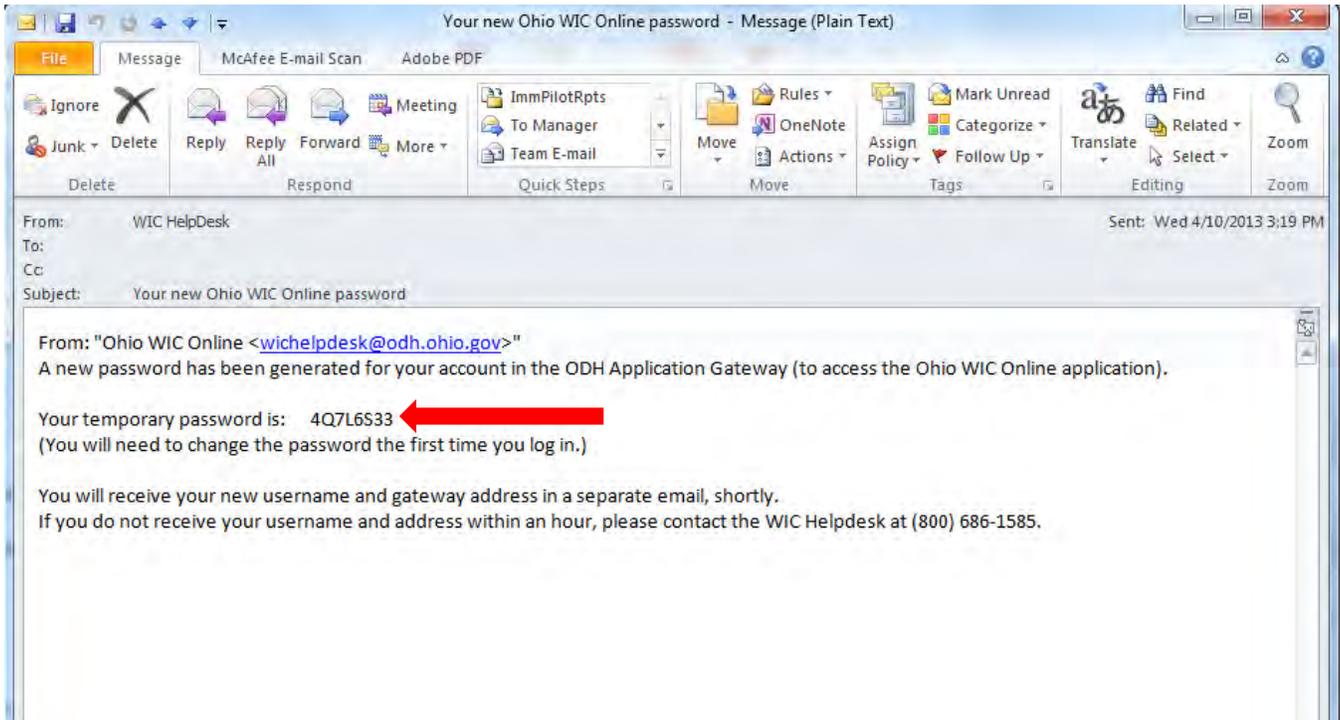
The second email will contain your user id and the web site address.
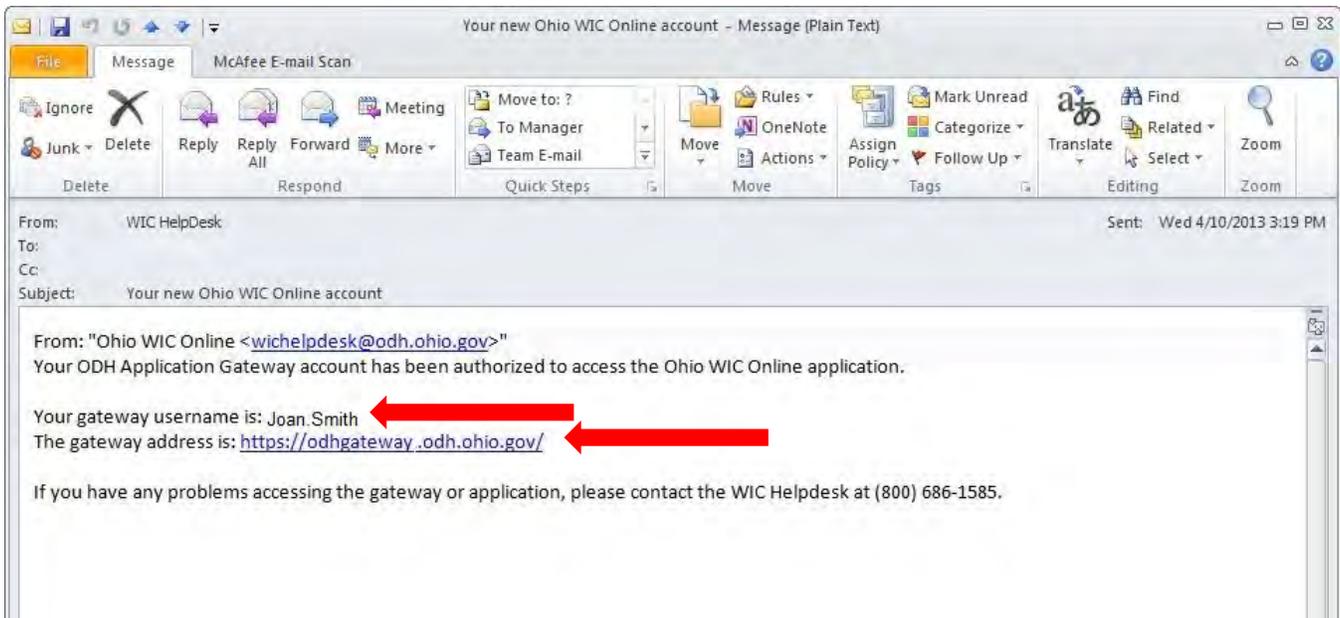
This is the initial login screen for the Gateway you will see when you click the link in the second email.

