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.** At Payment Intention, click the drop-down and choose “**A LOCAL SPONSOR HAS AGREED TO PAY MY FEE**”

14. Complete the Health Form.

15. Click [Continue].

16. Review the “Club List.” Last year’s club(s) will already be listed. 
17. [Edit] or Add a Club only if needed. Ensure primary club is correct.
18. Click [Continue].

19. Review your “Project List.” Last year’s projects will already be listed.
20. [Edit] or Add a Project as needed. 
   - Ensure all desired projects are in the member’s “Project List.”
21. Click [Continue].

22. If applicable, add Groups that indicate this year’s commitments to 4-H such as SPIN clubs, Leadership SQUAD, interest in horticulture or livestock judging, etc.
23. Click [Continue].
24. A $15.00 4-H Program Fee will automatically be generated, but will show as paid with a $0.00 balance being paid by check due to sponsorship by the Dickinson County 4-H Foundation.

SPONSORED YOUTH must select “Personal Check” under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check.

25. ALL MEMBERS must click [Submit Enrollment] on the Confirm page.

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.

To reenroll another family member, repeat this process beginning at step 7 or logout by clicking “Log out” in the upper right-hand corner.

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.

Next year during 4-H re-enrollment, log in to these records to “reactivate” 4-H family members using this guide.

Welcome back to Kansas 4-H!