Dear 4-H Families,

To help ensure your first time enrollment, or your re-enrollment, is as easy as possible, this publication has been developed to lead you through the process. Please read and contact your county Extension Office if you have any questions prior to beginning the enrollment process.

**4HONLINE IS . . .**

- The OFFICIAL Arizona 4-H Youth Development Program database for ENROLLED 4-H members and volunteers.
- NOT a database for counties/clubs/families to enter family members (i.e. siblings, grandparents, etc.) that are not directly involved as a 4-H member or volunteer.
- A partnership between the 4-H family and the county Extension Office. We encourage all 4-H families to become familiar with 4HOnline in order to prevent “meltdowns” at crucial times of enrollment, animal validation or registration! Please work with your county Extension Office for any questions or problems you may be experiencing with the system.
- Based on “zero-based enrollment.” This means that each year at the start of the enrollment cycle membership in Arizona 4-H goes to zero and everyone must re-enroll. This process is based on federal accounting policies.
- A secured database that is in compliance with the PCI Security Standards Council. The Arizona 4-H Youth Development Program and the 4HOnline company work closely to monitor and ensure the highest level of protection for information stored on the system. Arizona 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.

**REMININDERS**

- All youth members must pay a program development fee. Depending on your club and county, this fee will be sent to the county office or paid to your club.
- All membership (youth and adult) must be entered into the 4HOnline system and be in active status to be considered enrolled.
- A 4-H member will not be allowed to register for any event in 4HOnline until membership is in an ACTIVE status.
- County Extension Offices will have the option to determine the payment options (credit card or county/club check) for program development fees and event registrations. Please check with your local county Extension Office to find out if they have restricted certain payment types in your county.

**FOR NEW 4-H MEMBERS**

- You will be required to set up a family profile on 4HOnline, the on-line Arizona 4-H Enrollment and Event registration program. The website can be found at https://az.4honline.com/.
- Once a family profile is setup, you will then add individual youth and adult profiles (members) in your family profiles. You must have either a youth or family profile entered for your registration to be reviewed and accepted.
- ONLY SET UP ONE (1) FAMILY PROFILE PER HOUSEHOLD!
- At any time if you lose your e-mail or password, contact your County Extension Office for assistance - DO NOT SET UP ANOTHER FAMILY and/or MEMBER PROFILE!
- Please write down and place in a secure location your email address and password.
- An active membership status WILL NOT be granted until program development fees have been paid.

**FOR RETURNING 4-H MEMBERS**

- DO NOT establish another family or member profile on 4HOnline if you already have one in the system.
- 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 communicating, accessing appropriate fees, etc.
- IF YOUR ENROLLMENT IS NOT IN 4HONLINE YOU ARE NOT AN ARIZONA 4-H MEMBER!!!!
- An active membership status WILL NOT be granted until program development fees have been paid.
- If you lose your email address, contact your county Extension Office. If you do not know your password, select “I forgot my password.” A new password will be sent to your family email account. Creation of a new profile may result in charging of additional participation fees.

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**ENROLLMENT PROCESS**

1. **Access the 4HOnline on-line system at:** [https://az.4honline.com/](https://az.4honline.com/)

2. **New Members:** Create family profile by selecting the “I need to setup a profile” button. **Returning Members:** Use your e-mail and password and access your established profile. If you have forgotten your e-mail contact your county Extension Office. If you do not know your password, select “I forgot my password.” DO NOT CREATE A NEW PROFILE!!!!

3. **New Members:** Add youth and/or adult profiles under your family profile. As you enter information please make sure that all information is correct. **Returning Members:** Click on the “Edit” button on the right side of the inactive member’s profile listing. Review and update all information pertaining to this profile. DO NOT JUST CLICK AND MOVE ON - CHECK IT ALL!!!! Incorrect information will affect your ability to register for events, accessing of proper enrollment fees, communication, etc.

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 program development 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. Select the appropriate method of payment by clicking on the correct button, then click “Select Payment Method.” You will be sent to the Confirm page.

7. Confirm your participation fee by clicking the “Confirm Order.” Your pending enrollment will then be sent to the county office for review and acceptance.

8. When the county Extension Office receives your enrollment notice they will review all information and approve your membership.
   - Once payment is received and credited, the membership status will become ACTIVE. Your approval and ACTIVE status can take up to one (1) week after payment is received.

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**PAYMENTS**

When you are enrolling in 4-H and you arrive at the invoice/payment screen, please pay close attention! This is the screen you will be presented with payment options. The option to use a credit card may or may not be available yet. You will have the county/club check and personal check payment options. Make sure you read the page. If you use the county/club check option you are responsible for writing a check to your club which in return will send a club check to the county. Once a payment method has been selected and enrollment submitted the payment type cannot be changed.

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**ENROLLMENT FACTS**

- Most questions can be answered by calling your county Extension office.
- You are not a member or a volunteer of Arizona 4-H until you have an ACTIVE status listed on your profile in 4HOnline.
- 4-H members CANNOT register for an event/contest until the member profile is ACTIVE.
- Adult Volunteers are required to be screened through the University of Arizona Youth Protection Standards program.

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For more detailed information visit our [online help resources](extension.arizona.edu/4h/Arizona-4-h-office-resources).