

Manual Redemption in WIC Direct Training Environment

UPDATED 6/23/2022

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.

For Use in the 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.



The screenshot shows the WIC Direct Web User Interface login page. At the top left is the Minnesota WIC logo with the text "MINNESOTA WIC Women, Infants & Children Nutrition Program". To the right of the logo is the text "WIC Direct Web User Interface". Below the logo and text are two buttons: "LOG ON" and "FORGOT PASSWORD". Below these buttons is a "LOG ON" section with a header "LOG ON" and a sub-header "LOG ON". This section contains two input fields: "Username" and "Password", both with red asterisks indicating required fields. Below the input fields is a "LOG ON" button. At the bottom of the page, there is a footer with the text: "WIC Direct [6.8.0.97] WIC Direct is a trademark of CDP, Inc. [Print Page](#) Server Type [Testing / Online] Current Installation [EBT3] Build Date [1/29/2021 9:48:47 PM]"

- Enter the username and password.
- Click the **Log On** button.

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

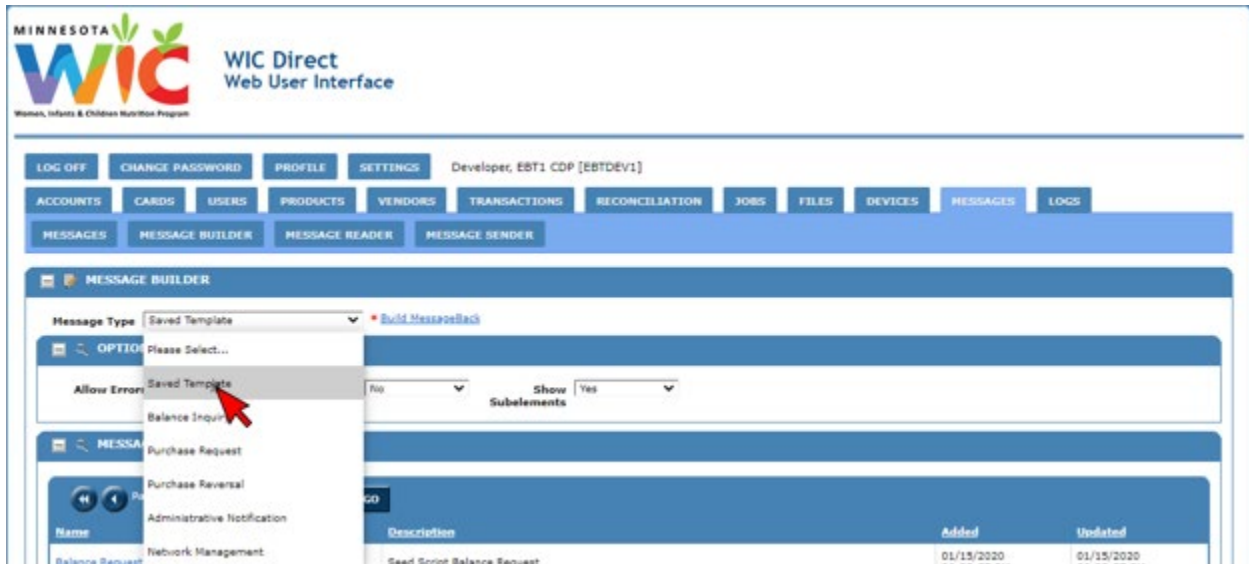
- Click the **Messages** button.



- Click the **Message Builder** button.



- In the *Message Type* drop-down, select **Saved Template**.



MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- Select **Purchase w/Gateway Merchant** from the list of *Message Templates*.

The screenshot shows the MESSAGE BUILDER interface. At the top, the Message Type is set to 'Saved Template'. Below this is the OPTIONS section with dropdowns for 'Allow Errors' (No), 'Show All Bits' (No), and 'Show Subelements' (Yes). The main section is MESSAGE TEMPLATES, which contains a table of templates. A red arrow points to the 'Purchase w/Gateway Merchant' template.

Name	Description	Added	Updated
Balance Request	Seed Script Balance Request	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase w/DC Merchant	Seed Script Purchase with a DC Merchant	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase w/TPP Merchant	Seed Script Purchase with a TPP Merchant	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase w/Gateway Merchant	Seed Script Purchase with a Gateway Merchant	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase w/51 Items	Seed Script Purchase with 51 Items	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase w/50 Items	Seed Script Purchase with 50 Items	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Reversal for Non-Existent Purchase	Seed Script Reversal for Non-Existent Purchase	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase Reversal for DC Merchant	Seed Script Purchase Reversal for DC Merchant	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase Exceeding Benefits	Seed Script Purchase that Exceeds Account Benefits	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM
Purchase w/NTE Reduction	Seed Script Purchase with Simple NTE Reduction (over \$50)	01/15/2020 06:25:57 PM	01/15/2020 06:25:57 PM

- The Message Builder template will open.
- Type or paste the household's **WIC Card number** into the *Card Number* field.
- Click the **Update** button to save the card number.

