

Registering to file form 990-N with Internal Revenue Service New system effective March 1, 2016

Effective March 1, 2016, the <http://www.epostcard.form990.org> website for filing the form 990-N is closed and all filings after February 29, 2016 must be done on the Internal Revenue Service (IRS) website. The first time you go to this site, you must register as a filer for form 990-N. The registration will be kept on file with the IRS so in future years you will only need to enter your User ID and Password.

Following are the instructions to register on the new site:

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 "From 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 left side of the screen is the First Time User. Click the "Get Started" box
6. Enter your name and email information
7. Click the "Send Email Confirmation Code" box. You will immediately receive an email from the IRS with your one time code to enter
8. Enter the code into the box provided and click the "continue" box
9. On the next screen, you will need to enter the following information:
 - a. User ID (To the right it explains the number and type of characters to use)
 - b. Password (To the right it explains the number and type of characters to use)
 - c. Primary email address
 - d. Secondary email address is Optional
 - e. A unique phrase of your choice
 - f. A site phrase of your choice
 - g. Select one of the images provided on the screen
 - h. Select the 4 challenge questions and enter your response
10. Print the information on the screen (or, if you cannot print it, write it down) and retain it in your file
11. Click the "Continue" box
12. The next screen says, "User Profile Successfully Created", click the "Continue" box
13. The next screen just shows some information, click the "Continue" box
14. On the next screen, click the "Manage e-Postcard Profile"
15. On the next screen, click the "Preparer Type" box
16. Click the little arrow next to the dropdown box and select "Exempt Organization"
17. Click the "Continue" box
18. Enter the Federal Identification Number (EIN) of your Chapter or Association and Click the "Add EIN" box
19. Click the "Create New Filing" box
20. Select the EIN of your Chapter or Association and click the "Continue" box
21. Now see the separate page "Instructions for filing annual form 990-N on IRS website" for instructions on how to complete the form 990-N and start at item 10 on those instructions.