



# 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.**

Inbox (2,194) - tara.a.wood@... x Sign In x +

sa.www4.irs.gov/secureaccess/ui/ja!1?TYPE=33554433&REALMOID=06-00075380-1403-12a1-b179-7c2b0ad00000&GUID=8SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=SM-u0kttlgVFneUJDzKQ7j...

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

**IRS**

### 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

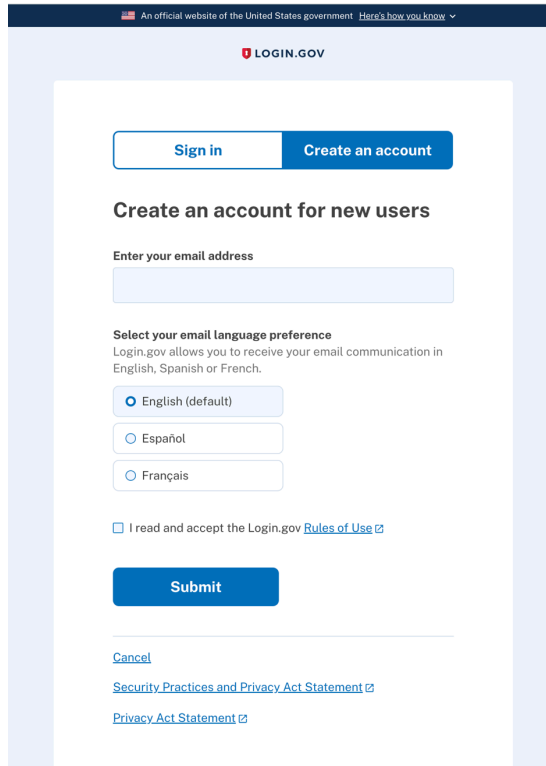
[+ What are Login.gov and ID.me?](#)

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.

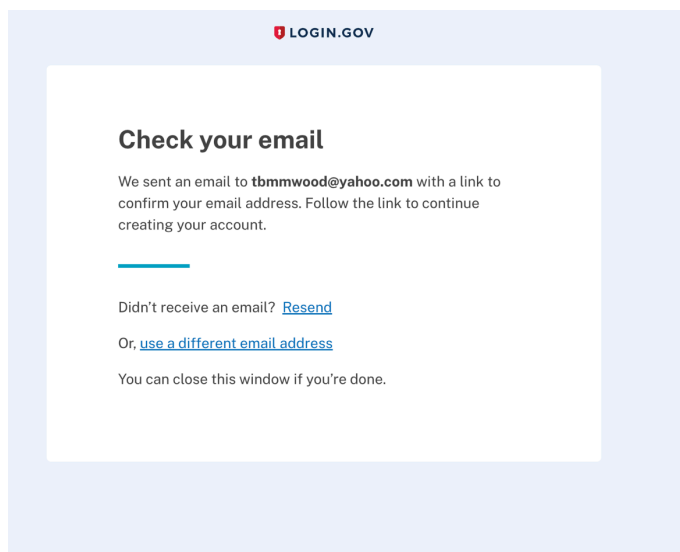
## How to set up a new account

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 'Create an account for new users' page on Login.gov. At the top, there is a navigation bar with the text 'An official website of the United States government' and a link 'Here's how you know'. Below this is the 'LOGIN.GOV' logo. The main content area has two buttons: 'Sign in' and 'Create an account'. The 'Create an account' button is selected. Below the buttons is the heading 'Create an account for new users'. There is a text input field labeled 'Enter your email address'. Below that is a section titled 'Select your email language preference' with the text 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)', 'Español', and 'Français'. Below these is a checkbox labeled '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 Login.gov. At the top, there is a navigation bar with the text 'An official website of the United States government' and a link 'Here's how you know'. Below this is the 'LOGIN.GOV' logo. The main content area has the heading 'Check your email'. Below the heading is the text '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 text is a horizontal line. Below the line is the text 'Didn't receive an email?' followed by a link 'Resend'. Below that is the text 'Or, use a different email address' followed by a link 'use a different email address'. At the bottom of the page is the text '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

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](#)

