

E-Postcard Filing Instructions – Revised 2016

1. Go to IRS website at: www.irs.gov/eo
2. Select “Annual Reporting and Filing”
3. Select “Annual electronic notice (e-postcard) for small exempt organizations”
4. Under “How To File” select “Form 990-N Electronic Filing System (e-postcard)”
5. Select “First Time User” (We are now First Time Users) then select “Get Started” (If Filed in 2016 you are no longer a “First Time User”).
6. Complete screen with first name, last name and email address that is already in your profile.
7. Select “Send Code” and wait for email with the 8 digit code. Must use the code within 15 minutes or it expires.
8. Create User Profile - Answer all the questions to create the profile.
9. After completing User Profile go back and select “Returning Users”
10. Type in the Username and click login
11. Verify site image and phrase.
12. Type in password and select submit. Then select “Continue”
13. Select “Manage Form 990-N submissions”
14. Select Exempt Organization. Enter EIN
15. Select “Create New Filing” and select your EIN from the drop down box and continue.
16. Answer the questions required for filing the e-postcard.

***If you do not know your Lodge’s EIN we do have those in the Grand Lodge office ~
601- 482 -2914.***