

## STEP 1 ENTER ENROLLMENT

- Create 1 family account on 4HOnline (texas.4honline.com)
- Create 1 member profile for each student
- Select Pay By Check during the check out process

## STEP 2 SUBMIT NAMES TO ISD FOR APPROVAL

- Submit a list of all students to the school district before county approval

## STEP 3 COUNTY APPROVAL

- County office approves enrollment on 4HOnline (locking them in)

## STEP 4 CREATE ENROLLMENT INVOICE

- County office creates an invoice for just those approved students (locking them in)

## STEP 5 SUBMIT INVOICE

- County office submit [online](#) for fee adjustment to \$10.00 per youth. The normal fee for a youth is \$25.00 (8/15 to 10/31) and \$30.00 (after 10/31)

## STEP 6 SUBMIT PAYMENT AND MAIL

- Submit invoice to school district after receiving the adjusted invoice
- Invoice must arrive with the check

### 4HOnline Instructions:

Submit Invoice Online: <https://fs4.formsite.com/state4h/eduation/index.html>

Invoice: [Instructions](#)

Mailing: [Instructions](#)