

## 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.

| Family       | Edit                 |
|--------------|----------------------|
| Family Name  | Smith                |
| Email        | 4hevents@ag,tamu.edu |
| Mobile Phone | 111-111-1111         |
| County       | State Office         |
| County Area  | State Office         |
|              |                      |

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.

| Family       | Edit                 |
|--------------|----------------------|
| Family Name  | Smith                |
| Email        | 4hevents@ag.tamu.edu |
| Mobile Phone | 111-111-1111         |
| County       | State Office         |

Click the blue Save button.

| Family                |                                     | Edit |
|-----------------------|-------------------------------------|------|
| Edit Family           |                                     | ×    |
| Family Name required  | Smith                               |      |
| Email required        | 4hevents@ag.tamu.edu                |      |
| Mobile Phone required | 111-111-1111                        |      |
| A. County required    | Formal ###-######<br>State Office v | Edit |
|                       | Save                                |      |

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.

| Address     | Edit                      |
|-------------|---------------------------|
| Address     | 1470 WILLIAM D FITCH PKWY |
| Address 2   |                           |
| City        | COLLEGE STATION           |
| State       | тх                        |
| Postal Code | 77845-4645                |

Click the blue Save button.

| Edit Family |                           | ×        |      |
|-------------|---------------------------|----------|------|
| Address     | 1470 WILLIAM D FITCH PKWY | -        |      |
| Address 2   |                           |          |      |
| A City      | COLLEGE STATION           |          | Edit |
| State       | Texas                     | <b>~</b> |      |
| Postal Code | 77845-4645                |          |      |
| Country     | US                        |          |      |
|             |                           |          |      |

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

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