

# 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 2017-2018.”

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, complete the Volunteer Screening page (be sure to initial)

**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

Look over your projects from last year

Add or Delete projects to reflect the 2016-2017 Program Year

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

Click on **“Submit Enrollment”** (We are not using the Groups Function)

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