Enrollment opens October 1st. Returning members need to re-enroll by December 31st and new members may enroll up to February 1st. To begin, access the 4-H online system at: https://mt.4honline.com

### NEW MEMBERS

**STEP 1**
Select [I need to set up a profile].
Set up only one (1) FAMILY profile per household. Fill in valid family email address and last name. Create a password the whole family will use. Select [Create Login].

**STEP 2**
In the drop down under “Add a New Family Member”, select [youth] or [adult] and click [Add Member].

**STEP 3**
Fill in all applicable fields in the Personal Information and Additional Information, clicking [Continue] at the bottom of each page. Under Participation, you must select at least ONE primary club and at least ONE project (Activities, Awards, and Groups are all optional).

**STEP 4**
Once all profile information is current and correct under the Personal Information, Additional Information, and Participation areas of enrollment select [Submit Enrollment].

**STEP 5**
Your enrollment status will be displayed as “Pending” until the Extension Office confirms your membership, which is done after enrollment fees of $10 per youth and $10 livestock project fee if taking a livestock project are received. Payment can be made with exact cash, check delivered or mailed to the Extension Office at 100 West Custer Avenue, Helena, MT 59602

Make checks out to Lewis and Clark County 4-H Council

Questions? Contact the Extension Office at (406) 447-8346

Detailed Instruction pages can be found online at http://montana4h.org/resources/4honline.html

### RETURNING MEMBERS

**STEP 1**
Select [I have a profile]. Enter email and password used to create account. Select [Login]. Contact the Extension Office for resetting assistance.

**STEP 2**
Select the [Edit] button next to the re-enrolling member’s name.

**STEP 3**
To order your project manual (check with your project superintendent if they are required) select the project book in the drop down menu for “Select Project

**STEP 4**
Select [Enroll for 2019-2020]. Check information for accuracy and e-sign all the required forms on the “Additional Information” page. Under the “Participation” page, your projects from the previous year will be listed. You may add/drop projects as desired.