

Dear Michigan WIC Authorized Vendor:

Re: Changes to WIC Transaction Process

The State of Michigan has notified us that your store is an authorized Vendor in the Michigan **Electronic Benefit Transfer Program for Women, Infants, and Children known as WIC**.

FIS was recently contracted by the Michigan WIC Program to manage the redemption of WIC transactions for Vendors that choose to use FIS as their processor. Next steps and what this means to you:

#### Step 1:

Michigan WIC Authorized Vendors may choose to process WIC transactions through a Third-Party Processor (TPP) or may choose to process transactions through FIS Government Solutions. A TPP is a commercial processor that processes credit and debit card transactions along with Electronic Benefit Transfers (EBT).

- Vendors may utilize a POS device that is integrated with their cash register system or may utilize stand-beside POS devices that are not integrated with their cash register systems.
- If you currently have an Agreement with a commercial TPP to process SNAP, credit **and/or** debit transactions using a stand beside device you may also enter into the enclosed Agreement with FIS to process WIC transactions.
- If you choose FIS with non-integrated stand-beside POS devices, please continue with Step 2.

#### Step 2:

Enclosed is the Agreement for Benefits Redemption and leasing stand-beside Point-of-Sale (POS) Terminals from FIS. If you choose a stand-beside POS device to process WIC transactions, you will need to complete and return this Agreement. Your current POS device used to process WIC transactions will need to be returned to your current POS Provider. Please wait until you have the FIS device in hand before returning your current device. The terminals provided by FIS support both WIC and Supplemental Nutrition Assistance Program (SNAP) transaction processing. References in the Agreement to "FNS Exempt Merchant categories" and "Quest Rules" relate to SNAP and do not apply to the WIC program.

- Carefully read the entire Agreement and complete all required information on pages 1, 2 and 3.
- On page 1 of the Agreement, you are asked to provide your seven (7) digit WIC Vendor ID number. If you do not know your WIC Vendor ID number, please contact 517-335-8937 or MDHHS-WICVendor@michigan.gov.
- On page 2 of the Agreement, for "Number of Terminals," enter the desired number of devices.
- On page 2 of the Agreement, at "Connectivity Type," please mark the type of connection the Point-Of-Sale (POS) terminal will use: a "Broadband Internet" connection (always on) and/or a "Dial up" connection using a regular analog telephone line. Note: An Ethernet cable is required for broadband internet connection and needs to be purchased separately.
- See page 10 of the Agreement for terminal lease rates.
- Sign the Agreement in the "Merchant" signature area (lower left corner of page 1) and keep a copy for your records.

#### Step 3:

Return all pages of the completed, signed Agreement to FIS Merchant Services by fax or mail (both shown on the bottom of page 1 of the Agreement).

#### Step 4:

When FIS has received your signed Agreement and verified all required information, FIS will send you the POS equipment. An FIS technician will contact you to schedule installation and train you on use of the equipment.

#### Questions?

If you have any questions or need help in completing the paperwork, please call FIS at 1.800.894.0050 between 9:00 am and 6:00 pm Eastern Time.