**How to Enroll in 4-H through 4HOnline**

1. Open a web browser and type in: [http://missouri.4honline.com](http://missouri.4honline.com) (Please note, adding the www. prefix will return an error message). You will now see the Missouri 4-H login page.

   **TIP:** We recommend you use Firefox or Chrome for your web browser. Explorer does not work well with the program.

2. Choose I need to setup a profile.
3. Enter your desired login information.
4. Click Create Login.
   
   If you receive a message that your account already exists, contact your County 4-H Office for your login information.

5. Enter your Family Information.
6. Click Continue.
   
   In 4HOnline, Continue means the same as Save.

7. Members in 4HOnline are grouped by Family. Add youth and adult family members who would like to enroll in 4-H.
8. Select the desired Member Type and click Add Member.

   **NOTE:** Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.

9. Enter the Youth's Personal Information.
10. Information in **Bold** is required. All other information is optional.
    
    **Note:** Families are encouraged to include a cell phone number, and select their provider. See “Tips” section for explanation.

11. Click Continue.
12. Read the Additional Information carefully.
13. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted.
14. Click Continue.

15. It is very important that each member’s Health Form is complete and accurate. Review and/or enter the member’s Health information and click Continue.

16. Select your desired Club.
17. Click Add Club.

18. The Club will appear on the Club List.
19. Click Continue.

20. Select the projects you want to enroll in.
21. Select the Project.
22. Click Add Project.
23. Repeat to add all of your projects.
24. When you have finished adding your projects, click Continue.
25. Groups are optional. You may leave this area blank.
26. Click Continue to view your invoice, select a payment method, confirm payment and submit your enrollment. (See “How to Pay” guide attached to these instructions).

27. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office.
28. Once you County 4-H Office has reviewed the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.
29. To enroll another family member, select the member type and repeat the enrollment process.

30. If the second member’s Parent and Emergency Contact information is the same as the first member’s information, select “Copy parent information from another youth record” to auto-fill these portions of the Youth Profile page.

31. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, register for events, add animals and run member reports. NOTE: Some features have not yet been activated.

TIPS:
1. After your initial login, you will see the Families Home Page when you first log in.
2. The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.
3. To access your member list, click “Continue to Family.”
4. If you would like to change your password at any time after your initial login, click “Change Password.”
5. If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.

- If, at any point, you would like to return to your start page, click on “Home.”
- To return to your member list from any page, click on “My Member List.”
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.

- Families are encouraged to provide a cell phone number and to select their provider. Club Leaders and 4-H Staff will be sending information to your email address. We have learned that the best way to make sure you get the email information in a timely manner is to send the email and then send a text to remind you to read your email. If you provide a cell phone number and indicate your provider we can send you a text through our email. Example: If your cell phone number is 555-111-2222 and AT&T is your provider, the email address to send you a text would be 5551112222@txt.att.net.
How to Pay for 4-H Enrollment Fees in 4-H Online

4-H Online makes it possible for families to pay their enrollment fees with a credit or debit card. Paying with a credit/debit card is the most efficient method. If you pay by credit card, as soon as Jenny or I have approved a member’s enrollment, that member becomes active (unless there is some problem with the card). Paying by credit or debit card is really easy for families who have already entered a card into their family profile. Families new to 4-H this year, or those who have not already entered a credit card will have a slightly different procedure.

Families who prefer to pay by cash or check can still do so. Payment will be made to “Franklin County Extension Council” and will be sent directly to the Franklin County MU Extension Center. Club Leaders will not be collecting enrollment fees.

Credit/Debit Card Payments

• For those who have not entered a credit/debit card into their 4-H Online profile: When you get to the payment screen, you will see that the default in the system is “Cash or check to local club.” You should click on “Add new Credit Card”. Enter your card information in the pop-up box, then click “Save Credit Card Information”. You should now see your card information and the option to “Pay with an existing card”. Make sure there is a dot in the middle of the circle below “Pay with an existing card”. If there is no dot, then click on the circle to select the dot. Make sure there is not a dot in the circle beside “County/Club 4-H Check”.

If the dot is in the correct circle, click on “Select Payment Method” again, confirm that you agree to the “Pay By Computer Terms and Conditions”, and click submit enrollment. Note that you will have to pay for each member separately as you enroll them.

• For those who have already entered a credit/debit card into their 4-H Online profile: Since you have already entered a credit/debit card into the system, when you get to the payment page you will see your card information listed, and a dot in the circle under “Pay with an existing card”. Paying with your card is now the default so all you have to do is click on “Select Payment Method” at the bottom of the page, click the box to confirm that you agree to the “Pay By Computer Terms and Conditions”, and submit the enrollment. Note that you also have the option to enter a new credit card if you need to.

Cash/Check Payments

If you wish to pay member enrollment fees with cash or a check, you will need to make payment to “Franklin County Extension Council” and bring/send the payment to the Franklin County MU Extension Office at 116 West Main, Union, MO, 63084. The Extension Council will submit a check for enrollment fees to the University of Missouri after their monthly meeting. Members will remain in pending status until payment for the member is received at the University of Missouri. Depending on the time of the month that your check arrives, the member could remain in pending status for up to two months. Once payment is received at the University of Missouri the member will be moved to “active” status.

Need Help?

Whether you need help with figuring out the 4-H Online system, or you need help with the $20 fee for one or more of your members, please contact me at hilemand@missouri.edu, or my cell phone, 314-606-7121. Please do not let the family budget determine if your child will join Franklin County 4-H!