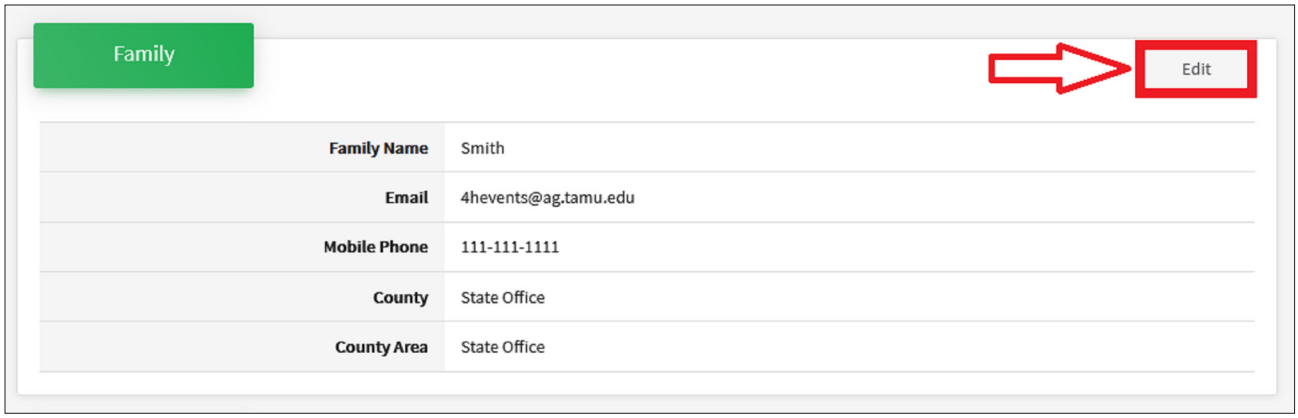
TEXAS 4HONLINE FAMILY GUIDE
EDITING FAMILY ACCOUNT INFORMATION
Video: https://youtu.be/tZv26RXBIZ4

- Click the Family link in the navigation pane on the left side of the screen.

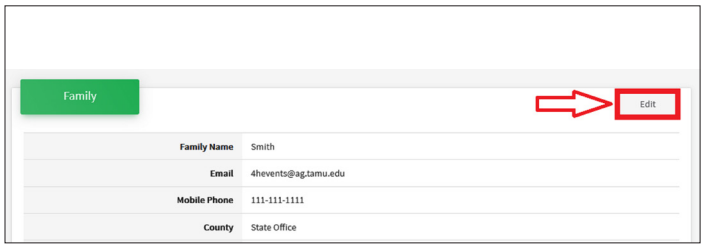


- Click Edit button next to the area you need to modify.

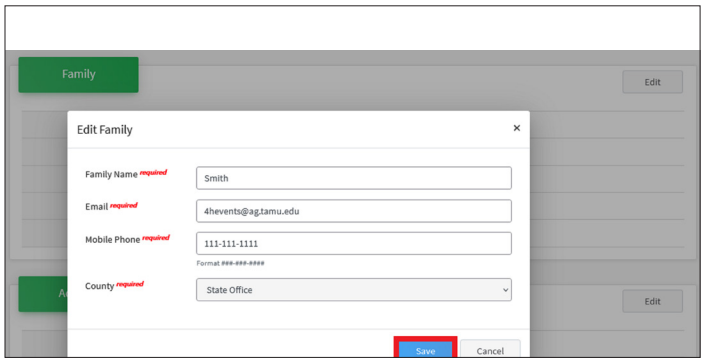
EDIT FAMILY

The family area allows editing of the family name, email and phone number. Contact the local county office to start the transfer process of to transfer to another county if needed. The county cannot be edited by a family member.

- Edit the family information.



- Click the blue Save button.

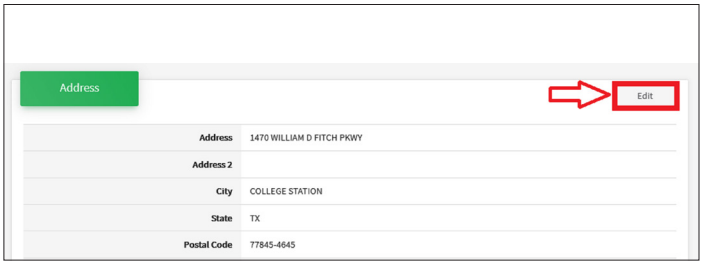


Refresh or reload the screen to get the changes to appear.

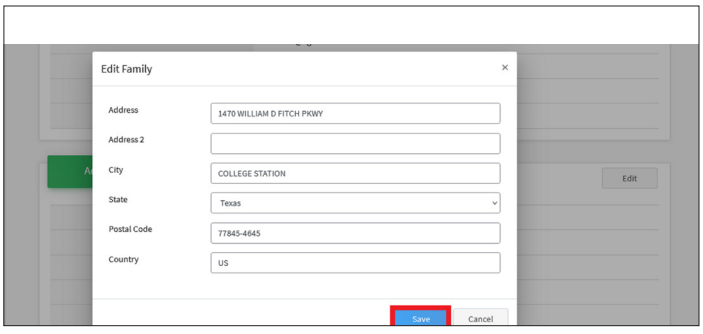
EDIT ADDRESS

The family address area allows editing of all areas. The address has to match to what the USPS uses. If you receive a duplicate address error please contact the local county office for assistance. They can remove that mailing address if it's attached to another family. The system is built to prevent duplicates before they happen.

- Edit the address information.



- Click the blue Save button.



Refresh or reload the screen to get the changes to appear.

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