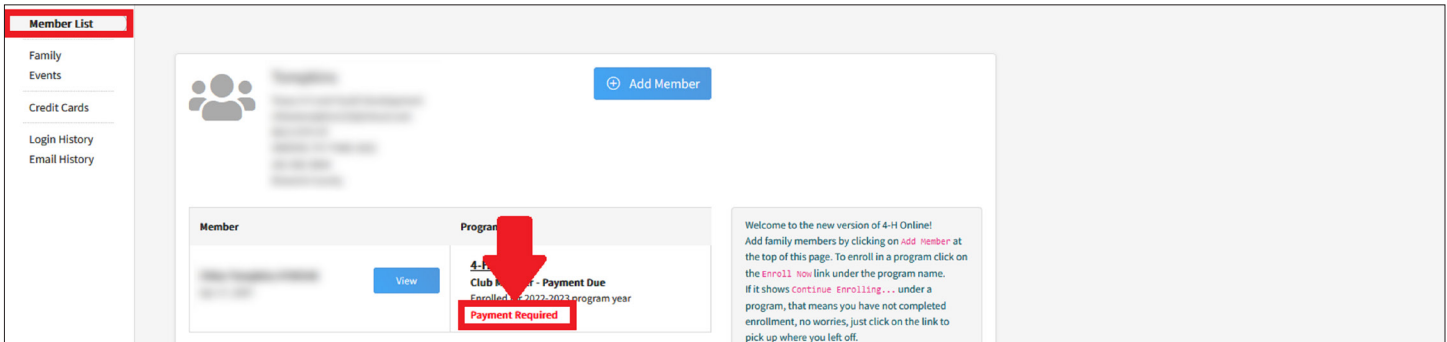


**4HONLINE IS BEST USED IN CHROME, MOZILLA OR EDGE
THESE INSTRUCTIONS ARE FOR DECLINED CREDIT CARD CHANGE TO CHECK**

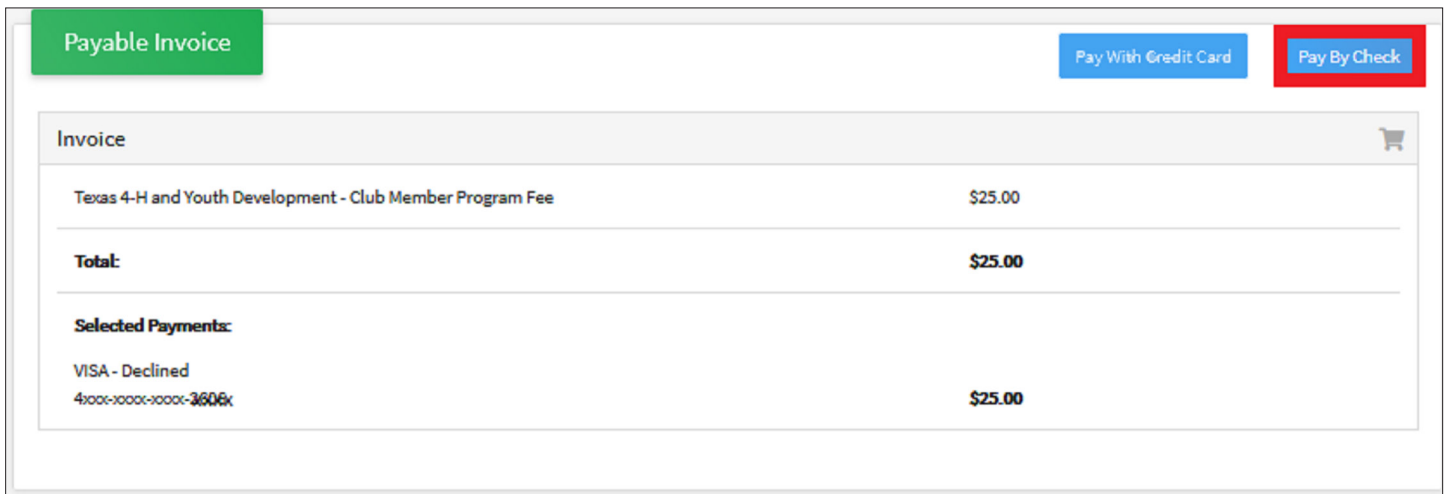
**YOU SHOULD ONLY CHANGE THE PAYMENT METHOD TO A COUNTY CHECK IF
THE COUNTY OFFICE HAS GIVEN PROPER PERMISSIONS.**

- Click the Member List link from the navigation pane on the left side of the screen.
- Click the red Payment Required link.



The screenshot shows the 'Member List' page. On the left is a navigation menu with 'Member List' selected. The main content area shows a list of members. One member's program details are expanded, showing '4-H Club Member - Payment Due' and 'Enrolled: 2022-2023 program year'. A red box highlights the 'Payment Required' link, with a red arrow pointing to it from above. An 'Add Member' button is visible at the top right of the member list area. A welcome message is visible on the right side of the page.

- Click the Pay By Check payment method to change the payment method from a credit card.



The screenshot shows the 'Payable Invoice' page. At the top, there are two buttons: 'Pay With Credit Card' and 'Pay By Check'. The 'Pay By Check' button is highlighted with a red border. Below the buttons is an 'Invoice' table with the following items:

Invoice	
Texas 4-H and Youth Development - Club Member Program Fee	\$25.00
Total:	\$25.00
Selected Payments:	
VISA - Declined 4100x-1000x-1000x-3606x	\$25.00

- Agree to the change, sign the payment terms agreement and submit fully. Follow up with the county office after completion.

EXTRA NOTES ON PAYMENTS

The blue Pay With Credit Card button will only appear clickable if the family is logged in with their family email address and their family password.

If the family is logged in to their account and the blue Pay By Check button is not displayed then the county does not allow payments by check.

Family browser issues: https://texas4-h.tamu.edu/wp-content/uploads/4honline_family_guide_credit_card_issue_tips.pdf