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

➢ 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.

File   Edit   View   Favorites   Tools   Help

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ODH Application Gateway
Set Password and Secret Question:

Set a new password and secret question.

New Password:
* Password:
* Confirm Password:

Secret Question:
* Secret Question:
* Secret Answer:

[Continue]

* Indicates Required Field.

In order to comply with HIPAA standards the following password rules should apply:

o Must be a minimum length of eight(8) characters.
o Must include at least one numeric character.
   ▪ Example: 1 2 3 4 5 6 7 8 9 0
o Must include at least one "special" character.
   ▪ Example:! # $ % & * _ - + = ( ) ^ @ ~ ? | \ /

Password Rules

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.
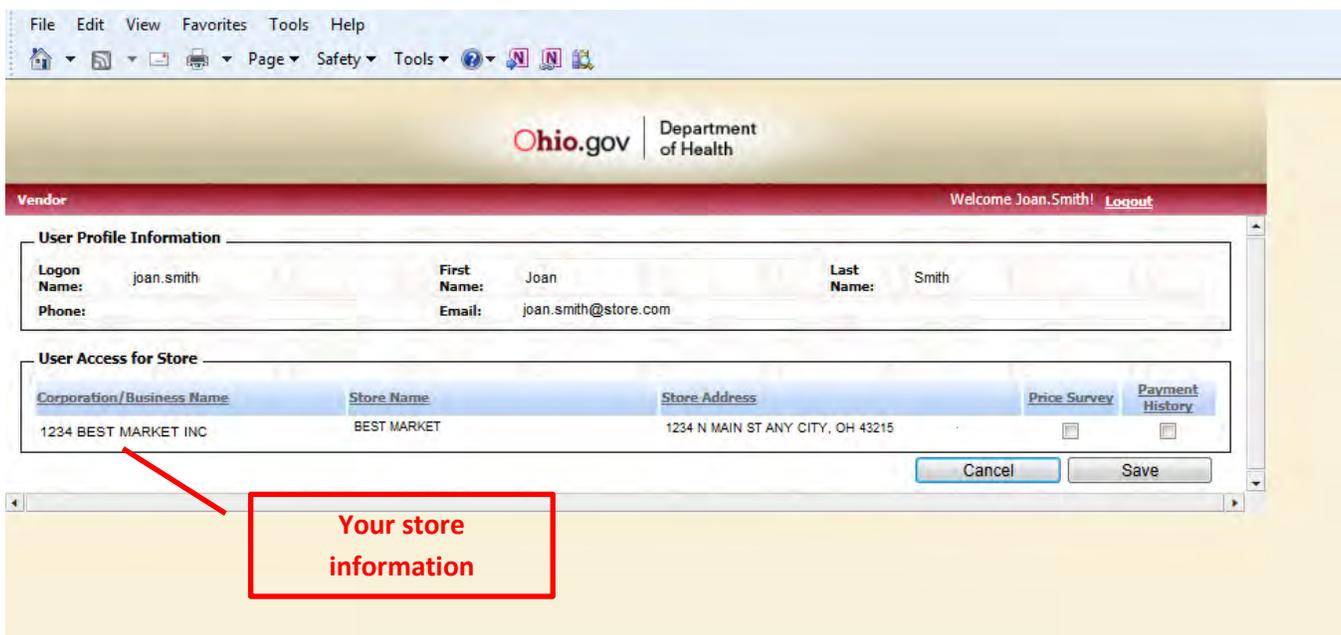
➢ To grant access to the Price Survey and Payment History information, click the "**box**" under the appropriate heading and a check mark will appear.

