REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. **All filers** must register at IRS.gov prior to filling their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year. See below for step-by-step instructions.
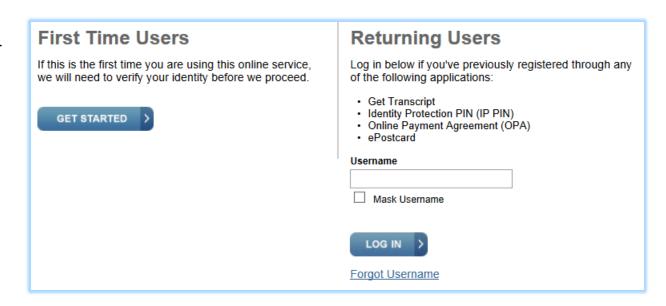
Go to irs.gov/990N.

Click on *Form 990-N Electronic Filing System (e-Postcard)*

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)
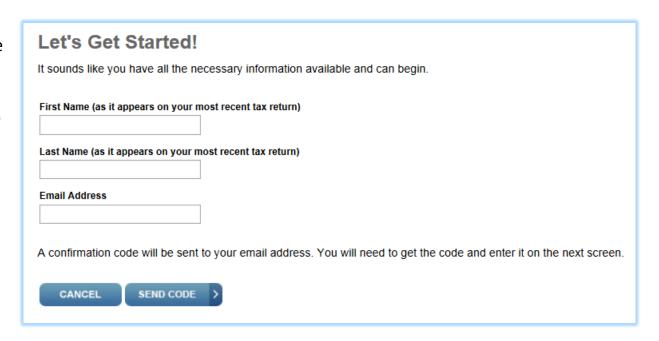
How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the Form 990-N Electronic Filing System (e-Postcard).

Click "GET STARTED"

First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

GET STARTED >

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

☐ Mask Username

LOG IN >

Forgot Username

REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

Enter name and email address - click "SEND CODE"

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.
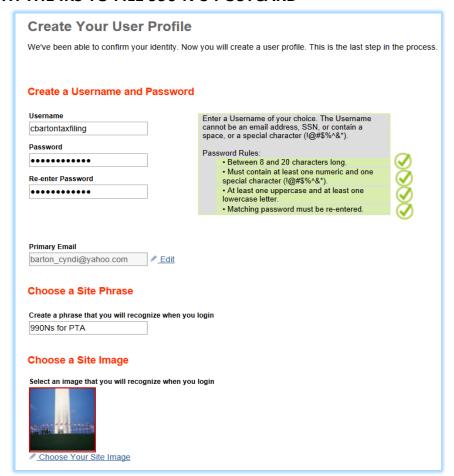
CANCEL   SEND CODE >

You will receive an email with a confirmation code. Note: check your spam/junk folder if you don't receive this email. Enter the code received and click "CONTINUE."
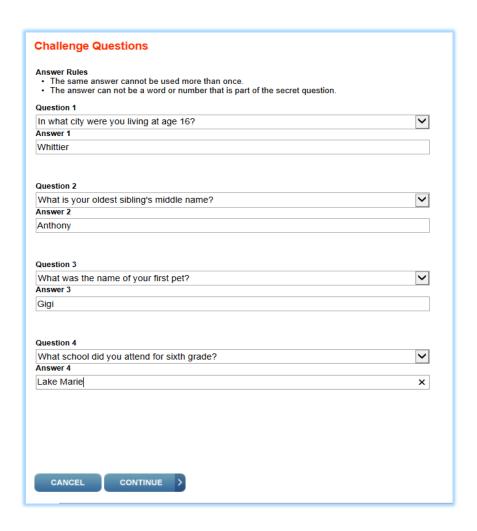
IRS.online.services@irs.gov   Today at 9:21 AM

To barton_cyndi@yahoo.com

Your confirmation code is: 4918-2019
This code will expire in 15 minutes. Enter it into the Email Confirmation Code field as soon as possible to access your requested service.
This is an automated email. Please do not reply.
The IRS will never initiate contact through email asking taxpayers for personal or financial information.

