

Instructions for Filing Your IRS Electronic Form 990-N (e-Postcard)

This MUST be done EVERY year after September 30.

To get started, you'll need to know your Grange's EIN (tax ID number). If you aren't sure, please contact the State Treasurer for assistance.

If you created an account in a previous year the website has changed and you must create a new account.

To create a new account, follow these steps:

1. You must first register for an account on the website. Go to the website: <http://www.irs.gov/990n>. **Annual Electronic Filing Requirement for Small Exempt Organizations**. The page you reach will look like this:

The screenshot shows the IRS website interface. At the top left is the IRS logo. To the right is a search bar with the text "Search" and a magnifying glass icon, followed by the word "Advanced". Below the search bar is a horizontal navigation menu with tabs for "Filing", "Payments", "Refunds", "Credits & Deductions", "News & Events", "Forms & Pubs", "Help & Resources", and "for Tax Pros". The main content area is titled "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". A prominent red box contains the text: "Planned Outage: Sept. 30, 2016. This service will be unavailable on Friday, Sept. 30, 2016, from approximately 6 p.m. until approximately 9 p.m. Eastern time due to planned maintenance. We apologize for any inconvenience." Below this is a "How to file" section with the heading "To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#)." A list of instructions follows, including: "The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year." "Form 990-N must be completed and filed electronically. There is no paper form." "Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead." "Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing." "For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information." "Organizations should continue efforts to file, even if late." At the bottom of the main content area, it says "Prior to filing your form, please review the following information:". On the left side, there is a sidebar with a "Charitable Organizations" menu and a "Charities & Non-Profits Topics" section containing links like "A-Z Index", "Search for Charities", "Calendar of Events", "Charity and Nonprofit Audits", "Free e-Newsletter", "Future Webinars and Recorded Events", "Life Cycle", "Taxpayer Bill of Rights", "Tax Exempt and Government Entities", and "Charities & Non-Profits Home".

2. Click on the blue words "Form 990-N Electronic Filing System (e-Postcard)" How to file. The next screen that appears will look this:

Steps for using the Form 990-N Electronic Filing System (e-Postcard)

REMINDER

An organization cannot file Form 990-N until after the end of its [tax year](#). For example:

- **Calendar Year Filers**

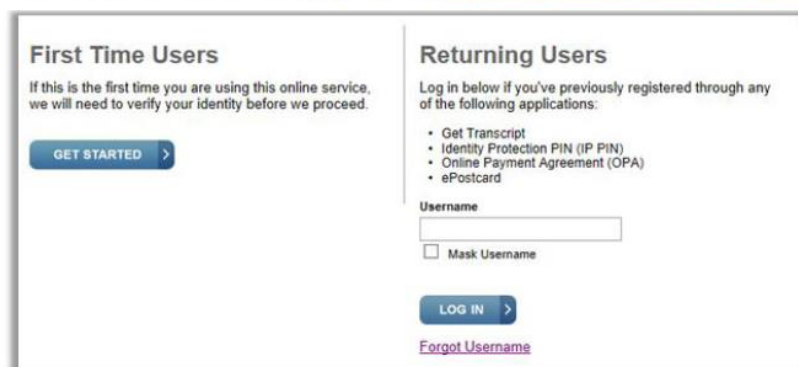
If your organization wishes to file Form 990-N for tax year 2016 and uses a calendar year (Jan. through Dec.) as its tax year, it must wait until January 1, 2017, to file Form 990-N.

- **Fiscal Year Filers**

If your organization wishes to file Form 990-N for tax year 2016 and uses a fiscal year (for example, Oct. 1, 2015 through Sept. 30, 2016) as its tax year, it must wait until Oct. 1, 2016, to file Form 990-N.

HOW TO FILE

Open the electronic filing page at <https://sa.www4.irs.gov/epostcard/>.