➢ After selecting the desired access, click the "**Save**" button.
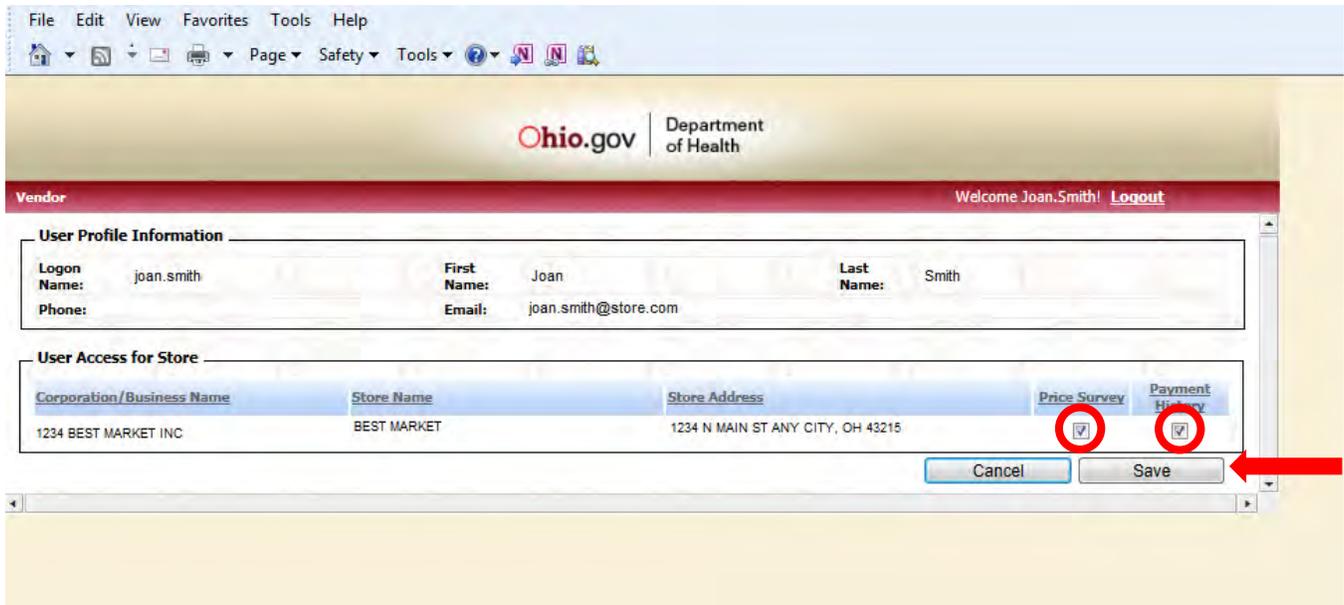
The user search screen displays with a notification that the user's information has been saved.

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.

