

## Enrollment and WA State 4-H Membership Fee Invoice Instructions for the 2018-2019 4-H Year

**For youth members whose PRIMARY Club is in ADAMS County, WA.**

**NEW 4-H members** (adult leaders or youth) who are **sure they do NOT have another family member in the 4hOnline Enrollment System** should login to <https://wa.4honline.com> and set up a new profile. Contact the Extension Office if you aren't sure whether you already have a profile before proceeding. This "[NEW Families Help Guide](#)" has instructions for setting up a family and individual profile or adding another family member to an existing profile. Firefox, Chrome, or Safari browsers work best.

Note: Your "4-H County" is the county where you live (get your mail.) If you belong to a 4-H club that meets in a county other than where you live, list that county as your 2<sup>nd</sup> 4-H County.

**Returning 4-H members** (adult leaders or youth) – or **new members of families already in the system should login** to <https://wa.4honline.com> using the primary household email from last year and your password. If you don't remember your email, or if it has changed, contact Karen at [robertk@wsu.edu](mailto:robertk@wsu.edu) before proceeding. If you don't remember your password, use the "I forgot my password" option.

After updating or completing the *Personal Information, Additional Information, Health Form, and Participation* sections in [4hOnline](#), you will "Continue" to the "**Invoice Section.**"

- Ignore Purple "Scholarship Selection" – Does not apply to WA State 4-H
- You will see an invoice for the WA State 4-H Enrollment Fee
- Click "Continue" at the bottom of page
- On the "**Payment**" page
  - You can choose either the Card Payment Method OR the Check Payment Method.
    - For Card Payment – be sure and wait at least 15 seconds before advancing to the next page after "saving" in the "Payment" section. Otherwise, your CC/debit card info may not actually be entered into the system.
    - If paying by check:
      - Make the check out to "**Washington State University 4-H**" and mail with this "[Check Enclosure Form](#)" to: WSU Lincoln-Adams 4-H Program, 205 W Main Ave, Ritzville, WA 99169
- On the "**Confirm**" page – Click "**Submit Enrollment**" at the bottom of the page.
- If you have finished entering enrollment information for your family members, log-out.

**\*See next page for important notes!**

**\*Note: *It's very important that you are officially participating with a chartered 4-H Club or recognized 4-H Family Group.*** The General (Head) 4-H Leader for your PRIMARY 4-H Club must "CONFIRM" your enrollment information for the 2018-2019 4-H year before your enrollment will be "accepted" by the County 4hOnline administrator. Enrollments for "confirmed" youth will be accepted as soon as your Enrollment Fee Check and "Check Enclosure Form" is received at the Extension Office OR Credit Card Payment is verified in 4hOnline.

**Attention General (Head) 4-H Leaders:** When you review this year's information for your youth members, please note if any are participating in additional clubs besides yours. **PLEASE Communicate with the Extension Office(s) and/or the General Leader(s) of the other clubs before "Confirming" any members enrolling in multiple clubs.**

**Questions?** Contact Karen Robertson at 509-659-3209 or robertk@wsu.edu

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