The screenshot shows the MESSAGE BUILDER interface with the BUILDER section. The Card Number field is highlighted with a red box, and the Update button is highlighted with a red arrow.

Bit	M/C	Name	Format	Representation	Size	Value
2	M	Primary account number (PAN)	VariableLengthTwoDigit	Numeric	19	1234569100000488

Card Number: [Select from List](#)

Also update bit 35 (track 2 data)?

[Update](#)

- Scroll down to **Bit (number) 48** to select a Vendor.
- Click the **Select from List** next to the *Vendor #* field.

The screenshot shows the MESSAGE BUILDER interface with the BUILDER section for Bit 48. The Vendor # field is highlighted with a red box, and the Select from List button is highlighted with a red arrow.

Bit	M/C	Name	Format	Representation	Size	Value
48	M	Additional data, private	VariableLengthThreeDigit	AlphanumericSpecial	255	WN00220

Benefit Issuer:

Voucher #:

Vendor #: [Select from List](#)

Farmer #:

Also update bit 43 (vendor name/address)?

[Update](#)

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- A window will display where you can select a Vendor to use.
- Click on a **Vendor's Name**. (For the example, *Cub Foods #6680* was selected.)

Name	MIS #	X9 #	Address	Peer Group	Direct?	Activate	Deactivate	Record Status
STEVE'S COUNTRY FOOD	0000007	0000007	601 N MAIN ST BROWERVILLE, MN 56438	1 - SMALL STORES	No	04/01/2017 12:00:00 AM	03/31/2020 11:59:59 PM	Active
Cub Foods #6680	0000009	0000009	8432 Tamarack Village Woodbury, MN 55125	4 - LARGE CHAIN STORES - METRO	No	04/01/2017 12:00:00 AM	03/31/2020 11:59:59 PM	Active
ZUP'S COOK - tempora	0000036	0000036	201 HWY 53 SE COOK, MN 55723	2 - LARGE INDEPENDENT STORES	No	04/01/2017 12:00:00 AM	03/31/2020 11:59:59 PM	Active

- The *Vendor #* field will populate with the **MIS #**.
- Click the **Update** button.

43 M Card acceptor name/location VariableLengthTwoDigit AlphabeticNumericSpecial 99 Gateway Store 04/500 S Test Avenue/T

Name Gateway Store 04
Street 500 S Test Avenue City Test City
State KY Country US Zip Code 40511-0000
[Update](#)

48 M Additional data, private VariableLengthThreeDigit AlphabeticNumericSpecial 255 WN00220

Benefit Issuer
Voucher #
Vendor # 0000009 [Select From List](#)
Farmer # [Select From List](#)
 Also update bit 43 (vendor name/address)?
[Update](#)

- This will populate the *Vendor information*.

Name Cub Foods #6680
Street 8432 Tamarack Village City Woodbury
State MN Country US Zip Code 55125
[Update](#)

48 M Additional data, private VariableLengthThreeDigit AlphabeticNumericSpecial 255 WN0070000009

Benefit Issuer
Voucher #
Vendor # 0000009 [Select From List](#)
Farmer # [Select From List](#)
 Also update bit 43 (vendor name/address)?
[Update](#)

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- Scroll down to **Bit 62**.
- Highlight the sample row in the *Selected Products* grid.

The screenshot shows a table with columns for UPC/PLU, Price, and Quantity. Below the table is a 'Selected Products' grid. The grid contains one row with the following data: UPC/PLU: 71279494449, Price: 00.00, Quantity: 001.00. A red arrow points to this row. To the right of the grid, there is a 'Remove Selected Products' link and a status message: '1 line item(s) with an actual quantity of 1.00.' Below the grid, there is a checkbox labeled 'Also update bit 4 (transaction amount)?' and an 'Update' button.

- Click the **Remove Selected Products** link next to the *Select Products* grid.

