

ABOUT THE 990-N FILING INSTRUCTIONS

Form 990-N is used by small tax-exempt organizations for annual reporting and can only be completed and filed electronically. The filing notifies the government that the organization is still in operation, its income status, and updates point-of-contact information.

This guide provides screen-shots and directions to enable region/local/unit officers to access the IRS 990-N filing website, create an account, and file their annual 990-N e-Postcard.

- Follow the directions and screen-shots on Pages 2-4 to navigate to the IRS 990-N filing website, or go directly to

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

- At the Log In Screen, either **SIGN UP** to create an account, or **LOG IN** as a returning user.

Sign Up

All users of the IRS Filing site must create, or have created, a User Account. If you previously registered before February 18, 2016, you must register AGAIN as a First Time User.

To create an account, be sure to have access to email. Users will:

- *Enter email information to obtain a confirmation code*
- *Create a user ID and security profile*
- *Create an e-Postcard profile and enter their organization's EIN number*
- *File the annual 990-N e-Postcard.*

To Sign Up and Create a user account, turn to **Page 18** of these instructions.

Log In

To Log In to an existing account and file a 990 N, turn to **Page 5** of these instructions.

PLEASE VISIT www.irs.gov TO NAVIGATE TO 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

Filing

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

Get Transcript

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

Help & Resources

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

Telephone Assistance

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

IRS.gov: Spanish

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

ITA

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

Tax Professionals

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

Form 1040

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

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...)

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

IRS Form 990-N e-Postcard Instructions

IRS 990-N Filing Website

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 TIE/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

TO ACCESS THE LOGIN SCREEN:

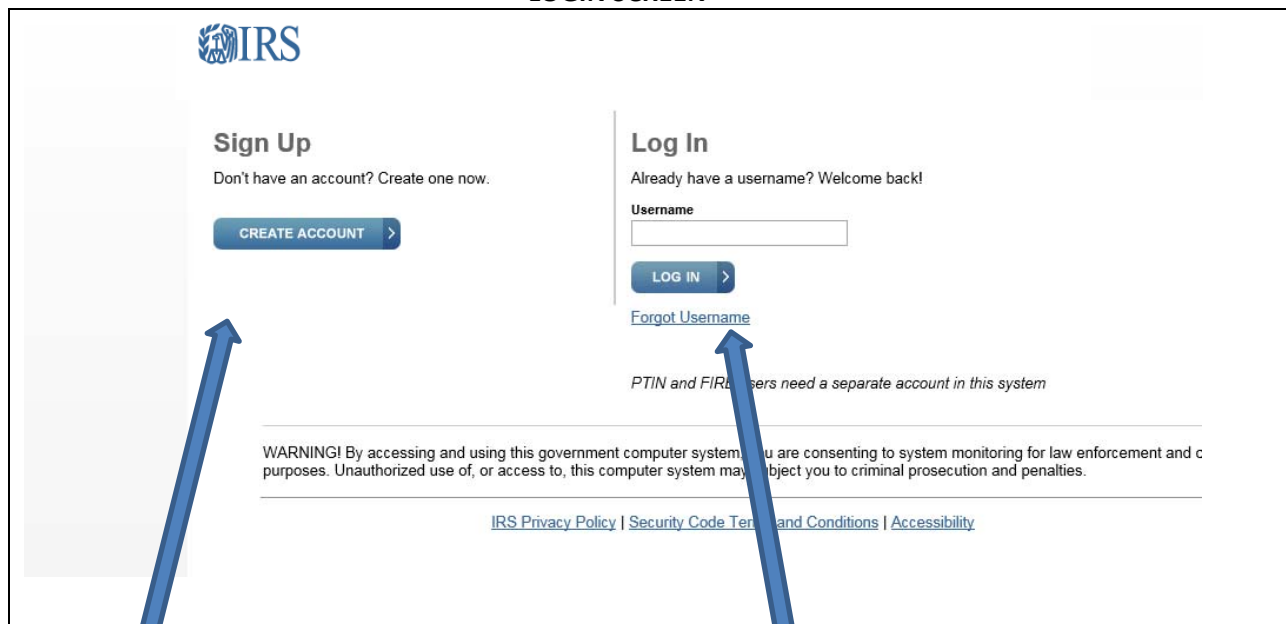
CLICK → Form 990-N Electronic Filing System (e-postcard) where indicated.

Use the LOGIN screen to either

- Sign Up and create a new user account or,
- Log In as a Returning User

Returning Users must have already followed the IRS Create Account Link to establish a user name and password.

