We are glad you are enrolling with Washington 4-H for another year. Welcome back!

To re-enroll in Washington 4-H, you will continue using 4HOnline and will need:

- A computer or tablet, An internet connection, A valid e-mail address
- A web browser (Firefox or Chrome work best; Safari will work in most instances. Internet Explorer is not supported.)

Logging into 4HOnline

1. Go to https://wa.4honline.com (please note there is no "www" in the web address).
2. Click I have a profile and enter your email address and password from last year and click "Login"

**If you have forgotten your password, follow steps 3-9 below:

3. Choose "I forgot my password"
4. Enter your email address. This is the email address used to enroll last year . Role should be on "Family"
5. Click "Send my Password"
6. You will receive an email from 4-H Online with your password
7. Copy your temporary password from your email.
8. Return to 4H Online, click I have a profile and enter your email address. Paste temporary password and click "Login"
9. When you login you will be prompted to reset your password. It needs to be at least 8 characters and contain at least one number and one symbol or capital letter.

○ I have a profile
○ I need to setup a profile
◉ I forgot my password

Email: [   ]

Role: [Family ▼]

[Send My Password]

Note: If you are unsure of your login information for 4HOnline, contact your county office. DO NOT set up a second profile.

Reactivating Previously Enrolled Members

Once you are logged in, you will see the Family Member/Volunteer list. Members who enrolled in the prior 4-H year are marked "inactive" in the system. To re-enroll, click the "Edit" button next to the member's name.

	Member/Volunteer List				
	Name	**Role**	**Membership ID**	**Enrollment Status**	**Last Active Year**	**Edit**
1)	Chase Caruso	Youth	1112307	Inactive	2014-2015	Edit 🖉

Scroll down past all of the personal information and click the "Enroll for 2017-2018" button. This will reactivate the member and change the enrollment status from "inactive" to "incomplete."

Note: If you have been inactive in 4HOnline for longer than one 4-H year, there is a chance your profile was archived automatically. If you don't see your member profile on the Member/Volunteer list, click the "ReActivate An Archived Family Member" dropdown list located above the active/inactive list. Your name should appear there! (If it doesn't, contact your county office for assistance). Select the profile, and click "ReActivate Member

ReActivate An Archived Family Member
[select a member... ▼]
[ReActivate Member]

Once you have logged in, you may be taken to your **home screen**. This is a place for your county extension office to share important information. **Check back often!**

To re-enroll your members, click the orange "Continue to Family" button.

Completing the Enrollment Process

Once you have clicked "Enroll for 2018-2019" *the information you provided during your original enrollment will automatically populate in each section.* Carefully read the text at the top of each page to help guide you through the enrollment process.

You'll be asked to:

- Verify/update your **Personal Information**
- Read and sign the waivers under **Additional Information**
- Verify/update the health information on the **Health Form**
- Verify your project and club enrollment under **Participation**

Carefully review/edit information on each page. Required information is bold. Click the "continue" button at the bottom of each page to move to the next section.

**There will be 'Invoice' and 'Payment' sections at the end of the enrollment process. The invoice will have 2 items, the $25 State fee and the $10 County fee (Cloverbuds are not charged the County fee). Choose to pay by cash/check in the payment section. Make checks payable to 'Asotin County 4-H'. Asotin County will not accept credit card payments for the enrollment fees at this time. All fees must be paid before enrollment is approved. Enrollment deadline is Nov 1st 2018. Contact the Asotin County Extension Office for scholarship assistance. Scholarship Forms are available under 'Enrollment Forms' at: https://extension.wsu.edu/asotin/4h-youth-development/4h_members_page/

Submit Enrollment

- Once you are sure that all your information is accurate click "Submit Enrollment"

- **DO NOT** click **"Submit Enrollment"** unless you are 100% sure the information is complete. Once it is submitted, you won't be able to adjust it unless there is an issue.

- Once submitted, the enrollment goes to your County for approval.

- You will be notified of any issues with your enrollment via email. Enrollment fees must be paid by check or cash before enrollment is approved. Once your enrollment fees are paid, you will receive an email stating that you have been accepted and will have access online to your enrollment.

- When you go to re-enroll next year, you'll use the same information to login to the system, so keep it safe!