



The following is a quick reference guide to get you and your family enrolled on 4-H Connect for the 2019-2020 4-H Year!

1. Access the 4-H CONNECT on-line system at: <https://texas.4honline.com/>
2. New Members: Create family profile by selecting the “I need to setup a profile” button.
3. New Members: Add a youth and/or adult profiles under your family profile. As you enter information please make sure that all information is correct.
4. Once all profile information is current and correct under the Personal Information, Additional Information, Participation Areas, Medical Waiver and Consequences of Misbehavior parts of enrollment, continue to the Invoice page.
5. Review your invoice to ensure that the participation fee has been charged and it is correct. It should be \$25.00 before November 1. Once information has been reviewed, click continue to the Payment screen. **IF FOR SOME REASON YOU CANNOT AFFORD THE FEE, CONTACT THE COUNTY EXTENSION OFFICE...THERE ARE SOME LIMITED FUNDS AVAILABLE FOR SCHOLARSHIP**
6. New Members: If you are new to 4-H, you can add your payment (credit card &/or Debit Card) information to 4-H CONNECT and it will be securely stored. To add a credit card, click “Add New Credit Card” ” If you do NOT have a Checking account or credit card, you may pay the county office cash and we will pay the state office.
7. Confirm your participation fee by clicking the “Confirm Order.” Your pending enrollment will then be sent to the county office for review and acceptance. The County Agent will approve the profiles as needed
8. When the county Extension Office receives your enrollment notice they will review all information and approve your membership. If payment was made by either credit card or e-check the payment will be processed and if accepted your enrollment status will become ACTIVE. If participation fee is by club/county check, the County Extension Office will need to create an invoice, secure a check, and mail both invoice and check to the Texas 4-H Office. Once invoice and check has been received it will be processed and credited against the 4-H members' profile. Once credited, the membership status will become ACTIVE.