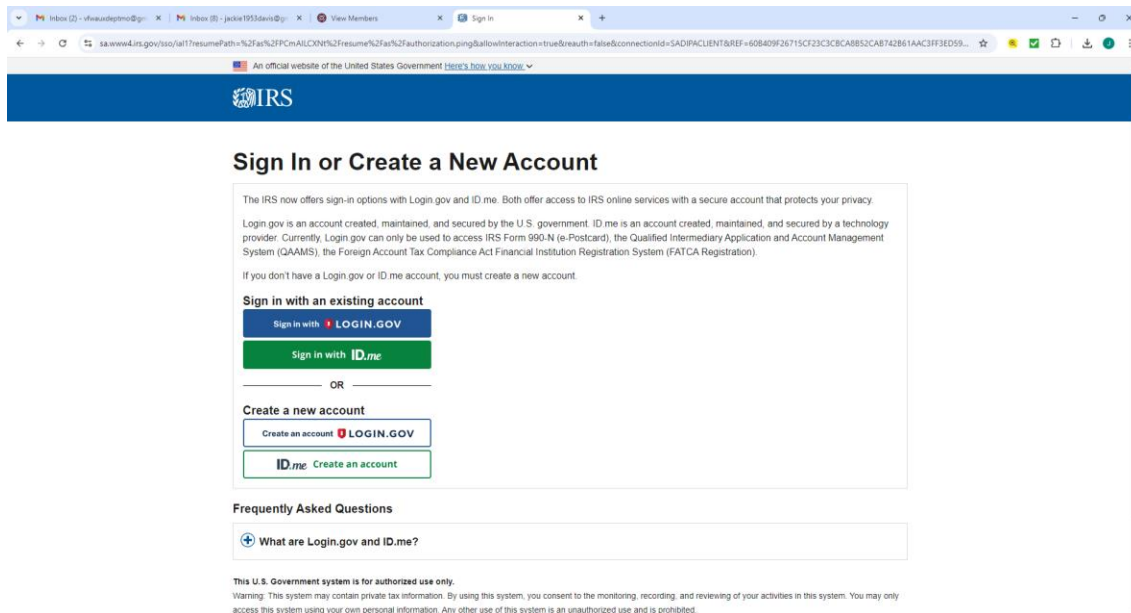


How to file a 990-N (e-Postcard)

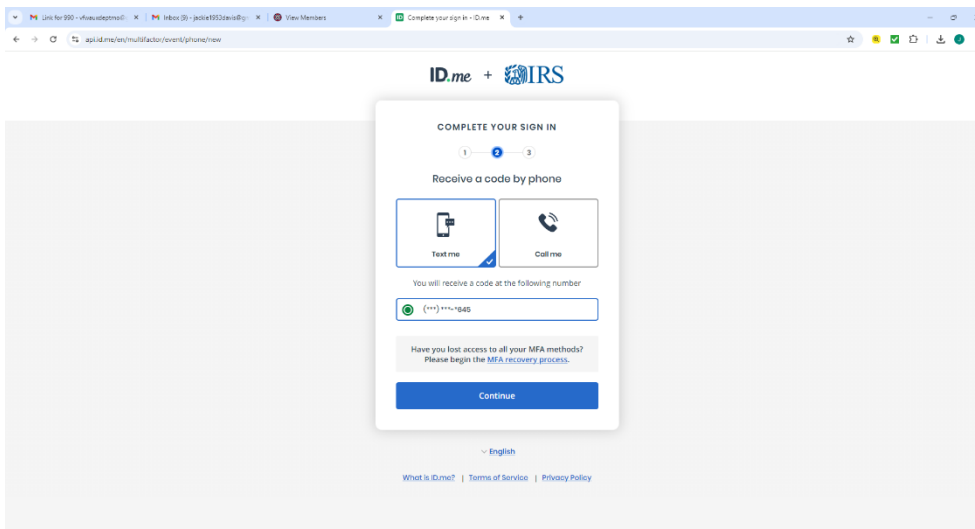
Below are the directions to file the 990-N (e-Postcard).

1. Sign in to the IRS using this [link](#).
2. You will come to the following screen.



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.



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.

