

# Lions Clubs International Statement, Dues and Payments Frequently Asked Questions

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## Frequently Asked Questions

**Q: How do I view the club's outstanding balance?**

A: From the My Lions Club menu, select Statement/ Dues. The top half of the Statement page, shows the club's current balance

**Q: How do I print a statement?**

A: From the My Lions Club menu, select Statement/ Dues. From the bottom half of the Statement page, click the View/ Print link associated with the Statement you would like to print. The Statement will display in the browser. To print the statement, click on the browser print icon. It may be necessary to adjust your print option. Depending on your browser, select the "Actual size" print option or set your Page Scaling option to "None" before clicking Print.

After printing your statement, click the back button on your browser to return to the Statement page.

Club Treasurers will see a Pay Now link on the top half of the Statement page. The treasurer will click the "Pay Now" link to process a payment online. If the payment will be mailed, click "Payment Instructions" from the Support Center panel for information on where to send the payment.

**Q: How do I avoid receiving statements in the mail?**

A: Club Treasurers are able to avoid receiving mailed statements. From the My Lions Club menu, select Statement/ Dues. From the middle of the page, select "Opt out of Paper Statements" to stop receiving statements in the mail. This option will need to be re-specified at the start of the Treasurer's term.

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**Q: How do I ensure that I am notified when monthly statements are available on MyLCI?**

**A:** All club treasurers with an e-mail address specified in the MyLCI member record will receive notification by e-mail when monthly statements are available in MyLCI. To check your member record, select Members from the My Lions Club menu. Scroll to find the treasurer's name in the list of members. Select the treasurer's name to expand the view of the member information. The e-mail address will display in the expanded view. Club presidents and secretaries are able to update member information.