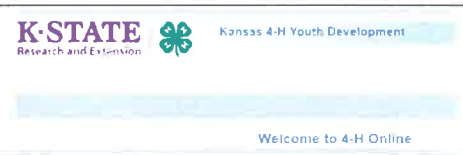
4HOnline Enrollment Guide for New Families

After you have contacted your local Extension office and know which club best suites your family, you may begin the online enrollment process. Kansas 4-H has implemented an annual $15 Kansas 4-H program fee. All youth will be asked to indicate their payment intention. If unsure which selection to use, please contact your local Extension office.

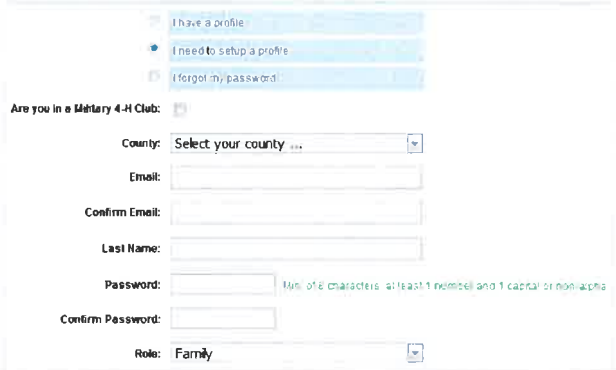
1. Visit https://kansas.4honline.com.
Firefox and Chrome web browsers work best; Internet Explorer is not supported. It is recommended to use a computer, laptop or tablet to complete this process.



2. Select "I need to set up a profile."

3. Enter the family's county/district of 4-H participation and desired login information.
4. Click [Create Login].

CAUTION
If a duplication message is received, **do not** continue creating a new family account. Try the "I forgot my password." Contact the local Extension office if this process is unsuccessful.



5. Enter the Family's information.

TIP
If all family members have the same address, check the "Update member records with the same address" box.

6. Click [Continue].

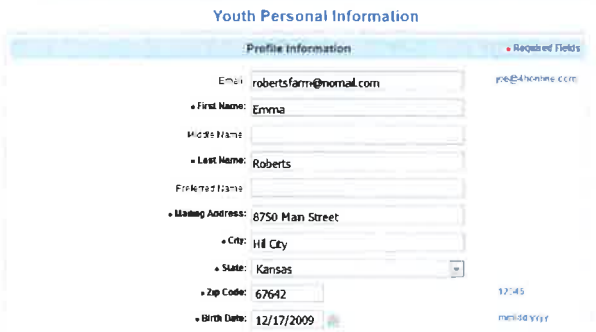
7. Add family members who would like to enroll in 4-H: youth and/or adult volunteers.