Assigned store

Assigned access

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.
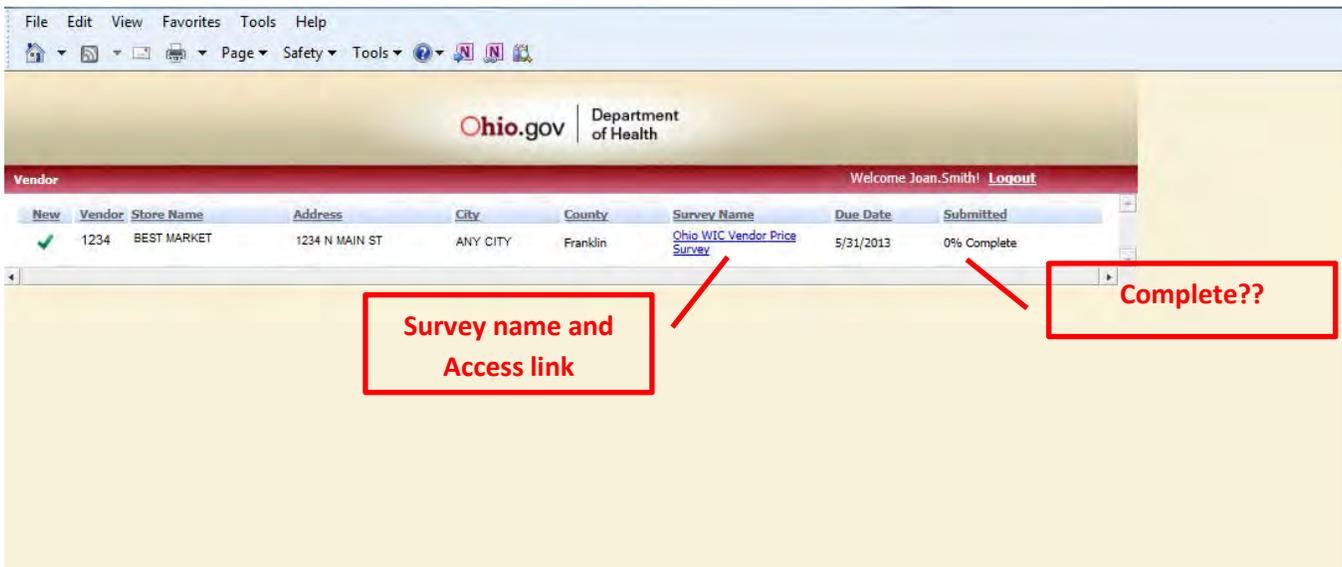
This is a <u>Vendor Price Survey</u>.

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.

➢ Click the "**Save**" button after completing all the blank fields.

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.

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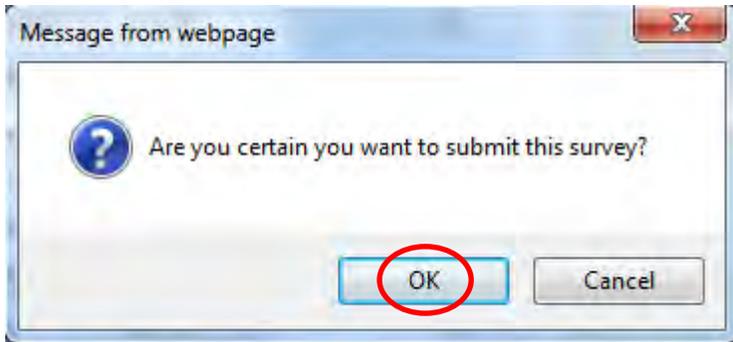
Clicking OK directs you back to the Vendor Survey listing. Notice the completion percentage under Submitted now reflects the date the survey was submitted.

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.
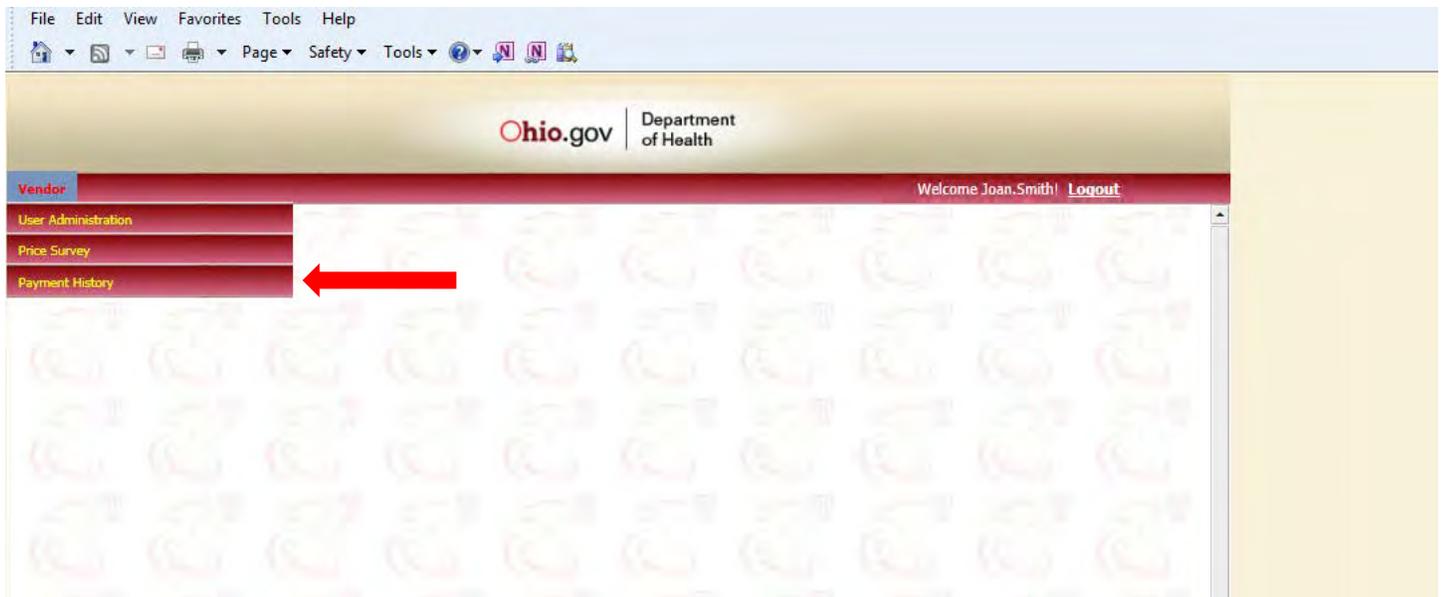
This is the selection screen.

