

VOLUNTEER ENROLLMENT INSTRUCTIONS



STEP ONE: CREATE FAMILY		STEP THREE: PROCESSING	
1.	Bookmark http://texas.4honline.com.	Volunteer Screening/Background Check	
2.	Create family profile by selecting the [I need to setup a profile] radial button.	Adult volunteers are required to be screened through the Texas 4-H	
	I have a profile	Youth Protection Standards program	
	I need to setup a profile	mentation of screening from an appro- years. More about this process can be	
	I forgot my password	edu/volunteer.	e found at. http://texas+-n.tania.
3.	Enter the basic information for the family.		
4.	Click the [Create Login] button.	Adult Volunteer Submits Enrollment	
5. 6.	Complete all the information for the family. Skip the password management. Click the [Continue] button.		
0.	STEP TWO: ADD ADULT MEMBER		
1	Select [Adult] from the Add A New Family Member drop-down menu.	Background Check	
2.	Click the [Add Member] button.	Performed (Takes A Week)	
	Cathey Family Edit Family Add A New Family Member		
	4180 State Highway 6 S Adult College Station, TX 77845-8964 Add Member		
	979-555-5555 CatheyTX@gmail.com	C C	nd Check
	Brazos - Cea-4-H County [contact info]	Marked A	Approved
3.	Enter all information on the Personal Information, Additional Information,		
	Health Form, Volunteer Screening and Participation screens. Incorrect infor-		
	mation will affect the ability to be screened in a timely manner, register for an event, and/or fees associated with enrollment and registration.	County Reviews and	Approves Eprollment
4.	Click the [Continue] button to the invoice information screen.	County Reviews and Approves Enrollment (Or sends back for corrections)	
5	Review your invoice to ensure that fees have been charged correctly. Click the [Continue] button to the payment screen.	(,	
6.	Click [Add New Credit Card] or select the [County/Club 4H Check] radial		
	button. Contact the local Extension Office to see if the what payment methods are available in your county. (http://counties.agrilife.org/)		
	methods are available in your county. (http://countes.agrinic.org/)		
	Add New Credit Card Pay using a non-electronic method		
	County/Club 4H Check	Credit Card	4H County/Club Check
	• Credit Card: Click the orange [Add New Credit Card] button.		
	Complete all the requested information and click the [Save] button.		
	Add a New Payment Method	Credit Card Charged	County Creates Transfer
	Cure Code The billing address must match EXACTLY to the		
	address on file with the credit card company.		
	Company:	Active Profile	County Cuts Check
	Saree Zipe Country:		
	For a second sec		
	• Club/County 4-H Check		County Mails Check
	Click the [County/Club 4-H Check] radial button.		
7.	Click the [Select Payment Method] button to the confirm payment.		State Office Receives
,.			Check
	Select Payment Method >>		
8.	Click the [Pay By Computer Terms and Conditions] link and select the check-		
9.	box to agree. (if you are using a credit card) Click the [Submit Enrollment] button.		Active Profile
).	Confirm		
	Your enrollment is not complete until you click 'Submit Enrollment'.		
	By checking this box, you signify you have reviewed, understand, meet and agree to the		
	Pay By Computer Terms and Conditions.		
	Submit Enrollment		
	The pending enrollment will then be sent forward for processing.		

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