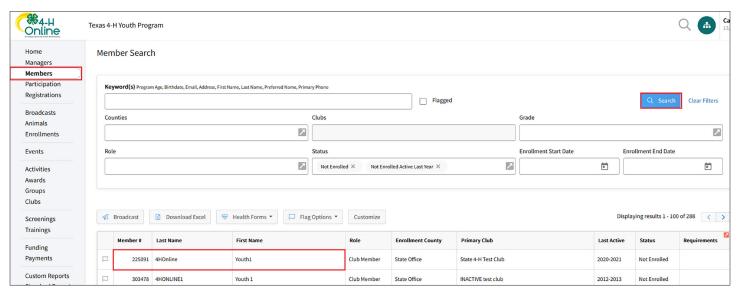


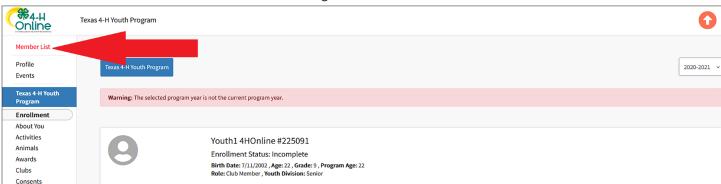
## TEXAS 4HONLINE COUNTY MANAGER GUIDE CREATING A NEW YEAR ENROLLMENT RECORD



- Click the Members link on the left-side navigation menu.
- Click the Clear Filters link.
- Type in the member's name in the keywords area.
- Click the blue Search button.
- Click the member's name at the bottom in the search results.



• Click the red Member List link from the left side navigation menu.



Click the Enroll Now link in the member profile area.

