



International MOMS Club®

990-N Postcard Filing Instructions

Before starting the process of filing the 990-N Postcard, be sure to read the [990-N Postcard Filing FAQs](#). They provide detailed instructions concerning the information you will need in order to file quickly and easily, and will answer the most common questions chapters have.

IMPORTANT! - If your Chapter had income in excess of \$50,000 you cannot complete your 990-N Postcard online. In this case, you should contact a tax professional with nonprofit filing experience.

Step 1: Start at this link: [IRS 990N Filing](#)

You will need to sign up and create an account. Click on the “Create Account” button.

The screenshot shows the IRS website's sign-up page. On the left, under the heading "Sign Up", there is a link "Don't have an account? Create one now." and a blue button labeled "CREATE ACCOUNT >" which is circled in red. On the right, under the heading "Log In", there is a link "Already have a username? Welcome back!", a text input field for "Username", and a blue button labeled "LOG IN >". Below the login section is a link "Forgot Username" and a note "PTIN and FIRE users need a separate account in this system". At the bottom, 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".

Step 2: Enter your name and email as instructed and hit “Send Code”. You will be emailed a confirmation code that you’ll need to enter before proceeding. The confirmation code is only valid for 15 min. so act promptly!

The screenshot shows the IRS website's "Let's Get Started!" page. It features the IRS logo at the top left. Below the heading "Let's Get Started!", there is a message: "It sounds like you have all the necessary information available and can begin." followed by four text input fields labeled "First Name (as it appears on your most recent tax return)", "Last Name (as it appears on your most recent tax return)", "Email Address", and "Confirm Email Address". Below these fields is a message: "A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen." and two buttons: "CANCEL" and "SEND CODE >". The "SEND CODE >" button is circled in red. At the bottom, there is a footer with links for "IRS Privacy Policy", "Security Code Terms and Conditions", and "Accessibility".

Step 3: Enter your confirmation code and hit Continue.

Check Your Email

We just sent a confirmation code to [redacted]@yahoo.com. This code is valid for 15 minutes. Open your email in a new window to get your confirmation code.

IMPORTANT: Keep this window open to avoid having to start over.

Enter the one-time code we emailed you:

Didn't receive the confirmation code? [Resend the email.](#)

CANCEL **CONTINUE >**

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Step 4: Now you will create your user profile. Follow the instructions in creating your username and password. You will also be asked to choose a site phrase and an image, as well as answer 4 security questions. Make a note of all of these for future reference! You may need them in order to re-access your account!

Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

Password

Re-enter Password

Enter a username of your choice. The username should be 8-64 characters and cannot be an email address, SSN, or contain a space, or a special character (!@#%*&.).

Password Rules:

- Between 8 and 32 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.


Email

Choose a Site Phrase

Create a phrase that you will recognize when you login

Choose a Site Image

Select an image that you will recognize when you login



[Choose Your Site Image](#)

Note: The email will auto-fill.

Challenge Questions

Answer Rules

- The same answer cannot be used more than once.
- The answer cannot be a word or a number that is part of the secret question.
- Answers may only contain letters, numbers, and these special characters: .!@#&\$

Question 1
▼
Answer 1

Question 2
▼
Answer 2


Question 3
▼
Answer 3

Question 4
▼
Answer 4

CANCEL **CONTINUE >**

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Step 5: The next 2 screens will show these messages. Hit “continue” after reading each screen:


 **IRS**

User Profile Successfully Created

Your profile was successfully created. Please write down your Username for future reference.

CONTINUE >

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 **IRS**

Online Security Information

Security Announcement

The IRS will send email notifications to confirm registration and profile changes, but will never send unsolicited emails

CONTINUE >

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Step 6: The next screen will take you to where you actually file your 990-N. Click on “Manage E-Postcard Profile” to continue.

The screenshot shows the IRS website interface for managing an e-Postcard profile. At the top left is the IRS logo. The main heading is "Electronically file your Form 990-N (e-Postcard)". Navigation links for "Home", "Security Profile", and "Logout" are in the top right. The page is divided into two main sections: "e-Postcard Profile" and "Manage Form 990-N Submissions".