The screenshot shows the login interface for the IRS e-Postcard system. It is divided into two main sections: 'First Time Users' and 'Returning Users'. The 'First Time Users' section includes a message: 'If this is the first time you are using this online service, we will need to verify your identity before we proceed.' Below this message is a blue button labeled 'GET STARTED >'. The 'Returning Users' section includes a message: 'Log in below if you've previously registered through any of the following applications:'. Below this message is a bulleted list of applications: 'Get Transcript', 'Identity Protection PIN (IP PIN)', 'Online Payment Agreement (OPA)', and 'ePostcard'. Below the list is a text input field labeled 'Username'. Below the input field is a checkbox labeled 'Mask Username'. Below the checkbox is a blue button labeled 'LOG IN >'. Below the button is a link labeled 'Forgot Username'.

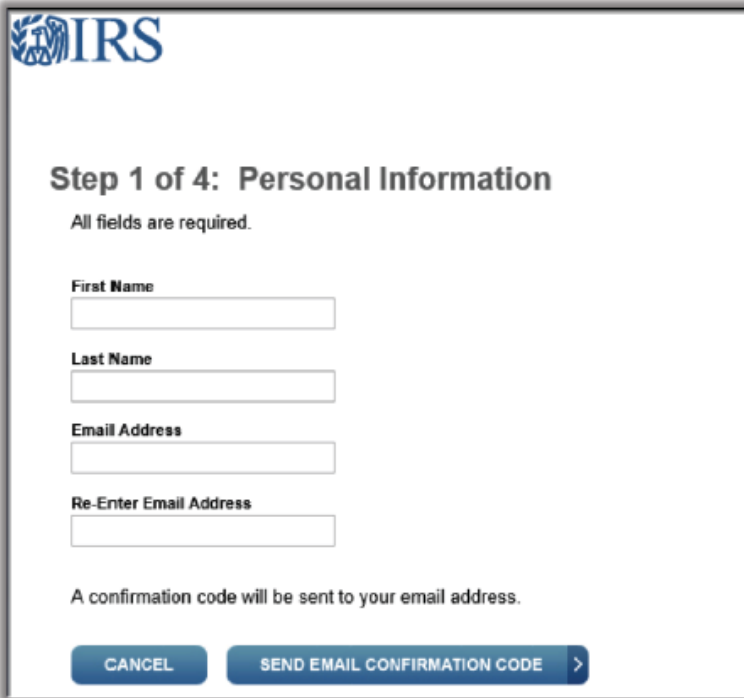
First Time Users: Select **GET STARTED**.

Returning Users: Enter your Username and select **LOG IN**. Skip to **STEP 6** of this user guide. If you registered before February 18, 2016, you must register again as a First Time User. Your user name and password from Urban Institute will not work.

REGISTRATION: FIRST TIME USERS ONLY

STEP 1

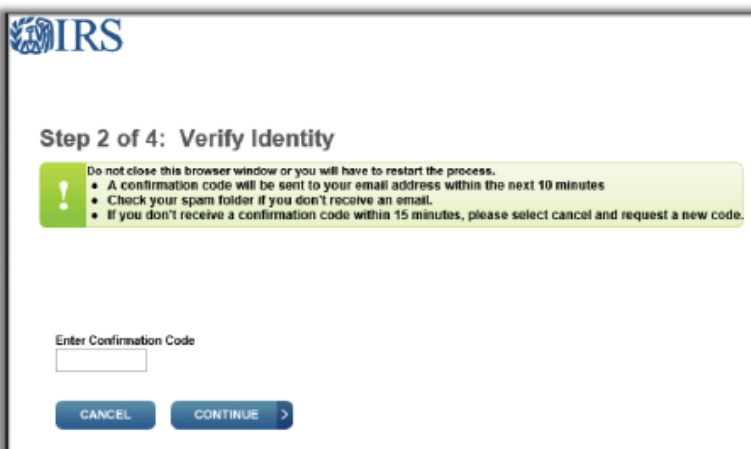
Enter your contact information, then select [SEND EMAIL CONFIRMATION CODE](#)



The screenshot shows the IRS logo at the top left. Below it, the heading "Step 1 of 4: Personal Information" is displayed. Underneath the heading, the text "All fields are required." is shown. There are four input fields: "First Name", "Last Name", "Email Address", and "Re-Enter Email Address". At the bottom of the form, there are two buttons: "CANCEL" and "SEND EMAIL CONFIRMATION CODE" with a right-pointing arrow. A note at the bottom of the form states: "A confirmation code will be sent to your email address."

