



# INSTRUCTIONS FOR FILING FORM 990-N (e-POSTCARD) WITH THE IRS Updated August 2023

## [IRS e-postcard login site](#)

The IRS website has a new look. All users will have to create a new account if they haven't already done so on this site. It's your choice of which site you wish to use login.gov or id.me, many staff are using login.gov and instructions below are for that option.

**If you've already created an account, please skip down to page 5 to the section titled, How to File 990-N Postcards.**

**Sign In or Create a New Account**

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you don't have a Login.gov or ID.me account, you must create a new account.

**Sign in with an existing account**

Sign in with **LOGIN.GOV**

Sign in with **ID.me**

OR

**Create a new account**

Create an account **LOGIN.GOV**

**ID.me** Create an account

**Frequently Asked Questions**

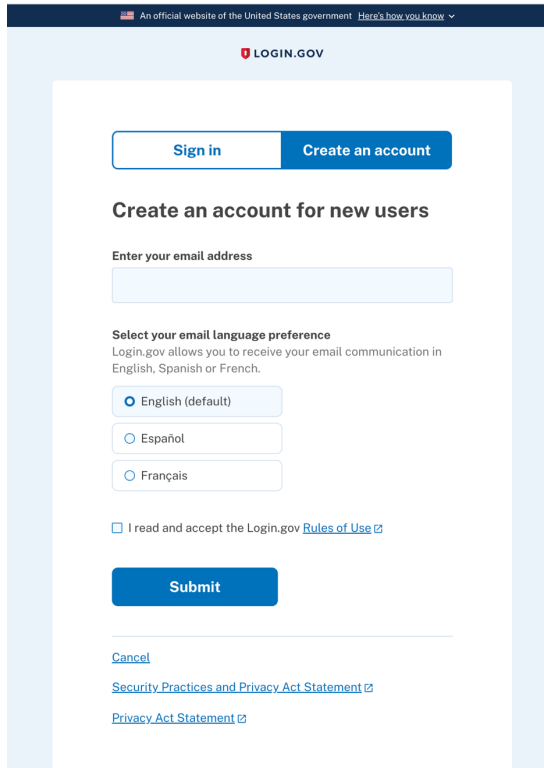
[What are Login.gov and ID.me?](#)

This U.S. Government system is for authorized use only.  
Warning: This system may contain private tax information. By using this system, you consent to the monitoring, recording, and reviewing of your activities in this system. You may only access this system using your own personal information. Any other use of this system is an unauthorized use and is prohibited.

Unauthorized use violates Federal law and may result in criminal or civil penalties under these laws. Examples are penalties for knowingly or intentionally accessing a computer without authorization or exceeding authorized access under 18 U.S.C. 1030, and penalties for the willful unauthorized access or inspection of taxpayer records under 26 U.S.C. 7213A and 26 U.S.C. 7431.

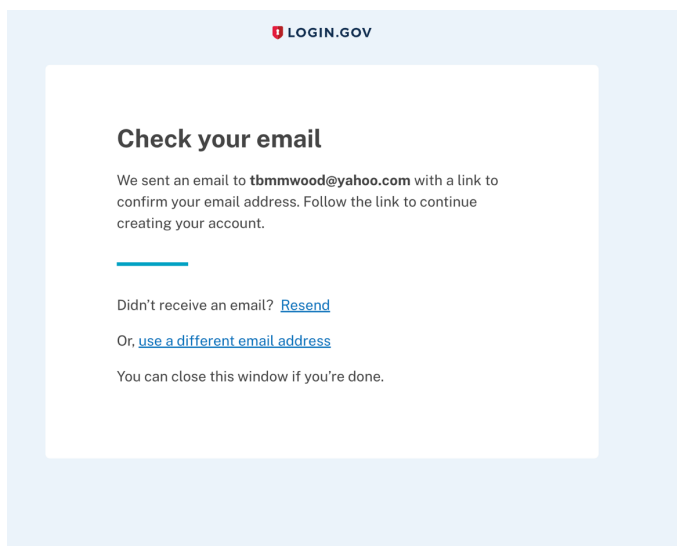
## How to set up a new account

1. Select Create an account, enter your work email, select English, and “I read and accept the Login.gov Rules of Use”, and submit.



