

**Instructions for filing annual form 990-N on IRS website
(IRS website must be used for all filings after February 29, 2016)**

1. On your browser, enter the website <http://www.irs.gov>
2. In the upper right hand corner, type in the search box "990-N" and click your enter key
3. On the next screen, under Top Recommendations click on "Form 990-N (e-Postcard)"
4. On the next screen, in the first paragraph click on "Form 990-N Electronic Filing system (e-Postcard)"
5. On the right side of screen is the Returning Users section. Enter your User ID and click the "login" box
6. On this screen, you should see the image and site phrase that you selected when you first registered which means you have properly entered your User ID.
7. Enter your Password and click the "Submit" box
8. On the next screen, you will see a summary of your most recent activity on the site. Just click the "Continue" box
9. On the next screen, click the "Create New Filing" box
10. Select the EIN of the Chapter or Association that you want to file and click the "continue" box
11. On this screen, do the following:
 - a. Verify that the filing date and year are correct
 - b. Check "No" on the gone out of business line
 - c. Check "yes" on the gross receipts \$50,000 or less line
 - d. Verify that the name and EIN are correct. If the name on this screen is Grand Chapter of Mass Order of the Eastern Star do not be concerned, you can enter the Chapter or Association name on the next screen. If the name on this screen is you Chapter or Association name, that is fine.
 - e. Verify that all the information on this page is correct
 - f. Print this page and retain it for your records
 - g. Click the "Continue" box
12. On this screen, do the following:
 - a. If the name on the previous screen was Grand Chapter of Mass Order of the Eastern Star, enter your Chapter name and number or your Association name in the DBA box
 - b. Enter the mailing address for the Chapter or Association
 - c. Enter the Chapter or Association website, if you have one
 - d. Enter the Principal Officer information. This should be the person who prepares the form 990-N for your organization, which is usually the Secretary or Treasurer.
 - e. Verify that all the information on this page is correct
 - f. Print this page and retain it for your files
14. Once you have verified and printed the information, click the "Submit Filing" box.
15. You should then see a confirmation of the filing. Please print this page and retain it in your file.
16. You are DONE!