STEP 2

Enter the confirmation code found in your email, then select [CONTINUE](#). If you don't receive an email, check your spam or junk email folder.



The screenshot shows the IRS logo at the top left. Below it, the heading "Step 2 of 4: Verify Identity" is displayed. A green warning box with an exclamation mark icon contains the following text: "Do not close this browser window or you will have to restart the process." followed by a bulleted list: "• A confirmation code will be sent to your email address within the next 10 minutes", "• Check your spam folder if you don't receive an email.", and "• If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code." Below the warning box, there is a label "Enter Confirmation Code" and an input field. At the bottom of the form, there are two buttons: "CANCEL" and "CONTINUE" with a right-pointing arrow.

STEP 3A

Choose a **USER ID** and **PASSWORD** on the “Security Profile” page:

User ID field: Ensure that you use only letters, numbers or a hyphen. This character limit does not apply to password fields.

Password field: Ensure that you use only letters, numbers, ! or #.

Step 3 of 4: Security Profile

All fields are required.

User ID and Password

User ID

Password

Re-enter Password

Primary Email

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or special character (!@#%*^&').

Password Rules:

- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#%*^&').
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

STEP 3B

Choose a **SITE PHRASE**. This phrase will appear on your login page before you input your password. When you see the phrase you created while logging in, you can be assured you're not on a scam or fake page. You may use spaces within the site phrase.

Choose a Site Phrase


Create a phrase that you will recognize when you login






STEP 3C

Choose a **SITE IMAGE**. This image will appear on your login page before you input your password. When you see your selected image while logging in, you can be assured you're not on a scam or fake page.

Choose a Site Image

Select an image that you will recognize when you login


[Choose Your Site Image](#)



STEP 3D

Choose four challenge questions. These questions may appear when you logon using a new computer or location. When you have selected and answered four questions, select **CONTINUE**.

Challenge Questions

Answer Rules

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

STEP 4

The “User Profile Successfully Created” page will appear. Select **CONTINUE**.

User Profile Successfully Created

Your profile was successfully created. Please write down your Username for future reference.

STEP 5

Select **CONTINUE** on the “Online Services” page.

Your login history

For your security, we will show you your recent login activity every time you login.

CREATE AN ELECTRONIC FORM SUBMISSION

STEP 6

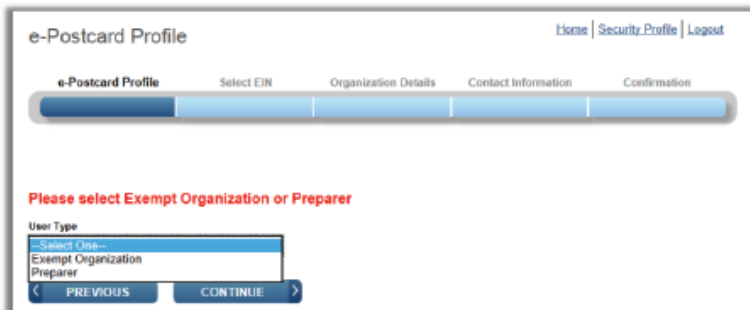
Select **MANAGE E-POSTCARD PROFILE** to create a new Form 990-N electronic filing submission.



STEP 7

From the drop down shown below, select either **Exempt Organization** or **Preparer** in the “User Type” field.

- **Exempt Organization:** Select if you are only completing 990-N for your organization.
- **Preparer:** Select if you expect to help multiple organizations.
 - Example: a preparer can be a paid preparer, such as a CPA, volunteer or someone aiding exempt organizations at a local library. By selecting **Preparer**, you can use your login to add as many organizations as you wish.



After selecting the user type, select **CONTINUE**.

STEP 8

Enter an EIN for the organization you're filing for, then click **ADD EIN**. You may also delete EINs already associated with your profile. To continue, select **CREATE NEW FILING**.

The screenshot shows the 'e-Postcard Profile' page with a progress bar at the top. The 'Select EIN' step is highlighted. Below the progress bar, it says 'You are logged in as: Exempt Organization' with an 'Edit user type' link. There is an 'EIN' input field with a placeholder 'XX - XXXXXXXX' and an 'ADD EIN' button. Below this is a section titled 'Currently Associated EIN(s)' with a table that currently has no rows. At the bottom, there are 'DELETE EIN' and 'CREATE NEW FILING' buttons.

