

# Step By Step Guide to RE-Enrollment 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 2009-2010”

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

Click on Continue

## [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 Form-give this to the Community Club Leader

For Adult Volunteers, download and print the Self Disclosure Form-send it in to the County Office

Click on “Continue”

## [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 2009-2010 Program Year

Age, School Grade, Years in 4-H, and Years in a Project 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 were NOT enrolled last year

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