

CREATE AN ACCOUNT WITH LOGIN.GOV

Treasurers take note, the IRS has changed the process for creating, and signing in to, new accounts.

Some users may be able to log-in using their existing IRS userid and password. If not, they, and all new users, will have to create a new account through ID.me or LOGIN.GOV

When accessing the IRS-990N filing site, you will be presented with a new log-in screen.

IRS

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 with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

Sign in with an existing account

Sign in with **LOGIN.GOV**

Sign in with **ID.me**

Sign in with an existing IRS username

OR

Create a new account

Create an account **LOGIN.GOV**

ID.me Create an account

[Frequently Asked Questions](#)

FIRST: Follow the normal process to reach the 990-N Filing Website:

<https://sa.www4.irs.gov/epostcard/>

OR VISIT: www.IRS.gov TO NAVIGATE TO THE 990-N FILING SITE

IRS.gov

Internal Revenue Service | An official website of the United States ...

<https://www.irs.gov/>

1040-EZ. Tax return for Single and Joint Filers With No Dependents. W-4. Employee's Withholding Allowance Certificate. Search Forms & Instructions. IRS Alert.

990-N

Forms & Instructions

Forms, Instructions and ... Related: Instructions for Form 1040

IRS.gov: Spanish

Refunds - Haga un Pago - Ordenar Transcripción - Help - ITIN - ...

Filing

How Do I File? - Free File - Update My Information - Publication 17

ITA

The ITA tool is a tax law resource that takes you through a ...

Get Transcript

You can get a transcript to view your tax account transactions, ...

Tax Professionals

Popular links for tax professionals, access e-Services, PTIN ...

Help & Resources

Telephone Assistance - ITA - Contact My Local Office - ...

Form 1040

Form 1040A - Schedules for Form 1040 - Prior Year Products - ...

Telephone Assistance

Report Phishing - Navigate IRSgov - Lost refund - Tax Topics - ...

Free File

Let Free File do the hard work for you with brand-name software ...

ENTER → 990-N in the search box.

Search Results

Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form **990-N** if they choose not to file Form **990** or Form **990-EZ** instead.

Annual Electronic Filing Requirement for Small Exempt Organizations ...


<https://www.irs.gov/.../annual-electronic-filing-requirement-for-small-exempt-organizati...>

About this result Feedback

CLICK → [Annual Electronic Filing Requirement for Small Exempt Organizations](#)

IRS 990-N Filing Website

IRS Form 990-N e-Postcard Instructions

Q
Help | News | Language | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Home > Charities and Non-Profits > Annual Electronic Filing Requirement for Small Exempt Organizations Form 990-N e-Postcard

Annual Electronic Filing Requirement for Small Exempt Organizations – Form 990-N (e-Postcard)

English

- Charitable Organizations
- Churches and Religions Organizations
- Political Organizations
- Private Foundations
- Other Non-Profits
- Contributors
- Search for Charities
- Education Sessions
- Charity and Nonprofit Audits
- Life Cycle
- Free e-Newsletter

About filing

Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ*, must be submitted electronically.

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February 2016. 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.

Most common problems can be avoided by following the User Guide.

- 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.

Who must file

Most small tax-exempt organizations whose annual [gross receipts are normally \\$50,000 or less](#) can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

- Organizations that are included in a group return,
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- Organizations [required to file a different return](#)

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). **You cannot file the e-Postcard until after your tax year ends.**

Example: If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will [automatically lose their tax-exempt status](#). Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS [YouTube presentation](#) for more information.

Information you will need when filing Form 990-N

Form 990-N is easy to complete. You'll need only [eight items of basic information](#) about your organization.

Ready to file?


After you have read the information above and the User Guide, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#) page to start the process.

Search for Form 990-N filings

To search for organizations that have filed Form 990-N and to view their filings, see [Exempt Organizations Select Check](#). You can also download the entire database of Form 990-N filings.

