



IRS Form 990-N

Electronic Filing

System (e-Postcard)

User Guide

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 uses a calendar year (a year ending December 31) as its tax year, it must wait until January 1, the day following the end of its tax year, to file.

- **Fiscal Year Filers**

If your organization uses a fiscal year (a year ending on a date other than December 31) as its tax year, it must wait until the day following the end of its fiscal year to file.

The IRS determines the filing year using the beginning date of the organization's tax year.

NOTE: BEFORE FILING

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 below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number).

Telephone assistance is also available for individuals with TTY equipment at 800-829-4059. 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 or tablet to 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 and limit your entries to 35 characters/spaces. These character limits do not apply to password fields. When choosing a password, use only letters, numbers and special characters except the caret (^).

- **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.

HOW TO SIGN IN

STEP 1

Open the electronic filing page: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

After reviewing the information provided on the Form 990-N webpage, click the “Submit Form 990-N(e-postcard)” link under the “Submitting Form 990-N (e-postcard)” header.

STEP 2

Sign in with an existing account

1. If you have an existing IRS username, you may log in by clicking the button labeled “Sign in with an existing IRS username.”
2. If you have an existing ID.me account, you may log in by clicking the button labeled “Sign in with ID.me.”

Create a new account

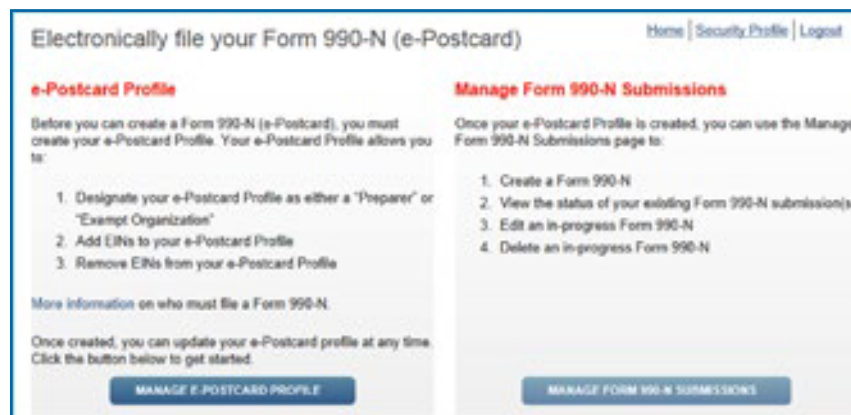
1. If you don’t have an existing IRS username or an ID.me account, click “ID.me Create an account” to begin.

Note - If you have an existing IRS username and you register for an ID.me account, it is important that you use the same email address.

HOW TO CREATE AN ELECTRONIC FORM SUBMISSION

STEP 1

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



STEP 2

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**.

The screenshot shows the 'e-Postcard Profile' page with a progress bar indicating the 'Select EIN' step. A red message prompts the user to 'Please select Exempt Organization or Preparer'. A dropdown menu is open, showing 'Exempt Organization' and 'Preparer' as options. The 'CONTINUE' button is highlighted.

STEP 3

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 indicating the 'Add EIN' step. The user is logged in as 'Exempt Organization'. An EIN input field contains 'XX-XXXXXXX' and the 'ADD EIN' button is visible. Below, a table shows 'Currently Associated EIN(s)' with columns for EIN, Organization Name, Date Added, and Delete. The table is empty, and the 'CREATE NEW FILING' button is highlighted.

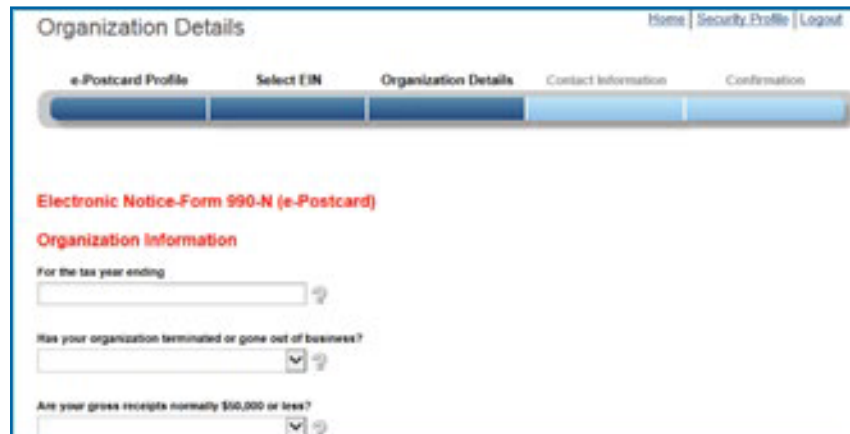
STEP 4

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 'e-Postcard Profile' page with a progress bar indicating the 'Select EIN' step. A red message prompts the user to 'Please select the EIN for which you want to file for'. A dropdown menu is open, showing '- Select E.IN -' as the selected option. The 'CONTINUE' button is highlighted.

