Kansas 4-H Youth Development welcomes you to another year of convenient online enrollment! 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](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 have a profile.”
3. Enter the email address used to create the family’s 4HOnline account.
4. Enter the family’s 4HOnline password.
5. Click [Login].

**CAUTION**

Do not create a new family account. If the password is unknown, select “I forgot my password.” 4HOnline will send a temporary password to the email address used to create the family’s 4HOnline account. Contact the local Extension office for assistance if this process is unsuccessful.

6. Click [Continue to Family].

**Tip**

If the family’s mailing address, email address, or primary phone number needs updating, click [Edit Family] to make and save those changes.

7. To reenroll a youth or adult volunteer for the new 4-H Program Year, click [Edit] next to their name in the Member/Volunteer List.
8. Review the member’s existing Personal Information and scroll to the bottom of the page.
9. Click the [Enroll] button for the new 4-H year.

**CAUTION**

The system may ask 17-18 year old youth if they wish to reenroll as an adult or youth. If the member wishes to participate in 4-H projects as a youth, “Reenroll as Youth” must be selected.

10. Make changes to the member’s Personal Information if needed.
11. Click [Continue] at the bottom of the page when finished.
12. 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.

13. 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.

14. All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the local Extension office.

15. 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.

16. Click [Continue] when completed with this page.

17. Complete the Health Form.

18. Click [Continue].

19. Review the “Club List.” Last year’s club(s) will already be listed.

20. [Edit] or Add a Club only if needed. Ensure primary club is correct.

21. Click [Continue].

22. Review your “Project List.” Last year’s projects will already be listed.

23. [Edit] or Add a Project as needed. Ensure all desired projects are in the member’s “Project List.”

24. Click [Continue].
25. If applicable, add Groups that indicate this year’s commitments to 4-H. It is possible that no Groups will exist.

26. Click [Continue].

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 option. 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.
**4HOnline Reenrollment Guide for Returning Families**

<table>
<thead>
<tr>
<th><strong>CLOVERBUDS</strong> must select “Personal Check” under Pay using a non-electronic method. The family should <strong>not</strong> mail payment for these youth, despite indicating payment by check.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPONSORED YOUTH</strong> must select “Personal Check” under Pay using a non-electronic method. The family should <strong>not</strong> mail payment for these youth, despite indicating payment by check.</td>
</tr>
<tr>
<td><strong>YOUTH REQUESTING A WAIVER</strong> must select “Personal Check” under Pay using a non-electronic method. The family should <strong>not</strong> mail payment for these youth, despite indicating payment by check. Youth will be notified of waiver acceptance within (10) business days.</td>
</tr>
</tbody>
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<th>Pay using a non-electronic method</th>
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<tbody>
<tr>
<td><strong>Pay using a non-electronic method</strong></td>
</tr>
<tr>
<td>Personal Check - Sent directly to the State Office</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>30. ALL MEMBERS</strong> must click [Submit Enrollment] on the Confirm page.</th>
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</thead>
<tbody>
<tr>
<td>Once reenrollment has been submitted, it is “pending” approval. The member will become “Active” once the local Extension office approves the member’s reenrollment information and State 4-H office approves payment/waiver/Cloverbud age. All members will receive an e-mail from 4HOnline when reenrollment has been accepted.</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Member/Volunteer List</strong></th>
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<tbody>
<tr>
<td><strong>Role</strong></td>
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<td>Youth</td>
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<tr>
<th><strong>To reenroll another family member, repeat this process beginning at step 7 or logout by clicking “Log out” in the upper right-hand corner.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 and reenrollment deadlines.</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Next year during 4-H re-enrollment, log in to these records to “reactivate” 4-H family members using this guide.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome back to Kansas 4-H!</td>
</tr>
</tbody>
</table>

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