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
XX - XXXXXXXX **ADD EIN**

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

DELETE EIN **CREATE NEW FILING**

STEP 9

Select the EIN you wish to file for from the drop down menu. Once you have selected the EIN, select **CONTINUE**.

The screenshot shows the 'Select EIN' page with a progress bar at the top. The 'Select EIN' step is highlighted. Below the progress bar, it says 'Please select the EIN for which you want to file for'. There is an 'EIN' dropdown menu with the text '--Select EIN--'. At the bottom, there are 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE' buttons.

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

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

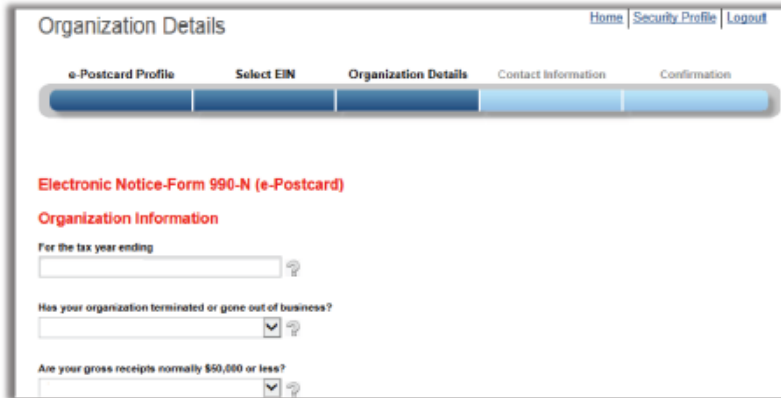
Please select the EIN for which you want to file for

EIN
--Select EIN--

MANAGE E-POSTCARD PROFILE **CONTINUE**

STEP 10

Complete the “Organization Details” page. If you don’t understand the request, click the question mark icon for an explanation. When you have completed each line, select **CONTINUE**.



The screenshot shows the 'Organization Details' page. At the top right are links for 'Home', 'Security Profile', and 'Logout'. Below these is a progress bar with five steps: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The 'Organization Details' step is currently active. The page title is 'Organization Details'. Below the title is the heading 'Electronic Notice-Form 990-N (e-Postcard)'. Underneath is the sub-heading 'Organization Information'. There are three questions with input fields and question mark icons: 'For the tax year ending', 'Has your organization terminated or gone out of business?', and 'Are your gross receipts normally \$50,000 or less?'.

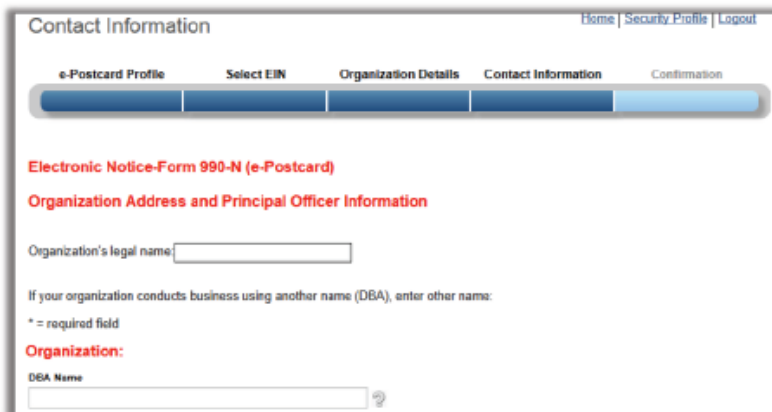
STEP 11

Complete the “Contact Information” page. If you don’t understand the request, click the question mark icon for an explanation. When you have completed each line, select one of the following:

- **SAVE FILING:** Select if you are missing any requested information. This will allow you to return to complete it later.
- **SUBMIT FILING:** Select when you are sure all required information has been input.

NOTE WHEN REGISTERING OR FILING: Text fields cannot exceed 35 characters and must contain only numeric, alpha or hyphen characters unless noted otherwise. Periods, slashes, etc. will cause registration or filing errors.

Also, enter website addresses using “www” – not <http://www>.



