

IRS FORM 990-N

CREATING A LOGIN

OR

REGISTERING AS A NEW USER

In order to file your IRS Form 990-N, you must first create a Login, or register as a new user. This is best accomplished via the Urban Institute, and step-by-step procedures are provided herein. You will need a computer, access to the Internet and a Web Browser. If you do not know what these are, you will need more help than I can provide here: ask for help from a friend with computer skills.

Step One: First, turn on your computer and launch your Web Browser. Then enter the following Web address:

<http://epostcard.form990.org/> and hit enter.

Step Two: The following page should be displayed on your computer:



[Home](#) [Support](#) [links](#) [Log In](#)

e-Postcard: file your electronic IRS Form 990-N

File your electronic Form 990-N (e-Postcard).

Click [here](#) for more information on who must file Form 990-N (e-Postcard)

NOTICE:

If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard may be filed for a fee through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, either recently created or from a previous year, go to Step 2.

STEP 2: [Create your Form 990-N \(e-Postcard\)](#)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

STEP 3: [Submit your Form 990-N \(e-Postcard\)](#)

Once you complete your e-Postcard, click the "Submit Filing to IRS" button. [Requirements and tips](#) for using this website.

[Requirements and tips for using this website](#)

Step Three: Place your cursor over “STEP 1: [Register as a New User](#)” and left click your mouse. The following page should appear:



[Home](#) [Support](#) [links](#) | [log In](#)]

Request Login ID

You need a login ID and password to electronically file your organization's IRS Form 990-N (e-Postcard).

Exempt Organizations: If you are filing or assisting someone who is filing, you will need the organization's employer identification number (EIN). The EIN is a 9-digit number with the following format (xx-xxxxxxx). When you enter the EIN on the next page, the system will create your login 10 based on the organization's EIN. The login ID will be the EIN (without the dash) plus a two digit number (i.e. xxxxxxxx01). Your login ID will never change. If another user requests a login ID for the same EIN, the last two digits of his or her login ID will be different (i.e. xx-xxxxxxx02, xx-xxxxxxx03, etc.).

Preparers: If you are a professional preparer or you are assisting more than one organization, you can request one "Preparer" login 10 that allows you to submit Forms 990-N (e-Postcards) on behalf of multiple exempt organizations. After you select "Preparer" on the next page, you will be prompted to enter your personal login 10. Your login 10 will not be based on the EIN of an organization.

Once you have completed the login 10 request process, you will receive an email containing an activation link. Click on the link to activate (and use) your login 10. The e-Postcard website will **not** recognize your login 10 until you activate it through the email link.

Next

More information is displayed here, but it is general information and not part of the creation of the Login process.

Step Four: Place your cursor over the "Next" Button and left click your mouse. The Following page should appear:



Request Login ID

Please select Exempt Org or Preparer:

(for a definition of the two login ID types, return to the previous page.)

Login ID Type:

Exempt Organization

Organization EIN:

 -

If you are a subordinate organization, be sure to enter your own EIN. Do not enter the EIN of your parent organization or another subordinate organization.

Back

Next

More information is displayed here, but it is general information and not part of the creation of the Login process.

Step five: Enter your 9 digit EIN Number in the fields provided. Then place your cursor over the "Next" Button; and left click your mouse. The following page should appear:



Request Login ID

Please enter the following information and then click the 'Next' button (All fields are required.)

Login 10 Type: **Exempt Organization**

Login ID: (your EIN, entered on the previous page, will appear here)

Organization Name: **FREE & ACCEPTED MASONS OF ARKANSAS**

Password: NOTE: Password must be between 6 and 15 characters and is case sensitive.

Verify Password:

First Name:

Last Name:

Email Address:

Verify Email Address:

Daytime Phone:

More information is displayed here, but it is general information and not part of the creation of the Login process.

Step Six: Enter the information in the seven boxes above. When all the information is entered, put your cursor over the "Next" Button and left click your mouse. The following page should appear:



Request Login ID - Success

The following login ID was successfully created:

Login ID: (your login ID will appear here)
Name: (your name will appear here)
Email: (your email address will appear here)
Organization: FREE & ACCEPTED MASONS OF ARKANSAS

Activating Your Login ID.

You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter allows emails from **epostcard@urban.org**.

Close your browser now and activate your login ID through the link in the activation email.

Step Seven: You have now successfully created a login and password, which will allow you to file your IRS Form 990-N. All that remains is to activate your login and create your Form 990-N. Note that your Login ID is an eleven (11) digit number: this is your nine (9) digit EIN number PLUS two (2) additional numbers, which represent the users on this account. To Activate your login, close your browser and open your email. You will receive an email, which will include a "link" to activate your login. The email you will receive will look like this:

[your name],

This email allows you to activate your login ID so that you can use the Form 990-N system. You will not be able to use the Form 990-N system until you have activated your login ID. The following is your Form 990-N login ID information:

Login ID: [eleven digit number (no spaces)]

Name: [your name]

Organization: FREE & ACCEPTED MASONS OF ARKANSAS Login Type: Exempt
Org

Click the link below to activate your login ID. (Note if your email program does not display the web page as a link, copy the whole link text and paste it into your browser's address box.)

IMPORTANT: You should close any open browser windows before you click this link.

[https://epostcard.fonn990.org/fnnAdminLoginActivate.asp?A= \[numbers and letters\]](https://epostcard.fonn990.org/fnnAdminLoginActivate.asp?A=[numbers and letters])

Contact technical support if you have any questions

Form 990-N Technical Support Team email:

epostcard@urban.org

Phone (toll free): 866-255-0654

Step Eight: Place your cursor over the link (that part of the email that is underlined) and left click your mouse. The following page should appear:



Activate Login ID

If the information below is correct, enter your password and click the *Next* button. If the information is not correct, contact [Tech Support](#).

User Name:	[your name]
Login ID:	[your Login ID]
Login Type:	ExemptOrg
Org Name;	FREE & ACCEPTED MASONS OF ARKANSAS

Password:

Note: Your password is case sensitive.

Next

More information is displayed here, but it is general information and not part of the creation of the Login process. After you have entered your password, place your cursor over the “Next” button and left click your mouse. The following page should appear.

Step Nine: Enter your Password. Place your mouse over the “Nest” Button and left click your mouse. The following page should appear:



Activate Login ID (Success)

Congratulations, your login ID has been activated.

Login Information:

Login ID: [your Login ID]
Password: [your password]

Name: [your name]
Organization: FREE & ACCEPTED MASONS OF ARKANSAS
Email: [your email]

If you choose to print this page, please make sure that you keep it in a secure location that cannot be accessed by others.

Create your Form 990-N (e-Postcard) Now

Return to Home Page

You are done! If you want to file now, click the “Create your Form 990-N (e-Postcard) Now” box, if not close the page.