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.
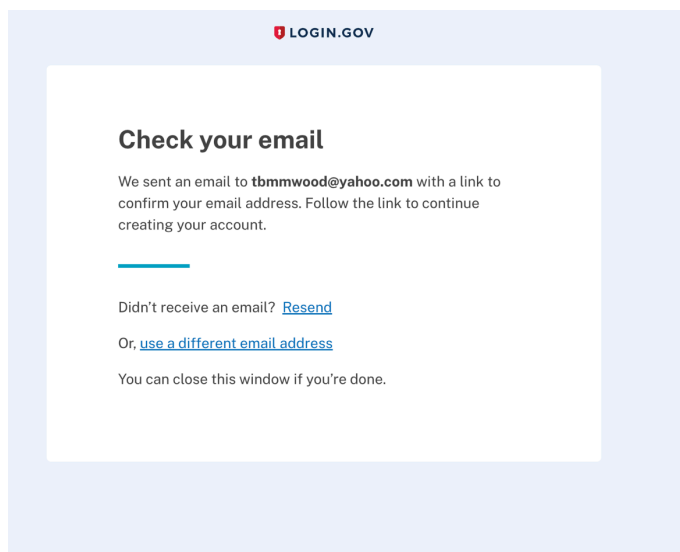
How to set up a new account

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

2. Verify your email.

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

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

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

6. Select 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."
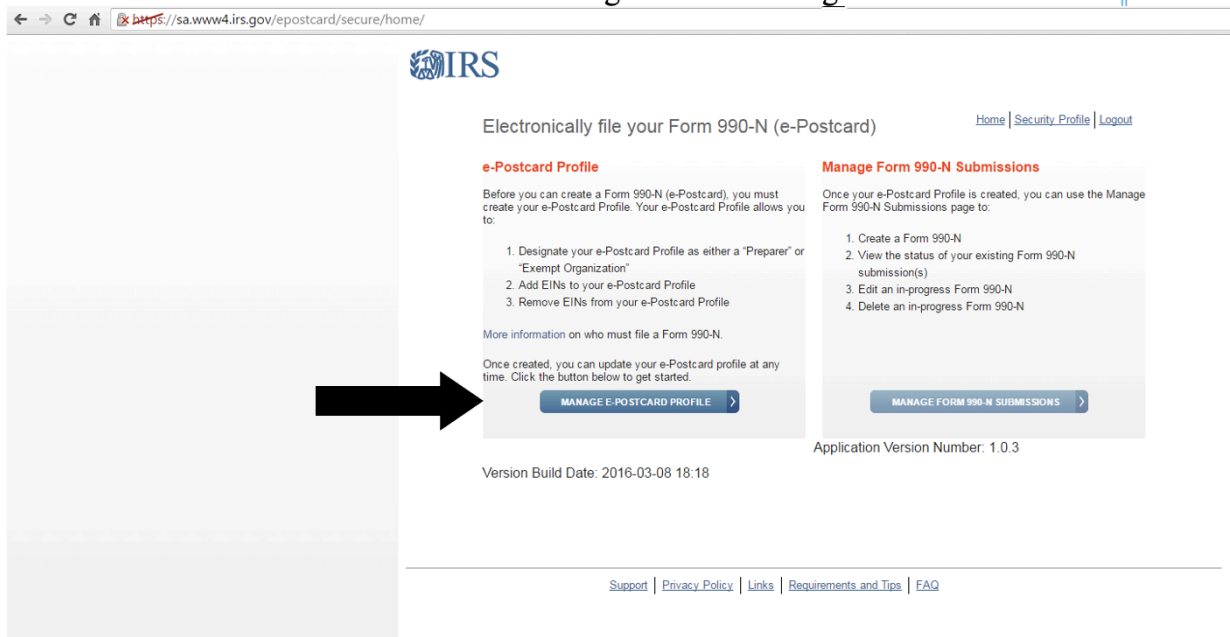
2. Choose "Exempt Organization" under "User Type" and click "Continue."

3. Enter EIN for the organization and click "Add EIN."

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

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

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."

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."

IRS

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: UNIVERSITY OF MAINE SYSTEM INC

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

DBA Name - continued

ENTER ADDITIONAL DBA NAMES

Country*
--Select One--

Number and Street (or PO Box)*

City or Town*

State*
--Select One--

Zip Code*

Organization's website address, if applicable

Principal Officer:

Type of Name*
--Select One--

Person Name*

Country*
--Select One--

Number and Street (or PO Box)*

City or Town*

State*
--Select One--

Zip Code*

PREVIOUS | CANCEL FILING | SAVE FILING | SUBMIT FILING
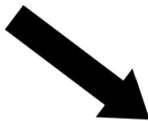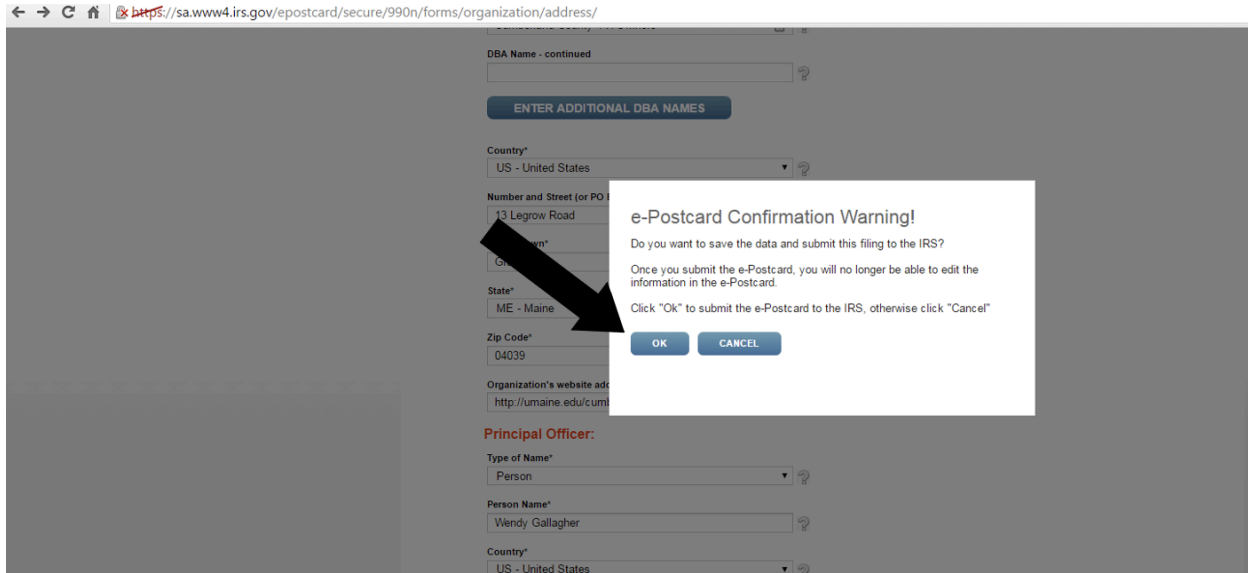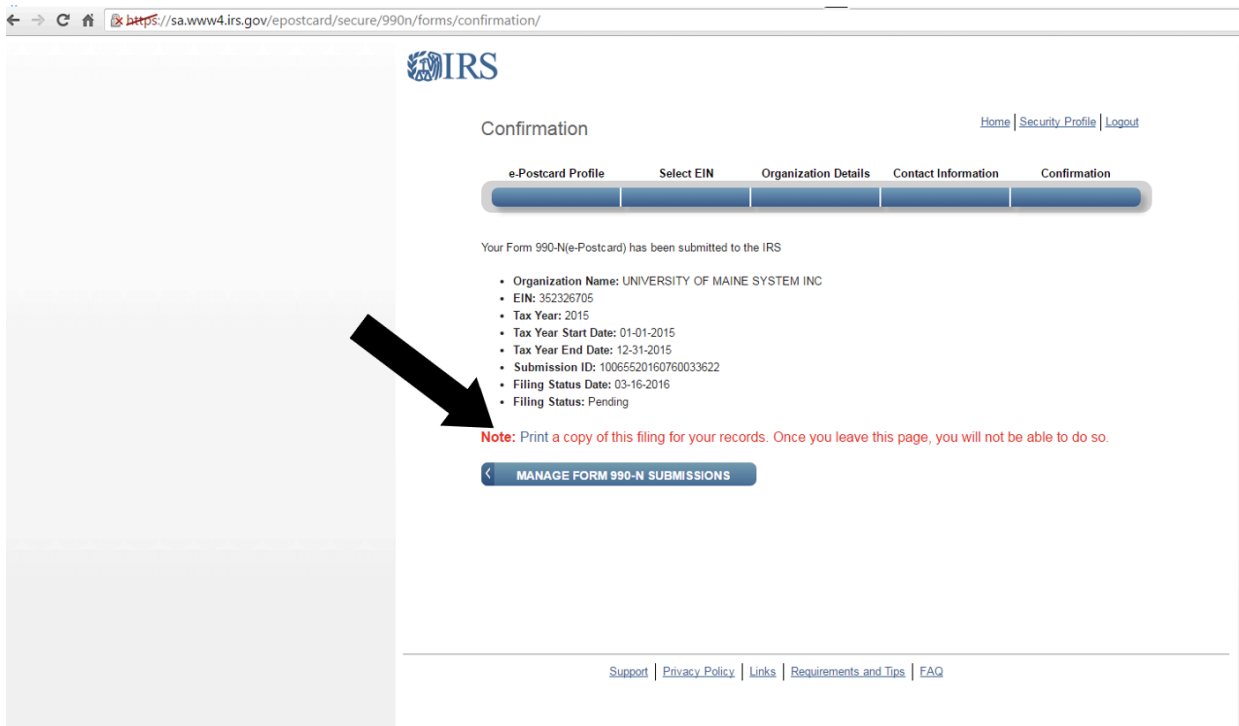
8. Click "Ok."

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.