



Virginia Cooperative Extension

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4HOnline Tip Sheet:

Accessing Authorization Forms (Health Form, Code of Conduct)

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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.