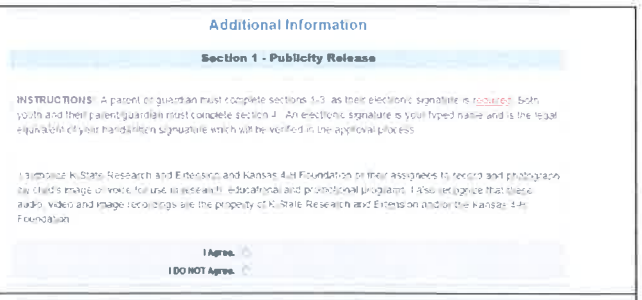
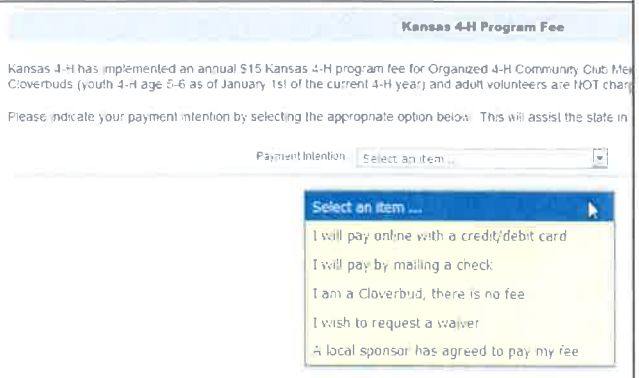
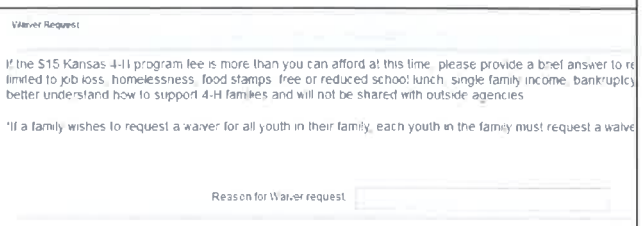
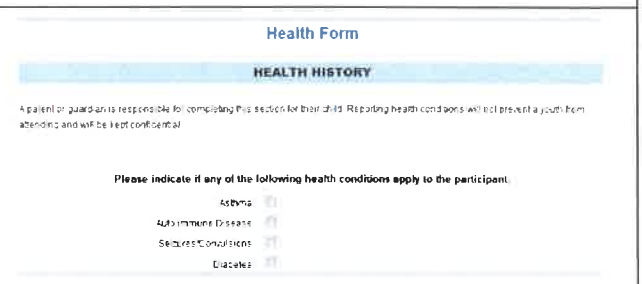
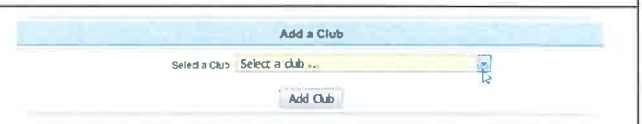
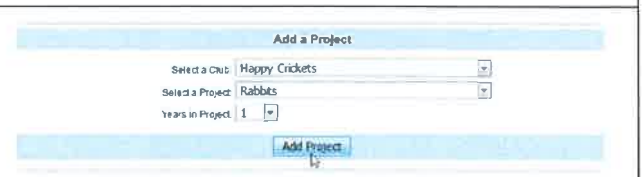
8. Select the desired Member Type and click Add Member.

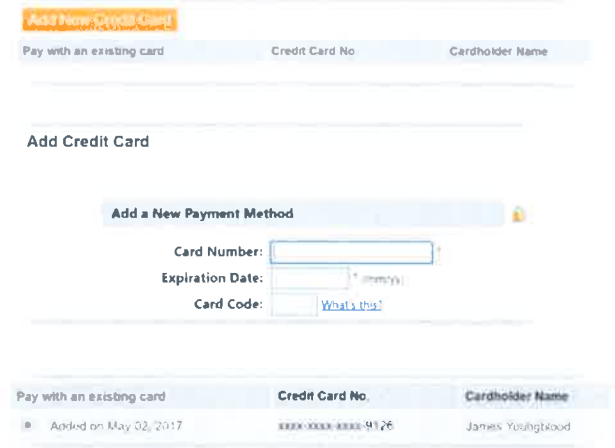
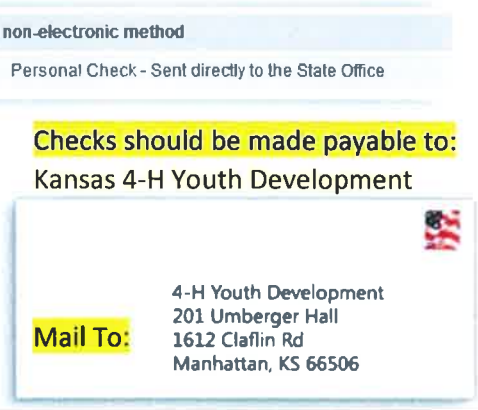
9. Enter the Youth or Adult Volunteer's Personal Information. Information in **bold** is required. All other information is optional.

TIP
If the youth member or adult volunteer holds a 4-H leadership position such as (club officer, club leader, project leader, Ambassador, Youth Council member, etc.) be sure to indicate YES "I am a Volunteer."