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

MANAGE FORM 990-N SUBMISSIONS >

Application Version Number: 1.7.1
Version Build Date: 2019-01-23 22:03

A yellow arrow points to the "MANAGE E-POSTCARD PROFILE" button.

Step 7: On the next page, choose Exempt Organization from the drop-down menu and Click Continue.

The screenshot shows the "e-Postcard Profile" setup page on the IRS website. At the top left is the IRS logo. The main heading is "e-Postcard Profile". Navigation links for "Home", "Security Profile", and "Logout" are in the top right. A progress bar at the top indicates the current step: "e-Postcard Profile" (highlighted in dark blue), followed by "Select EIN", "Organization Details", "Contact Information", and "Confirmation".

Please select Exempt Organization or Preparer

User Type
Exempt Organization

< PREVIOUS CONTINUE >

Step 8: The next page will ask for your EIN number. Be sure to use the EIN number that is assigned to your chapter. **Do NOT use 77-0125681.** This is the number assigned to International MOMS Club. If you do not know your chapter's unique EIN number **STOP NOW** and contact your MOMS Club Coordinator before continuing. If you are unsure who your chapter's Coordinator is, email support@momsclub.org.

IRS

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 - **ADD EIN**

NOTE: Enter YOUR CHAPTER'S EIN number and then hit "ADD EIN"

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

DELETE EIN **CREATE NEW FILING**

Step 9: After you hit "Add EIN", your EIN number will appear in a chart with MOMS Club as the organization name. Confirm the EIN number is correct then hit "Create New Filing."

IRS

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 - **ADD EIN**

NOTE: Your chapter's EIN number will appear here.

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
	MOMS CLUB	06/18/2019	

«« Prev Page 1 Next »»

DELETE EIN **CREATE NEW FILING**

Step 10: The next page will ask you to select the EIN for which you are filing. You should only have ONE EIN listed because you are only responsible for ONE chapter. Choose your chapter from the dropdown list and then click "Continue."



NOTE: Your chapter's EIN number will appear here.

Select EIN

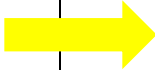
[Home](#) | [Security Profile](#) | [Logout](#)

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

Please select the EIN for which you want to file for

EIN

[MANAGE E-POSTCARD PROFIL](#) [CONTINUE](#)



Step 11: The next page will have some greyed-out fields that you cannot change. If you see an error in any of those fields, please contact your Coordinator, or email support@momsclub.org. Otherwise, continue as instructed here.

- **For the tax year ending:** Confirm the date is June 30, 2019. If any other date is listed **STOP NOW** and contact your Coordinator or email support@momsclub.org.
- **Has your organization terminated or gone out of business?:** Choose "No" unless your chapter has already disbanded within the past 12 months.
- **Are your gross receipts normally \$50,000 or less?:** Choose "Yes" unless your chapter raised over \$50,000 in revenue during the past year. Revenue includes all income, including dues and donations. If you have raised over \$50,000 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?

Organization's legal name -Line 1

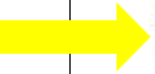
Organization's legal name -Line 2

Employer Identification Number (EIN)

[PREVIOUS](#) [CANCEL FILING](#) [CONTINUE](#)

Note: Be sure to confirm the date is June 30, 2019. If any other date is listed **STOP NOW** and contact your Coordinator or email support@momsclub.org.

Note: Confirm your chapter's EIN number is listed here.



Step 12: This page will be where you state your chapter's name and contact information.

- **DBA Name:** Enter your chapter's full legal name, including state. For example: MOMS Club of Whoville NY. You will not need the second DBA line so skip it.
- **Country:** This should be the US only since non-US chapters do not have to file the 990-N. Chapters associated with US military bases are considered to be in the US.
- **Number and Street (or PO Box):** If your chapter has a PO Box enter it here, otherwise enter the NEW incoming president's address.
- **Website:** You do not need to enter in your website address.
- **Principal Officer:** Enter in the NEW President's name and address (yes, again).

Once all information has been filled in, click "Submit Filing."

