Go to [https://idaho.4honline.com](https://idaho.4honline.com) (you may want to bookmark this page)

→ If you are a new member/family—Select “I need to set up a profile”. Select Kootenai County then enter a family email address, a family or household last name and create a password. This will become the logon information for all members in your household.

→ If you are a returning member/family—Select “I have a profile” and log in using the same e-mail ID and password you used last year. If you forgot this, please contact us so we can assist you. Do not create a new profile if you are returning!

→ Once logged in, you will need to fill out or update the “Family Information page”. Be sure to select your preference for correspondence (mail or email).

→ On the “Member List page” you will need to “Add a New Family Member” for new individuals or select from the “inactive” list for returning members. Repeat the following steps for each youth member or leader (adult member) in your household. If an adult is not a leader, do not add/enter them here. If a family member was inactive last year, look under archived members for that individual. Again, if you have previously enrolled through 4HOnline, do not create a new profile!

→ Review the personal information for each individual and make any changes, (esp. add your email, cell number, years in 4-H). Click on “continue.”

→ Complete the “Additional Information” section for the approvals requested. Click on “continue.”

→ On the “Clubs” page, select all of the clubs that you will be active with (primary & secondary). Check to see that your actual primary club is marked as such. If you need to add a club later, you can come back to this tab. When you have selected all of your clubs click on the “projects” tab.

→ Under “Projects” you will need to select a club (from those chosen in the last step) and then select the project(s) you will be taking/leading with that club. Members will need to indicate which specific project/unit/book they will be taking. Leaders need to mark all of the projects/units/books that they will be leading. You can also add the years in that project to the best of your knowledge.

→ When all projects are entered click “submit enrollment”

→ Turn your enrollment fees into your Organizational Leader, your enrollment will not be approved until your fees have been paid at the office.

- Cloverbuds & Traditional (1 to 3 projects) $30.00
- Additional for ATV $1.00
- Additional for Horse & Non-Horse $3.00
- For each additional project over the 1-3 covered in the base fee $3.00/project
- Optional Insurance for Leaders—Horse & ATV = $2.00, All other leaders = $1.00

Additions of families and members will be available until March 1st. Club and Project adjustments will be available until April 1st. Personal information corrections will always be available.

For more detailed instructions and FAQ’s go to [https://www.uidaho.edu/extension/4h/4honline/help](https://www.uidaho.edu/extension/4h/4honline/help)