

# 4HCONNECT INSTRUCTIONS

1. Access the 4-H CONNECT on-line system at: <https://texas.4honline.com/>
2. **New Members:** Select [I need to set up a profile].  
**Returning Members:** Select [I have a profile] or [I forgot my password].  
*Contact County Extension Office for resetting assistance.*
3. **New Members:** Select Adult or Youth from the drop down menu and click [Add Member].  
**Returning Members:** Click [Edit] to the right of the inactive member's profile.
4. Once all profile information is current and correct under the Personal Information, Additional Information, Health Form, and Participation areas of enrollment continue to the Invoice page.
5. Review your invoice to ensure that the participation fee has been charged and it is correct. If you have been awarded an award certificate or a scholarship to cover your participation fee, enter the award code in the award code box. Once information has been reviewed, click continue to the Payment screen.
6. **New Members:** If you are new to 4-H, you can add your credit card payment information to 4-H CONNECT and it will be securely stored. Click the orange [Add New Credit Card] link if paying with credit card or select the county club check option.  
**Returning Members:** If the credit card on file has been updated you will need to remove it and add the credit card again using the new information.
7. Select the appropriate method of payment by clicking on the correct button, then click [Select Payment Method.]
8. On the "Confirm page" each person will be required to click the [Pay By Computer Terms and Conditions]. Click [Submit Enrollment]
9. Once an enrollment (new member) or re-enrollment (returning member) has been submitted, it is sent to the county office for review and approval. Once approved and paid for, an email confirmation will be sent to the family email address. Payment by 4-H Check can take up to 2 weeks to process. An active membership status **WILL NOT** be granted until participation fees have been received and marked as paid.

4HConnect Instruction pages can be found online at <http://texas4-h.tamu.edu/connect>

## NEW MEMBERS



- Set up **only one (1) FAMILY profile household on 4-H CONNECT.**
- Write down and place in a secure location the email address and password for the account. Contact the local County Extension Office for assistance in resetting the account.
  - Add individual youth and adult profiles (members) in your family profile. Adult/ Youth and family profiles must be entered for an enrollment to be reviewed and accepted.

## RETURNING MEMBERS



- **DO NOT** establish another family or member profile on 4-H CONNECT if you already have one in the system.
- Contact the local County Extension Office for assistance with the email or password if forgotten.
- When you access your profile to re-enroll **REVIEW YOUR PROFILE VERY CAREFULLY.** Incorrect information can create problems for you, your family, and the Extension Office when trying to communicate, accessing appropriate fees, acquiring school absences, etc.