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

DBA Name - continued

Country*

Number and Street (or PO Box)*

City or Town*

State*

Zip Code*

Organization's website address, if applicable

Principal Officer:

Type of Name*

Person Name*

Country*

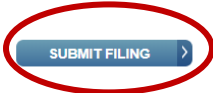
Number and Street (or PO Box)*

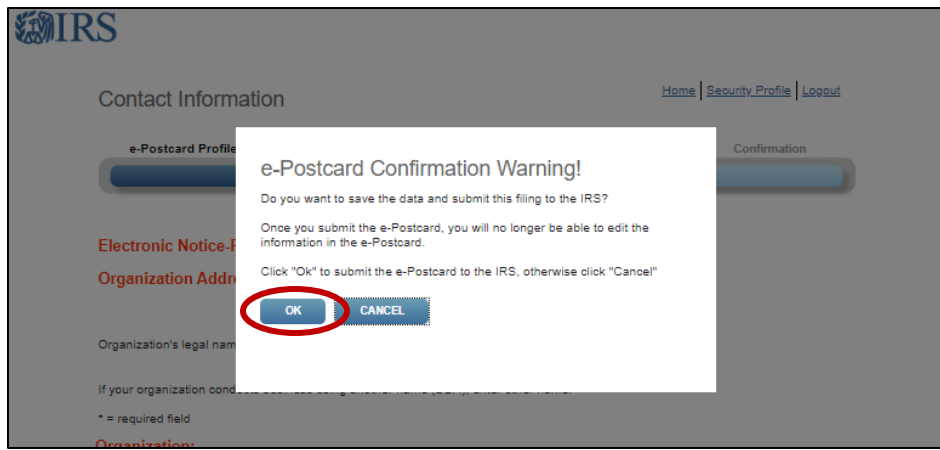
City or Town*

State*

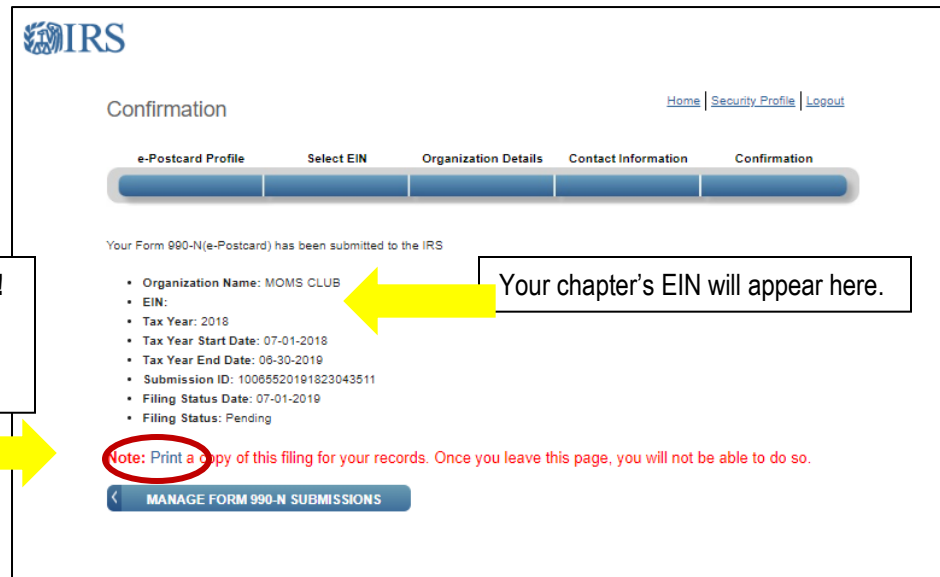
Zip Code*

NOTE: Be sure to enter your chapter's full legal name, including state.





Step 13: You will now be taken to your confirmation page. Print a copy for your records.



IMPORTANT! You will **NOT** receive an email confirmation! You'll need to take a screen shot of the page, or better yet, click on "Print" and submit that as proof of filing in either pdf or jpeg format.

If you accidentally click out of the confirmation page before capturing the image or saving the pdf, you can log back in and choose "Manage" your submission. Click on the highlighted Submission ID in the chart and that will bring you back to your confirmation page.

If you have any questions regarding filing the 990N postcard talk to your Coordinator or email support@momsclub.org!

We are here to help you!