LOGIN SCREEN



FIRST TIME USERS

Go To Page 18

**PART II:
CREATE AN ACCOUNT**

RETURNING USERS

Go To Page 5

**PART I:
FILING INSTRUCTIONS**

***If you have not created a USERNAME
and PASSWORD, go to Page 19:
Part II: Create an Account***

PART I: FILING INSTRUCTIONS

Follow the instructions below if you have already Created a User Account .

STOP! If you have not Created a User ID, User Profile, and added your organization's EIN to the system, please go to Part II: Create a User Account, on Page 18.


SCREEN 1: ENTER USERNAME

The screenshot shows the IRS login page. On the left is the 'Sign Up' section with the text 'Don't have an account? Create one now.' and a blue 'CREATE ACCOUNT' button with a right-pointing arrow. On the right is the 'Log In' section with the text 'Already have a username? Welcome back!'. Below this is a 'Username' label above an input field. A blue arrow points to the input field. Below the input field is a blue 'LOG IN' button with a right-pointing arrow. Another blue arrow points to the 'LOG IN' button. Below the button is a blue link 'Forgot Username'. At the bottom of the login section is the text 'PTIN and FIRE users need a separate account in this system'. Below a horizontal line is a warning: 'WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and c purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.' At the very bottom are three links: 'IRS Privacy Policy | Security Code Terms and Conditions | Accessibility'.

ENTER → User name
CLICK → LOGIN.

If you have not created a USERNAME and PASSWORD, go to Page 18 - Part II: Create an Account


SCREEN 2: PASSWORD



Login

Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed.

Your Site Image



Your Site Phrase:
CSEA 990N FILINGS

Password

[Forgot Password](#)

[IRS Privacy Policy | Accessibility](#)

Verify the Site Image and Site Phrase you selected earlier.

ENTER → Your Password
CLICK → SUBMIT.

SCREEN 3: Online Security Information

This page lists any recent activity for your account.

CLICK → CONTINUE.

If you have not already added your organization’s EIN, Proceed to Screen K: e-POSTCARD PROFILE, on page 26

SCREEN 4: MANAGE / SUBMIT

CLICK → MANAGE FORM 990-N SUBMISSIONS

SCREEN 5: MANAGE FORM 990-N

Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2015	9-30-2015	12-21-2015	Accepted	106552016062002145	

«« Prev Page 1 Next »»

CREATE NEW FILING

This screen will show previous filings (if any) and their status.

CLICK → CREATE NEW FILING

IRS Form 990-N e-Postcard Instructions

SCREEN 6: SELECT EIN

IRS

Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile **Select EIN** Organization Details Contact Information Confirmation

Please select the EIN for which you want to file for

EIN
--Select EIN--

[MANAGE E-POSTCARD PROFILE](#) [CONTINUE](#)

Choose your EIN from the dropdown list.

CLICK → SCROLL DOWN ARROW

SCREEN 7: SELECT EIN – cont'd

IRS

Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile **Select EIN** Organization Details Contact Information Confirmation

Please select the EIN for which you want to file for

EIN
12-3456789 - CIVIL SERVICE EMPLOYEES ASSOCIATION

[MANAGE E-POSTCARD PROFILE](#) [CONTINUE](#)

CLICK → To Select and Highlight the EIN.

CLICK → CONTINUE

SCREEN 8: ORGANIZATION DETAILS

Organization Details [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN **Organization Details** Contact Information Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending
 ?

Has your organization terminated or gone out of business?
 ? ←

Are your gross receipts normally \$50,000 or less?
 ? ←

Organization's legal name -Line 1
 ?

Organization's legal name -Line 2
 ?

Employer Identification Number (EIN)
 ?

 ←

Verify that the tax year ending date is **September 30, 2017**. If not, please contact the Statewide Treasurer’s office at 518-257-1256 for instructions.

Answer the two questions as shown:


Has your organization terminated or gone out of business: **CLICK → NO**
 Are your gross receipts normally \$50,000 or less: **CLICK → YES**

Note: If you are unsure of your annual receipts or your eligibility to file a 990-N, please contact the Statewide Treasurer’s office for assistance.

CLICK → CONTINUE

IRS Form 990-N e-Postcard Instructions

SCREEN 9: CONTACT INFORMATION



Contact Information [Home](#) | [Security Profile](#) | [Logout](#)


e-Postcard Profile Select EIN Organization Details **Contact Information** Confirmation

Electronic Notice-Form 990-N (e-Postcard)
Organization Address and Principal Officer Information


Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:
* = required field

Organization:

DBA Name
 ? 

