



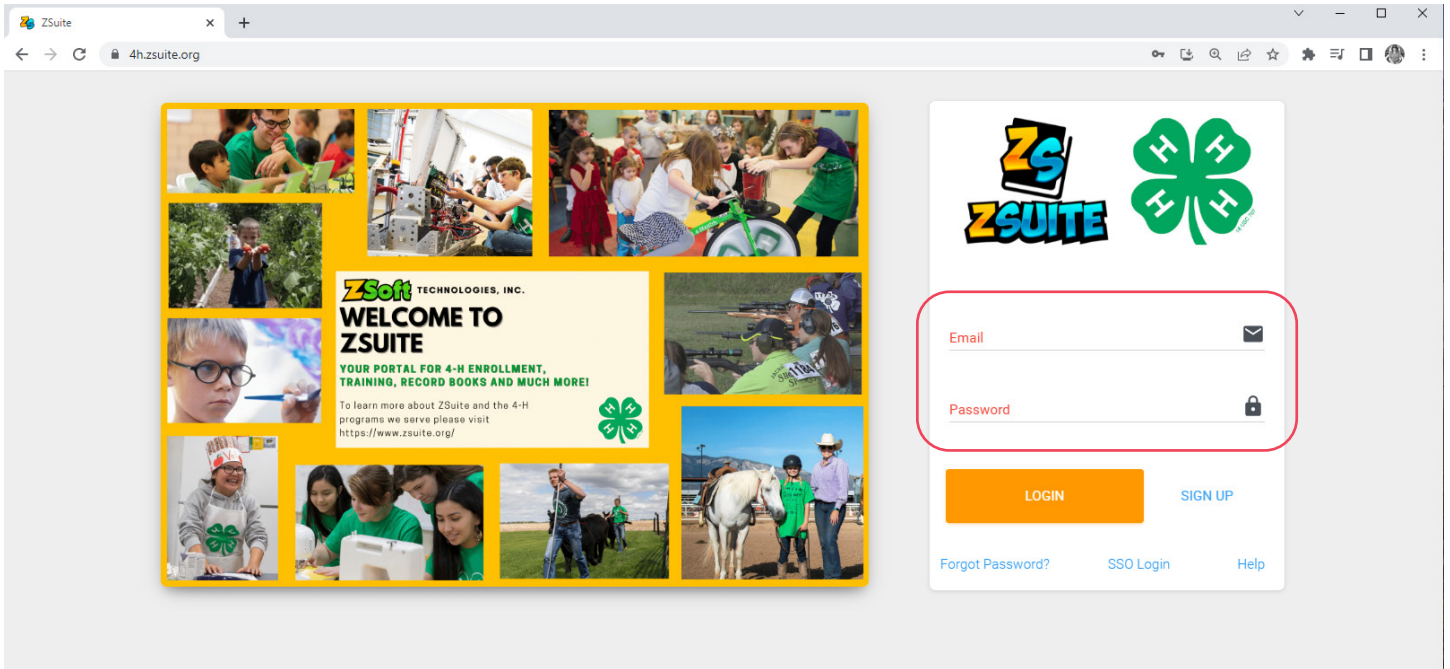
# Finding Your Member ID

## ZSuite Tutorial

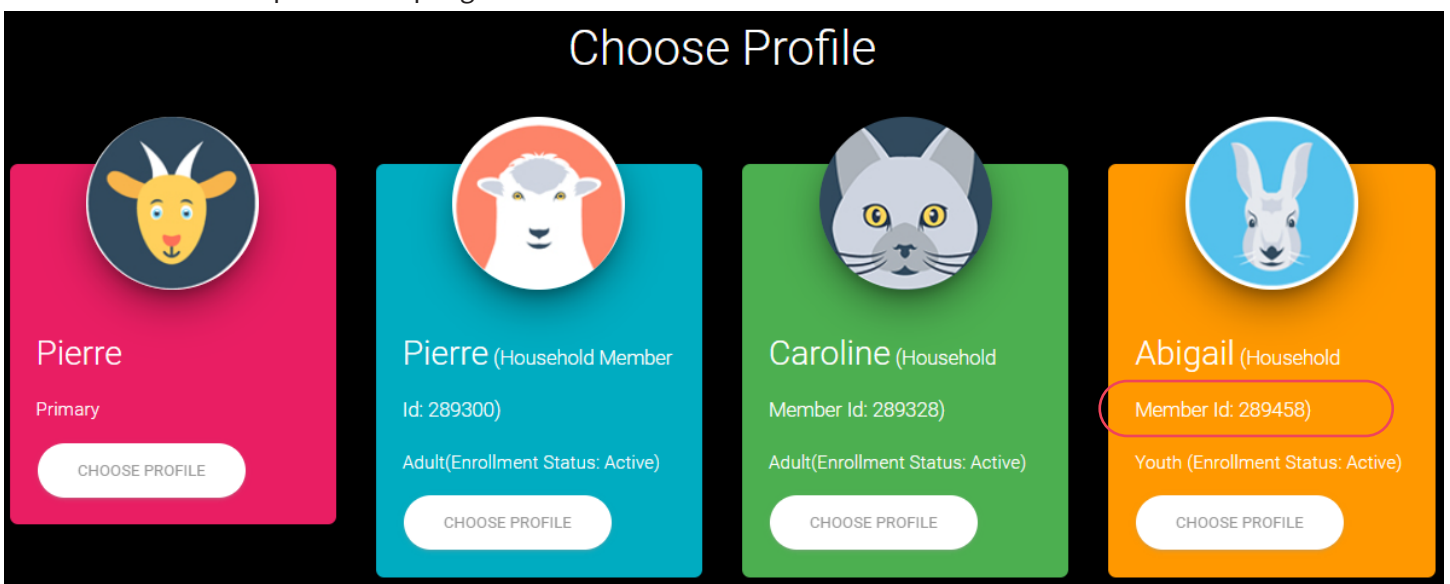
Follow the steps below to locate your Household Member ID number in ZSuite.

### Finding Your Member ID Steps

1. Log-in to your family's ZSuite account at <https://4h.zsuite.org> using your account email and password.



2. On your "Choose Profile" page for your family that comes up after you register, you should see "Household Member ID" numbers listed for each family member after their first name. Copy the individual's number from that screen to use to input for camp registration.



## Troubleshooting and other locations to find Member ID

If you are not seeing Household Member ID appear in the location listed, see if you have a pink “UPDATE READY” button appearing on the top of your screen. If you do, click that button to reload the page and push the update. Once you do that the numbers should appear on your screen.

UPDATE READY - CLICK TO RELOAD

If you are still having issues, here are two other locations you can find the ID.

### LOCATION ONE

On the “Choose Profile” screen select the primary account (it should be pink, say the word “Primary” under the name, and appear in the top left corner of this screen).

On the screen that appears, find the Household user box. In this box, click on the carrot to the right of the name of the person you need to get a number for. This will open up details on that user. There you should see the “Household Member ID” number.