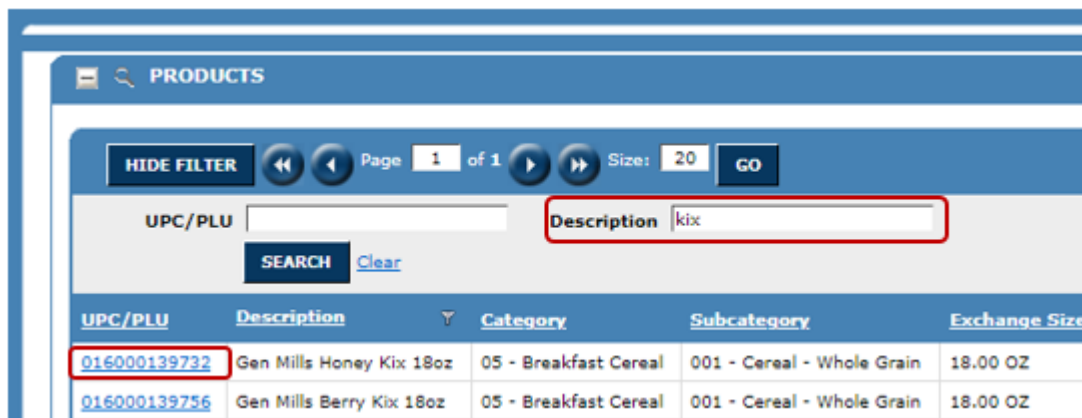
The screenshot shows the same interface as the previous one, but with a red arrow pointing to the 'Remove Selected Products' link. The status message now reads: '1 line item(s) with an actual quantity of 1.00.' The 'Also update bit 4 (transaction amount)?' checkbox and 'Update' button are still visible.

- This will clear the *Selected Products* grid.
- To select the product(s) being redeemed, click **Select From List**. (It is not recommended to use a known UPC from the production APL posted online, since not all UPCs in Production are in the UAT environment.)

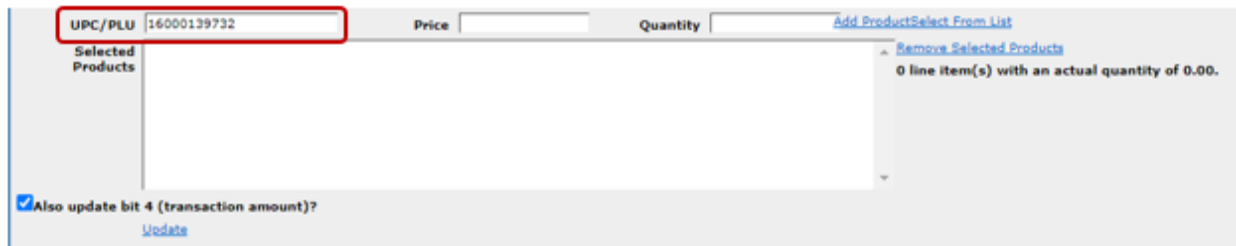
The screenshot shows the 'Selected Products' grid is now empty. The status message reads: '0 line item(s) with an actual quantity of 0.00.' A red arrow points to the 'Select From List' link. The 'Also update bit 4 (transaction amount)?' checkbox and 'Update' button are still visible.

- Search for an item using the Description field, as shown below. Then click the UPC of the product you would like to redeem.

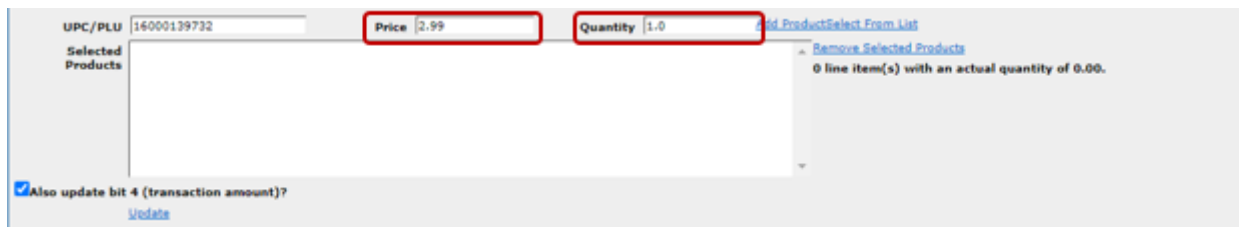
IMPORTANT: All items selected must be in a Category and Subcategory assigned to the WIC card, and the balance must cover the quantity of the item being purchased. For example, if the participant only has 18 oz of cereal available on the card, the transaction will fail if you include more than 18 oz of cereal in the selected products.



- This will populate the UPC/PLU field.



- Enter the **UPC** being redeemed, its **Price** and a **Quantity**.



IMPORTANT: 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.

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- Click the **Add Product** button.