DBA Name - continued
 ?


Country*
 ? 

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 ?

Organization's website address, if applicable
 ? 

Principal Officer:

Type of Name*
 ?


Person Name*
 ?

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 ? 

CONTACT INFORMATION SCREEN INSTRUCTIONS

Organization:

Enter the DBA Name of the Organization. This should follow the formats below:

- CSEA Local 800, ANY COUNTY
- CSEA Unit 800-123400 Any Town Highway Dept

Enter the Country, Street, City, State and Zip code of the Organization. If the organization does not have a separate address, enter the address of the principal officer selected below.

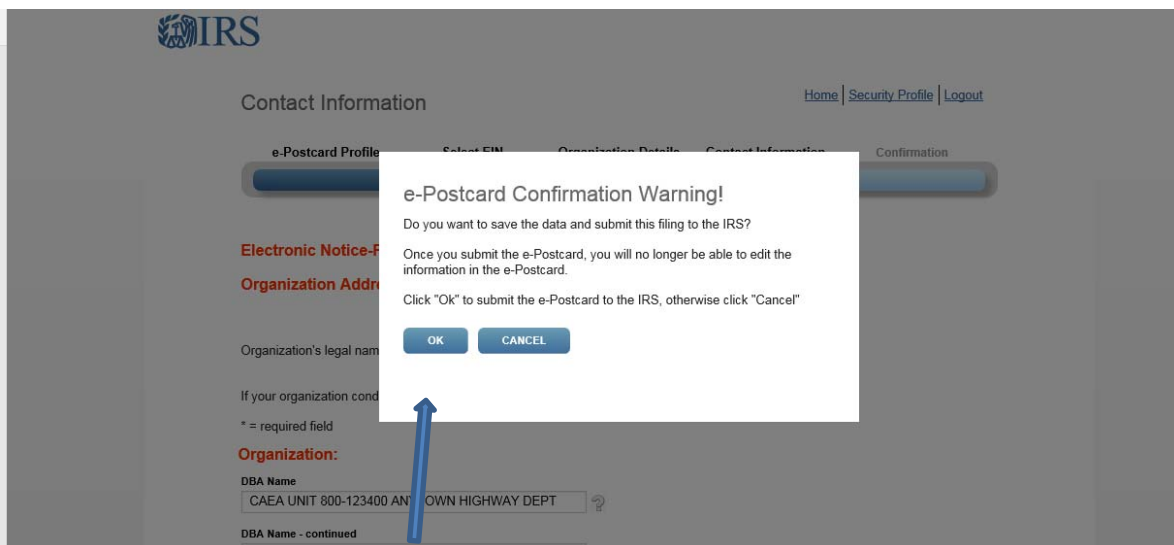
Principal Officer:

Select Type of Name: **PERSON**

Enter Name and address of the person to be contacted by the IRS if necessary. If the organization does not have a separate office, this should be the same address as entered under Organization.

CLICK → SUBMIT FILING

A POP- UP BOX WILL ASK IF YOU WANT TO SUBMIT THIS FILING TO THE IRS



CLICK → OK

SCREEN 10: CONFIRMATION

Confirmation [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: CIVIL SERVICE EMPLOYEES ASSOCIATION
- EIN: **12-3456789**
- Tax Year: 2016
- Tax Year Start Date: 10-01-2016
- Tax Year End Date: 09-30-2017
- Submission ID: 10085520172901458288
- Filing Status Date: 10-17-2017
- Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[MANAGE FORM 990-N SUBMISSIONS](#)

This screen summarizes the 990-N filing.

CLICK → “Print” to print a copy of this page for your records.

NOTE: This page only shows a filing status of PENDING and confirms that the 990-N has been *submitted*.

CLOSE PRINT WINDOW TO RETURN TO CONFIRMATION SCREEN

Continue below to verify that the 990-N has been ACCEPTED by the IRS.

CLICK → MANAGE FORM 990-N SUBMISSIONS

SCREEN 11: MANAGE FORM 990-N STATUS PENDING

Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2016	09-30 2016	10-15 2017	Pending	1065520160620002173	"Get Updated Status" action available 7 minutes following submission

«« Prev Page 1 Next »»

[CREATE NEW FILING](#)

Initially the filing status will be **PENDING**

After 7 minutes **CLICK → F5** to Refresh Status Information

SCREEN 12: UPDATE 990-N STATUS PENDING– cont'd

Manage Form 990-N (e-Postcard)

Home | Security Profile | Logout

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2016	09-30 2016	10-15 2017	Pending	10065520160620002173	Get Updated Status

«« Prev Page 1 Next »»

CREATE NEW FILING

The Action Box should change to : “Get Updated Status”

CLICK → GET UPDATED STATUS.

