INSTRUCTIONS FOR FILING FORM 990-N (e-POSTCARD) WITH THE IRS

1. Information required to register with the IRS:

   Go to https://sa.www4.irs.gov/epostcard and click “Get Started”:

    First Time Users
    Create a Login to:
    • Verify your identity for access to your personal tax information.
    • Create a user ID and password to save time on future visits.
    • Lock your online account to prevent access.
    Information you need to verify your identity.

    Returning Users
    Log in below if you’ve previously created a UserID for any of the following applications:
    • Get Transcript
    • Identity Protection PIN (IP PIN)
    • Online Payment Agreement (OPA)
    User ID

3. Fill in personal information of the person sitting at the computer. This does not need to be the information of the chapter’s responsible person. Then click “Send Email Confirmation Code.”

4. The email confirmation code could take 10-15 minutes to arrive.

---

**Your IRS Online Services Email Confirmation Code**

**To:** Jonathan P. Bench

**Sent:** Wed 9/16/2016 3:44 PM

Dear user,

Your confirmation code is: 9349-7351

This code will expire in 15 minutes. Enter it into the Email Confirmation Code field as soon as possible to access your requested service.

This is an automated email. Please do not reply.

IRS will never initiate contact through email asking taxpayers for personal or financial information.

Sincerely,

IRS Online Services
5. Once you receive the code, enter it into the field indicated below and click “Continue.”

6. Be sure to adhere to the username and password requirements. For best results in the “Unique Phrase” and “Site Phrase” fields, only use letters (no special characters). After completing the Security Profile, click “Continue.”
7. Successful profile registration confirmation screen.
8. Email confirmation for successful profile registration.

User Profile has been created
IRSonline.services@irs.gov
Sent: Wed 3/16/2016 4:03 PM
To: Jonathan P. Bench

Dear user,

An IRS online services profile has been created per your request.

If you did not create this profile, please contact us at 888-841-6648.

This is an automated email. Please do not reply.

IRS will never initiate contact through email asking taxpayers for personal or financial information.

Sincerely,
IRS Online Services

10. Enter password and click “Submit.”

11. View of home screen after successful login. Click “Manage E-Postcard Profile.”
12. Choose “Exempt Organization” under “User Type” and click “Continue.”

13. Enter EIN for the organization and click “Add EIN.”
14. You will see your Club’s EIN listed next to the University of Maine System Inc. Click “Create New Filing.”

15. Choose your Club’s EIN from the dropdown menu and click “Continue.”
16. Ensure the correct tax year *(June 30, not December 31)* and EIN are listed. Answer the two questions regarding the status of the Club and click “Continue.”
17. Fill in your Club’s name under “DBA Name.” Fill in the information for the Club and the Club’s principal officer. Click “Submit Filing.”
18. Click “Ok.”

19. Confirmation of successful submission. Print a copy of your submission.
20. After successful submission, login at a later time to review your submission status. From the home screen, click on “Manage Form 990-N Submissions.”

21. Confirm that the EIN is correct and the status is “Accepted.” If the status is “Rejected” or if you have any questions, contact the appropriate 4-H staffperson in your local UMaine Extension office.