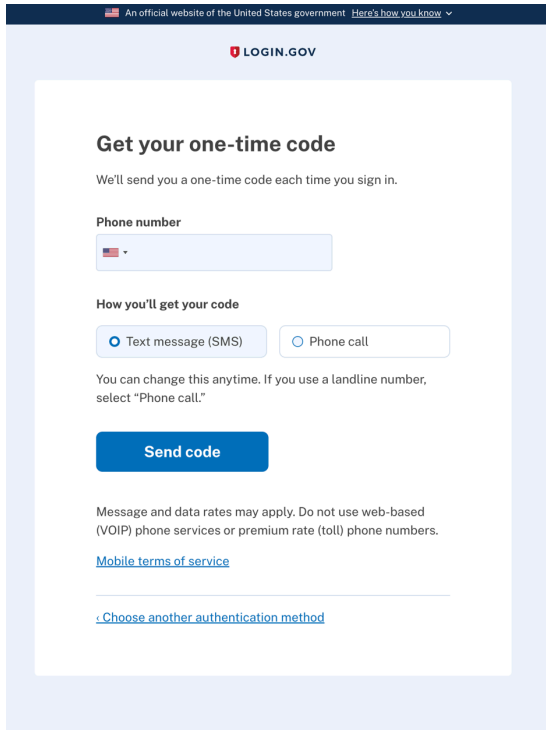
LOGIN.GOV

### 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.

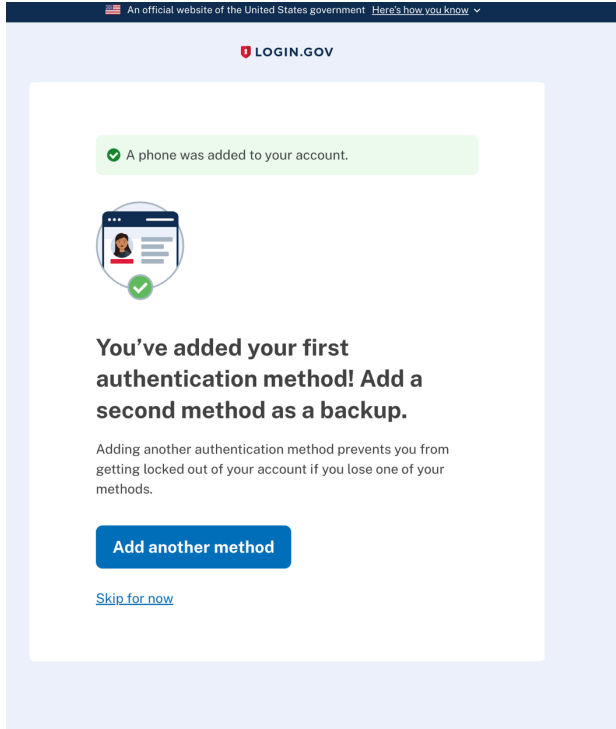
- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will 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.



The screenshot shows the LOGIN.GOV interface for receiving a one-time code. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know". Below this is the "LOGIN.GOV" logo. The main content area is titled "Get your one-time code" and includes the instruction "We'll send you a one-time code each time you sign in." There is a "Phone number" section with a dropdown menu showing a US flag and a text input field. Below that is the "How you'll get your code" section with two radio button options: "Text message (SMS)" (which is selected) and "Phone call". A note states: "You can change this anytime. If you use a landline number, select 'Phone call.'" A prominent blue "Send code" button is located below the options. At the bottom, there is a disclaimer: "Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers." followed by a link to "Mobile terms of service" and another link: ". Choose another authentication method".