SCREEN 13: MANAGE FORM 990-N – ACCEPTED

Manage Form 990-N (e-Postcard)

Home | Security Profile | Logout

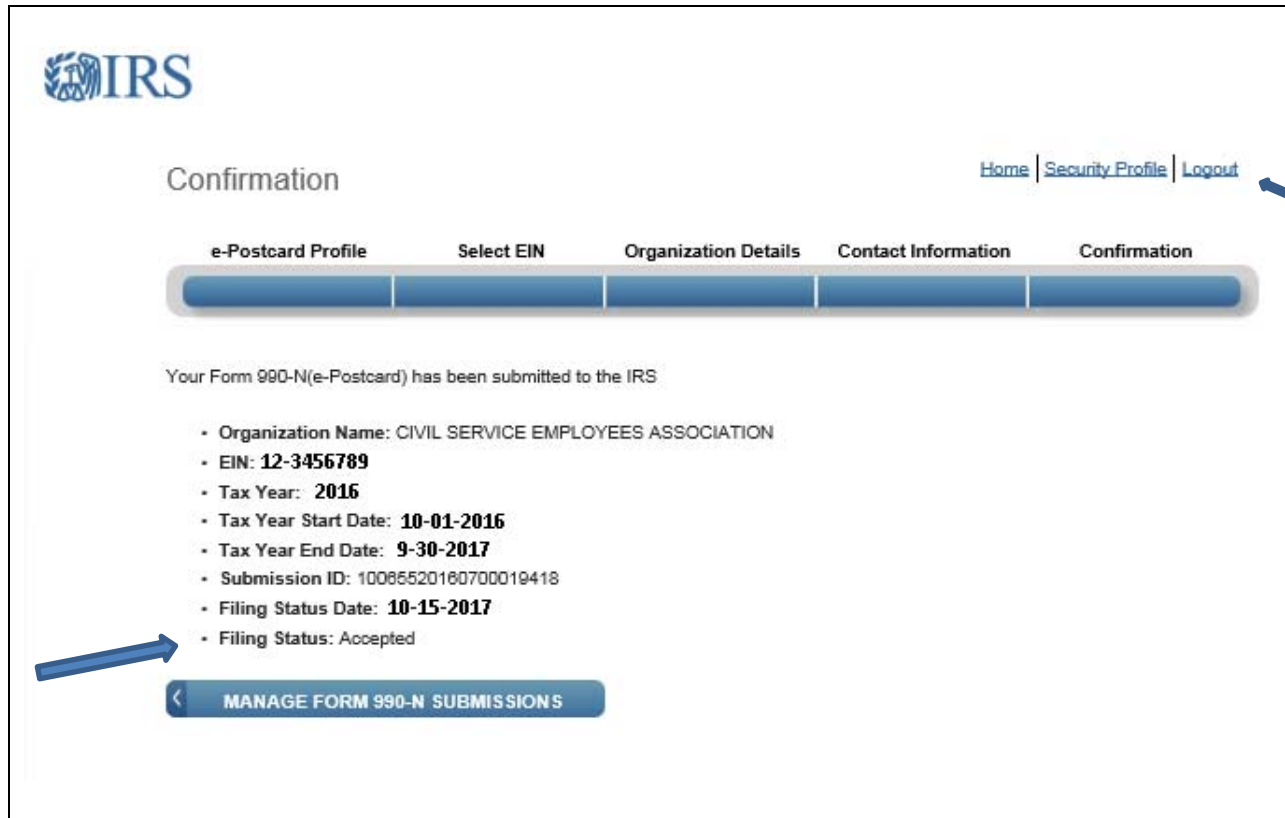
EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2016	09-30 2016	10-15 2017	Accepted	10065520160620002173	

«« Prev Page 1 Next »»

CREATE NEW FILING

Once the status changes **CLICK → Submission ID.**

SCREEN 14: CONFIRMATION



The Filing Status will show either ACCEPTED or REJECTED

***** **PRINT THE CONFIRMATION SCREEN** *****

CLICK → LOGOUT

If the Filing Status is REJECTED:

If the confirmation indicates the e-postcard was REJECTED please forward a copy to the CSEA Audit Department at internaloperations@cseainc.org and then call the CSEA STATEWIDE TREASURER (518) 257-1256 to discuss how to proceed.

