

Payment Instructions in 4-H Online

Individual Pay by Personal Check*

If you would like to pay the Program Fee with a personal check, choose *County/Club 4H Check* and click *Select Payment Method*.

Logged in as **Horn: Payment Documentation** | Home | My Member List

Animals / Livestock | Enrollment | Member Settings

Personal Information | Additional Information | Participation | Invoice | **Payment** | Confirm

Payment

Payment Instructions Text

[Add New Credit Card](#)

Pay with an existing card	Credit Card No.	Cardholder Name
Pay using a non-electronic method		
<input checked="" type="radio"/>	County/Club 4H Check	

[Change Billing Address](#)

[<< Previous](#) | [Select Payment Method >>](#)

You will receive a confirmation screen with instructions to submit the check to your club leader. Click *Submit Enrollment* to complete the enrollment.

Logged in as **Horn: Payment Documentation** | Home | My Member List

Animals / Livestock | Enrollment | Member Settings

Personal Information | Additional Information | Participation | Invoice | Payment | **Confirm**

Confirm

Your enrollment is not complete until you click 'Submit Enrollment'.

Payment Instructions:
Please submit your payment along with this invoice to the County Extension Office

Our office is located at
101 Anywhere Drive
Training County, IL 12345

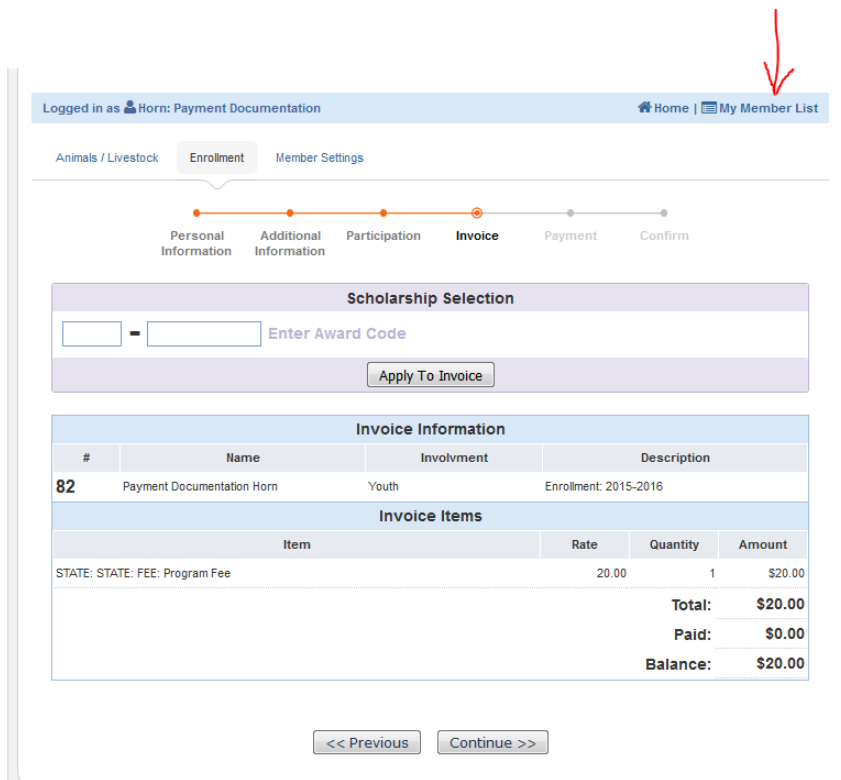
[Submit Enrollment](#)

*Please use this option regardless of how much of the Program Fee you are paying (i.e. scholarship from office, club pays part of the fee, etc.). **We strongly encourage you to NOT use the credit card option as it is hard to track and sends the payment directly to the State 4-H Office where we have no control over partial payments, refunds, etc.**

Multi Child Fee Waiver

Illinois 4-H has a maximum per family Program Fee of \$60.00. Based on this amount, the first 3 youth members in a family would be expected to pay the \$20.00 per member. For the 4th youth member and beyond, the fee would be waived.

In order to receive the fee waiver for these children, do not advance beyond the Invoice screen for the 4th child. Rather than choose payment, and then on the final screen submit the enrollment, choose *My Member List* in the upper right portion of the screen. Notify your county office that you have enrolled the member, but did not complete so that a discount code can be applied.



The screenshot shows the enrollment process for a youth member. The user is logged in as 'Horn: Payment Documentation'. The navigation bar includes 'Home' and 'My Member List', with a red arrow pointing to the latter. The main navigation tabs are 'Animals / Livestock', 'Enrollment', and 'Member Settings'. A progress bar indicates the current step is 'Invoice', with previous steps being 'Personal Information', 'Additional Information', and 'Participation', and subsequent steps being 'Payment' and 'Confirm'.

Scholarship Selection

- Enter Award Code

Invoice Information

#	Name	Involvement	Description
82	Payment Documentation Horn	Youth	Enrollment: 2015-2016

Invoice Items

Item	Rate	Quantity	Amount
STATE: STATE: FEE: Program Fee	20.00	1	\$20.00
Total:			\$20.00
Paid:			\$0.00
Balance:			\$20.00

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