6. Select Skip for Now.

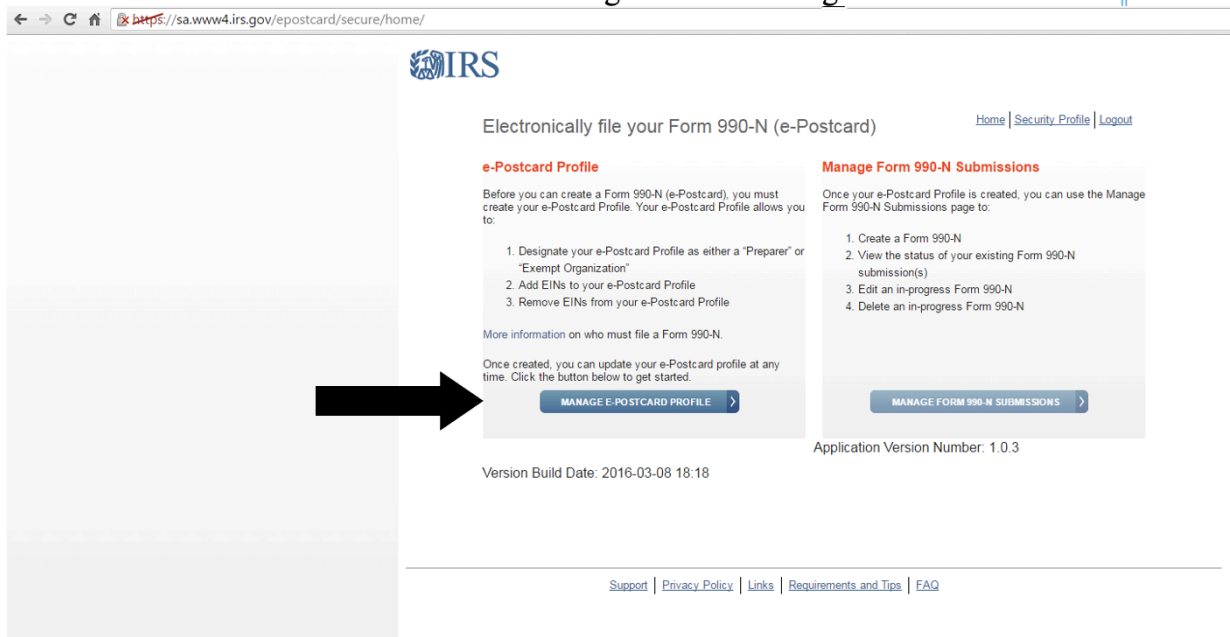


This should complete the steps for creating a new account.

## 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.”


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 first step, e-Postcard Profile, is currently active. A red instruction reads: "Please select Exempt Organization or Preparer." Below this is a "User Type" dropdown menu with "Exempt Organization" selected. A black arrow points to this dropdown. At the bottom of the form are two buttons: "PREVIOUS" and "CONTINUE".

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

The screenshot shows the IRS e-Postcard Profile page at the "Select EIN" step. The progress bar now has "Select EIN" as the active step. Below the progress bar, it says "You are logged in as: Exempt Organization | Edit user type". There are two input fields for the EIN, followed by an "ADD EIN" button. A black arrow points to this button. Below the input fields is a section titled "Currently Associated EIN(s)" with a table. The table has columns for EIN, Organization Name, Date Added, and Delete. Below the table, it says "No EINs are currently associated with your ID". At the bottom of this section are two buttons: "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.”

← → C <https://sa.www4.irs.gov/epostcard/secure/profile/ein>



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

e-Postcard Profile    Select EIN    Organization Details    Contact Information    Confirmation

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN   [ADD EIN](#)

**Currently Associated EIN(s)**

EIN	Organization Name	Date Added	Delete
34-2061913	UNIVERSITY OF MAINE SYSTEM INC	03/16/2016	


«« Prev Page 1 Next »»

[DELETE EIN](#) [CREATE NEW FILING](#)

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

5. Choose your Club’s EIN from the dropdown menu and click “Continue.”

← → C <https://sa.www4.irs.gov/epostcard/secure/990n/forms/ein/>



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

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

**Please select the EIN for which you want to file for**


EIN

[MANAGE E-POSTCARD PROFILE](#) [CONTINUE](#)

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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.”

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

 **Organization Details** [Home](#) | [Security Profile](#) | [Logout](#)

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

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

**Organization Information**

For the tax year ending  
 ?

Has your organization terminated or gone out of business?  
 ?


Are your gross receipts normally \$50,000 or less?  
 ?

Organization's legal name - Line 1  
 ?

Organization's legal name - Line 2  
 ?

Employer Identification Number (EIN)  
 ?



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."





### Contact Information

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

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  ?

**ENTER ADDITIONAL DBA NAMES**

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\*  ?

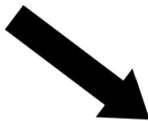
Country\*  ?

Number and Street (or PO Box)\*  ?