Additional information

- [Frequently Asked Questions](#) - Form 990-N
- [User Guide](#) for Form 990-N Electronic Filing System (e-Postcard)
- [Form 990 Overview course](#) at StayExempt.IRS.gov
- [Frequently Asked Questions](#) - Automatic revocation for not filing annual return or notice
- [Final regulations](#) (August 10, 2009)
- [Educational tools](#) - Help spread the word - Help small tax-exempt organizations stay exempt!
- [EO Select Check](#) - Search for organizations that have filed Form 990-N and view their filings
- [EO Update](#) - Subscribe to the IRS Exempt Organizations email newsletter that highlights new information



A new sign-in screen will appear:

CREATE AND ACCOUNT AND SIGN IN WITH LOGIN.GOV

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a private company. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Interests.

If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

Sign in with an existing account

Sign in with LOGIN.GOV

Sign in with ID.me

Sign in with an existing IRS username

OR

Create a new account

Create an account LOGIN.GOV

ID.me Create an account

[Frequently Asked Questions](#)

Navigate to the IRS 990N Filing Website and Select

***CLICK: CREATE an ACCOUNT
with LOGIN.GOV***

LOGIN.GOV

Create your account

Enter your email address

Richard.clark@gmail.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Enter your email address

Accept the Terms of Service

Select Submit

LOGIN.GOV

Check your email

We sent an email to richard.condelles@cseainc.org with a link to confirm your email address. Follow the link to continue creating your account.

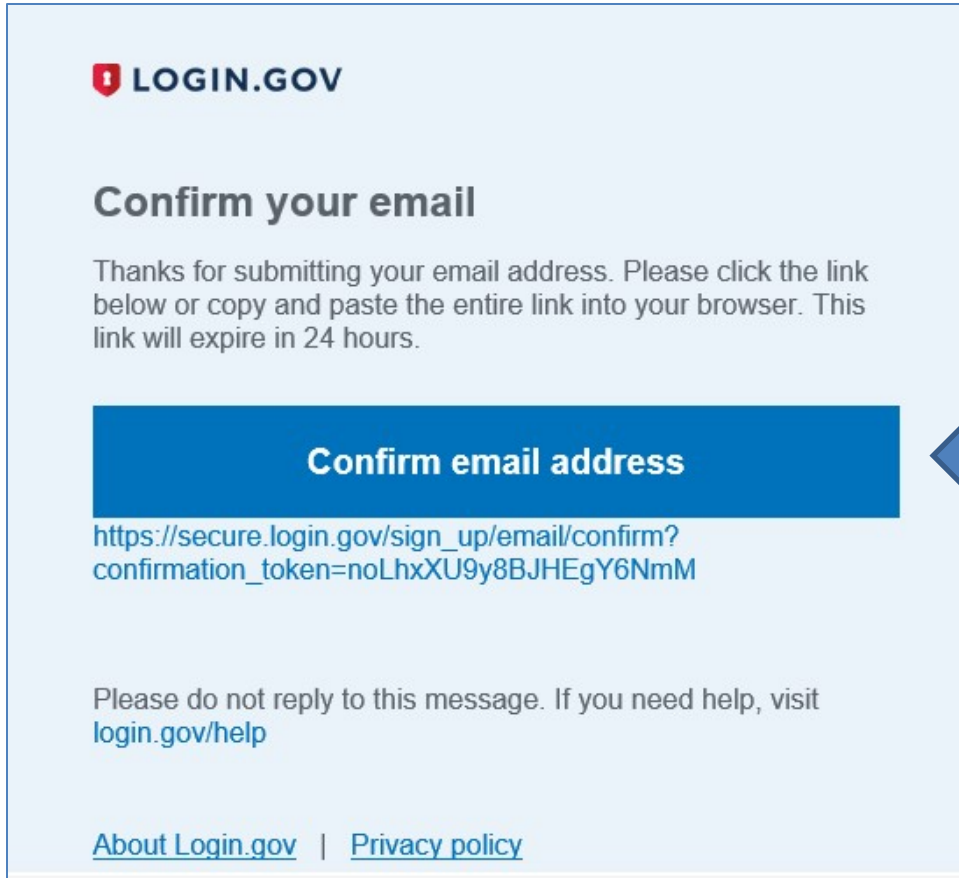
Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Check your email

CHECK YOUR EMAIL:



CLICK: Confirm email address

RETURN TO LOGIN.GOV

CREATE PASSWORD

LOGIN.GOV

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

Password strength: ...