60	C	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	999	
61	C	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	999	
62	M	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	999	PS0344620000007127949444900010

UPC/PLU [070074559582] Price [15.55] Quantity [1] x [Add Product](#) [Select From List](#)

Selected Products

[Remove Selected Products](#)

0 line item(s) with an actual quantity of 0.00.

Also update bit 4 (transaction amount)?

[Update](#)

- This will add the food item to the *Selected Products* grid.
- Click the **Update** button.

60	C	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	999	
61	C	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	999	
62	M	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	999	PS0344620000007127949444900010

UPC/PLU [070074559582] Price [15.55] Quantity [1] [Add Product](#) [Select From List](#)

Selected Products

[UPC/PLU] 00000070074559582 [Price] 15.55 [Quantity] 1.00

[Remove Selected Products](#)

1 line item(s) with an actual quantity of 1.00.

Also update bit 4 (transaction amount)?

[Update](#)

- Scroll up to **Bit 53**.
- Click the **Manual Transaction** button.

NOTE! in some browsers the **Get BDK** and **Manual Transaction** links display as one link; they are actually two separate links. Be sure to click on the “Manual Transaction” portion of the link.

53	C	Security related control information	VariableLengthTwoDigit	Binary	96	
----	---	--------------------------------------	------------------------	--------	----	--

PIN [] BDK [] KSN [] [Get BDKManual Transaction](#)

Entering just a keyset ID (987654, for example) for KSN will result in a generated KSN.

[Update](#)

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- Scroll back up to the top of the screen.
- Click the **Build Message** link in the *Message Builder* section.

NOTE! in some browsers the **Build Message** and **Back** links display as one link; they are actually two separate links. Be sure to click on the “Build Message” portion of the link.

LOG OFF CHANGE PASSWORD PROFILE SETTINGS Developer, EBT1 CDP [EBTDEV1]
ACCOUNTS CARDS USERS PRODUCTS VENDORS TRANSACTIONS RECONCILIATION JOBS FILES DEVICES MESSAGES LOGS
MESSAGES MESSAGE BUILDER MESSAGE READER MESSAGE SENDER

MESSAGE BUILDER

Message Type: Purchase Request [Build MessageBack](#)

OPTIONS

Allow Errors: No Show All Bits: No Show Subelements: Yes

- Scroll to the bottom of the screen (where the message was built).
- Click the **Message Sender** button in the *Message* section.

62 M EBT data VariableLengthThreeDigit AlphabeticNumericSpecialBinary 999 PS0344620000007127949444900010

UPC/PLU: 070074559582 Price: 15.55 Quantity: 1 [Add Product](#) [Select From List](#)

Selected Products: [UPC/PLU] 00000070074559582 [Price] 15.55 [Quantity] 1.00 [Remove Selected Products](#)
1 line item(s) with an actual quantity of 1.00.

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

MESSAGE

Primary Bitmap: 01110010001100000000101010000011010100011100001100110000000100 72300541A8E19804
Secondary Bitmap:
Message: J120072300541A8E1980416610727940000361100970000000000100071718000000000170717180000160440
11311020055501201216107279400003611=4912123456789123EBTDEV EBTDEV 63Cub Foods #6680
13432 Tamarack Village/Woodbury US125-000NN US
012WN0070000009840FD20E2EAEFB37A6F20FF0543AA7B533125C42A039PS0344620000007127949444900010
00010011

MESSAGE SENDER

STATISTICS

Message Size 330 Message Size 332 (w/ Header) Generation Time 48.00 (ms)

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- The *Message Sender* screen will open.
- From the *Built-In Installation* drop-down list select the option that ends with =>EBT3 (SSL).

LOG OFF CHANGE PASSWORD PROFILE SETTINGS Developer, EBT1 CDP [ebtdev1]

ACCOUNTS CARDS USERS PRODUCTS VENDORS TRANSACTIONS RECONCILIATION JOBS FILES DEVICES MESSAGES LOGS

MESSAGES MESSAGE BUILDER MESSAGE READER MESSAGE SENDER

MESSAGE SENDER

Please Select

Built-In Installation

Message

Append Header Send Message Back

00361100970000000000100071718000000000170717180000160440
0611=4912123456789123EBTDEV EBTDEV 63Cub Foods #6680
)-000MN US
/F20FF0543AA78533125C42A039P903446200000007127949444900010

- Click the **Send Message** button.

