

ENROLLMENT INSTRUCTIONS

PROCESSING

1. Bookmark <http://texas.4honline.com>.
2. Create family profile by selecting the [I need to setup a profile] radial button. Enter the basic information for the family.

3. Click the [Create Login] button.
4. Complete all the requested family information.
5. Click the [Continue] button.
6. Click to add a youth profile from the drop-down menu.

Member List

7. Enter all information on the Personal Information, Additional Information, Health Form, and Participation screens. Incorrect information will affect the fees associated with enrollment and registration.
8. Click the [Continue] button to the invoice information screen. Review your invoice to ensure that the appropriate fee has been charged.
9. Click the [Continue] button to the payment screen.
10. Enter a credit card

- **Credit Card:** Click the orange [Add New Credit Card] link. Complete all the requested information.

11. Click the [Select Payment Method] button to the confirm page.
12. Read and click the [Pay By Computer Terms and Conditions] check-box to agree.
13. Click the [Submit Enrollment] button.
14. The pending enrollment will then be sent forward for processing.

The County Extension Office receives an enrollment notice, reviews information and then approves.

Enrollment Credit Card Payment Processing

- Once accepted at the county level, the profile will become ACTIVE.

Enrollment 4-H Check Processing

- The County Extension Office will create a transfer invoice, secure a check, and mail both to the Texas 4-H Foundation. The invoice and check will be processed and credited against the member profile. The profile will become ACTIVE. This process can take up to two weeks.

Most questions can be answered by calling the Fannin County Extension Office at (903)583-7453