

Some families who desire to pay online for a youth's Kansas 4-H Program fee may discover online payment was declined or not processed as intended. Please note: Kansas 4HOnline does not accept or decline online payments, it merely transmits the information reported by your bank or credit card company. 4-H staff do not have any information as to why a transaction was declined or why an error occurred.

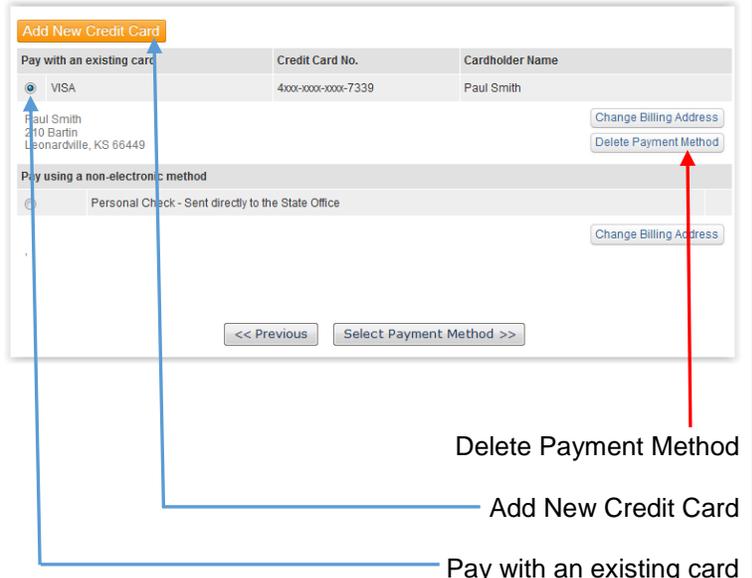
If a member's online payment is declined, the youth's Membership ID will be listed as "Must Resubmit" and their Enrollment Status will be Incomplete in 4HOnline. This status will remain until:

- A successful online payment is made; or
- The family chooses a different payment method (check), resubmits the youth's enrollment and mails payment to the State 4-H Office.

Member/Volunteer List			
Name	Role	Membership ID	Enrollment Status
	Youth	Must Resubmit	Incomplete

Online Payment after a Decline/Error

1. Login to the youth's enrollment in 4HOnline
2. Continue to the Payment Screen
3. Click the [Delete Payment Method] button
4. Click the [Add New Credit Card] button
5. Enter card information
6. Ensure the following card information:
 - Card number
 - Security code
 - Expiration date
 - Billing name matches card records
 - Card is a VISA, MasterCard, Discover, American Express or a bank debit card.
7. Save card information
8. Ensure **Pay with an existing card** button is marked
9. Click [Select Payment Method] button
10. Click [Submit Enrollment] button at the bottom of the Confirm (next) page



Delete Payment Method

Add New Credit Card

Pay with an existing card

**Online payment works best using a computer, laptop or tablet.*

**If you wish to pay online, do not submit the enrollment without completing these steps. Online payment is not available after enrollment submission.*

Check Payment after Online Payment Decline

1. Login to the youth's enrollment in 4HOnline
2. On the youth's Additional Page, change the Kansas 4-H Program Fee Payment Intention to "I will mail check payment to the State 4-H Office."
3. Continue to the Payment Screen
4. Click **Personal Check - Sent directly to the State Office** is marked under "Pay using a non-electronic method."
5. Click [Select Payment Method] button
6. Click [Submit Enrollment] button at the bottom of the Confirm (next) page
7. Make a check payable to:
 Kansas 4-H Youth Development
8. Write the 4-H youth name(s) in the check memo line
9. Mail within (7) days to:
 4-H Youth Development
 201 Umberger Hall
 1612 Claflin Rd
 Manhattan, KS 66506

Kansas 4-H Program Fee

Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee for Organized 4-H Community Club Members and Independent 4-H members, ages 7-18. Cloverbuds (youth 4-H age 5-6 as of January 1st of the current 4-H year) and adult volunteers are NOT charged an annual program fee.

If your 4-H club is fundraising to pay youth program fees or a community sponsor or 4-H Foundation is paying your program fee directly to the State 4-H office, please mark "a local sponsor has agreed to pay my fee."

If you choose to pay online with a credit/debit card, card information should be added on the "Payment page," which will appear later.

Please indicate your payment intention by selecting the appropriate option below. This will assist the state in processing your 4-H enrollment.

I will pay online with a credit/debit card
 I will pay by mailing a check
 I am a Cloverbud, there is no fee
 I wish to request a waiver
 A local sponsor has agreed to pay my fee

Add New Credit Card

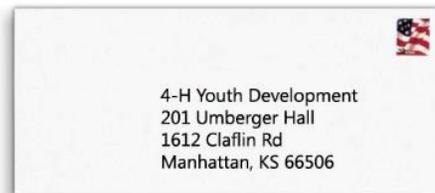
Pay with an existing card	Credit Card No.	Cardholder Name
<input checked="" type="radio"/> VISA	4xxx-xxxx-xxxx-7339	Paul Smith

Paul Smith
210 Barlin
Leonardville, KS 66449

[Change Billing Address](#)
[Delete Payment Method](#)

Pay using a non-electronic method

Personal Check - Sent directly to the State Office [Change Billing Address](#)



**Mail typically takes approximately 7-10 days to arrive at the State 4-H Office.*

If you have questions or concerns regarding this process, please contact Kansas 4-H Youth Development at 785-532-5800.