

Member Instructions

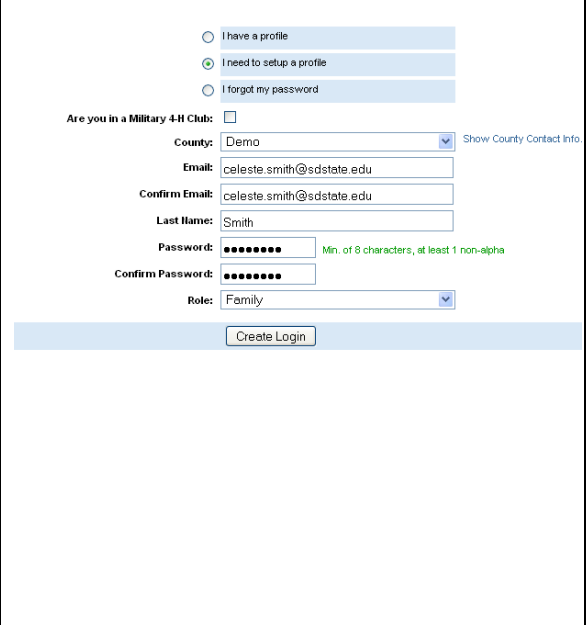
Step 1: Set Up your Family

1. Open a web browser and type in: <http://il.4honline.com> (Please note, adding the www. prefix will return an error message). You will now see the Illinois 4-H login page.

TIP: Firefox and Chrome work best.

2. Choose I need to setup a profile.
3. Enter your desired login information.
4. **When selecting the county, be sure to select the county you wish to join and not the county you live in if they are different.**
5. Click Create Login.

If you receive a message that your account already exists, contact your County 4-H Office for your login information.



The screenshot shows a web form for creating a profile. At the top, there are three radio button options: "I have a profile", "I need to setup a profile" (which is selected), and "I forgot my password". Below this is a checkbox for "Are you in a Military 4-H Club?". The "County:" dropdown menu is set to "Demo". The "Email:" field contains "celeste.smith@sdstate.edu" and the "Confirm Email:" field also contains "celeste.smith@sdstate.edu". The "Last Name:" field contains "Smith". The "Password:" field contains "*****" with a note "Min. of 8 characters, at least 1 non-alpha". The "Confirm Password:" field also contains "*****". The "Role:" dropdown menu is set to "Family". At the bottom of the form is a "Create Login" button.

When you get to the next screen, **Ignore the Password Management section at this time.** The Password Management is only if you want to change your password.

Step 2: Enroll your member

1. On the personal information screen for each member, please leave the number of years in 4-H set to 1. The county office will double check this information for accuracy and make the required changes.
2. Parents should only enroll their 4-H members. Please **DO NOT** enroll adults into 4-H Online.
3. After the Liability Waiver, you will need to mark the check boxes on all three of these sections **unless you want to receive** additional mailings from these organizations. If you want the mailings, then you leave this boxes unchecked.
4. Pick your club or clubs you are enrolling in;

Select your projects and make your best guess at the number of years you have been enrolled in this project. You will need to select if a publication is required so we know to order it; and finally click Continue to go to the Groups tab.

Groups are assigned by the county office. Don't make any selections, just click Continue.

5. The next tab is Invoice. This will show that you owe \$20. Just click continue.
6. Now you are at the payment screen. Make sure the County/Club 4-H check is marked for your payment option and then click Select Payment Method. **Please make check payable to University of Illinois Extension and send to 2B Frontier Drive, Fairfield, IL 62837 or drop it off at the office.**
7. On the next screen, click Submit Enrollment.

You will receive an email and so will the county office. If we find errors in the enrollment, we will send you an email asking for correction; otherwise, you will get a confirmation email stating your member has been accepted.

Continue the process for your next child or simply log out.