LIVESTOCK VERIFICATION INSTRUCTIONS

WEIGH IN DATA VERIFICATION

4-H’ers who had livestock weighed in will need to confirm data entered by county extension staff prior to the advertised deadline in order for it to be accepted by the State 4-H office. If you do not verify before the deadline, you accept responsibility for any incorrect information received by the state office.

[If you have never logged in before, refer to the “Re-enrollment for Families” directions.]

Current 4-H Online users: Open a web browser and type in: https://iowa.4honline.com. Log into your family account.

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 5th dot that will say Animals. Click on the word Animals to go to your Animal ID screen.

Click the edit/view button.
Your animal’s information will be displayed in a manner similar to this:

*Review all information.

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

* If everything looks correct, click on the box next to the statement “I certify 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 “certified” 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!

PLEASE DO NOT DELAY in verifying your information in case you have technological difficulties. If you cannot log in, contact the Extension office!

You can certify from any computer connected to the internet. If you do not have access to the internet, you may come into the Extension office to certify.

[When finished, you can Log Out at the upper right]