

STEP ONE: LOGIN TO FAMILY

1. Bookmark <http://texas.4honline.com>.
2. Select [I have a profile] radial button. *or [I forgot my password]. Contact the local County office for password assistance. (counties.agrilife.org)*
3. Enter the email address and password.
4. Click the [Login] button.

5. Click the [Continue to Family] button.

Continue to Family

STEP TWO: EDIT ADULT MEMBER

1. Scroll down to the Member/Volunteer List.
2. Click on the [Edit] button on the right side of the inactive adult volunteer's profile listing.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Test Adult 4-H Test	Adult		Inactive		

3. Scroll to the bottom of the Profile Information screen and click the [Enroll for 20XX-20XX] button.
4. Review and update all information on the Personal Information, Additional Information, Health Form, Volunteer Screening and Participation screens. Incorrect information will affect the ability to be screened in a timely manner, register for an event, and/or fees associated with enrollment and registration.
5. Click the [Continue] button to the invoice information screen. Review your invoice to ensure that fees have been charged correctly.
6. Click the [Continue] button to the payment screen.
7. Click [Add New Credit Card] or select the [County/Club 4H Check] radial button. **Contact the local Extension Office to see if the what payment methods are available in your county. (<http://counties.agrilife.org>)**

- **Credit Card:** Click radial button beside the credit card to use or Click the orange [Add New Credit Card] button.

Complete all the requested information and click the [Save] button.

The billing address must match **EXACTLY** to the address on file with the credit card company. Click the [Change Billing Address] button to make a change.

Change Billing Address

- **Club/County 4-H Check**

Click the [County/Club 4-H Check] radial button.

8. Click the [Select Payment Method] button to the confirm payment method.

Select Payment Method >>

9. Click the [Pay By Computer Terms and Conditions] link and select the checkbox to agree. (if you are using a credit card)
10. Click the [Submit Enrollment] button.

The pending enrollment will then be sent forward for processing.

STEP THREE: PROCESSING

Volunteer Screening/Background Check

Adult volunteers are required to be screened through the Texas 4-H Youth Protection Standards program every three years, or provide documentation of screening from an approved screening entity in the last 3 years. More about this process can be found at: <http://texas4-h.tamu.edu/volunteer>.

Adult Volunteer Submits Enrollment

Background Check Needed

No Background Check

Background Check Performed
(Takes A Week)

Background Check Marked Approved

County Reviews and Approves Enrollment
(Or sends back for corrections)

Credit Card

4H County/Club Check

Credit Card Charged

County Creates Transfer

Active Profile

County Cuts Check

County Mails Check

State Office Receives Check

Active Profile