If the Filing Status is ACCEPTED:

- ✓ File a copy in the Local or Unit's records as proof of filing the Form 990- N for the fiscal year.
- ✓ **Locals submit a copy of the confirmation** to the CSEA Statewide Treasurer along with their completed Annual Financial & Audit Reports by Jan 1
- ✓ **Units should submit a copy of the confirmation** to their CSEA Local Treasurer along with their completed Annual Financial & Audit Reports by Jan 1.
NOTE: Local Treasurers are required to forward copies of their Units' 990-N confirmations to the CSEA Statewide Treasurer.

Congratulations, you are done for the year.

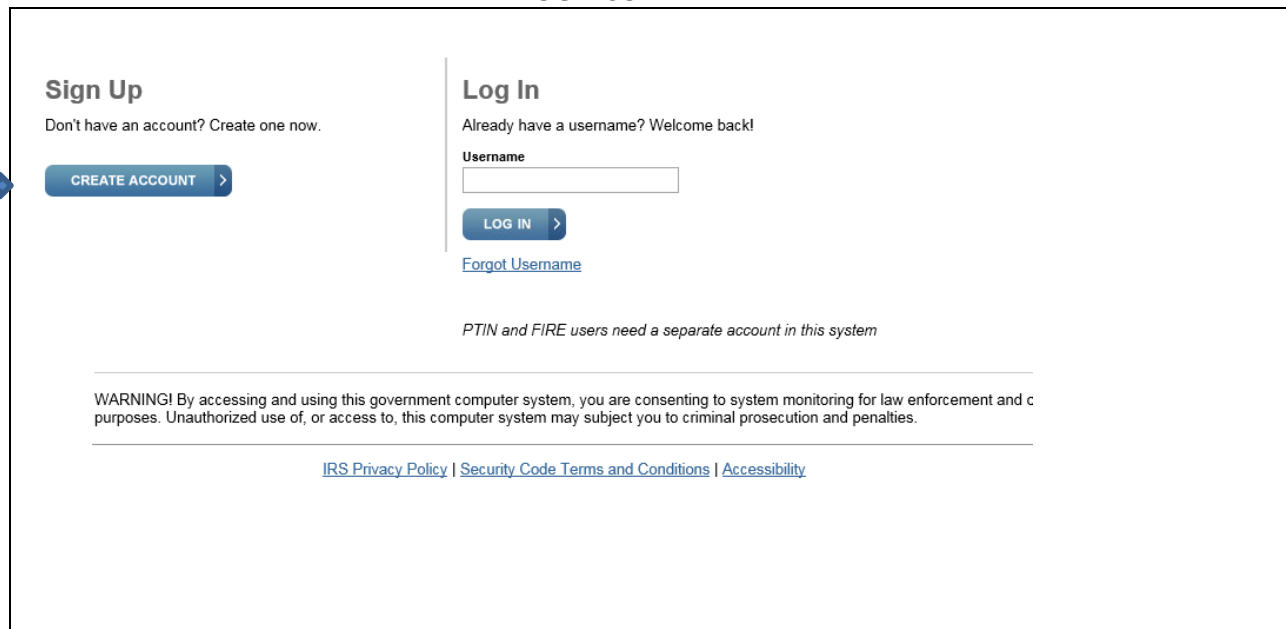
PART II CREATE USER ACCOUNT

All users must complete this one-time process before attempting to file through the IRS website.

First Time Users will have to

- Enter email information to obtain a confirmation code
- Create a user ID and security profile
- Create an ePostcard profile and enter their organization's EIN number
- File a 990N for their organization.

A: LOGIN SCREEN



The screenshot shows the IRS login screen with two main sections: 'Sign Up' and 'Log In'. The 'Sign Up' section includes the text 'Don't have an account? Create one now.' and a blue button labeled 'CREATE ACCOUNT' with a right-pointing arrow. A blue arrow from the left points to this button. The 'Log In' section includes the text 'Already have a username? Welcome back!', a text input field for 'Username', and a blue button labeled 'LOG IN' with a right-pointing arrow. Below the 'Log In' section is a link for 'Forgot Username'. At the bottom of the screen, there is a warning message: 'WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and c purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.' and a footer with links for 'IRS Privacy Policy', 'Security Code Terms and Conditions', and 'Accessibility'.

