



IRS Form 990-N

Electronic Filing

System (e-Postcard)

User Guide

Steps for using the Form 990-N Electronic Filing System (e-Postcard)

REMINDER

An organization cannot file Form 990-N until after the end of its **tax year**. For example:

- **Calendar Year Filers**

If your organization uses a calendar year (a year ending December 31) as its tax year, it must wait until January 1, the day following the end of its tax year, to file.

- **Fiscal Year Filers**

If your organization uses a fiscal year (a year ending on a date other than December 31) as its tax year, it must wait until the day following the end of its fiscal year to file.

The IRS determines the filing year using the beginning date of the

MOMS Club uses a Fiscal Year.
This fiscal year is July 1st - June 30th.

NOTE: BEFORE FILING

If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below. If the problem still exists after trying all the suggestions below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number).

Telephone assistance is also available for individuals with TTY equipment at 800-829-4059. Take the following steps to prevent problems during the registration and filing processes:

- **Do not use a smart phone or tablet to file your Form 990-N.**

- **Close multiple browsers when registering.**

Errors may occur if you have additional internet browsers open during the registration process. Please close other internet browser windows.

- **Use correct text characters when registering and filing.**

Ensure that you use only letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces. These character limits do not apply to password fields. When choosing a password, use only letters, numbers and special characters except the caret (^).

- **If the suggestions above don't resolve the issue, sign out of the filing system (if logged in), close all programs and shut down your computer. Wait a minute, restart your computer and try again.**

This step is required before calling the Customer Account Services line (877-829-5500) for technical help.

HOW TO SIGN IN

STEP 1

Open the electronic filing page: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

After reviewing the information provided on the Form 990-N webpage, click the “Submit Form 990-N(e-Postcard)” link under the “Submitting Form 990-N (e-Postcard)” header.

STEP 2

Sign In or Create a New Account

- IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services through a secure account that protects your privacy.
- If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

HOW TO CREATE AN ELECTRONIC FORM SUBMISSION

STEP 1

Select **MANAGE E-POSTCARD PROFILE** to create a new Form 990-N electronic filing submission.

The screenshot shows the IRS website page titled "Electronically file your Form 990-N (e-Postcard)". At the top right are links for "Home", "Security Profile", and "Logout". The page is divided into two main sections. The left section, titled "e-Postcard Profile", explains that users must create a profile before filing and lists three steps: 1. Designate profile as "Preparer" or "Exempt Organization", 2. Add EINs, and 3. Remove EINs. It also includes a link for "More information on who must file a Form 990-N" and a button labeled "MANAGE E-POSTCARD PROFILE". The right section, titled "Manage Form 990-N Submissions", states that users can use this page after creating a profile and lists four steps: 1. Create a Form 990-N, 2. View status of existing submissions, 3. Edit in-progress forms, and 4. Delete in-progress forms. It includes a button labeled "MANAGE FORM 990-N SUBMISSIONS".

STEP 2

From the drop down shown below, select either **Exempt Organization** or **Preparer** in the “User Type” field.

- **Exempt Organization:** Select if you are only completing 990-N for your organization.
- **Preparer:** Select if you expect to help multiple organizations.

Example: A preparer can be a paid preparer, such as a CPA, volunteer or someone aiding exempt organizations at a local library. By selecting Preparer, you can use your login to add as many organizations as you wish.

After selecting the user type, select **CONTINUE**.

The screenshot shows the 'e-Postcard Profile' page with a progress bar at the top indicating the current step is 'Select EIN'. Below the progress bar, there is a red instruction: 'Please select Exempt Organization or Preparer'. Underneath, a 'User Type' dropdown menu is open, showing options: 'Select One--', 'Exempt Organization', and 'Preparer'. A red box highlights the 'Exempt Organization' option. Below the dropdown are 'PREVIOUS' and 'CONTINUE' buttons. A red box with the text 'Select "Exempt Organization"' points to the selected option.

STEP 3

Enter an EIN for the organization you're filing for, then click **ADD EIN**. You may also delete EINs already associated with your profile by selecting DELTE EIN. To continue, select **CREATE NEW FILING**.

Enter your chapter's EIN Number. You can find it by logging into MIMI.

You should NOT use the EIN Number for International MOMS Club!!

The screenshot shows the 'e-Postcard Profile' page with the progress bar at 'Select EIN'. Below the progress bar, it says 'You are logged in as: Exempt Organization' with an 'Edit user type' link. There is an 'EIN' input field with a placeholder 'XX' and a masked field 'XXXXXXXX'. To the right is an 'ADD EIN' button. Below this is a section titled 'Currently Associated EIN(s)' which contains a table with headers: 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table body shows 'No EINs are currently associated with your ID'. At the bottom are 'DELETE EIN' and 'CREATE NEW FILING' buttons.

STEP 4

Select the EIN you wish to file for from the drop-down menu. Once you have selected the EIN, select **CONTINUE**.

The screenshot shows the 'Select EIN' page with the progress bar at 'Select EIN'. Below the progress bar, there is a red instruction: 'Please select the EIN for which you want to file for'. Underneath, there is an 'EIN' dropdown menu with the text 'Select EIN--'. Below the dropdown are 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE' buttons.