STEP 5

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, there are links for "Home", "Security Profile", and "Logout". Below these is a progress bar with five steps: "e-Postcard Profile", "Select EIN", "Organization Details" (which is highlighted), "Contact Information", and "Confirmation". The main content area is titled "Electronic Notice-Form 990-N (e-Postcard)" and "Organization Information". It contains three questions: "For the tax year ending" with a text input field, "Has your organization terminated or gone out of business?" with a dropdown menu, and "Are your gross receipts normally \$100,000 or less?" with a dropdown menu. Each input field has a question mark icon for help.

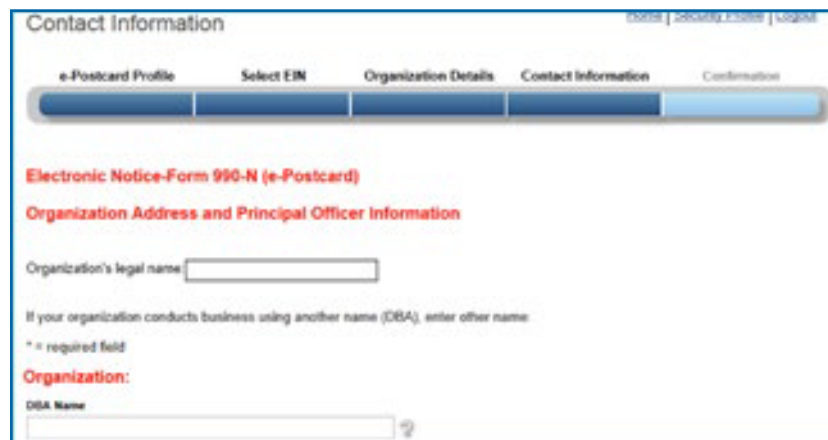
STEP 6

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 and so on will cause registration or filing errors.

Also, enter website addresses using "www." - not "http://www."



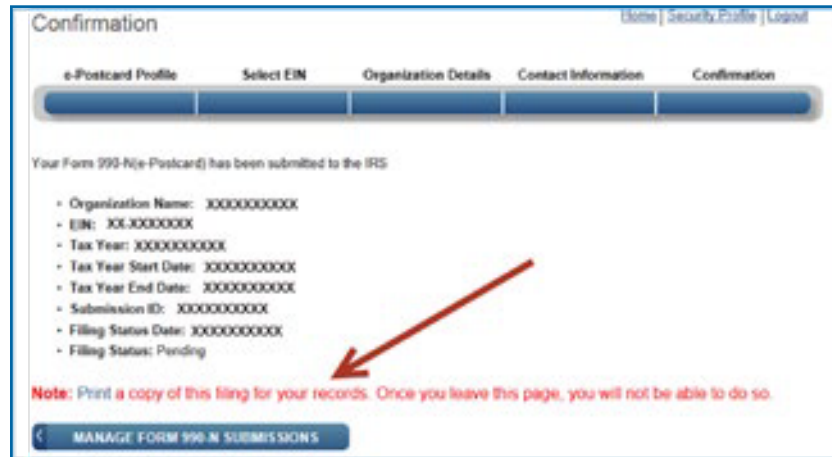
The screenshot shows the "Contact Information" page. At the top, there are links for "Home", "Security Profile", and "Logout". Below these is a progress bar with five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information" (which is highlighted), and "Confirmation". The main content area is titled "Electronic Notice-Form 990-N (e-Postcard)" and "Organization Address and Principal Officer Information". It contains one question: "Organization's legal name" with a text input field. Below this is a note: "If your organization conducts business using another name (DBA), enter other name: * = required field". There is a section titled "Organization:" with a sub-section "DBA Name" and a text input field. Each input field has a question mark icon for help.

STEP 7

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 titled "Confirmation" with a navigation bar containing "Home | Search | Profile | Logout". Below the navigation bar is a progress indicator with five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information", and "Confirmation". The "Confirmation" step is currently active. The main content area displays the message: "Your Form 990-N(e-Postcard) has been submitted to the IRS". Below this message is a list of submission details:

- Organization Name: XXXXXXXXXXXX
- EIN: XX-XXXXXXX
- Tax Year: XXXXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXXXX
- Tax Year End Date: XXXXXXXXXXXX
- Submission ID: XXXXXXXXXXXX
- Filing Status Date: XXXXXXXXXXXX
- Filing Status: Pending

A red arrow points to the "Filing Status: Pending" line. Below the list is a red note: "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 of the page is a blue button labeled "MANAGE FORM 990-N SUBMISSIONS".

MANAGING FORM 990-N SUBMISSIONS

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.
- The status will change from “Pending” to “Accepted” or “Rejected.”
- If your submission was rejected, select the [submission ID hyperlink](#) for additional details.
- After the status is updated, the only valid statuses are “Accepted” or “Rejected.” If your status displays any other text (like “submitted” or “MeF failed”), contact Customer Account Services at 877-829-5500.

ADDITIONAL INFORMATION

- [Annual electronic filing requirement for small exempt organizations](#) - Form 990-N (e-Postcard)
- [Form 990-N FAQs](#)