LOG OFF CHANGE PASSWORD PROFILE SETTINGS Developer, EBT1 CDP [ebtdev1]

ACCOUNTS CARDS USERS PRODUCTS VENDORS TRANSACTIONS RECONCILIATION JOBS FILES DEVICES MESSAGES LOGS

MESSAGES MESSAGE BUILDER MESSAGE READER MESSAGE SENDER

MESSAGE SENDER

Built-In Installation

Message

Append Header Send Message Back

0120072300541A8E1980416610727940000361100970000000000100071718000000000170717180000160440
1131102005555012012216107279400003611=4912123456789123EBTDEV EBTDEV 63Cub Foods #6680
/B432 Tamarack Village\Woodbury\55125-000MN US
012WN0070000009840FD20E2AEFB37A6F20FF0543AA78533125C42A039P903446200000007127949444900010
00010011

- A response is received and displays in the *Response* section.
- Click the **Message Reader** button to confirm it was processed successfully.

LOG OFF CHANGE PASSWORD PROFILE SETTINGS Developer, EBT1 CDP [ebtdev1]

ACCOUNTS CARDS USERS PRODUCTS VENDORS TRANSACTIONS RECONCILIATION JOBS FILES DEVICES MESSAGES LOGS

MESSAGES MESSAGE BUILDER MESSAGE READER MESSAGE SENDER

MESSAGE SENDER

Built-In Installation

Message

Append Header Send Message Back

0120072300541A8E1980416610727940000361100970000000000100071718000000000170717180000160440
1131102005555012012216107279400003611=4912123456789123EBTDEV EBTDEV 63Cub Foods #6680
/B432 Tamarack Village\Woodbury\55125-000MN US
012WN0070000009840FD20E2AEFB37A6F20FF0543AA78533125C42A039P903446200000007127949444900010
00010011

RESPONSE

Response

MESSAGE READER

MANUAL REDEMPTIONS IN WIC DIRECT TRAINING ENVIRONMENT

- If the manual redemption was processed correctly, all fields are **green**.

Approved					
41	Card acceptor terminal identification	None	AlphabeticNumeric	8	EBTDEV
42	Card acceptor identification code	None	AlphabeticNumeric	15	EBTDEV
43	Card acceptor name/location	VariableLengthTwoDigit	AlphabeticNumericSpecial	63	Cub Foods #6680@432 Tamarack Village\Woodbury\55125-0000MN US
Cub Foods #6680 8432 Tamarack Village, Woodbury, MN 55125-0000 US					
48	Additional data, private	VariableLengthThreeDigit	AlphabeticNumericSpecial	12	WN0070000009
Merchant Number: 0000009, Merchant Name: Cub Foods #6680 (4 - LARGE CHAIN STORES - METRO)					
49	Currency code, transaction	None	Numeric	3	840
52	Personal identification number (PIN) data	None	Binary	16	413A629A103E289F
53	Security related control information	VariableLengthTwoDigit	Binary	20	2FB86D62431450F1C904
59	Transport data	VariableLengthThreeDigit	AlphabeticNumericSpecial	6	104541
62	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	70	EA0141420090002400EA01414201200003200EA01414202108200400EF00820190917
Earliest Expiration: 2019/09/17					
Remaining Balance: Category: 09, Subcategory: 000, Quantity: 02400 Category: 12, Subcategory: 000, Quantity: 03200 Category: 21, Subcategory: 082, Quantity: 00400					

Approved					
41	Card acceptor terminal identification	None	AlphabeticNumeric	8	EBTDEV
42	Card acceptor identification code	None	AlphabeticNumeric	15	EBTDEV
43	Card acceptor name/location	VariableLengthTwoDigit	AlphabeticNumericSpecial	63	Cub Foods #6680@432 Tamarack Village\Woodbury\55125-0000MN US
Cub Foods #6680 8432 Tamarack Village, Woodbury, MN 55125-0000 US					
48	Additional data, private	VariableLengthThreeDigit	AlphabeticNumericSpecial	12	WN0070000009
Merchant Number: 0000009, Merchant Name: Cub Foods #6680 (4 - LARGE CHAIN STORES - METRO)					
49	Currency code, transaction	None	Numeric	3	840
52	Personal identification number (PIN) data	None	Binary	16	413A629A103E289F
53	Security related control information	VariableLengthTwoDigit	Binary	20	2FB86D62431450F1C904
59	Transport data	VariableLengthThreeDigit	AlphabeticNumericSpecial	6	104541
62	EBT data	VariableLengthThreeDigit	AlphabeticNumericSpecialBinary	70	EA0141420090002400EA01414201200003200EA01414202108200400EF00820190917
Earliest Expiration: 2019/09/17					
Remaining Balance: Category: 09, Subcategory: 000, Quantity: 02400 Category: 12, Subcategory: 000, Quantity: 03200 Category: 21, Subcategory: 082, Quantity: 00400					

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-657-3492, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 651-657-3942.

This institution is an equal opportunity provider.