The screenshot shows the Login.gov website header with the text "An official website of the United States government" and "Here's how you know". Below the header is the "LOGIN.GOV" logo. The main content area features two buttons: "Sign in" and "Create an account". Underneath is the heading "Create an account for new users". The form includes an input field for "Enter your email address". Below that is a section for "Select your email language preference" with three radio button options: "English (default)", "Español", and "Français". A checkbox is present for "I read and accept the Login.gov Rules of Use" with a link to the "Rules of Use". At the bottom of the form is a blue "Submit" button. Below the form are links for "Cancel", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

2. Verify your email.



The screenshot shows the "Check your email" page on the Login.gov website. The heading is "Check your email". The text reads: "We sent an email to **tmmwood@yahoo.com** with a link to confirm your email address. Follow the link to continue creating your account." Below this is a blue horizontal line. Further down, there are two links: "Didn't receive an email? Resend" and "Or, use a different email address". At the bottom, it says "You can close this window if you're done."

3. Create a password (it won't let you continue until you have a strong password.)

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

You have confirmed your email address

### Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password  Please fill out this field.

Confirm password

Show password

[Continue](#)

Password safety tips [+](#)

[Cancel account creation](#)

4. Select authentication method (text or voice message is a good choice).

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

### Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

5. Enter your cell phone number to get your one-time code. This will happen each time you sign into your account.

An official website of the United States government [Here's how you know](#) ✓

**LOGIN.GOV**

### Get your one-time code

We'll send you a one-time code each time you sign in.

**Phone number**

**How you'll get your code**

Text message (SMS)  Phone call

You can change this anytime. If you use a landline number, select "Phone call."

**Send code**

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

[Mobile terms of service](#)

[Choose another authentication method](#)

6. Select Skip for Now.

An official website of the United States government [Here's how you know](#) ✓

**LOGIN.GOV**

✓ A phone was added to your account.

**You've added your first authentication method! Add a second method as a backup.**

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

**Add another method**

[Skip for now](#)

This should complete the steps for creating a new account.

## How to File 990-N Postcards

Login to account on the [IRS e-postcard login site](#). Once logged in to the site, it should look the same to those who have filed 990-N e-Postcards in the past.

1. View of home screen after successful login. Click “Manage E-Postcard Profile.”

Electronically file your Form 990-N (e-Postcard) [Home](#) | [Security Profile](#) | [Logout](#)

**e-Postcard Profile**

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

[MANAGE E-POSTCARD PROFILE](#)

**Manage Form 990-N Submissions**

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

[MANAGE FORM 990-N SUBMISSIONS](#)

Application Version Number: 1.0.3

Version Build Date: 2016-03-08 18:18

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

2. Choose “Exempt Organization” under “User Type” and click “Continue.”

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

**e-Postcard Profile** | Select EIN | Organization Details | Contact Information | Confirmation

Please select Exempt Organization or Preparer

User Type  
Exempt Organization

[PREVIOUS](#) [CONTINUE](#)

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

3. Enter EIN for the organization and click “Add EIN.”

The screenshot shows the IRS e-Postcard Profile page. At the top, there is a navigation bar with the IRS logo and links for Home, Security Profile, and Logout. Below this is a progress bar with five steps: e-Postcard Profile, Select EIN, Organization Details, Contact Information, and Confirmation. The user is logged in as 'Exempt Organization'. There is a form with two input fields for EIN and an 'ADD EIN' button, which is highlighted with a black arrow. Below the form is a table titled 'Currently Associated EIN(s)' with columns for EIN, Organization Name, Date Added, and Delete. The table is currently empty, with the text 'No EINs are currently associated with your ID' below it. At the bottom, there are buttons for 'DELETE EIN' and 'CREATE NEW FILING'.

