TEXAS 4HONLINE COUNTY MANAGER GUIDE
DECLINED CREDIT CARD PAYMENT METHOD CHANGE ENROLLMENT

texas.4honline.com
4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION
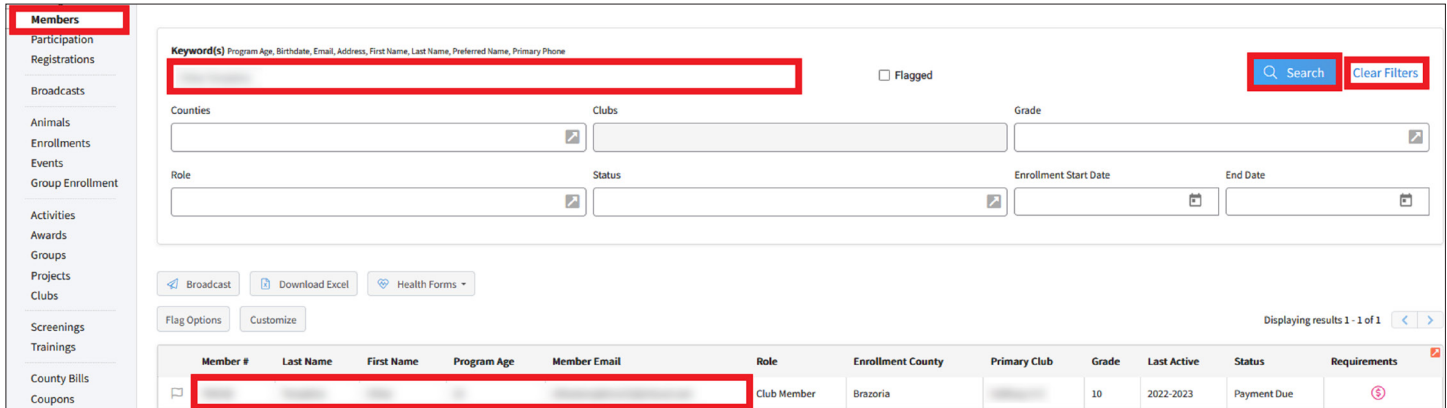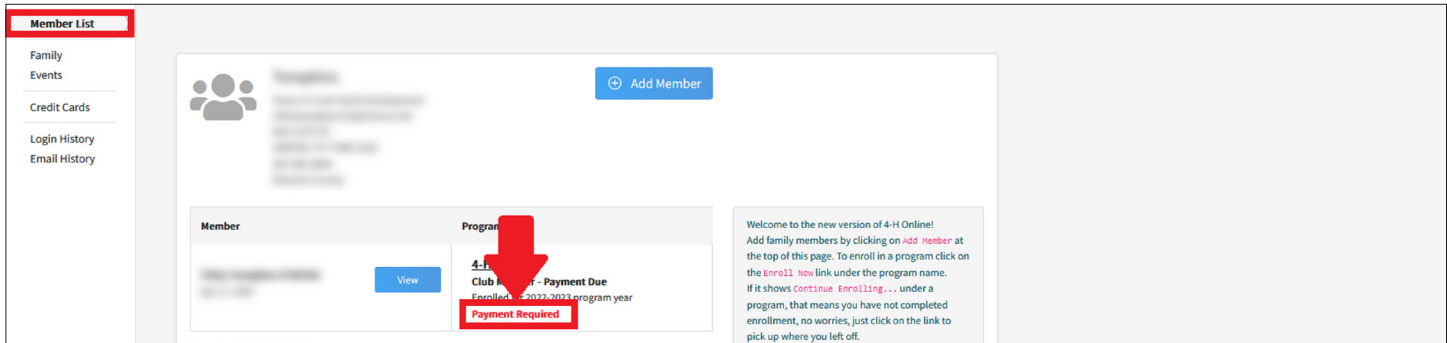
TEXAS A&M
AgriLife
EXTENSION

4HONLINE IS BEST USED IN CHROME, MOZILLA OR EDGE

- Click the Members link on the navigation pane on the left side of the screen.
- Click the Clear Filters link.
- Type in keywords or county, club, role, status or enrollment dates. Some of the menus are multiple select menus, meaning you can choose more than one item in a single search request. Click in the field for the drop-down menu to appear to make your selections or leave blank. Tip: The less filters you put in the better.
- Click the blue Search button. The results will be displayed below the search area.
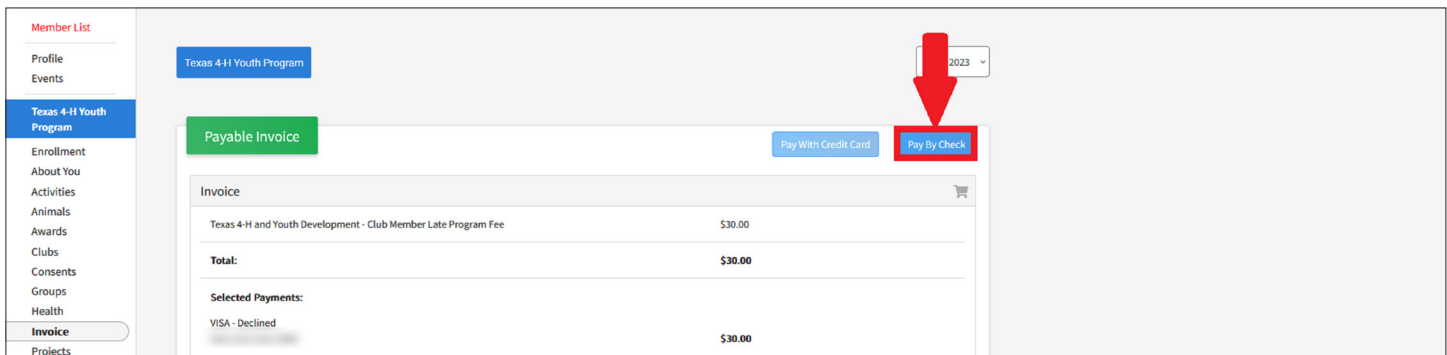- Click the member's name at the bottom in the search results.

- Click the Member List link from the navigation pane on the left side of the screen.
- Click the red Payment Required link.

- Click the Pay By Check payment method to change the payment method from a credit card.

EXTRA NOTES ON PAYMENTS

The county manager will always see the option to pay by county check even if it's turned off on the settings screen. That setting only affects the family's ability to see certain payment methods.

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