LION ACCOUNT REGISTRATION

1. Click the Register button
**Have you registered on the MyLion app?**

2. Click No

*This question is provided now because if a user has already created a Lion Account using the MyLion App on their phone, they do not need to register again.

Clicking Yes will bring them to a screen that allows them to enter their Username and Password to login.
Create your Lion Account

3. Enter the following fields:
   • Enter Member ID
   • Enter Date of Birth
   • Enter either Email Address or Mobile Number
   • Enter a Password
   • Retype the same Password
   • Check the Privacy Policy
   • Check the Terms of Use

The following fields MUST match our Aptify database to successfully register:
   a. Member ID
   b. Email Address or Mobile Number
      i. Only one is needed for registration

Date of Birth is required, but does not need to match the Aptify database to successfully register.

To read the Privacy Policy and Terms of Use, click on the links provided.
Create your Lion Account

4. Click Continue
Verification Code

5. The screen for the verification code will show

6. Go to your email to retrieve the verification code to complete your registration
Verification Code

7. Enter the verification code
8. Click Continue

Login

9. Enter Username
   • This is the email or mobile phone used during registration
10. Enter Password created during registration
11. Click Continue
Application Switcher

12. Select the application you wish to enter
Application Switcher

Based on your permissions, certain applications may not be accessible and will appear grayed out
MyLCI

The Home page of MyLCI will show.*

If the user wishes to switch applications, they can select the Go Now link in the top left to go back to the Application Switcher page for their Lion Account.

*The following features have been moved to the Home page of MyLCI:

- Announcements
  - Note the new Announcements link in the upper right corner

- Membership Reports
  - These will be located in the Support Center panel
Shop

The Home page of the Lions Clubs Supplies Store will show.

If the user wishes to switch applications, they will need to select the MyLion Suite tab to do so.
MyLion

The Home page of MyLion will show.

If the user wishes to switch applications, they can select the MyLion selector in the top left to go back to the Application Switcher page.
Insights

The Home page of Insights will show.

If the user wishes to switch applications, they can select the Insights selector in the top left to go back to the Application Switcher page.

Users will only see the information for their geographical area. Dashboard reports included are for:

- Membership
- Service Activity
- Donations
- Clubs

The number of dashboard reports shown will depend on the user’s permissions.
**MyLion – D/MD Admins**

If the user is a District or Multiple District Admin, the MyLion Home and Metrics pages will not show metrics at this time.

We are working to improve this user experience so that the 1st club in the District or Multiple District will show.

The D/MD Admins will be able to create, report and search for activities. They will also be able to use the messages feature and edit their profile.

The titles that are impacted are:
- District Lions Staff – Admin
- District Office Staff – Admin
- Multiple District Lions Staff – Admin
- Multiple District Office Staff – Admin

*Other Admins and Staff do not have access to MyLion at this time.*