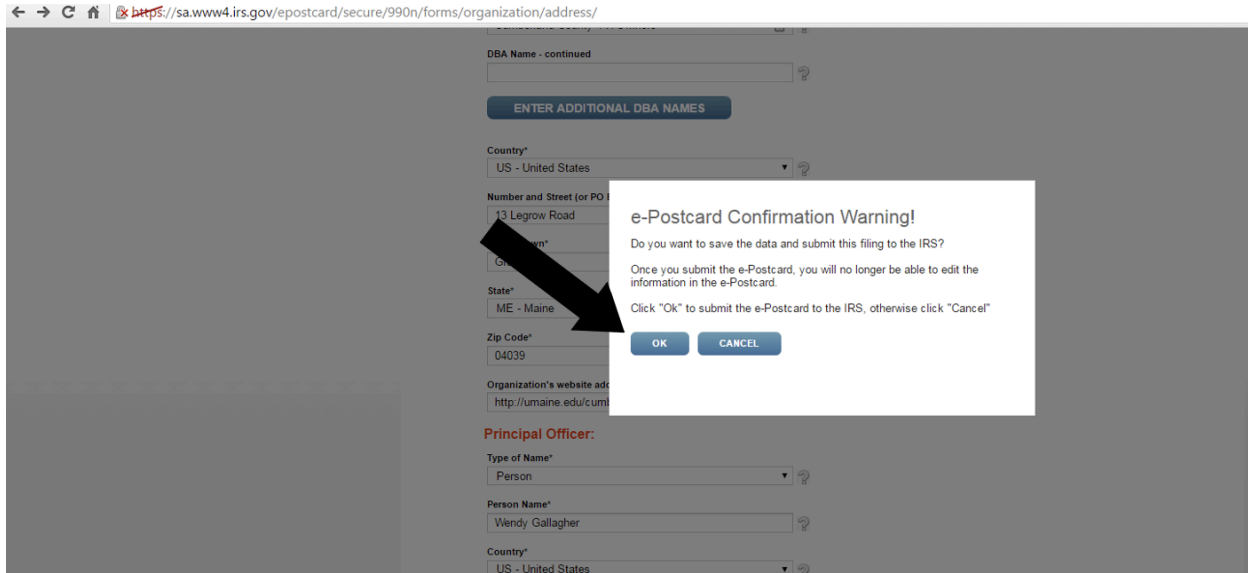
City or Town\*  ?

State\*  ?

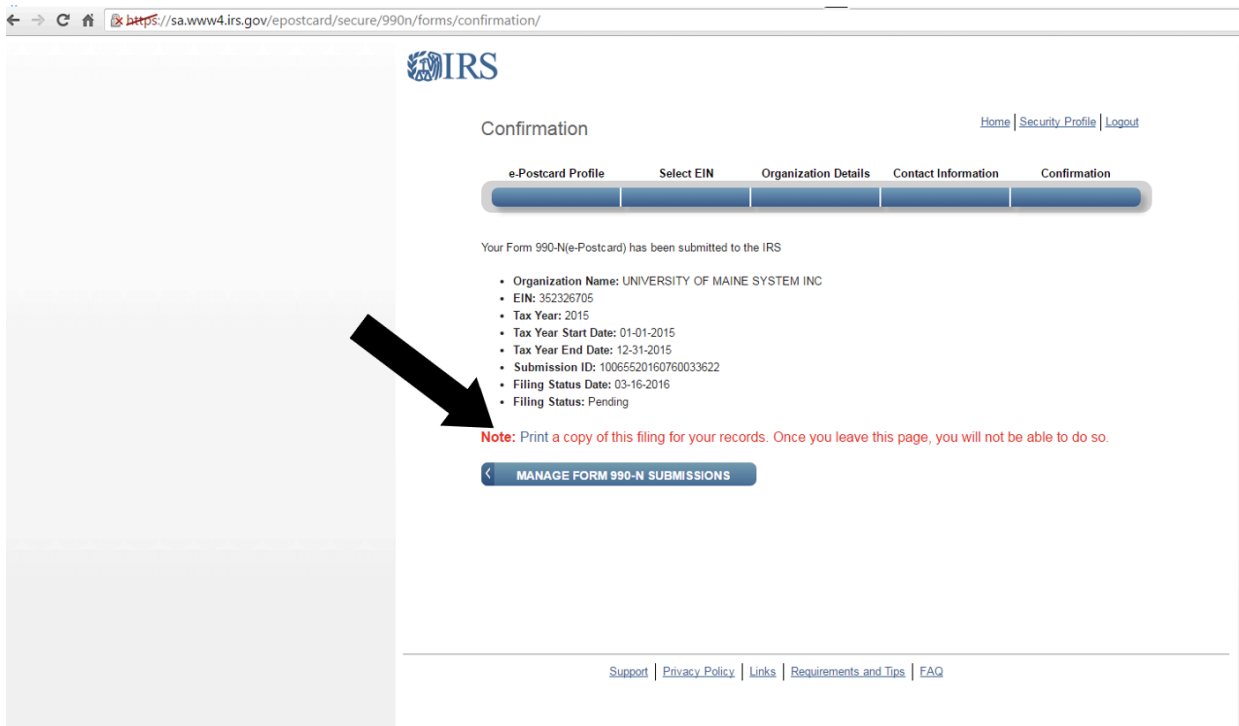
Zip Code\*  ?



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."

← → ↻ 🏠 <https://sa.www4.irs.gov/epostcard/secure/home/>

 **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

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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.

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

 **Manage Form 990-N (e-Postcard)** [Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
35-2326705	UNIVERSITY OF MAINE SYSTEM INC	2015	12-31-2015	03-16-2016	Rejected	10065520160760033622	

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[CREATE NEW FILING >](#)

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