4. You will see your Club’s EIN listed next to the University of Maine System Inc. Click “Create New Filing.”

The screenshot shows the IRS e-Postcard Profile page after an EIN has been added. The 'ADD EIN' button is no longer highlighted. The 'Currently Associated EIN(s)' table now contains one entry: EIN 34-2061913, Organization Name UNIVERSITY OF MAINE SYSTEM INC, and Date Added 03/16/2016. Below the table is a pagination control showing 'Page 1'. The 'CREATE NEW FILING' button is highlighted with a black arrow. The rest of the page layout is the same as in the previous screenshot.

5. Choose your Club's EIN from the dropdown menu and click "Continue."


The screenshot shows the IRS website's "Select EIN" page. At the top, there is a navigation bar with the IRS logo and links for "Home", "Security Profile", and "Logout". Below this is a progress indicator with five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information", and "Confirmation". The "Select EIN" step is currently active. A red instruction reads: "Please select the EIN for which you want to file for". Below this is a dropdown menu labeled "EIN" with the text "--Select EIN--". A large black arrow points to this dropdown menu. Below the dropdown are two buttons: "MANAGE E-POSTCARD PROFILE" and "CONTINUE". At the bottom of the page, there are links for "Support", "Privacy Policy", "Links", "Requirements and Tips", and "FAQ".

6. 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."

The screenshot shows the IRS website's "Organization Details" page. At the top, there is a navigation bar with the IRS logo and links for "Home", "Security Profile", and "Logout". Below this is a progress indicator with five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information", and "Confirmation". The "Organization Details" step is currently active. A red heading reads: "Electronic Notice-Form 990-N (e-Postcard)". Below this is a sub-heading: "Organization Information". The form contains several fields: "For the tax year ending" with a dropdown menu showing "December 31, 2015"; "Has your organization terminated or gone out of business?" with a dropdown menu showing "No"; "Are your gross receipts normally \$50,000 or less?" with a dropdown menu showing "Yes"; "Organization's legal name -Line 1" with a text field containing "UNIVERSITY OF MAINE SYSTEM INC"; "Organization's legal name -Line 2" with an empty text field; and "Employer Identification Number (EIN)" with a text field containing "342061913". Two large black arrows point to the "No" dropdown and the "CONTINUE" button. At the bottom of the form are three buttons: "PREVIOUS", "CANCEL FILING", and "CONTINUE".

7. 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."

← → ↻ 🏠 <https://sa.www4.irs.gov/epostcard/secure/990n/forms/organization/address/>



Home | [Security Profile](#) | [Logout](#)

### Contact Information

e-Postcard Profile    Select EIN    Organization Details    **Contact Information**    Confirmation

**Electronic Notice-Form 990-N (e-Postcard)**

**Organization Address and Principal Officer Information**

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:  
\* = required field

**Organization:**

DBA Name  ?

DBA Name - continued  ?

Country\*  ?

Number and Street (or PO Box)\*  ?

City or Town\*  ?

State\*  ?

Zip Code\*  ?

Organization's website address, if applicable  ?

**Principal Officer:**

Type of Name\*  ?

Person Name\*  ?


Country\*  ?

Number and Street (or PO Box)\*  ?

City or Town\*  ?

