Lions Portal Create Account

Before you start:

- Reminder that each member must have a unique email address on the LCI database. If a couple is sharing one email, have one member go without email on LCI.
- It is helpful to check with your secretary to ensure the exact spelling of names (example: Rich vs Richard vs Dick).

Instructions to create login account for Lions Portal

1) Go to www.lionsclubs.org
2) Select “Lions Portal”
3) Select “don’t have an account”
4) Enter verification information
    a. First name (must match exactly to LCI database)
    b. Last name (must match exactly to LCI database)
    c. Email address
    d. Select “Sign Up”
5) Verification number is sent to your email address
6) Enter your verification number
7) Enter your password (at least 8 characters that must include at least 1 character and 1 number)
8) Enter password again for verification
9) To complete the setup, select “change password” (the button should probably be named “Finish”).