## COUNTY OFFICE 4HONLINE NEW 4-H YEAR

## **GENERAL**

- Make sure the county settings for payment types allowed in your county are correct for the new 4-H year.
- Review county manager accounts and submit changes online.
- Finish up the 2023-2024 group enrollment entries and make sure to select the 2023-2024 4-H Program Year. Also, use only the two delivery methods available to Texas.
- View payments pending for checks and perform invoice steps. The check payment method cannot be processed until the state office receives the actual check. There are no exceptions to this procedure.
- Review all the new year resources available online.
- Are you a new 4HOnline user? Review the resources available to you online.
- Submit county support requests online when assistance is needed.



## **AVAILABLE RESOURCES**

- <u>Setting County Payment Method</u>
- County Manager Accounts
- Group Enrollment Information
- Create County Invoice/Bill
- County 4HOnline Guides and Resources
- County 4HOnline Support Request