



# 4-H ENROLLMENT PROCESS!

## Hello 4-H Families!

As we embark on a new 4-H programming year, we are excited to introduce you to an on-line enrollment system. All 4-H families will enroll in clubs and projects through 4HOnline. You will need to log into your family account to re-enroll each 4-H member at [ne.4honline.com](http://ne.4honline.com) to participate in the 2018 program year.

4HOnline is a web-based enrollment system that will allow families to enroll in 4-H on your personal computer or mobile device. You'll be able to complete all of the information necessary to join 4-H, including 4-H Code of Conduct forms and Health forms (**health form area is optional**).

To prepare for this enrollment event, we've provided the following steps to complete online enrollment.

1. Log on to 4honline visit [ne.4honline.com](http://ne.4honline.com).
2. Select I need to set up a profile if you are enrolling for the first time. Each 4-H household will have a profile, in which the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.
3. Select I have a profile if you have enrolled previous years. If you do not remember your password, select I forgot my password. **DO NOT CREATE ANOTHER FAMILY PROFILE.**
4. The email address will be used as the **user/access id**. Enter an email address you use and a password you will remember. There will be an option later in enrollment to add additional email addresses.
5. Family Information (Profile Information) Complete the required profile information.
6. Adding youth/members to the Family/Profile-You may now add the youth in your household. Select Youth from the drop down option and select Add Member.
7. Complete the enrollment by going through each tab. Additional Information tab will be the Code of Conduct along with different forms that need electronically signed. Health Form tab is optional. Participation tab will be where you add clubs and projects. Go to [www.fillmore.unl.edu](http://www.fillmore.unl.edu) to find the link to the Project Resource Central publication which describes the projects in more detail.
8. Invoice tab will show the enrollment fee. **NEW: Early enrollment starts October 23, 2017. Cost will be \$5.00 per youth and \$10.00 per family. Clover kids are free. Ages 5-7. After the January 1, 2018, cost will be \$10.00 per youth and \$20.00 per family.**
9. Payment tab has two options. Select Add New Credit Card to enter in your card info for payment. This option is authorized to only take \$5.00 per youth. Select Pay using a non-electronic method if you choose to pay by cash or check and dropping off payment at the Extension Office. **NOTE:** if you have more than two, 4-H age kids in your family and choose to pay online, **only pay for two kids and select Pay using a non-electronic method for the others.**
10. Once you Select payment Method you will go onto the Confirm tab where you submit enrollment. You will be at a pending status were the office will finalize the enrollment.

Make Checks Payable to **University of Nebraska – Lincoln**  
Mailing payments in to: Nebraska Extension – Fillmore County  
1340 G Street  
Geneva, NE 68361

Youth who are enrolled in more than one club only need to pay ONE enrollment fee. You will receive a confirmation email when the payment has been made and your status becomes Active.

For more information contact the *Fillmore County Extension Office at 402-759-3712*