STEP 5

Complete the "Organization Details" page. If you don't understand the request, click the question mark icon (?) for an explanation. When you have completed each line, select **CONTINUE**.

****IMPORTANT****
For the tax year ending:
Confirm the date is
June 30, 2023.
If any other date is listed
STOP NOW and contact your
Coordinator or email
support@momsclub.org.

Organization Details

Home | Security Profile | Logout

e-Postcard Profile Select EIN **Organization Details** Contact Information Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending

Has your organization terminated or gone out of business?
☐ ☐

Are your gross receipts normally \$50,000 or less?
☐ ☐

Confirm that there are no errors in any of the grayed-out fields, playing close attention to the year ending date and your chapter's EIN number.

If your chapter has disbanded within the past 12 months, choose "YES" to the question, Has your organization terminated. Otherwise, choose "NO".

All chapters should have less than \$50K in gross receipts. If you have raised more than \$50K, please contact your Coordinator for additional guidance.

STEP 6

Complete the "Contact Information" page. If you don't understand the request, click the question mark icon (?) for an explanation. When you have completed each line, select one of the following:

- **SAVE FILING:** Select if you are missing any requested information. This will allow you to return to complete it later.
- **SUBMIT FILING:** Select when you are sure all required information has been input.

NOTE WHEN REGISTERING OR FILING: Text fields cannot exceed 35 characters and must contain only alphanumeric characters. Periods, slashes and most special characters will cause registration or filing errors. Hyphens are permitted.

Also, enter website addresses using "www." - not "http://www."

Contact Information

Home | Security Profile | Logout

e-Postcard Profile Select EIN Organization Details **Contact Information** Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:
* = required field

Organization:
DBA Name

You may see "MOMS Club" listed as the Organization's Legal Name and will not be able to edit it. That is OK. If it cannot be edited, the chapter's FULL LEGAL NAME should be listed in the DBA section. "MOMS Club of XXXXXX, XX", including chapter AND state. Otherwise it should be listed as the Organization's Legal Name.

The Principal Officer should be the NEW President's name and address.

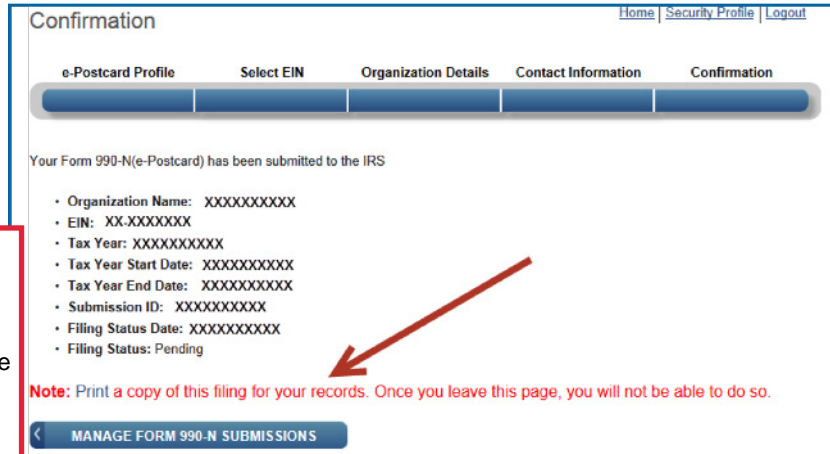
STEP 7

The filing **CONFIRMATION** will display the filing status as “Pending.”

Click on the word **PRINT** in the bottom paragraph to print a copy for your records.

Note: Once you leave the page, you won’t be able to print this filing.

Select **MANAGE FORM 990-N SUBMISSIONS** to view or submit additional filings.



The screenshot shows a web interface titled "Confirmation" with navigation links for Home, Security Profile, and Logout. A progress bar indicates the current step is "Confirmation". Below the progress bar, a message states: "Your Form 990-N(e-Postcard) has been submitted to the IRS". A list of submission details is provided, including Organization Name, EIN, Tax Year, Tax Year Start Date, Tax Year End Date, Submission ID, Filing Status Date, and Filing Status (Pending). A red arrow points to a "Note" at the bottom: "Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so." Below the note is a button labeled "MANAGE FORM 990-N SUBMISSIONS".

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

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

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

- Organization Name: XXXXXXXXXXXX
- EIN: XX-XXXXXXX
- Tax Year: XXXXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXXXX
- Tax Year End Date: XXXXXXXXXXXX
- Submission ID: XXXXXXXXXXXX
- Filing Status Date: XXXXXXXXXXXX
- Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[MANAGE FORM 990-N SUBMISSIONS](#)

CLICK PRINT to get a copy of the confirmation page. It will take you to a PDF that you can save. This is the file that you need to upload to your Financial Report and should also keep with your chapter's records.

MANAGING FORM 990-N SUBMISSIONS

On the “Manage Form 990-N Submission” page, your submission will show the status of “Pending.”

- After seven minutes, refresh the page (F5 key for Windows, Command-R for Mac) and the GET UPDATED STATUS button will be visible.
- The status will change from “Pending” to “Accepted” or “Rejected.”
- If your submission was rejected, select the [submission ID hyperlink](#) for additional details.
- After the status is updated, the only valid statuses are “Accepted” or “Rejected.” If your status displays any other text (like “submitted” or “MeF failed”), contact Customer Account Services at 877-829-5500.