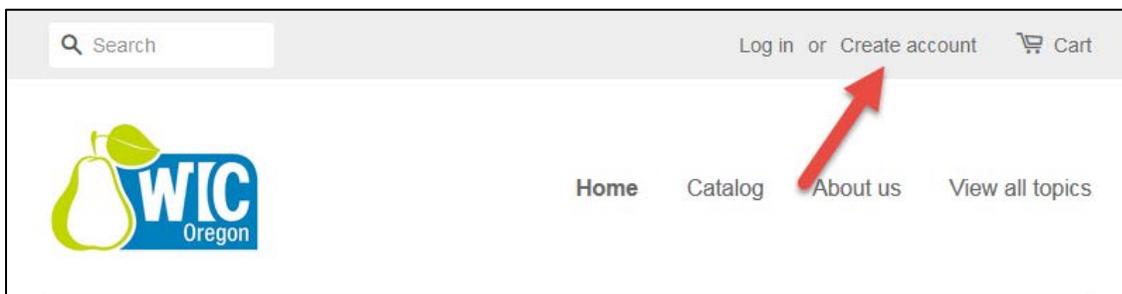


Setting Up Your Agency's WIC Shopify Account

November 2016

WIC Publications can now be ordered through a website instead of a paper form! Here is how to get started:

- 1) Choose a staff person to set up **one account for your whole agency** (or clinic, if your agency prefers to order that way). This is easier for you because: you can view your entire order history in one place; you can still ship to multiple addresses; and you can keep track of (and share) a single login and password (see step 4).
- 2) Go to <https://oregon-wic.myshopify.com>
- 3) In the upper right hand corner, click on **Create account**:



- 4) On the Create Account screen enter:
 - a. **your agency's name** (i.e. FIRST NAME = *Coos*, LAST NAME = *County*)
 - b. the **e-mail address** you have chosen **for your agency**. (ex: *WIC@luckycounty.gov*) **NOTE: This address will receive order confirmation e-mails, and password reset e-mails.**
 - c. a **password**.

Make a note of the e-mail address and password you have chosen, and share it with staff who order materials. This can be shared because there is no confidential information in this system.

A screenshot of the 'Create Account' form on the WIC Oregon website. The form is titled 'Create Account' and contains four input fields: 'Sample', 'County', 'sample@co.or.us', and a password field with a masked input (dots). Below the fields is a blue 'Create' button and a 'Return to Store' link. A red arrow points to the 'County' field.

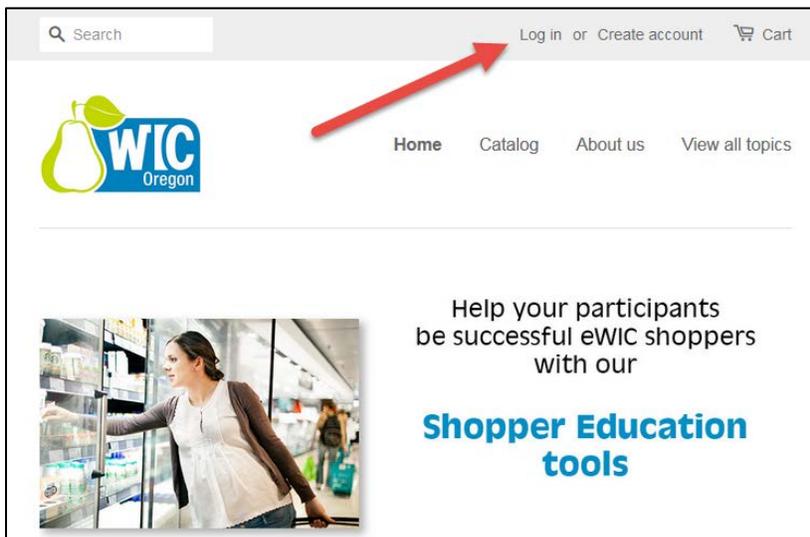
- 5) Click the **Create** button.

The screenshot shows a 'Create Account' form with the following fields: a text input containing 'Sample', a text input for 'County', a text input containing 'sample@co.or.us', and a password input with 10 dots. Below the fields is a blue 'Create' button, which is highlighted by a red arrow. At the bottom left of the form is a link that says 'Return to Store'.

- 6) You should now see a **My Account** screen. Because this is a new account, you won't see any order history or addresses listed. You can set up one or more **shipping addresses** now, by clicking on **View Addresses** under Account Details, or you can wait until you place your first order.



- 7) Your agency is now ready to order publications from Oregon WIC! When ready, return to <https://oregon-wic.myshopify.com>, click "**Log In**," and enter the e-mail and password for your agency's account.



Questions? Need help setting up your account or ordering?
Contact **Diane Arnold** at 971-673-0081 or diane.arnold@state.or.us