CLICK → CREATE ACCOUNT

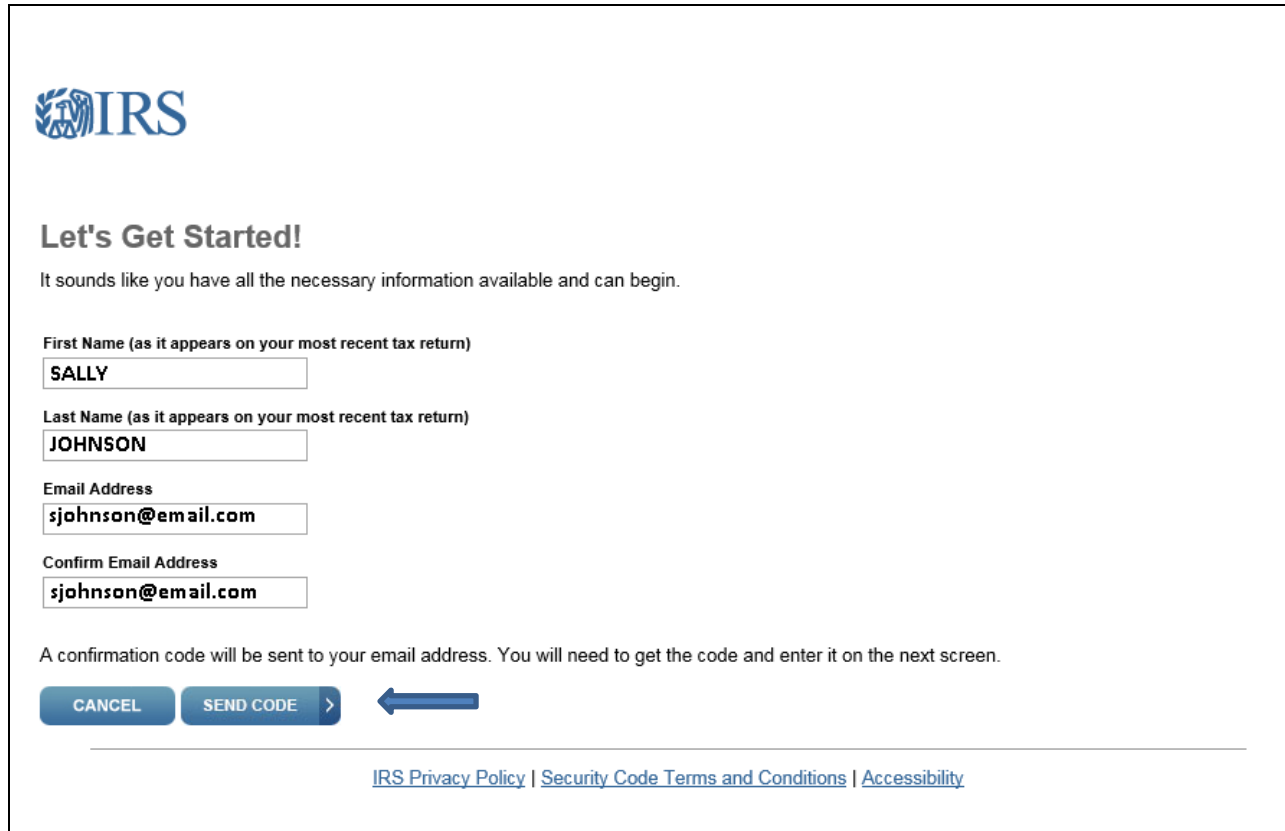
On the Following Screens You Will:


1. Enter User Info and Retrieve an Email Confirmation Code
2. Create a User Profile
3. Create a Filing Profile for the Organization's EIN


IRS Form 990-N e-Postcard Instructions


Step 1: User Info and Confirmation

SCREEN B: PERSONAL INFORMATION









[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Enter your name and email address where indicated.

A unique confirmation code will be sent to the email address you have entered:

CLICK → SEND CODE

Retrieve the IRS Confirmation Email:

Sample email

Subject: Confirmation Code: Verify your email address


Priority: Normal Date: Wednesday, October 18, 2017 9:24 AM Size: 3 KB

To set up your IRS account, verify your email address. **Enter the following code on the IRS registration web page.** This code is valid for 15 minutes.

Your confirmation code is:

XXXX-XXXX

SCREEN C: CHECK YOUR EMAIL

 **IRS**


Check Your Email

We just sent a confirmation code to **sjohnson@email.com** . This code is valid for 15 minutes. Open your email in a new window to get your confirmation code.

IMPORTANT: Keep this window open to avoid having to start over.

