

Digital StoreFront Online Ordering - Access and Updates

DSF-001 (Rev. 2/24)

Site Information - Add/Remove/Update (check all that apply)

Add a Site Remove a Site Update a Shipping Address

New Site/Address:

Agency and Site Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Agency Name <input type="text"/>
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Site Shipping Address - Include Street, City, State and Zip Code

Old Site/Address: (Only if applicable)

Agency and Site Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Agency Name <input type="text"/>
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Site Shipping Address - Include Street, City, State and Zip Code

Comments:

Registered User Information - Remove/Update/Add (check all that apply)

Remove Existing Registered User Update Existing Registered User Information

First Name <input type="text"/>	Last Name <input type="text"/>
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E-mail Address <input type="text"/>	Telephone Number <input type="text"/>
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Local Agency Name (Required) <input type="text"/>	Agency and Site Number (Required) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Add New Registered User:

First Name <input type="text"/>	Last Name <input type="text"/>
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E-mail Address <input type="text"/>	Telephone Number <input type="text"/>
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Local Agency Name (Required) <input type="text"/>	Agency and Site Number (Required) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Comments:

Guidelines:

1. **Must** type. We will not accept handwritten forms.
2. You **must** include your full 6-digit Agency/Site number in the appropriate area(s).
3. If you have any additional questions, contact WICMaterials@cdph.ca.gov.

Add/Remove/Update Shipping Address:

1. All shipping addresses in Digital Store Front (DSF) **must** be a valid California WIC site location verifiable in WIC WISE.
2. An update in shipping address must be approved by State WIC before the update/change in the DSF system will be made.

Remove/Update/Add Registered User:

1. Registered users must be approved by State WIC before access will be granted.
2. Submit a separate form if multiple registered users are being added or removed.
3. A maximum of 2 staff per site may have access to DSF. If by adding a new registered user you exceed two users for the same site, you **must** remove an existing registered user.

State WIC Use Only

	Date Approved <input type="text"/>
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OSP Use Only

StoreFront Name <input type="text"/>	Account Status <input type="text"/>
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