



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:

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

- **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.

- **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 or Create a New Account

- IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services through a secure account that protects your privacy.
- If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

HOW TO CREATE AN ELECTRONIC FORM SUBMISSION

STEP 1

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

The screenshot shows the IRS website interface for managing Form 990-N e-Postcard profiles. At the top, it says "Electronically file your Form 990-N (e-Postcard)" with links for Home, Security Profile, and Logout. The page is divided into two main sections: "e-Postcard Profile" and "Manage Form 990-N Submissions".

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

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 at the top. The first step, 'e-Postcard Profile', is highlighted. Below the progress bar, there is a red instruction: 'Please select Exempt Organization or Preparer'. Underneath, the 'User Type' dropdown menu is open, showing three options: 'Select One...', 'Exempt Organization', and 'Preparer'. At the bottom of the dropdown, there are two buttons: 'PREVIOUS' and 'CONTINUE'.

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 by selecting **DELETE EIN**. To continue, select **CREATE NEW FILING**.

The screenshot shows the 'e-Postcard Profile' page with the progress bar. The second step, 'Select EIN', is highlighted. Below the progress bar, it says 'You are logged in as: Exempt Organization Edit user type'. There is an 'EIN' input field with 'XX' in the first part and 'XXXXXXXX' in the second part, followed by an 'ADD EIN' button. Below this is a section titled 'Currently Associated EIN(s)' with a table. The table has columns for 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table content shows 'No EINs are currently associated with your ID'. At the bottom, there are two buttons: 'DELETE EIN' and 'CREATE NEW FILING'.

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 the progress bar. The third step, 'Select EIN', is highlighted. Below the progress bar, there is a red instruction: 'Please select the EIN for which you want to file for'. Underneath, the 'EIN' dropdown menu is open, showing a single option: 'Select EIN...'. At the bottom, there are two buttons: 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE'.

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 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" (the current step), "Contact Information", and "Confirmation". The main content area is titled "Electronic Notice-Form 990-N (e-Postcard)" and "Organization Information". It contains three questions, each with a text input field and a question mark icon for help:

- "For the tax year ending" with a text input field.
- "Has your organization terminated or gone out of business?" with a dropdown menu.
- "Are your gross receipts normally \$50,000 or less?" with a dropdown menu.

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 alphanumeric characters. Periods, slashes and most special characters will cause registration or filing errors. Hyphens are permitted.

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" (the current step), and "Confirmation". The main content area is titled "Electronic Notice-Form 990-N (e-Postcard)" and "Organization Address and Principal Officer Information". It contains the following fields and instructions:

- "Organization's legal name:" followed by a text input field.
- "If your organization conducts business using another name (DBA), enter other name:" followed by a text input field.
- A note: "* = required field".
- A section titled "Organization:" with a sub-label "DBA Name" and a text input field with a question mark icon for help.

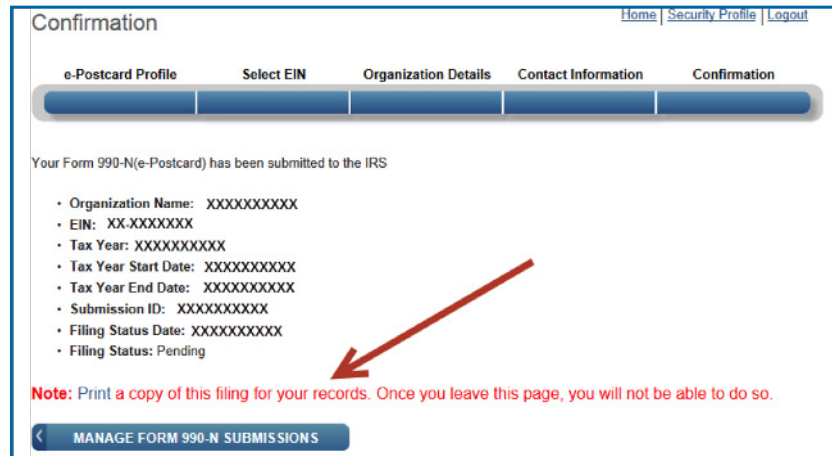
STEP 7

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.

Note: 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 navigation links for Home, Security Profile, and Logout. A progress bar at the top indicates the current step is "Confirmation". The main content area states: "Your Form 990-N(e-Postcard) has been submitted to the IRS". Below this, a list of details is provided: 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, and Filing Status: Pending. A red arrow points to the "Filing Status: Pending" line. A red 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, there is a 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**
- **StayExempt.IRS.gov/workshop** – Free online courses to help organizational leadership and volunteers understand the benefits, limitations and expectations for exempt organizations.