

Paying by credit card in 4-H Online

You can now pay for 4-H events and enrollment by credit card through 4-H Online. Below you will find step-by-step instructions on how to add a credit card to your account and how to select the correct payment method.

STEP 1: Login to 4-H Online <https://ut.4honline.com> and select "Edit Family."



Utah 4-H Youth Development

Logout

Logged in as Griffin

Home | My Member List

Member List

Griffin Family [Edit Family](#)

123 Test St
Hyde Park, UT 84318-4705
435-752-6949
rgriff98@yahoo.com
Utah State University Extension County [contact info]

Add A New Family Member

select a member type...

Add Member

Add Short-Term Member

ReActivate An Archived Family Member

select a member...

ReActivate Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Abby Griffin	Youth		Pending		Edit
2)	Abigail Griffin	Youth		Pending		Edit
3)	Austin Griffin	Youth	1943728	Active	2016-2017	Edit

STEP 2: Select the "Credit Card" tab, then click the "Add New Credit Card" button.

The screenshot shows the Utah 4-H Youth Development website interface. At the top left is the logo for EXTENSION Utah State University. To the right of the logo is the text "Utah 4-H Youth Development" and a "Logout" link. Below this is a navigation bar showing "Logged in as Griffin" and links for "Home" and "My Member List". A secondary navigation bar contains several tabs: "Credit Cards", "Email History", "Family", "Family Settings", and "Login History". The "Credit Cards" tab is circled in red. Below the navigation is a section titled "Manage Family Credit Cards" with a sub-section "Add New Credit Card" also circled in red. Below this, a message states "You have no saved cards in your vault".

STEP 3: Enter the credit card number and expiration date and then "Save".
Note: PayPal is not compatible with 4H Online. Please disregard the PayPal button.

The screenshot shows a modal window titled "Add a New Credit Card". At the top left of the modal is the Utah 4-H logo. Below the title is a blue button with the "PayPal" logo, which is crossed out with a large red 'X'. Below this are two input fields. The first is labeled "Card Number" and contains the value "1111222233334444", which is circled in red. The second is labeled "MM / YY" and contains the value "01 / 2000", also circled in red. At the bottom of the modal are two buttons: a grey "Cancel" button and a green "Save Credit Card Information" button, which is circled in red. Below the modal, a "Return to Member List" button is visible.

STEP 4: Continue through the registration/enrollment until you reach the payment screen. Once your credit card is saved in 4H Online, the payment method will default to credit card at the payment screen. You can also add your credit card information at the payment screen.



Payment Test Event

In order to pay online using a credit card you must initially create that option by selecting the "Add New Credit Card" button to enter your credit card information. Do this before using the "Select Payment Method" button.

Add New Credit Card

Pay with an existing card	Credit Card No.	Cardholder Name
<input checked="" type="radio"/> MasterCard	5xxx-xxxx-xxxx-0722	Rob Griffin

Rob Griffin
123 Test Street
Hyde Park, UT 84318 [Change Billing Address](#)
[Delete Payment Method](#)

Pay using a non-electronic method
<input type="radio"/> County/Club 4H Check

Rob Griffin
123 Test Street
Hyde Park, UT 84318 [Change Billing Address](#)

[<< View Cart](#) [Select Payment Method >>](#)

STEP 5: Continue through the process to confirm and finish your enrollment/event registration.

If you have questions or need help contact:
Rob Griffin
rob.griffin@usu.edu
435-797-3761