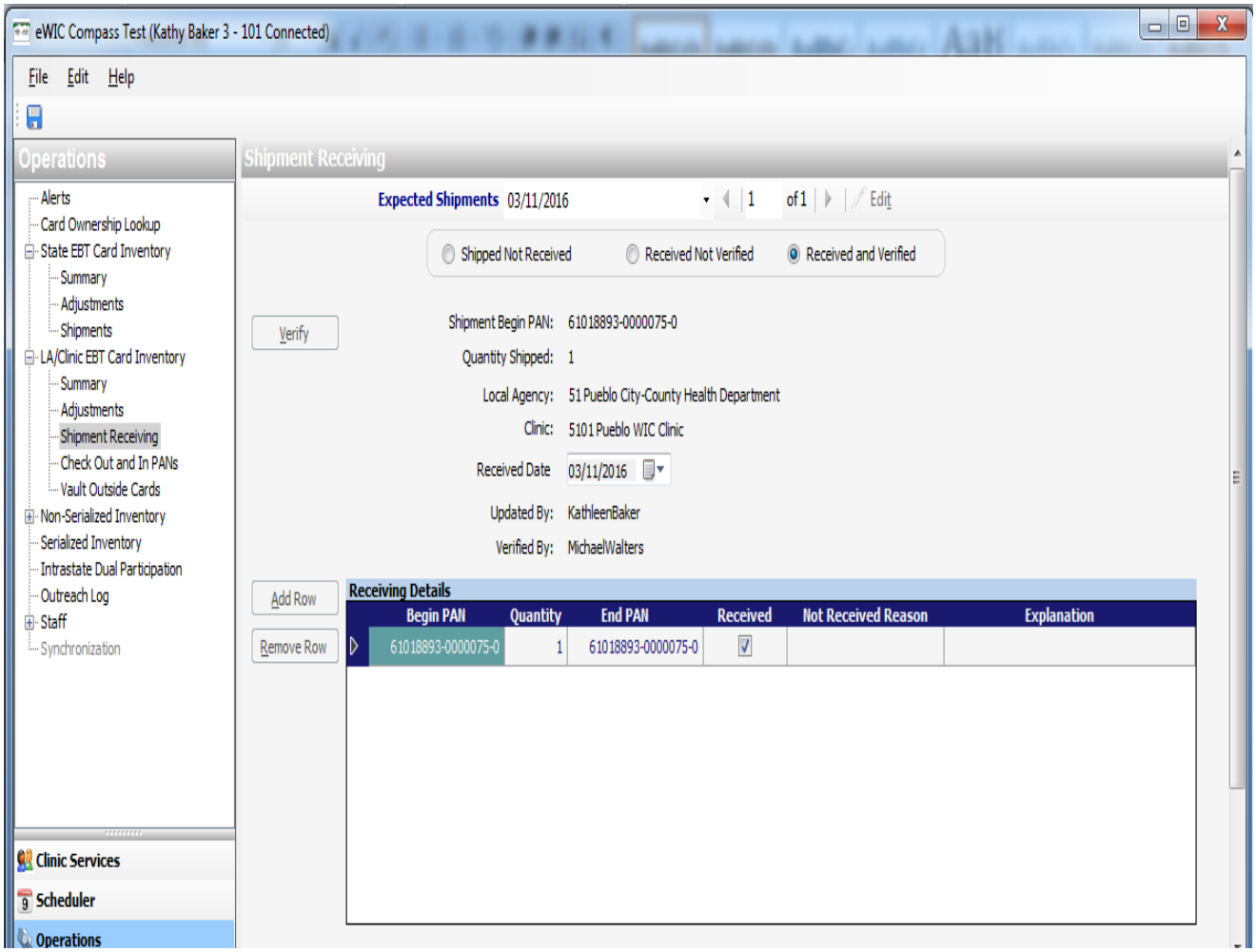
Receiving and Verifying eWIC cards

eWIC cards are shipped from the State office directly to the local agency clinic prior to the clinic's eWIC rollout date. The clinic must receive and verify the shipment before any eWIC cards can be issued to participants. Each shipment of eWIC cards contains a packing list noting the range of cards and the number of boxes sent. Steps for receiving and verifying eWIC cards are listed below. If you have any problems, please contact the Benefit Delivery Unit (BDU) at 303.692.2400.

Receiving (First Person)

1. When the shipment of eWIC cards arrives at the WIC clinic, check for damage to the shipment boxes and that all boxes are received. Match the range of PANs listed on the boxes with the range recorded on the packing slip.
2. In eWIC Compass, expand the **LA/Clinic EBT Card Inventory** branch in the **Operations** panel and click "Shipment Receiving."
3. On the Shipment Receiving panel, ensure that "Shipped not Received" is selected to display your clinic's card order information
4. Check that the PANs received match the numbers of those displayed in eWIC Compass.
5. Click "Edit." The "Received Date" will automatically populate with today's date. Click the "Add Row" button (next to the Receiving Details table grid) and enter the Begin PAN and Quantity of the shipment (which is also listed above the Receiving Details grid). Tab over to the "Received" column, select the box and Save.
6. Your name will appear next to the "Updated By": field.

Verifying (Second Person)

1. In eWIC Compass, expand the **LA/Clinic EBT Card Inventory** branch in the **Operations** panel and click "Shipment Receiving."
2. On the Shipment Receiving panel click "Received not Verified."
3. Click the "Verify" button and Save.
4. Your name will appear next to the Verified By: field.