

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.
7. Click on the [Edit] button on the right side of the inactive youth's profile listing.

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

8. Scroll to the bottom of the Profile Information screen and click the [Enroll for 20XX-20XX] button.
9. 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.
10. 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 >>

14. 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.

STEP THREE: PROCESSING

Youth Submits Enrollment

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

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