Enter email confirmation code

We just sent you an email with a confirmation code. Please read that email and enter the code here.

Please keep this window open so you don't have to start over.
Open your email in another tab or window: Gmail Outlook Yahoo AOL

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't received the confirmation code, try resending the email .

CANCEL   CONTINUE >

REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

CREATE YOUR USER PROFILE

Choose a username and password.

Choose a site phrase and site Image. These will appear on your login page before you enter your password. Seeing these while logging in ensures that you are on the official IRS website and not a fake/scam site Create your user profile.

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

cbartontaxfiling

Password

●●●●●●●●●●●●

Re-enter Password

●●●●●●●●●●●●

Enter a Username of your choice. The Username cannot be an email address, SSN, or contain a space, or a special character (!@#$%^&*).

Password Rules:
• Between 8 and 20 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.

Primary Email

barton_cyndi@yahoo.com   ✏ Edit

Choose a Site Phrase

Create a phrase that you will recognize when you login

990Ns for PTA

Choose a Site Image

Select an image that you will recognize when you login

✏ Choose Your Site Image

Choose four (4) challenge questions. When complete click "CONTINUE"

Challenge Questions

Answer Rules
- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

In what city were you living at age 16?

Answer 1

Whittier

Question 2

What is your oldest sibling's middle name?

Answer 2

Anthony

Question 3

What was the name of your first pet?

Answer 3

Gigi

Question 4

What school did you attend for sixth grade?

Answer 4

Lake Marie   ✕

CANCEL   CONTINUE ›

The "User Profile Successfully Created" page will appear. Click "CONTINUE."

User Profile Successfully Created

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

CONTINUE ›

Click "CONTINUE" on the Login History page

Your Login History

For your security, we will show you your most recent login history every time you login.

Security Announcement

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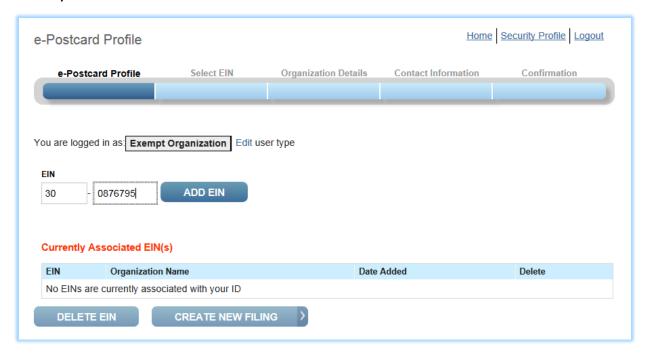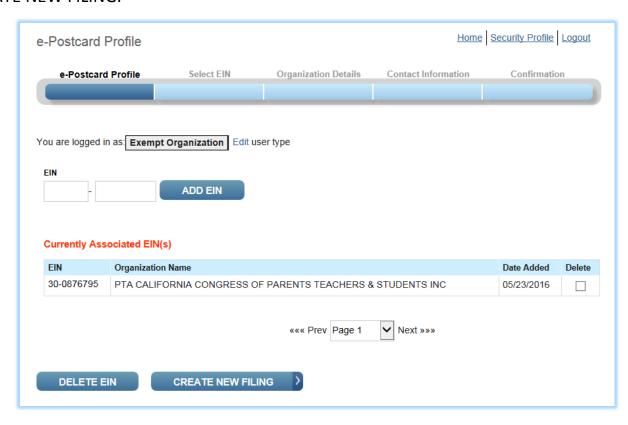
CONTINUE ›

REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

Click on "MANAGE E-POSTCARD PROFILE"

Electronically file your Form 990-N (e-Postcard)

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: 1.1.0

Version Build Date: 2016-04-21 14:59

Select Exempt Organization as the User Type. Click "CONTINUE."

e-Postcard Profile

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

Please select Exempt Organization or Preparer

User Type

Exempt Organization ▾

< **PREVIOUS**   **CONTINUE** >

REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

Enter the EIN of your PTA and click on "CREATE NEW FILING."

The EIN number will be add to the "Currently Associated EIN(s)" list. *Note: Confirm that you are using the correct EIN for your PTA and that you have entered that number correctly.* Click "CREATE NEW FILING."
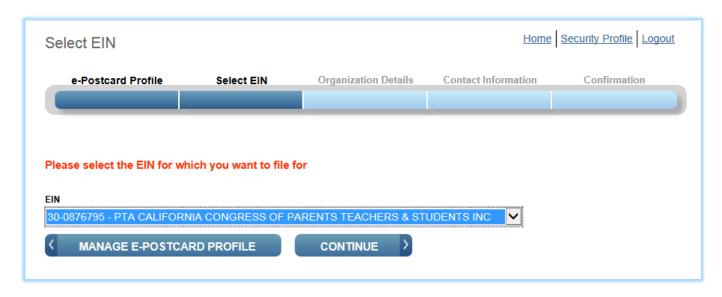
REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

FILING THE 990-N e-POSTCARD

Select the EIN from the list. Click "CONTINUE."

Click "CONTINUE."

REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

ORGANIZATION DETAILS Screen

The tax year ending date is prefilled and you cannot change it. IF this is different than what is stated in your bylaws, please contact your district PTA or California State PTA at taxinfo@capta.org.

Has your organization terminated or gone out of business? Select NO.

Are your gross receipts normally $50,000 or less? Select YES.
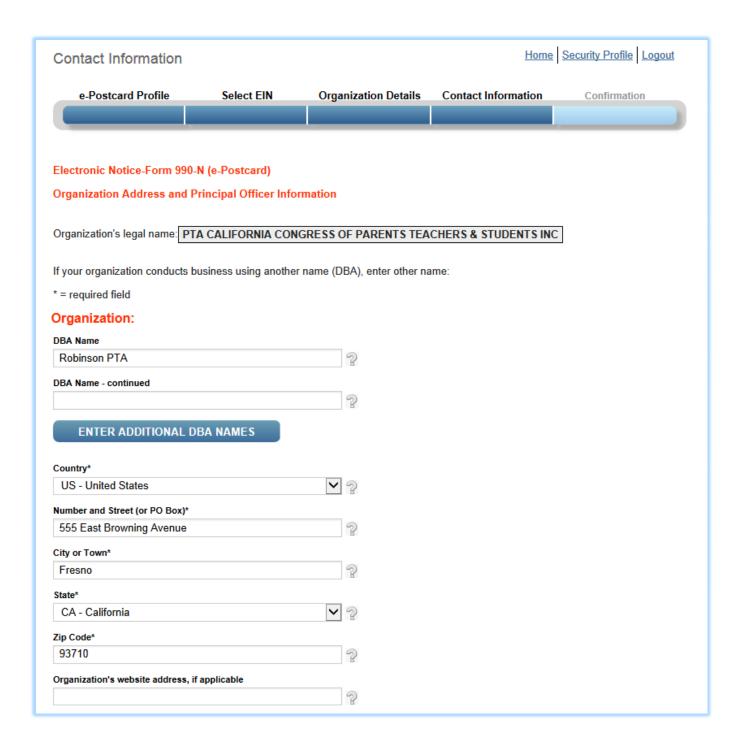 (If your gross income is more than $50,000 you will need to file the 990EZ or 990.)

The other fields are prefilled. Click "CONTINUE."

REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

CONTACT INFORMATION Screen

DBA – Enter the name of your PTA as it appears in your bylaws.

Address – Enter the school address.

Contact Information

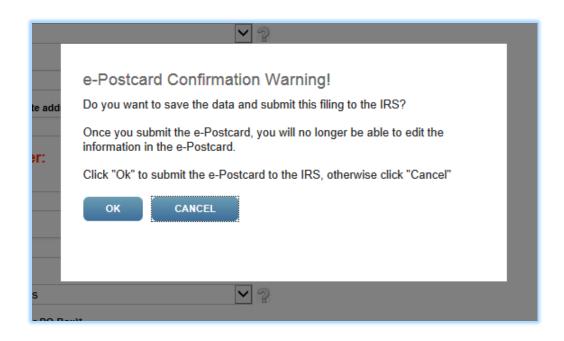| e-Postcard Profile	Select EIN	Organization Details	Contact Information	Confirmation

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

Organization Address and Principal Officer Information

Organization's legal name: PTA CALIFORNIA CONGRESS OF PARENTS TEACHERS & STUDENTS INC

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

* = required field

Organization:

DBA Name

Robinson PTA

DBA Name - continued

ENTER ADDITIONAL DBA NAMES

Country*

US - United States

Number and Street (or PO Box)*

555 East Browning Avenue

City or Town*

Fresno

State*

CA - California

Zip Code*

93710

Organization's website address, if applicable

CONTACT INFORMATION Screen *(continued)*

Principal Officer – Enter the president's name.

Address – Enter the school address. It is not necessary to enter the president's home address. (Note: For purposes of this example the California State PTA office has been entered.)
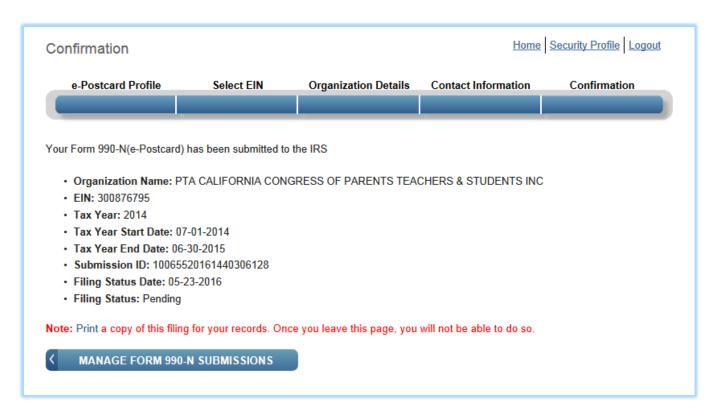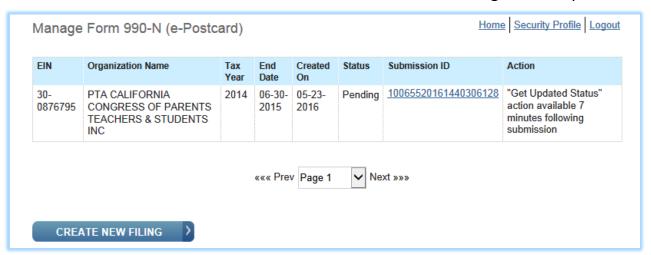
Click "SUBMIT FILING."

Principal Officer:

Type of Name*

Person

Person Name*

Cyndi Barton

Country*

US - United States

Number and Street (or PO Box)*

2327 L Street

City or Town*

Sacramento

State*

CA - California

Zip Code*

95816

PREVIOUS   CANCEL FILING   SAVE FILING   SUBMIT FILING

Click OK. Your 990-N filing is complete and editing is no longer possible.

Please save (PDF, JPEG, etc.) or print this confirmation page. This is your only opportunity to do this. Click "MANAGE FORM 990-N SUBMISSIONS."
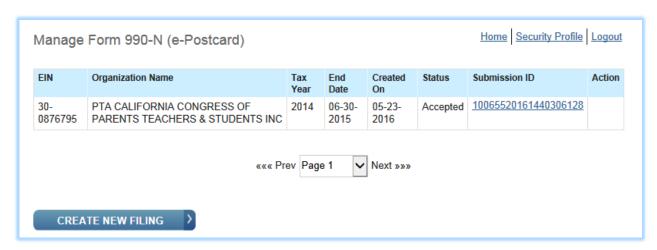
REGISTERING WITH THE IRS TO FILE 990-N e-POSTCARD

Your submission will show the status of PENDING. Refresh the page after 7 minutes (F5) and the "GET UPDATED STATUS" should now be visable. Click to see if filing was accepted.

If the status shows as "ACCEPTED," you have met the filing requirement. You may want to print a copy of this page and attach it to the previous confirmation you saved or printed.

IF THE STATUS SHOWS AS **REJECTED**, please contact your district PTA or California State PTA at taxinfo@capta.org.

Close your browser.

You are DONE!