10. Click [Continue].



11. Read the **Additional Information** carefully. Mark answers and/or sign sections with the necessary electronic signatures. **CAUTION** Sections 1-4 will be **locked** for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.	
12. **Kansas 4-H has implemented an annual $15 Kansas 4-H program fee**. This fee is for youth of Organized 4-H Community Clubs and Independent 4-H members, 4-H ages 7-18. Cloverbuds (4-H ages 5-6) should not pay this fee. 13. All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the local Extension office.	
14. If the $15 Kansas 4-H Program Fee is more than you can afford at this time, please provide a brief answer to request a waiver. Reasons could include but are not limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy or health conditions. This information will allow us to better understand how to support 4-H families and will not be shared with outside agencies. 15. Click [Continue] when completed with this page.	
16. Complete the Health Form. 17. Click [Continue].	
18. Select the desired club. 19. Click [Add Club] to add it to the member's "Club List." 20. Click [Continue] when finished.	
21. Select the member's primary club. 22. Select the desired Project. 23. Click [Add Project]. The project will be added to the "Project List." Repeat the process to enroll the member in any additional projects. 24. Click [Continue] when finished adding projects.	

25. If applicable, add Groups that indicate the member's commitments to 4-H. It is possible no Groups will exist. 26. Click [Continue] to proceed to the Invoice.	
27. A $15.00 4-H Program Fee will automatically be generated for Independent 4-H youth and 4-H Club members. (This includes Cloverbuds, youth who requested a waiver and youth who have a local sponsor). This is normal. 28. Click [Continue] to proceed to the Payment screen. (If the total is $0.00, there will be no Payment screen).	
29. Families paying the Kansas 4-H Program Fee will have (2) options to remit payment. Cash cannot be accepted. **Please read the next steps carefully on how to proceed with a payment method. Kansas 4-H Program fees are non-refundable.**	
PAYMENT OPTION #1 - Pay online with a credit/debit card. Select the orange [Add New Credit Card] button. Enter card information. Save. On Payment screen, click "Pay with an Existing card." **CAUTION** If the check option is marked by mistake, the online payment will not process successfully. Click [Select Payment Method] to continue.	
PAYMENT OPTION #2 - Pay by mailing a personal check. Select "Personal Check" under Pay using a non-electronic method. Click [Select Payment Method] to continue. Write the 4-H youth name(s) in the check memo line or on an additional sheet of paper, enclosed with the check so payment may be applied to the appropriate member(s). Payment is due within (7) days of submitting 4-H enrollment. Payment cannot be made at the local Extension office.	

CLOVERBUDS must select "Personal Check" under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check.	Pay using a non-electronic method Personal Check - Sent directly to the State Office
SPONSORED YOUTH must select "Personal Check" under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check.	Pay using a non-electronic method Personal Check - Sent directly to the State Office
YOUTH REQUESTING A WAIVER must select "Personal Check" under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check. Youth will be notified of waiver acceptance within (10) business days.	Pay using a non-electronic method Personal Check - Sent directly to the State Office
30. ALL MEMBERS must click [Submit Enrollment] on the Confirm page.	Submit Enrollment
The member will become "Active" and receive a Membership ID once the local Extension office approves the member's reenrollment information and the State 4-H office approves family or sponsor payment/waiver/Cloverbud age. Once the enrollment has been submitted, it is "pending" approval. To enroll another family member, repeat this process, beginning at step 7 or logout by clicking "logout" in the upper right-hand corner. TIP If the second member's Parent/Guardian and Emergency contact information is the same, select "Copy parent information from another youth record" at the top of their Profile Information page.	Member/Volunteer List Role: Youth; Membership ID: ; Enrollment Status: Pending Copy parent information from another youth record — Select a member name ... Member/Volunteer List Role: Youth; Membership ID: 865170; Enrollment Status: Active
Keep login information (family email address and password) as this is your family's permanent 4-H account. Families are able to login to 4HOnline to update member records and add/drop projects. Check with your local Extension office for project deadlines.	I have a profile I need to setup a profile I forgot my password Email: Password: Role: Family Login
Next year during 4-H re-enrollment, log in to these records to "reactivate" 4-H family members. There is a resource called "4HOnline Reenrollment Guide for Returning Families" that may assist you. Welcome to Kansas 4-H!	4HOnline Reenrollment Guide for Returning Families elopment welcomes you to another year of convenient online enrollment! nsas.4honline.com. er will not work for this system; Firefox and K·STATE

Kansas State University Agricultural Experiment Station and Cooperative Extension Service K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, John D. Floros, Director. July 2015