Re-Enrolling through 4HOnline
For families with an existing 4HOnline account

1. It is very important that you read and follow these directions all the way through. It is a step by step explanation for you.
2. Go to your state’s 4HOnline login page located at http://or.4honline.com.
3. To login type in your family email. This would be the email address associated with your family account in 4HOnline you used last year. If you cannot remember the family email you used, please contact Tammy Olds at; tammy.olds@oregonstate.edu she will send you the correct email. Remember you MUST have an email address to enroll.
4. Enter your email address and select “I forgot my password.”
5. Select Family as your role.
6. Click Send My Password.
7. Check your email account for your temporary password. Be sure to check your junk mail if you don’t find it in your inbox.
8. Once you receive your password, select I have a profile.
9. Enter the temporary password from the email message to the login page.
10. Make sure Role says Family.
11. Click Login.
12. Once you log in, you will create a new password. If not prompted, then click “Change Password” in the blue shaded area to the upper right of the page. Enter a new password.
13. Click Continue to go to your Family Member List.
14. The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.
15. Click “Edit” next to the Inactive member you would like to re-enroll. At this point, you can also Add a New Family Member by selecting Youth or Adult (Volunteer) from the drop down list.
16. To update your family information, click Edit Family.
17. Review page and scroll to the bottom of the page, click **Enroll for 2019/2020**.

18. Update any personal information and Click **Continue** at the bottom of the page.

19. The second page will show you have agreed to and signed the following documents, Risk Waiver, Code of Conduct and Health forms.

20. Mark the check box and put in the date. This section will be locked for editing after the enrollment has been submitted.

21. Click **Continue**.

22. Review and edit your Clubs. Only Clubs in which the member will participate during the current program year should be listed.

23. Click **Continue**.

24. Review and edit projects.

25. **Cloverbud members**: Enroll in the project “4-H Cloverbuds” only.

**NOTE:** Only projects in which the member will participate during the current year should be listed in the Projects tab. Previous year projects will remain on the Member’s enrollment history. **Remove any projects listed in which the member will no longer participate.**

26. Your County will receive notification of your enrollment. You can pay the enrollment fee by sending a check to the Extension Office or coming in to pay. **By Jan. 31**, all members pay $27, leaders $2; *(family 2 or more is $50 plus $2 each member)*. **After Jan. 31**, members pay $32; *(family $60 plus $2 each member)*.

27. Once your payment has been made you will receive email notification that the County has received it and your enrollment has been accepted.
TIPS:

- After your initial login, you will see the Families Home Page when you first log in.
- The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.
- To access your member list, click “Continue to Family.”
- If you would like to change your password at any time after your initial login, click “Change Password.”
- If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.

- If, at any point, you would like to return to your start page, click on “Home.”
- To return to your member list from any page, click on “My Member List.”
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.