Continue

Password safety tips +

[Cancel account creation](#)

Enter Password

Select Continue

AUTHENTICATE

LOGIN.GOV

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.


Continue

SELECT TEXT OR VOICE



Select Continue

LOGIN.GOV



Send your one-time code via text message (SMS) or phone call

We'll send you a one-time code **each time you sign in.**

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number
Example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[← Choose another option](#)

Enter your phone number

IRS Form 990-N e-Postcard Instructions

The screenshot shows the LOGIN.GOV interface for entering a one-time code. At the top, the LOGIN.GOV logo is visible. The main heading is "Enter your one-time code". Below this, a message states: "We sent a text (SMS) with a one-time code to +1 518-603-2981. This code will expire in 10 minutes." There is a text input field for the code, with "Example: 123456" written above it. Below the input field is a checkbox labeled "Remember this browser" which is checked. A blue "Submit" button is positioned below the checkbox. At the bottom of the form area, there is a button labeled "Send another code" with a refresh icon. Below the form area, there is a link: "Entered the wrong phone number? Use another phone number". At the very bottom, there is a link: "Choose another option".

Enter the code

The screenshot shows the LOGIN.GOV interface after adding a phone number. At the top, the LOGIN.GOV logo is visible. A green success message at the top reads: "A phone was added to your account." Below this is a circular icon containing a phone handset and a checkmark. The main heading is "You've added your first authentication method! Add a second method as a backup." Below this, a message states: "Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods." There is a blue button labeled "Add another method". Below the button is a link: "Skip for now".

***Add another method OR
Select Skip For Now***

All done! Your account has been created!

Access your government benefits and services from your Login.gov account. [Learn more about Login.gov](#)

Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add security key
- Add federal employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Your account

Email preferences

Email addresses

richard.condelles@cseainc.org

+ Add new email

Language

English [Edit](#)

Password

***** [Edit](#)

Phone numbers

+1 518-603-2981 [Manage](#)

+ Add phone

Return to Sign-in Page to Login to IRS



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

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me
Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualifi

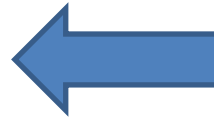
If you have an existing IRS username, please create an account with Login.gov or ID.me

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with ID.me

Sign in with an existing IRS username



OR

Create a new account

Create an account  LOGIN.GOV

ID.me Create an account

Sign in with LOGIN.GOV

IRS Form 990-N e-Postcard Instructions

LOGIN.GOV IRS

IRS is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Show password

Sign in

[First time using Login.gov?](#)

Create an account

[Sign in with your government employee ID](#)

Enter your email address

Enter your password

Select Sign-in

LOGIN.GOV IRS

Enter your one-time code

We sent a text (SMS) with a one-time code to (***)**-2981. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

[Can't use your phone? Choose another authentication method](#)

[Cancel](#)

Retrieve code from your phone

Click SUBMIT

ARRIVE AT THE 990N FILING WEBSITE

The screenshot shows the IRS website interface for electronically filing Form 990-N. At the top left is the IRS logo. The main heading is "Electronically file your Form 990-N (e-Postcard)". Navigation links for "Home", "Security Profile", and "Logout" are in the top right. 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

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS >

Application Version Number: 1.2.0
Version Build Date: 2022-11-09 15:55

Support | Privacy Policy | Links | Requirements and Tips | FAQ

YOU ARE NOW READY TO ENTER YOUR EIN NUMBER AND FILE YOUR 990-N

RETURN TO IRS 990N FILING INSTRUCTIONS

@CSEANY.ORG under Officer Resources:

"Annual Tax Reporting 990N FILING Instructions"