Enter the one-time code we emailed you:

Didn't receive the confirmation code? [Resend the email.](#)

CANCEL **CONTINUE** 

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Enter **YOUR** confirmation code in the format XXXX-XXXX, exactly as shown in the email, into the box provided.

CLICK → CONTINUE

Step 2: Create User Profile
SCREEN D: CREATE YOUR USER PROFILE



Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

Password

Re-enter Password

Enter a username of your choice. The username should be 8-64 characters and cannot be an email address, SSN, or contain a space, or a special character (!@#\$\$%^&*).

Password Rules:

- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#\$\$%^&*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

Email

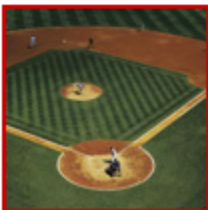
 [Edit](#)

Choose a Site Phrase

Create a phrase that you will recognize when you login

Choose a Site Image

Select an image that you will recognize when you login



 [Choose Your Site Image](#)



SCREEN E: CREATE YOUR USER PROFILE – con't

Challenge Questions

Answer Rules

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

CANCEL **CONTINUE** >

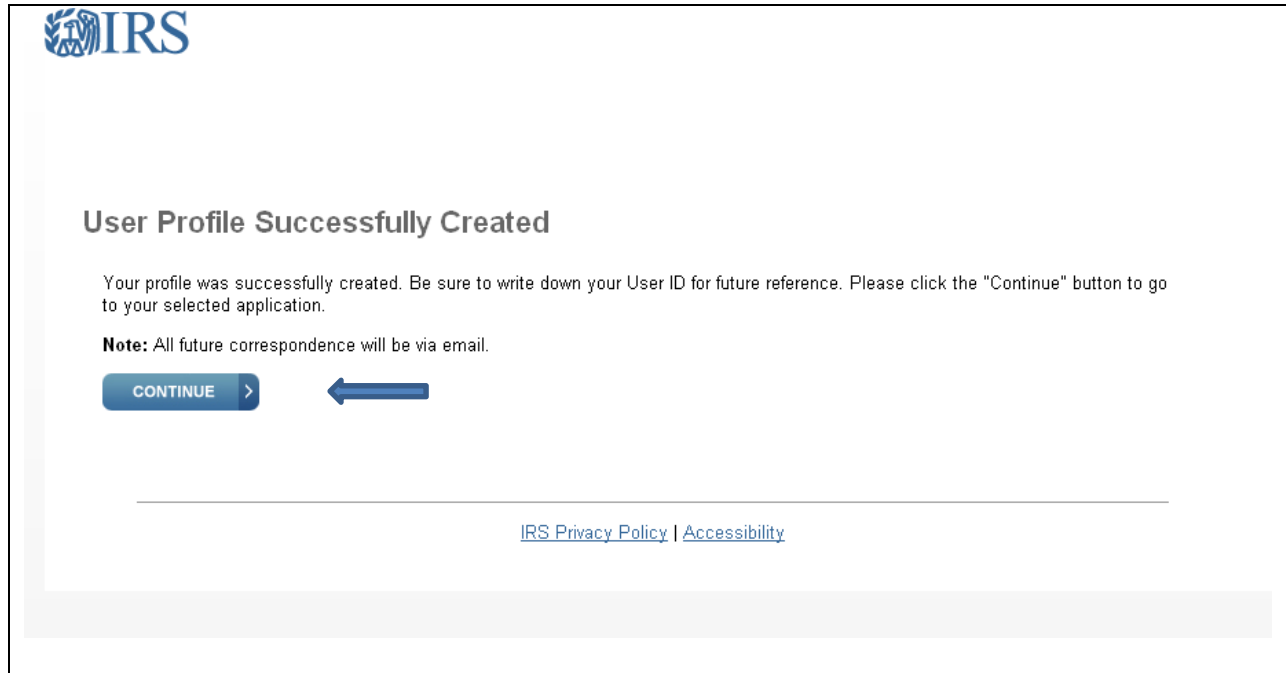


- **CHOOSE and ENTER a USERNAME and PASSWORD**
- **SELECT a SITE PHRASE and SITE IMAGE**
- **SELECT AND ANSWER 4 SECURITY QUESTIONS**

Write the Username, Password, Site Phrase, Security Questions and Answers on this form and store with the organization's records for reference in future filing years.

