

Use of the MyLCI section of the Lions International Website

Your club's current balance or statement and copies of your monthly invoices for the last three years are available to view online.

You may use this facility to pay on-line by using a credit or debit card.

All of this information is held in the MyLCI section of the International website. Whilst all can access the International website, the MyLCI section is only accessible with a password and the only people within each club who are permitted access, via password, are Club President, Secretary and Treasurer. However you need to set up a password for yourself.

To set up a username & password you first need to get the following information for yourself *exactly* as it appears on the International website club membership section (so you will need help from me, your Secretary or President in order to find this).

The information that you need to retrieve is:

1. Your member ID number
2. Your home street address
3. Current Lions club name
4. Your first and last name
5. Your spouse or adult companion's name
6. Your email address

These must all be noted *exactly* as they appear in your membership section of the website. The information must be accurate including upper or lower case, punctuation marks, whether with "&" or "and", whether "Lions Club" or "LC".

Then go to the International Website <http://www.lionsclubs.org>

- At the top of the home page click on "My LCI"
- This takes you to the Log-on page. It might be a good idea to save this in your browser favourites. Its address is <https://mylci.lionsclubs.org/>
- Click on "New User, Click here to register now"
- On the Password Registration Page enter your member number in the top box
- Then select the boxes with the pictures as directed (apparently this is to ensure that you are not a computer). Sometimes you don't get these right but don't worry, if you get them wrong you are given more chances to succeed.
- You will then be invited to enter the details in 1 – 6 above, but make sure that you enter them *exactly* as you have been given them from your membership records.
- Enter your user name (your Lions membership number and set your password (& re-enter)
- Enter your email address (& re-enter).

You should now be set up. Any problems, call me **David Butler on 01424 214447**. To visit MyLCI

- Type in <https://mylci.lionsclubs.org/> to reach the log-on page
- Enter your username (your member ID number) and password
- Click on "My Lions Clubs" (the second option on the navy-blue bar under the Lions logo)
- Click on "Statements / Dues" on the drop-down menu
- Your current balance is shown in bold halfway down the screen
- In the bottom half of the screen are your invoices for the current Lions year. You can open any of these up by clicking on "View / Print" on the right-hand side.
- You can view invoices for the previous two Lions years by clicking on the year option tabs under the navy-blue bar entitled "Statements and Invoices".