

How to Easily Sign Up to Accept SNAP-EBT Payment



Retail food stores and farmers' markets across New Mexico can boost revenue by accepting SNAP-EBT (food stamps) payments.



One in four New Mexicans buys food with SNAP-EBT.

Accepting SNAP benefits the local economy, especially in rural areas, which increases access to fresh, unprepared foods across New Mexico.

A business can accept SNAP-EBT when sales are made in person once Food Nutrition Services (FNS) has approved its application by issuing a permit to the business. Businesses must then program or buy equipment to process the sales. *See 5 Easy Steps below for this process.

If you are a retailer that wants to accept SNAP-EBT on your website or mobile app, follow the requirements listed on the SNAP Online Purchasing Pilot website at <https://www.fns.usda.gov/snap/online-purchasing-pilot>.

FIVE EASY STEPS TO ACCEPT SNAP:

1.

Register for an online USDA Account:

<https://www.eauth.usda.gov/eauth/b/usda/registration>

- Select "Customer" for the type of user and provide your email when prompted.
- Activate your account.

2.

Complete the online SNAP application:
<https://www.fns.usda.gov/snap/retailer/application-status>

- You have **30 days** after starting the application to complete and submit it or it will be deleted. FNS has 45 days from the date they receive your completed application to make a determination.

3.

Submit supporting documentation.

- Instructions for submitting your documentation will be at the end of the application.

4.

Check your application status:

<https://www.fns.usda.gov/snap/retailer/application-status>

- FNS will contact you if you need to provide additional information.

5.

Buy/program equipment to process sales.

- Point of sale equipment is necessary to process the transactions. You may be able to program your current equipment to accept SNAP-EBT. More info: <https://fns-prod.azureedge.us/sites/default/files/snap/SNAP-EBT-TPP-guidance.pdf>.



Documents You Will Need:

- Retailer's Business License
- Retailer's Sales Data
- Copies of Photo ID
- Social Security Number Verification

Find this clickable handout at: www.nmpovertylaw.org

If you have additional questions, you can call the SNAP Retailer Service Center at 1-877-823-4369.