

Introduction

- Beginning now, counties can offer the option for members to process their re-enrollment online, through a series of “Annual Enrollment Tasks” The purpose of these tasks is to ensure that all data for each 4-H Member is up to date and accurate, including Project and Activity enrollments.
- New this year – we will be collecting cell phone information in order to communicate via text message, if that is your preference.

Getting Started:

- To get started, you will need your 4h4me username and password. In some cases, these will be distributed to club leaders, or you may request this from your county or regional Extension office: www.extension.umn.edu/offices.
- If you have provided an active and valid e-mail address as part of your 4-H enrollment, you can also request that your 4h4me.com userid and password be e-mailed to you as follows.
- Access the website at www.4h4me.com
- Click on “Member” under “I am already a...”
- On the resulting screens, select “MN” and your County (followed by clicking on “Submit”)



- As indicated, enter your e-mail address and click to have your ID and password e-mailed to you

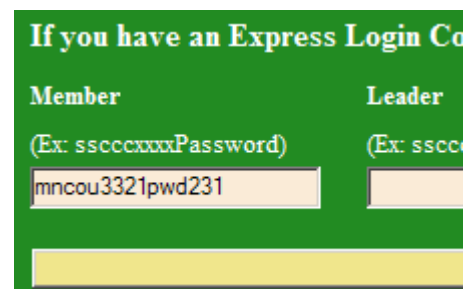
IMPORTANT NOTE: If the e-mail does not come through, please check your blocked e-mails. If you have not provided a valid e-mail address as part of your 4-H enrollment, or the above process is unsuccessful, please contact your local Extension Office



Once you have your username and password, you have two options for logging in, normal or “express”....

Logging On:

- Go to www.4h4me.com and click on “I already am a 4-H Member”
- Click on “Minnesota”, then “I have selected my State and know my County”
- Click on your county, then “Submit”
- Enter your 4h4me ID and password
- **As an alternative**, your “Express Login” consists of “mn”, followed by your full ID (three letters and four numbers) and then your password. For example, if your ID is “COU3321” and your password is “pwd231”, then your express login would be “mncou3321pwd231”

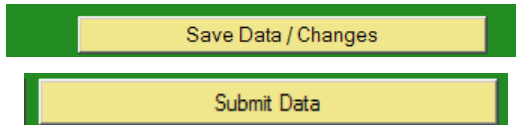


Annual Enrollment Tasks

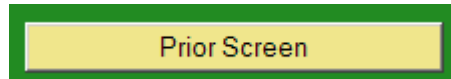
- After logging in, to complete the Annual Enrollment Tasks, click on “Annual Enrollment Tasks”



- From that point on, follow the buttons on this screen to complete the process of reviewing and updating various aspects of your enrollment data.
- **IMPORTANT** – if there is a “Save Changes” or “Submit Data” button on any screen you are working on, you must click that button in order for changes to be saved.



- **IMPORTANT** – click “Prior Screen” to return to the Annual Enrollment Tasks screen and move on to the next task.



Completing the Process

- After each of the enrollment tasks has been completed, click on “Process My Annual Enrollment Tasks” to formally re-enroll for the coming year. You can also click “Print Enrollment Report” to view your current data at any time.

