

## Logging on to the Membership and Officer Update Site



When you are on the **LCI Home Page**, **Click** on the button shown at the left.

This button is found on the left of the Lions Club International English home page.

The following LOGON screen appears, shown in part:

Type your **Member Number** (found on your semi-annual Per Capita Dues Statement), and your **Password**, found on the **monthly statement**. Ask your club treasurer for a copy of those statements.

Click on the **Go** button, as circled.

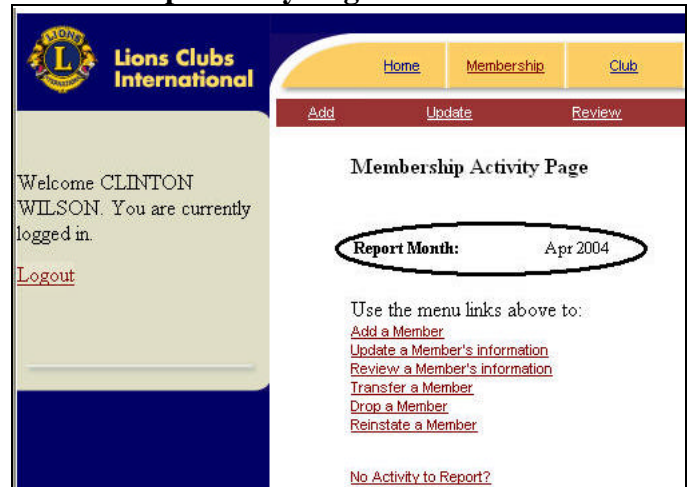
You will be recognized with the following screen:



Functions related to your **Club** or **District** can be accessed from the **gold menu bar**. Only those functions that your login ID allows will be underlined as links. For instance, note that **Home**, **Membership**, **Club** and **Logout** in the picture above are underlined, but **District** and **Multi-District** are not. The person logged in for this exercise has not authority to look at **District** or **Multi-District** records.

Club secretaries will need to choose either **Membership** or **Club** to continue their work.

Shown below are the functions available on the **Membership Activity Page**.



Notice that the **Report Month** is indicated as circled above. You will not at this time be able to report for any other month.

Shown at the right are the functions available on the **Club Administration Page**:

