

FILING THE E-POSTCARD

IRS FORM 990-N

After you have created a Login ID and a Password, and you have activated your account, you will be able to file your IRS Form 990-N (or the e-Postcard). To start the process:

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](#)

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 \(e-Postcard\)](#)

There is more on this page, but this is all that is necessary for this step.

Step Three: Place your cursor over the "STEP 2: Create your Form 990-N (e-Postcard)" and left click your mouse. The following page should appear.



e-Postcard

file your electronic IRS Form 990
Home Support Links Login

Login

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You have requested an option that requires you to login.

Please enter your login ID and password:

Login ID

Password

NOTE: Your password is case sensitive

If you do not remember your login ID: For tax exempt organizations, your login ID starts with the EIN of your organization (without the dash/hyphen) plus two digits. The two digits are placed at the end of the EIN and are 01 for the first person who prepares the organization's 990-N (e-postcard). That login ID does not change until a new person takes over preparing the Form 990-N. The new person would obtain their own login ID- which will end with 02. So for EIN 55-5555555, the first login ID would be 5555555501. The Login ID for the second person who prepares the Form 990-N would be 5555555502. The Login ID for the person after that would be 5555555503 and so on. If the same person prepares the Form 990-N each year, their login ID does not change from year to year.

If you know your login ID, but forgot your password, enter your login ID above and click the 'Email Password' button. The system will send your password to the email address we have on file for you.

I forgot my password, please email it to me.

There is more on this page, but this is all that is necessary for this step.

Step four: Enter your eleven digit Login ID (your EIN Number plus your user number) and your password (remember your password is case sensitive). Place your cursor over the "Log In" Button and left click the mouse. If you have already created an e-postcard for this period, the following screen will appear:



Form 990-N Home Control Panel Log Out

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

Your organization has already filed an e-Postcard for 2012 (1/1/2012 through 12/31/2012). The system will not accept an amended e-Postcard. You can make corrections or update your information when you file your next e-Postcard, which will be due after 12/31/2013.

| [Go To Form 990-N Home](#) |

[Go To Control Panel](#)

Questions or problems regarding this website should be directed to [Tech Support](#).

There is more information on this page, but not included here. If you have not already created an e-Postcard for this period, and have not logged on to the site for six months, the following screen will appear:



Verify Filer information

[Your name], welcome back to thee-Postcard website. Our records indicate that it has been at least 6 months since you last verified your Login information for our website. In order to ensure that we are able to send your e-filing receipt to the proper email address, we would like to request that you verify that the following information is still correct:

Organization	FREE & ACCEPTED MASONS OF ARKANSAS
Login ID:	[your eleven digit Login ID]
Name:	[Your name]
Email Address:	[Your email address]
Phone:	[Your Phone Number]

If the information above is correct, please click the button labeled Yes, my information is correct below. If the information is not correct, please click the No, I need to update my information button below. If this is not you, and you need to create your own login ID for this organization, please click the No, I need my own Login ID button below.

There is more information on this page, but not included here.

Step five: If the information needs to be corrected, place your cursor over the “No, I need to update my information before I proceed” button and left click your mouse. Follow the instructions on the screen to update your information. If the information here is correct, then place your mouse over the “Yes, my information is correct. Let me proceed” button and left click your mouse. The following page should appear.



Form 990-N Home ControlPanel Log Out

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

A For the tax year period beginning [date] and ending [date]

B Has your organization terminated or gone out of business?

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

C Organization's legal name - Line 1

Organization's legal name - Line 2

D Employer identification number (EIN)

Click the image next to any field for help/instructions.

On line "A" enter the dates for the tax year for which you are filing; line "B," unless you have surrendered your charter select "No" and if your receipts were less than \$50,000.00, select "Yes."; line "C" Line 1 will have your organizations name, and you leave line 2 blank; line "D" you enter your EIN number (not your Login (which is 11 digits) but your EIN (which is 9 digits)). Place your cursor over the "Next Page" Button and left click your mouse. The following page should appear:



- Quick Jump ▼
- Form 990-N (e-Postcard) ▼
- Logout

**Electronic Notice - Form 990-N (e-Postcard)
Organization Address and Principal Officer Information**

Save Changes before jumping to another page.

A Organization's legal name:

FREE & ACCEPTED MASONS OF ARKANSAS

B If your organization conducts business using another name (dba), enter other name:

DBA name

DBA name – continued

C In care of Name

D Organization's mailing address:

Country

Number and street (or PO Box)

City or Town

State

Zip code

E Organization's website address, if applicable

F Principal Officer:

Type of name

Name

Country

Number and street (or PO Box)

City or town

State

Zip code

Fill out the appropriate information: in you are not doing business under a different name, leave that section blank; the type of name is person. When complete, place your cursor over the "Submit Filing to IRS" Button and left click your mouse. The following screen should appear:

Form 990-N (e-Postcard) Submitted

Page 1 of 1



[Home](#) | [Support](#) | [Links](#) | [log Out](#) |

Form 990-N (e-Postcard) Submitted

FREE & ACCEPTED MASONS OF ARKANSAS

[your EIN Number]

[year of filing will be displayed here] IRS Form 990-N (e-Postcard)

[dates of filing period will be displayed here]

Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.

Print this page for your records and forward a copy to the Grand Lodge Office. Close your Browser, you are done.