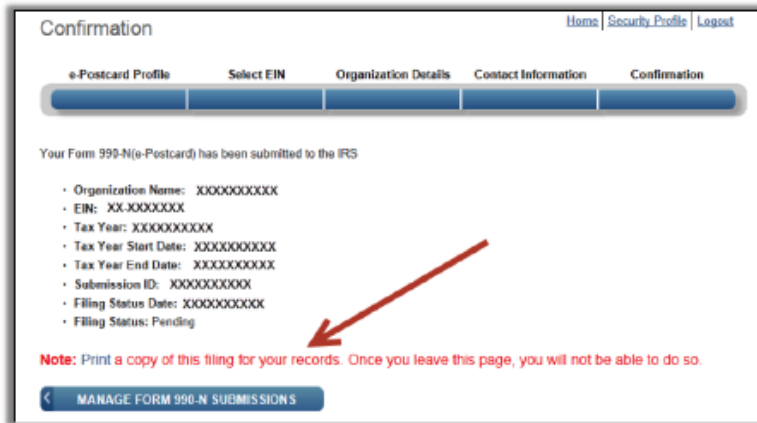
The screenshot shows the 'Contact Information' page. At the top right are links for 'Home', 'Security Profile', and 'Logout'. Below these is a progress bar with five steps: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The 'Contact Information' step is currently active. The page title is 'Contact Information'. Below the title is the heading 'Electronic Notice-Form 990-N (e-Postcard)'. Underneath is the sub-heading 'Organization Address and Principal Officer Information'. There is a text input field for 'Organization's legal name'. Below that is the instruction 'If your organization conducts business using another name (DBA), enter other name:'. A note says '* = required field'. Under the heading 'Organization:', there is a text input field for 'DBA Name'.

STEP 12

The filing “Confirmation” will display the filing status as “Pending.”

Click on the word **PRINT** in the bottom paragraph to print a copy for your records. Once you leave the page, you won’t be able to print this filing.

Select **MANAGE FORM 990-N SUBMISSIONS** to view or submit additional filings.



The screenshot shows a web interface for confirming a Form 990-N submission. At the top, there are navigation links for Home, Security Profile, and Logout. Below these is a progress bar with five steps: e-Postcard Profile, Select EIN, Organization Details, Contact Information, and Confirmation. The Confirmation step is currently active. The main content area states: "Your Form 990-N(e-Postcard) has been submitted to the IRS". Below this, a list of submission details is shown, including Organization Name, EIN, Tax Year, Tax Year Start Date, Tax Year End Date, Submission ID, Filing Status Date, and Filing Status (Pending). A red arrow points to the Filing Status: Pending line. A note below the details reads: "Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so." At the bottom left, there is a button labeled "MANAGE FORM 990-N SUBMISSIONS".

MANAGING FORM 990-N SUBMISSIONS

STEP 13

On the “Manage Form 990-N Submission” page, your submission will show the status of “Pending.”

- After seven minutes, refresh the page (F5 key for Windows; Command-R for Mac) and the **GET UPDATED STATUS** button will be visible.
- Select **GET UPDATED STATUS** to see if your submission was accepted or rejected.
- If your submission was rejected, select the **submission ID** hyperlink for additional details.

TECHNICAL ASSISTANCE

If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below. If the problem still exists after trying all the suggestions, contact IRS Customer Account Services at 877-829-5500 (a toll-free number).

Take the following steps to prevent problems during the registration and filing processes:

- **Close multiple browsers when registering.**

Errors may occur if you have additional internet browsers open during the registration process. Please close other internet browser windows.

- **Do not use a smart phone to register or file your Form 990-N.**

- **Use correct text characters when registering and filing.**

Ensure that you use only letters, numbers or a hyphen when entering text fields. This character limit does not apply to password fields. When choosing a password on the "Security Profile" page, ensure that you only use letters, numbers, ! or #.

- **Check your spam or junk email folders.**

When registering or requesting a user-identification reminder, check your spam or junk email folders for a response. The email may have been filtered out by your email program.

- **If the suggestions above don't resolve the issue, sign out of the filing system (if logged in), close all programs and shut down your computer. Wait a minute, restart your computer and try again.**

This step is required before calling the Customer Account Services line (877-829-5500) for technical help.