

# Step By Step Guide to RE-Enroll Online



Go to: <https://california.4honline.com>

Click on “I have a profile”

Enter your email address

Enter your password

If you have forgotten your password-click the button “I forgot my password” and it will be sent to your email address

Role: Family

Click on “Login”

## [Member List-Page 1](#)

For each person you want to Re-Enroll, click on the “Edit” button to the right of their name

Your “Personal Information” will appear

Scroll down and Click “Enroll for 2010-2011”

Check over all the information that was entered last year– make corrections where necessary

**Click on “Continue” to Save**

## [Additional Information-Page 2](#)

Check over all the information that was entered last year– make corrections where necessary

Click the box for Enrollment Confirmation

Click the box for Waiver of Liability

Download and print the Medical Release/Health History Form-give this to the Community Club Leader

**For Adult Volunteers, download and print the Self Disclosure Form-Complete and sign-send it to the County Office– 5555 Overland Ave, Bldg 4, San Diego, CA 92123 attn: Colleen**

**Click on “Continue” to Save**

## [Participation-Page 3](#)

If you are participating in the same club, click on Continue

This will take you to the Projects

**Delete all of your projects from last year**

Add projects to reflect the 2010-2011 Program Year

Age, School Grade, and Years in 4-H, will automatically increase by 1 year

**Click on “Submit Enrollment”**

This will take you back to the Member List page where you may Re-Enroll another family member

OR add family members that live at your address that were NOT enrolled last year– All persons living at the same address should be on the same Family Account

When you have finished adding/re-enrolling members, log off