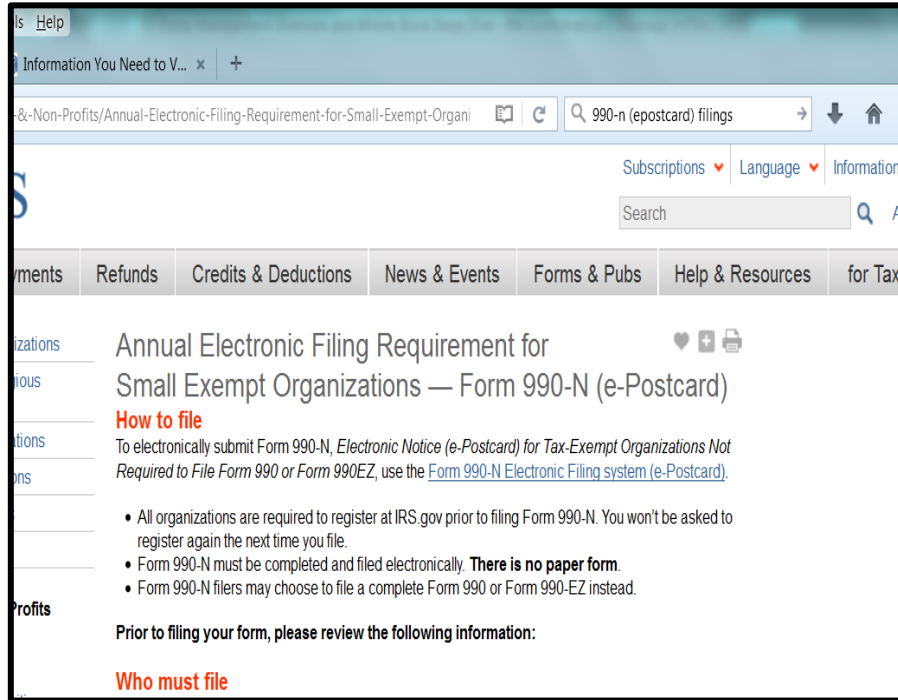
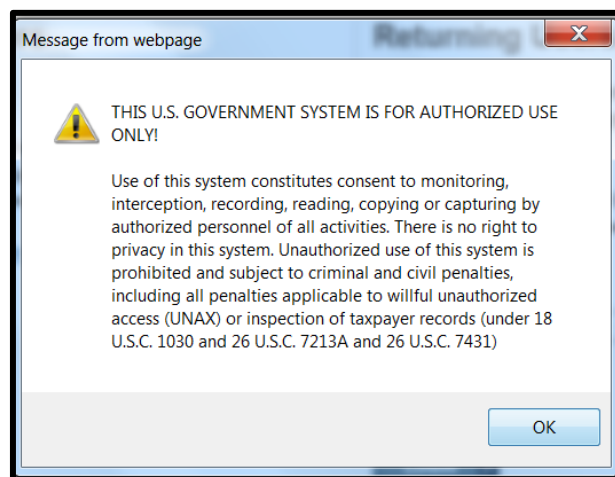


## Step-By-Step Instructions for Creating a User Profile to file 990N on the IRS Website

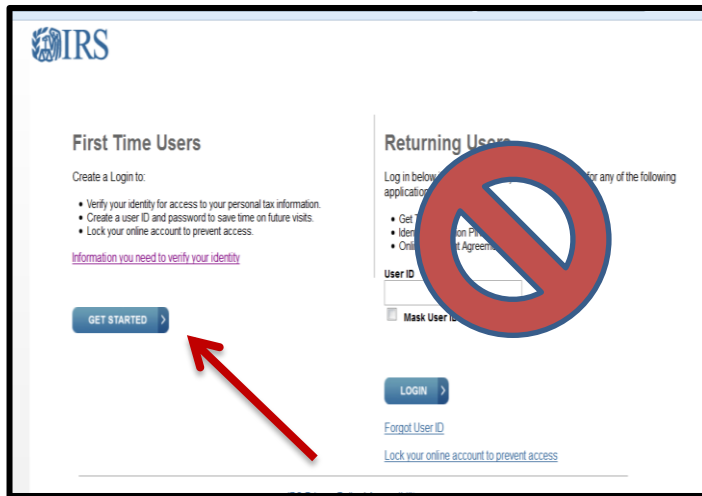
1. Go to: <https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>
2. Click “Form 990-N Electronic Filing System (e-Postcard)”



3. A disclaimer will pop-up before you go to the next page. Click “OK”



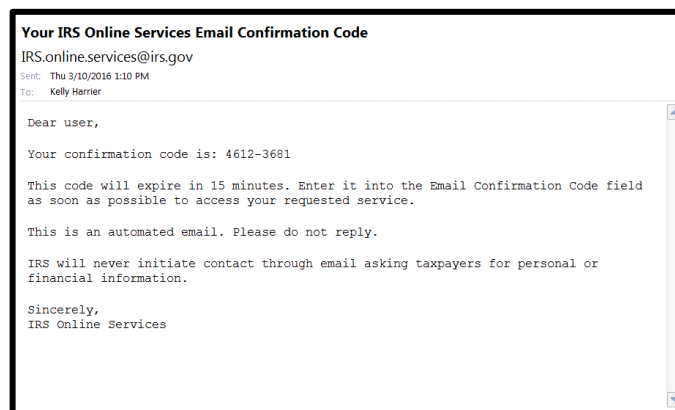
4. Click on the “Get Started” Blue Button – *IF You Have NOT Already set up your user profile*