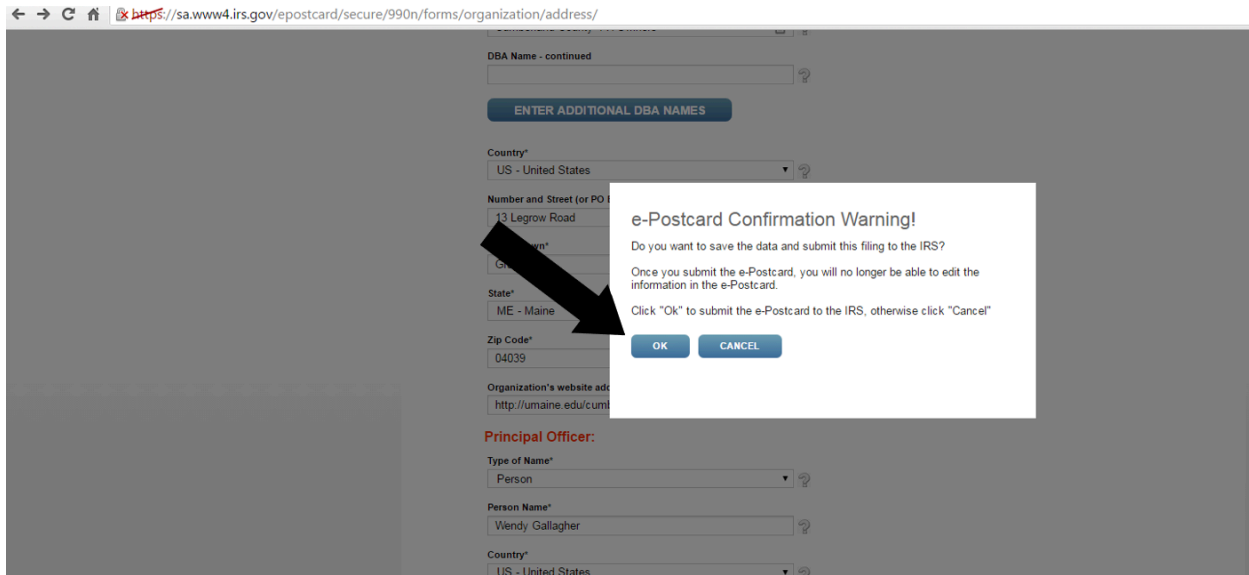
State\*  ?

Zip Code\*  ?