The screenshot shows a list of household members under a '+ HOUSEHOLD MEMBER' header. A toggle switch for 'Show Archived Members' is on the right. The list includes Pierre Stardew (ADULT (ACTIVE)), Caroline Stardew (ADULT (ACTIVE)), and Abigail Stardew (YOUTH (ACTIVE)). Each entry has an 'UPDATE ENROLLMENT' button and a carrot icon. A red circle highlights the carrot icon for Abigail Stardew. Below the list, a box displays 'Household Member Id: 289458' and 'Year: 2022 - 2023'.

### LOCATION TWO

Alternately, on the “Choose Profile” screen you can click on the member you are trying to get the Member ID number on. Once you are on that individual’s profile dashboard you should see a box (with an animal icon) with that person’s basic information. In that box the Household Member ID should be visible to copy.

### ADDITIONAL HELP

Use the ZSuite Live chat (available in the lower right corner of the screen) between 7 am and 4 pm for additional assistance finding your number.

The screenshot shows the profile dashboard for Abigail Stardew. It includes a profile picture of a rabbit, name, and location (Training County, ILLINOIS). Admin Contact Info is listed with checkboxes for Illinois County, County Demo, and Illinois County Admin. Club information for Apple Holler 4-H Club is shown. The ACCOUNT ID is Z171887. A red circle highlights the HOUSEHOLD MEMBER ID 289458. A green box at the bottom contains enrollment instructions: 'Your enrollment is active! To update the enrollment you will need to log into the primary account and click on your name to see the enrollment button. To go to the primary account click the Switch Profile button and select the Primary Profile.'



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