

Dubuque County 4-H'ers who verified a market steer or market heifer during the beef weigh-in will need to confirm data entered by county extension staff prior to January 15<sup>th</sup>. Please read and follow these directions. *(Data will be input by county staff following the weigh-in)*

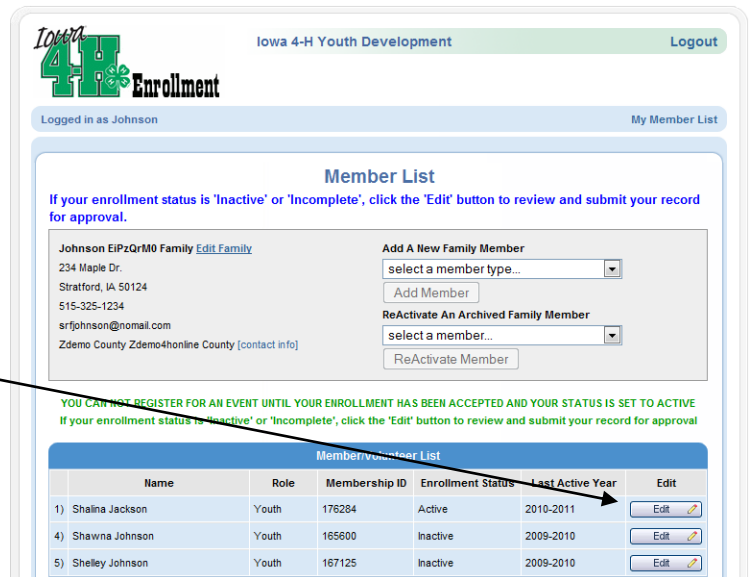
**All 4-H'ers who weighed in have profiles set-up in 4-H Online. Do NOT set up a new profile in 4-H Online to verify your market beef. If your e-mail address isn't working as your log-in, please contact the Extension Office.**

Open a web browser and type in: <https://iowa.4honline.com>.

Log into your profile using your e-mail address and password. Click the "I forgot my password" button if you can't remember what you used. Do NOT click the "I need to setup a profile" button.

This will take you to the **Member List** which includes all of your family members enrolled in 4H: members, leaders, volunteers.

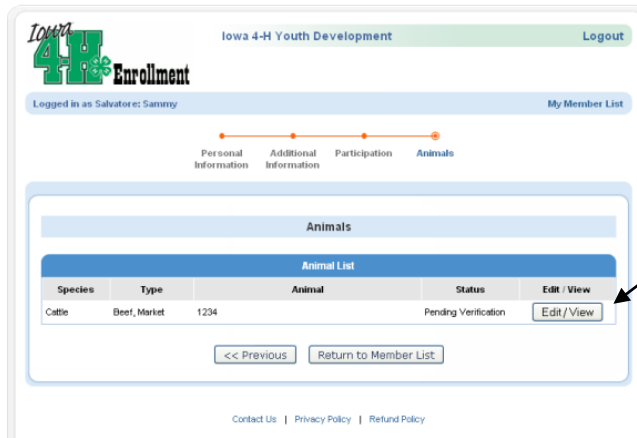
Click "Edit" to the right of the member listed. You will then be sent to that member's Personal Information Screen.



On this screen, there will be a 4<sup>th</sup> dot that will say Animals. Click on the word Animals to go to your Animal ID screen.



You will then see your animals listed in a manner similar to this:



Click the edit button to view the information for this animal.

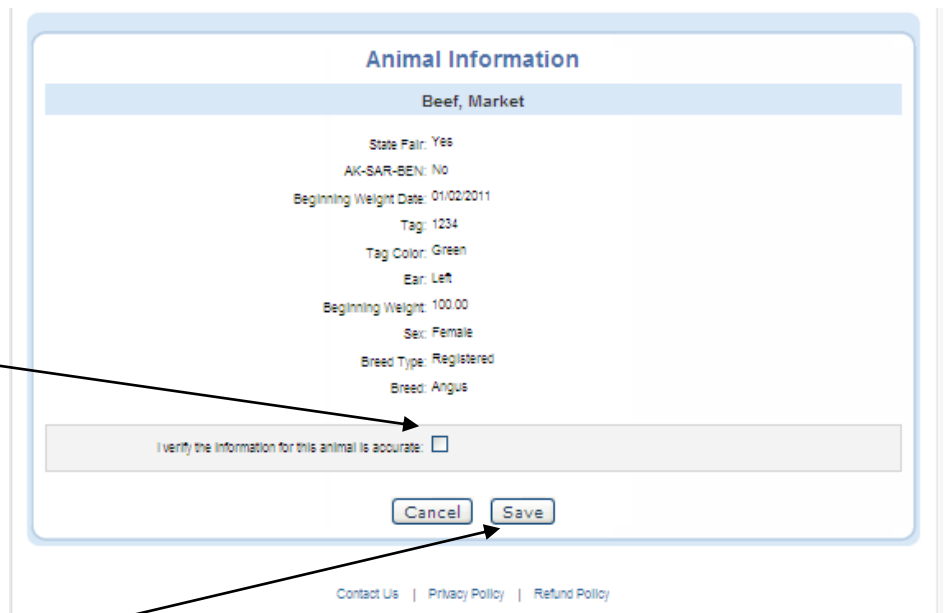
Your animal's information will be displayed in a manner similar to this:

\* Review all information that has been entered by Extension Staff. Compare to your hard copy ID Sheet.

\* Please contact your Extension office if anything is listed incorrectly.

\* If everything looks correct, click on the box next to the statement "I verify the information above is accurate".

\* **Be very certain you are approving the correct information!**



\* Click on the "Save" button to submit your approval. Clicking this button confirms to the Extension Office and the State 4-H Office that you verified the data entered by the county office. **If you have "verified" your information and hit save, this information can no longer be edited by your county office. Contact them immediately if you have certified wrong information!**

**Deadline for completing this process for your market animals is January 15th, 11:59PM.**