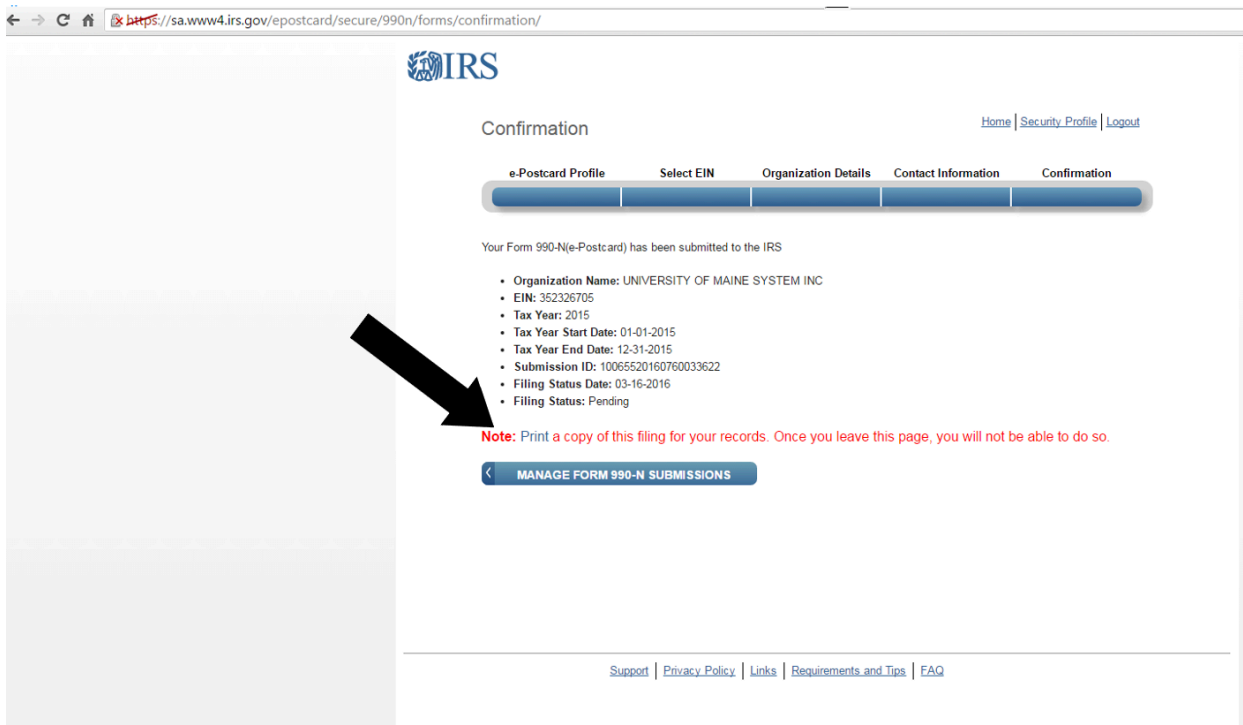




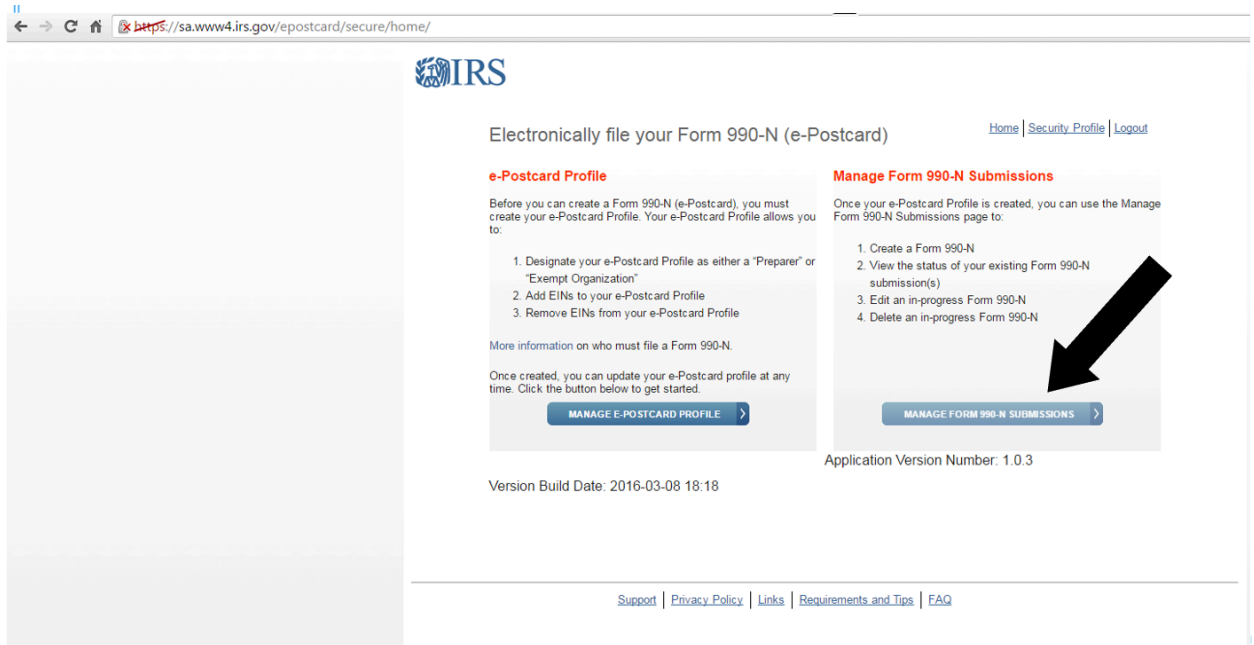
8. Click “Ok.”



9. Confirmation of successful submission. Print a copy of your submission.



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



11. 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 staff person.

