



# Make LCI Your LCI

## NEW WEBSITE FOR MEMBERSHIP AND SERVICE ACTIVITY REPORTING...

The new membership and service activity reporting Web site – MyLCI is being deployed in several phases. The first phase was deployed in July 2012 and is targeted to Lions club officers. In the next phase Leo club officers will be able to use MyLCI and soon thereafter Lion and Leo District and Multiple District officers will begin using the Web site.

## KEY NEW FEATURES

- ✓ **Single site for Lions and Leos** – Lions officers and Leo officers will use the same site, MyLCI, to enter membership, officer, and service activity information. Lions at the club, district and multiple district level will be better able to support their Leo officers by having access to Leo officer, membership and service activity data. [Click here for more information on Leo features.](#)
- ✓ **Your Home Page** – As soon as you log on to MyLCI you will be presented with a custom home page that includes a snapshot of information tailored to your needs.
- ✓ **Your Tasks** – As an officer, we know you have a lot to do so we've organized your tasks for you. They're now all just one click away.
- ✓ **Officer mailing address** – In addition to updating their home address, officers will be able to update their mailing address used for their officer correspondence without having to contact headquarters.
- ✓ **Club Statements going "green"** – Lions club treasurers will be able to suppress the printing and mailing of their monthly club statement. Currently it takes approximately 10,000,000 sheets of paper per year to print statements. Help us lower that number!

## ACCESSING MyLCI

From your web browser, go to the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org). Click the "Submit Reports" link at the top of the page. On the next page, click the Lions Officer Login or the Leo Officer Login link. Access to MyLCI and the MyLCI training site is password-protected.

### 2012 - 2013 Lions and Leo Officers

Lions and Leo officers will be able to create their own user name and password for MyLCI. From the log on page, click "New User? Click here to register now" and follow the onscreen prompts to select a user name and password. You will be asked questions to confirm your

identity. You will also be required to provide a unique e-mail address. Note: Lions officers who previously created a user name and password for WMMR in 2011 – 2012 will be able to use the same user name and password for MyLCI during their 2012 – 2013 term.

## Forgotten Passwords

If you forgot your password, click the “Forgot your User Name or Password?” link on the log on page. You will be prompted to enter your member number, the word verification and the answer to one of your security questions. Keep in mind, your responses to your security questions are case sensitive. If you have not registered yet, you will be prompted to do so at this time.

## Best Results

For best results with MyLCI, you may need to upgrade your browser. This will provide you with:

- ✓ Better user experience
- ✓ Better performance
- ✓ Better security

## TRAINING ON THE WEB

Five short English language video segments are available to guide officers who would like to learn more about MyLCI.

### [MyLCI Introduction](#)

An overview of the functions and basic features of the MyLCI website.

### [LCI Logon and Registration](#)

Demonstrates how to create a username and password for the LCI websites.

### [Using the MyLCI Web site](#)

Demonstrates how to navigate and use the help features of MyLCI Web site.

### [MyLCI Membership Reporting](#)

Demonstrates how to add, drop and edit membership records.

### [MyLCI Family Units](#)

Demonstrates how to create and edit a Family Unit.

Club presidents and club secretaries who want to become more effective using the MyLCI Web site to submit membership and service activity reports can download a pre-recorded webinar in either English or Spanish.

Club treasurers who want learn to log on, run reports, view club statements, opt-out of receiving paper statements, and submit payments online can download a pre-recorded webinar in either English or Spanish. To access the webinar click [webinar download instructions](#).

## ACCESSING MyLCI TRAINING SITE

### 2012 – 2013 Lion and Leo Officers

The new MyLCI Training Site is password-protected and is only available to 2012 – 2013 club officers. Lions officers, that have registered, can log into MyLCI and click the “MyLCI Training Site” link, on the right side of the page. Leos will have access to the training site on in the fall of 2012.

## QUESTIONS? NEED ASSISTANCE?

If you have questions or need assistance contact the LCI Support Center at 630-468-6900 8:30 – 4:30 CDT (Chicago) or by e-mail at [mylci@lionsclubs.org](mailto:mylci@lionsclubs.org).