CLICK → CONTINUE

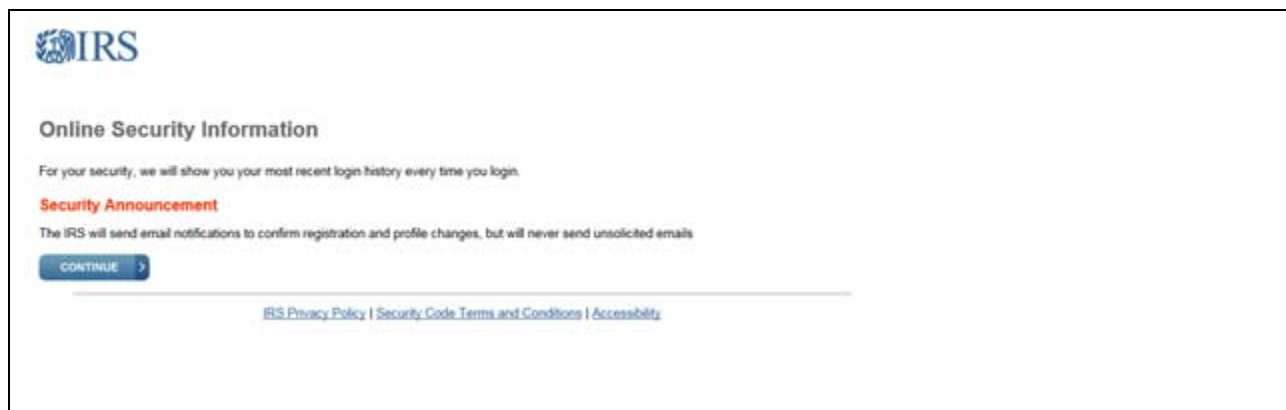
SCREEN F: PROFILE SUCCESSFULLY CREATED



You will receive an email confirming successful creation of your user profile.

Remember to record your UserID, Password, Site Phrase and Challenge Questions and Answers in a secure location.

CLICK → CONTINUE



CLICK → CONTINUE

IRS Form 990-N e-Postcard Instructions

Step 3: Create Filing Profile

SCREEN G: MANAGE e-Postcard PROFILE

Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

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: 1.0.1
Version Build Date: 2016-02-29 22:16

Before the first filing, you must establish a Filing Profile for your organization.

To establish a filing profile, CLICK **MANAGE E-POSTCARD PROFILE**.

SCREEN H: SELECT EXEMPT ORGANIZATION

e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

Please select Exempt Organization or Preparer

User Type

--Select One--

PREVIOUS **CONTINUE**

Click on the **Dropdown List**

IRS Form 990-N e-Postcard Instructions

SCREEN I: SELECT EXEMPT ORGANIZATION – cont'd

The screenshot shows the IRS e-Postcard Profile page. At the top left is the IRS logo. Below it is the text 'e-Postcard Profile'. To the right are links for 'Home', 'Security Profile', and 'Logout'. A progress bar below the title shows five steps: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The first step is highlighted. Below the progress bar is a red instruction: 'Please select Exempt Organization or Preparer'. Underneath is a 'User Type' dropdown menu with the following options: '--Select One--', '--Select One--', 'Exempt Organization', and 'Preparer'. A blue arrow points to the 'Exempt Organization' option.

Select **Exempt Organization**

SCREEN J: SELECT EXEMPT ORGANIZATION – cont'd

The screenshot shows the same IRS e-Postcard Profile page as in Screen I. The 'User Type' dropdown menu now has 'Exempt Organization' selected. Below the dropdown are two buttons: 'PREVIOUS' and 'CONTINUE'. A blue arrow points to the 'CONTINUE' button.

CLICK **CONTINUE**

SCREEN K: e-POSTCARD PROFILE

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

You are logged in as: **Exempt Organization** [Edit user type](#)

EIN

12 - 3456789 **ADD EIN**

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

DELETE EIN **CREATE NEW FILING >**

Enter your organization’s Employee Identification Number (EIN) in the two spaces provided.

CLICK → ADD EIN

USER ACCOUNT NOW CREATED

Remember to record your UserID, Password, Site Phrase and Challenge Questions and Answers in a secure location.

YOU MAY LOGOUT, OR CONTINUE BELOW TO FILE THE 990-N e-POSTCARD

SCREEN 1: e-POSTCARD PROFILE - continued

IRS

e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN

ADD EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	03/02/2016	<input type="checkbox"/>

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DELETE EIN | CREATE NEW FILING ←

The EIN and Organization Name will appear in the list of associated EINs.
 Note: The organization name will always be **Civil Service Employees Association**

CLICK → CREATE NEW FILING

PROCEED TO SCREEN 6: SELECT EIN TO FILE ON PAGE 9