1. **Log On**: Visit 4-H Online by typing **wi.4honline.com** into your browser, or left-click the link provided on the “4-H Online Help” page.

2. **Set Up a Profile**: Left-click the circular button next to “I need to setup a profile” to get started.

3. **County**: Left-click the drop-down menu to see your options.
1. Scroll: Left-click and hold the scroll button until you see the option “Portage”. Then left-click “Portage” to select it.
1. **Enter E-Mail**: Left-click the field next to “E-Mail:” and type your e-mail address. **If you do not have an e-mail address**, type your first name and last name, separated by a period, followed by “@nomail.com” (e.g.: george.johnson@nomail.com). Then left-click the field next to “Confirm E-Mail:” and enter the same address you entered above.

2. **Last Name**: Left-click the field next to “Last Name:” and enter the last name you want to appear for your family (you can later change the last name of any individual member of your family who may have a different legal last name).

3. **Password**: Think of a password to access your account. It must be at least 8 characters long, and include at least one number and one capital letter or symbol. Left-click the field next to “Password:” and type it (it will show as •••• as you type it in the field). Then left-click the field next to “Confirm Password:” and type the same password you typed above. **If you do not think you will remember the password you select, please write it down!**

4. **Create Login**: When the information above is entered, left-click this button to create your family account.
1. **Address**: Left-click the field next to “Mailing Address” and enter your street address (without city, state, or zip code).

2. **City**: Left-click the field next to “City” and enter your city of residence as it appears in your mailing address.

3. **Zip Code**: Left-click the field next to “Zip Code” and type your zip code.

4. **Phone**: Left-click the field next to “Primary Phone” and type your 10-digit phone number in XXX-XXX-XXXX format.

5. **Continue**: Left-click “Continue > >” to complete your family account.
Member List

You are now at the Member List screen and can start enrolling new members.

For click-by-click instructions on how to enroll new youth or adult members, use the “Enrolling a New Youth Member” or “Enrolling a New Adult Leader” guides on the 4-H Online Help page, starting at Page 3.