

YOUTH RE-ENROLLMENT INSTRUCTIONS



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.



- 6. Scroll down to the Member/Volunteer List.
- Click on the [Edit] button on the right side of the inactive youth's profile listing.



- 8. Scroll to the bottom of the Profile Information screen and click the [Enroll for 20XX-20XX] button.
- Review and update all information on the Personal Information, Additional Information, Health Form and Participation screens. Incorrect information will affect the ability to register for an event, and/or fees associated with enrollment and registration.
- Click the [Continue] button to the invoice information screen.
 Review your invoice to ensure that fees have been charged correctly.
- 11. Click the [Continue] button to the payment screen.
- 12. 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.

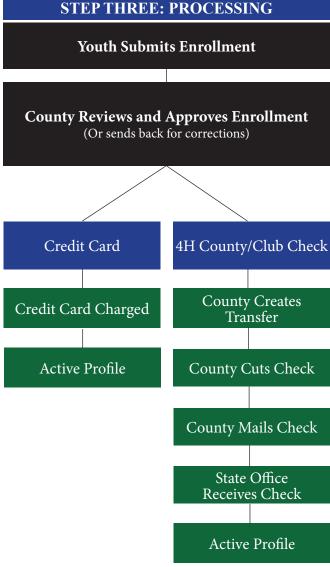
13. Click the [Select Payment Method] button to the confirm payment.

Select Payment Method >>

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



The pending enrollment will then be sent forward for processing.



Most questions can be answered by calling your county extension office. (http://counties.agrilife.org/)