*4HOnline*

**4HOnline Tip Sheet: Accessing Authorization Forms (Health Form, Code of Conduct)**

- Use Smith Family as an example because they entered themselves as a family.
  - Click Families tab under enrollment tab
  - Log into Smith Family
  - On member list screen, scroll to the bottom. Select a member from the member pull down box and a report from the report pull down box. For an example, select Bob Smith as the member and Member-Authorization Form as the form.
  - The form will automatically download. At the bottom left hand corner of your screen, you will see the downloaded file. Click on it to open.