

To: Auxiliary Treasurers

Subject: Form 990-N

Form 990-N filers will use a new sign-in process beginning this summer.

Beginning August 2022, smaller charities that are eligible and choose to file Form 990-N, Electronic Notice for Tax-Exempt Organizations (e-Postcard), must sign into the IRS modernized authentication platform using either their active IRS username **or** create an account with ID.me, the current IRS credential service provider.

When accessing the [Form 990-N submission page](#), Form 990-N filers have three options:

1. Sign in with their active IRS username: Users with an active IRS username have the option to access the Form 990-N submission page using their existing IRS credentials or they can choose to create a new account with ID.me.
2. Sign in with their existing ID.me account: Users that have an ID.me account to access other IRS online services or from a state or federal agency can sign in using their existing ID.me account.
3. Create a new ID.me account: Users that don't have an active IRS username credential must register and sign in with ID.me.

ID.me account creation requires an email address and multifactor authentication. Form 990-N filers who have an existing IRS username and register for an ID.me account must use the same email address.

Department Treasurers, please distribute these to Treasurers at all levels in your Department (District, County Council, Auxiliary).

If you have further questions, click here: [IRS Form FAQs](#) for more information.