5. Enter the name and email address of the person who will be filing the 990N: *Note this may not be the same person who is listed as the “responsible party”* Click “Send Email Confirmation Code”

The screenshot shows the 'Step 1 of 4: Personal Information' form. The form includes fields for 'First Name', 'Last Name', 'Email Address', and 'Re-Enter Email Address'. Below the fields, there is a note: 'A confirmation code will be sent to your email address.' At the bottom of the form, there are two buttons: 'CANCEL' and 'SEND EMAIL CONFIRMATION CODE'. Below the buttons, there is a section titled 'What will we do with your information?' with a small text block explaining the use of third-party data for identity verification. At the bottom of the page, there are links for 'IRS Privacy Policy' and 'Accessibility'.

6. An email from IRS Online Services will be sent to the email address you enter.



7. Enter the Numeric Code listed in your email and click “continue”

**Step 2 of 4: Verify Identity**

Do not close this browser window or you will have to restart the process.

- A confirmation code will be sent to your email address within the next 10 minutes
- Check your spam folder if you don't receive an email.
- If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code.

Enter Confirmation Code 

8. You will need to set up your Security Profile. Start by creating your user name and password. Be sure to comply with the Password Rules.

**Step 3 of 4: Security Profile**

All fields are required.

**User ID and Password**

User ID

Password

Re-enter Password

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or 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.


9. Enter a Unique phrase which will be used in emails to you from IRS Online Services. Enter a Site Phrase, Select a Site Image, and provide answers to 4 Challenge Questions. Once completed, click “Continue”

**Site Phrase**

Create a site phrase that you will recognize when you login.

**Site Image**

Select an image that you will recognize when you login.



**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

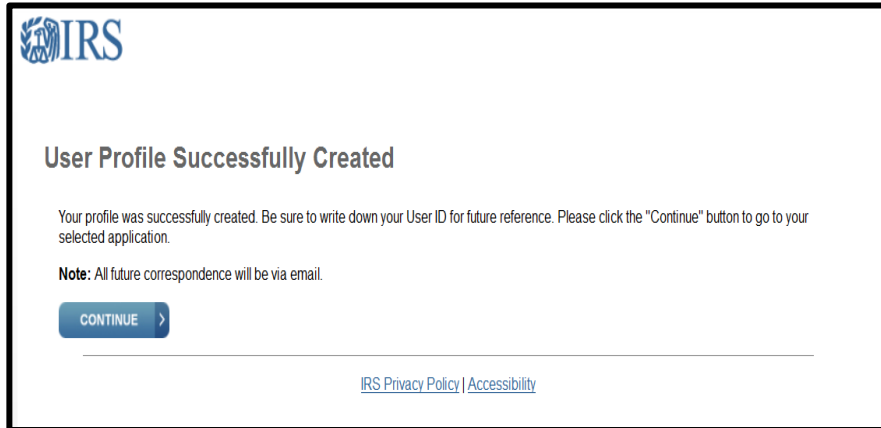
Question 3

Answer 3

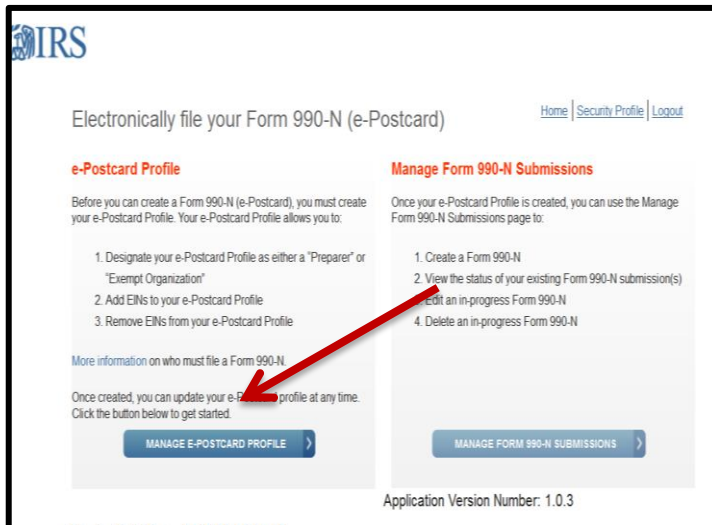
Question 4

Answer 4

10. Your profile is now created. Click "Continue"



11. Before you can file your 990N, you must manage your e-Postcard Profile.



12. Once your e-Postcard Profile is created, you can then manage your 990-N Submissions