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 accustom to receiving.
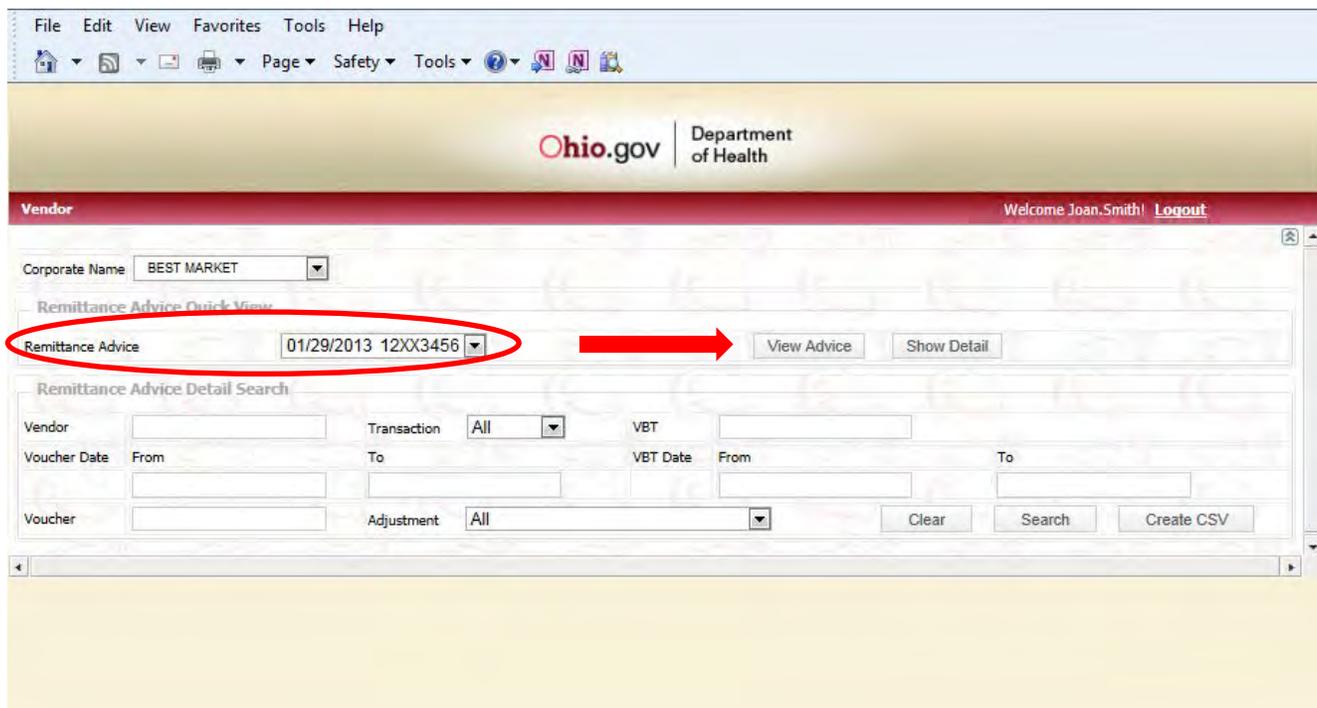
➢ Clicking the "**Show Detail**" button for the same advice will produce the following screen.

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

You have completed the task of viewing your Payment History.