texas.4honline.com
4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE FAMILY GUIDE
**DECLINED CREDIT CARD CHANGE EVENT**

TEXAS A&M
AGRILIFE EXTENSION

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 blue View button beside the approved member's name.
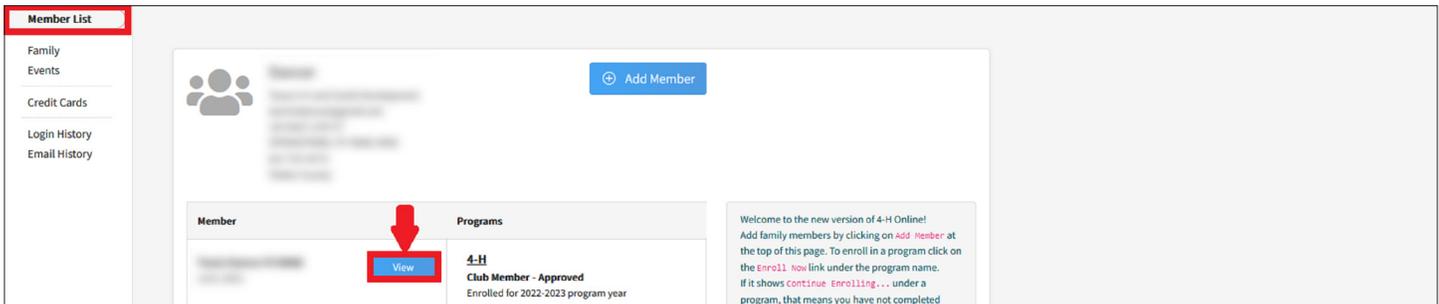
• Click the Events link from the navigation pane on the left side of the screen.
• Click the name of the event that has the Additional Payment Required text written to the right of it.
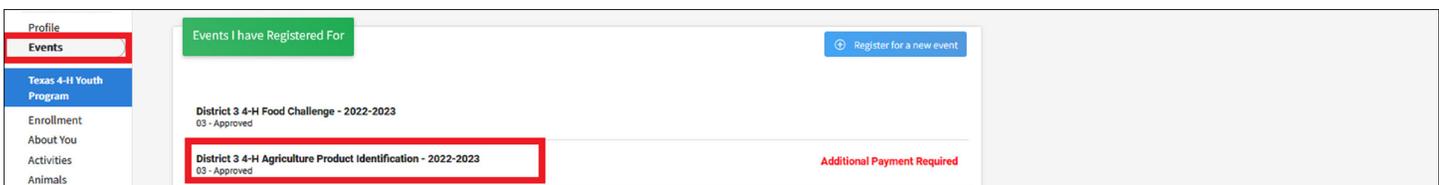
• Click the Pay By Check payment method to change the payment method from a credit card.
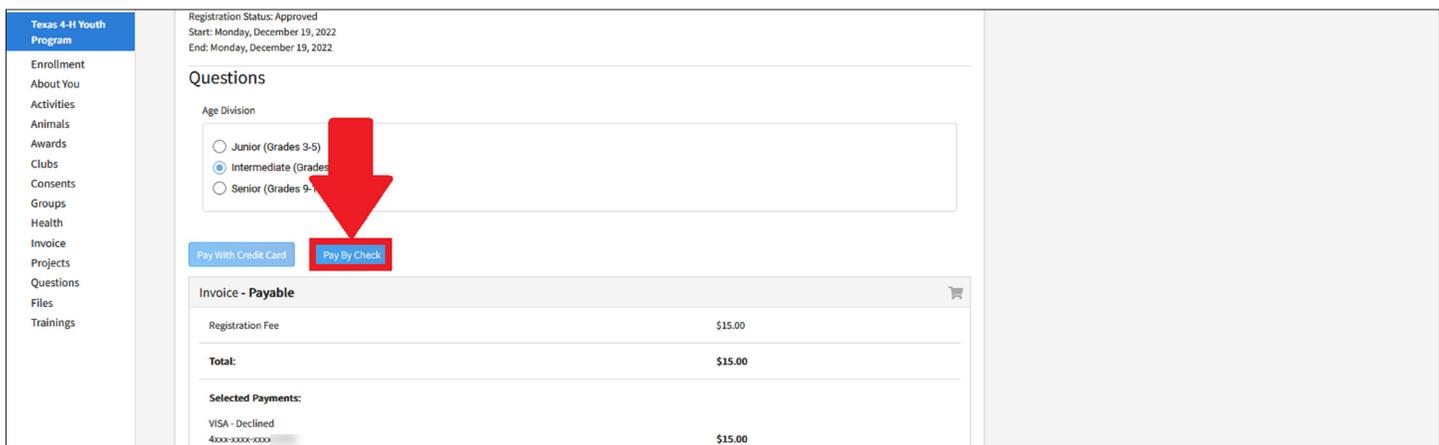
• **Agree to the change, sign the payment terms agreement and submit fully. Follow up with the county office after completion.**

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