How to file a 990-N (e-Postcard)

Below are the directions to file the 990-N (e-Postcard).

- 1. Sign in to the IRS using this <u>link</u>.
- 2. You will come to the following screen.

Sign In or Create a New Account The 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 900.N (e-Postcard), the Qualified Informediary Application and Account Management System (QAAMS), the Foreign Account Tax Compliance Act Financial Institution Registration. System (FATCA Registration). Ty ou don't have a Login gov or ID me account, you must create a new account. Sign in with an existing account of the access to a new account. Sign in with a DCIN.GOV Sign in with ID.me OR Create a new account	501DS	
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	Frequently Asked Questions	
Frequently Asked Questions	What are Login.gov and ID.me?	

If you have an account, just sign in. If you are a new Treasurer, you will need to create a new account with ID.me. Make sure to keep a record of your account password so that you can use it each year.

3. It will ask you if you want them to text you with a security code or to call you.

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- 4. Once they send you the code, enter it in and click continue. You will be able to file. You will need your EIN Number to do this.
- 5. Once you have it done, make sure to print it. It will take a few days before the IRS approves it, so you may want to check periodically to make sure it is approved.