

Enrollments Process for ZSuite



Create a New ZSuite Family Account

Go to 4h.zsuite.org

1. Click **SIGN UP**
2. Select **ILLINOIS** from the drop-down menu
3. Select **DEKALB** as your county of residence in the drop-down menu.
4. Enter your preferred email address and confirm it.
5. Enter the last name of the primary household member who will be responsible for the 4-H youth information entered into the system.
6. Create and confirm a password that is easily remembered. The password needs to be at least 6 characters in length.
7. Create a 4-character **PIN**. This **PIN** allows the primary adult household member to electronically sign documents for enrollment.
8. Click **LET'S GO**

Add Member(s) & Payment

Once your ZSuite account is created, you are now ready to add members.

1. From your family account dashboard, click **+HOUSEHOLD MEMBER**.
2. Enter the member's name, role, and birth date for youth. Click **CONTINUE**.
3. Enter the member's personal information. Required fields are starred. Click **NEXT**.
4. Read and electronically sign the 4-H participation waivers and releases. Click **NEXT**.
5. Select **"I AM Signing up for a club"**.
6. Click **+ADD CLUB** button.
7. Click **DEKALB** as your county. This defaults to the county submitted when you created your account.
8. Select **"Take Me Outside"** as your club.
9. Select **+ADD PROJECT** for the club selected and choose "Environmental Sciences/Exploring Your Environment 1" from the drop-down menu.
10. Click **ADD TO CART**.

This will take you to the cart checkout. From that screen you can either add additional members or complete your enrollment and pay.

1. Once you have added any additional members, click pay for enrollments on the main screen.
2. A \$20 4-H Program fee applies to all enrolled youth.
 - a. *Requests for financial assistance can be directed to the Extension Office: 815-758-8194.*
3. Enter your payment information at the cart checkout, if applicable. You can pay online with a credit card or via check, payable to **"University of Illinois Extension"**. Mail payment to 1350 W. Prairie Dr. Sycamore, IL 60178.
4. All enrollments must be "approved" by the Extension Office after submission.

Need assistance?

Use the ZSuite support chat or email in the bottom right of the enrollment system screens or call our office at 815-758-8194. You can also email Lydia at lydian@illinois.edu