

Filing The 990-N

Updated 5/29/2017

USE THIS IF:

Your Gross Revenue is less than
\$50,000

You must file by the 15th day of the
4th month past the end of your fiscal
year.

Navigate to the IRS Website

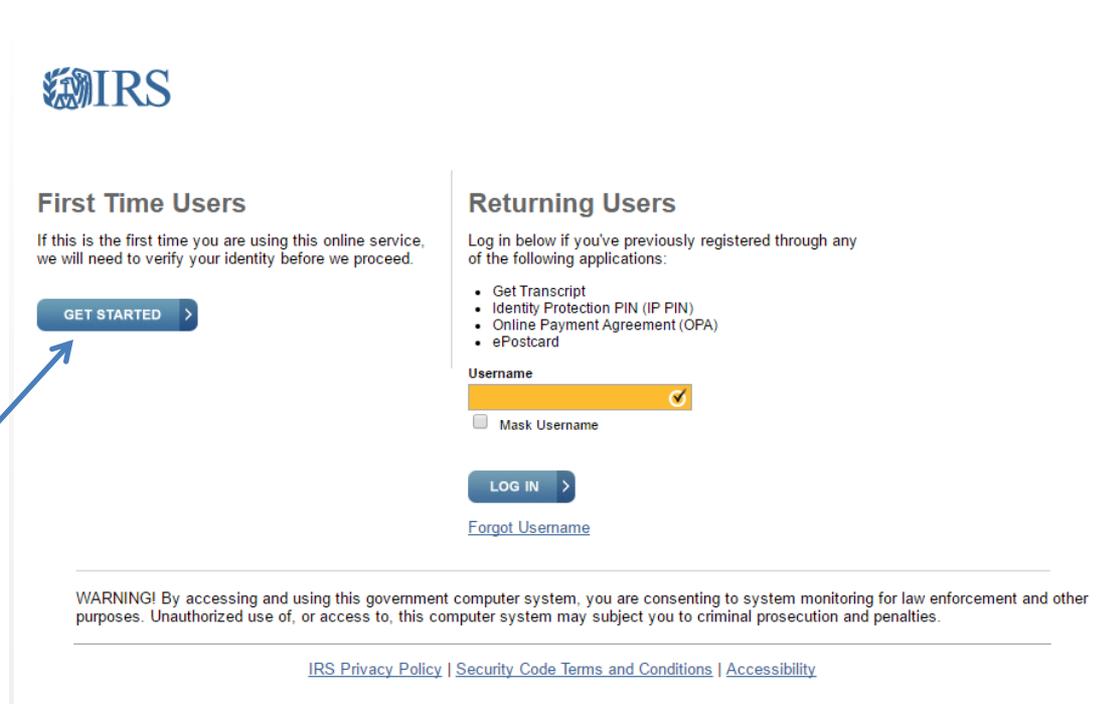
- [Form 990-N Electronic Filing System \(e-Postcard\)](#).

Click this to open the IRS website, or go to IRS.gov and enter “file 990-N” in the search box.

You must create a user account under the new system if you have not already done so.

Click “Get Started”

If you already have an account, logon to the returning users and go to “Filing the 990”



The screenshot shows the IRS website interface. At the top left is the IRS logo. Below it, there are two main sections: 'First Time Users' and 'Returning Users'. The 'First Time Users' section includes a note: 'If this is the first time you are using this online service, we will need to verify your identity before we proceed.' and a blue 'GET STARTED' button with a right-pointing arrow. The 'Returning Users' section includes a note: 'Log in below if you've previously registered through any of the following applications:' followed by a bulleted list: 'Get Transcript', 'Identity Protection PIN (IP PIN)', 'Online Payment Agreement (OPA)', and 'ePostcard'. Below this list is a 'Username' input field with a checkmark icon, a 'Mask Username' checkbox, and a blue 'LOG IN' button with a right-pointing arrow. A 'Forgot Username' link is located below the login button. At the bottom of the page, there is a warning message: 'WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other 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'.

Adding an account

Follow the instructions and create an account. Use your Name. An active email address is required to continue.

A code will be emailed to you to continue the setup process.



Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

CANCEL

SEND CODE >

Creating/managing a profile

After you create an account, you'll need to login. You'll be taken to this page.

Your first step is to create a profile. Click The “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: 1.2.0

Version Build Date: 2016-06-06 14:13

Adding your EIN



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 -

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
35-2046341	MARINE CORPS LEAGUE	07/01/2016	<input type="checkbox"/>

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DELETE EIN

CREATE NEW FILING >

Type in your EIN and click “Add EIN”

One advantage of the new system is that you can manage more than one EIN.

After adding your EIN, you can file your 990-N by selecting “Create New Filing”

Filing the 990

Select the EIN you want to file for from the drop down list.



Select EIN

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

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

(click on the down arrow)

Please select the EIN for which you want to file for

and hit continue

EIN
--Select EIN--

< MANAGE E-POSTCARD PROFILE

CONTINUE >

If you logged on as an existing customer, click on the “manage 990 form submissions” after logging on. That will bring you to this page.

Filing the 990

Follow the prompts and update any information necessary from last filing. Most important is “Principle Officer” information.

After you press submit you will see a manage form dialog. After a few minutes you will be able to click on the “Action block” and it will update your status from “submitted” to “accepted”. Click on the “Submission ID” to get your confirmation message.”

Manage Form 990-N (e-Postcard) <https://sa.www4.irs.gov/epostcard/secure/990n/forms/>

IRS

Manage Form 990-N (e-Postcard)

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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
35-2046341	MARINE CORPS LEAGUE	2015	06-30-2016	07-01-2016	Accepted	10065520161830364825	

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CREATE NEW FILING

Important! After you submit your filing you will be given an opportunity to print the actual E-Postcard. This is the only chance you have to print it.

Filing the 990

This is your confirmation. You will not receive an email confirmation as in the past. Print or save as a PDF and submit to the Department Paymaster.

This completes the process.

e-Postcard Filing Confirmation <https://sa.www4.irs.gov/epostcard/secure/990n/status/1>



Confirmation

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

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

- **Organization Name:** MARINE CORPS LEAGUE
- **EIN:** 352046341
- **Tax Year:** 2015
- **Tax Year Start Date:** 07-01-2015
- **Tax Year End Date:** 06-30-2016
- **Submission ID:** 10065520161830364825
- **Filing Status Date:** 07-01-2016
- **Filing Status:** Accepted

[MANAGE FORM 990-N SUBMISSIONS](#)