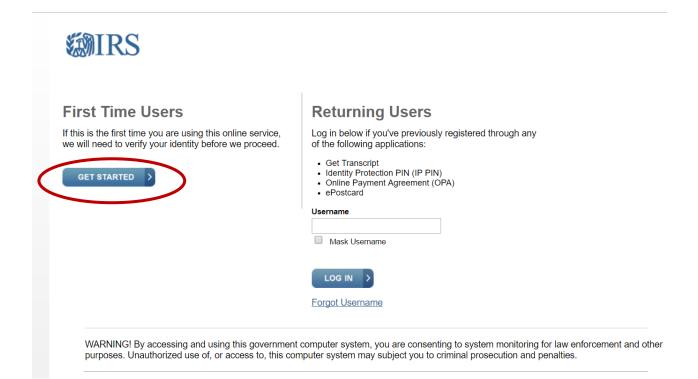


International MOMS Club® 990-N Postcard Filing Instructions

***Please note - 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 register as a First Time User. Click on the Get Started button.



Step 2: Let's Get Started!

Follow the directions on the screen and hit Continue. 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!

MIRS	
Let's Get St	arted!
It sounds like you hav	re all the necessary information available and can begin.
	rs on your most recent tax return)
Email Address	

Step 3: Enter your confirmation code and hit Continue.



Enter email confirmation code

We just sent you an email to nadine@starfleet.com with a confirmation code. Please read that en

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 yo code, try resending the email.



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

Create a Username and Password

Username	
Password	
Re-enter Password	

Enter a username of your c username should be 8-24 c cannot be an email address space, or a special characte

Password Rules:

Between 8 and 20 charac

Choose a Site Phrase

Create a phrase that you will recognize when you login

startrekrocks

Choose a Site Image

Select an image that you will recognize when you login



Choose Your Site Image



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	
Answer 1	
Question 2	
Answer 2	
Question 3	
Answer 3	

Step 5: The next screen will show this message:



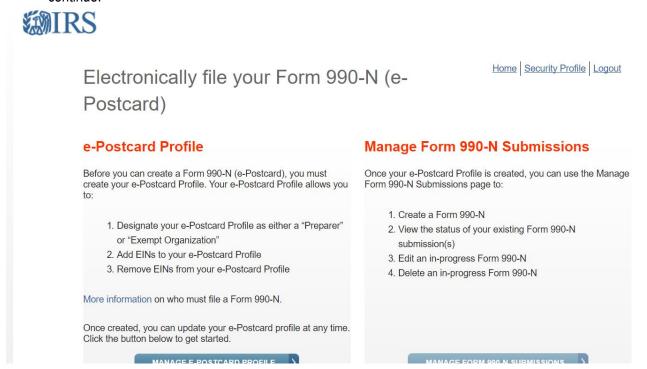
Online Security Information

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

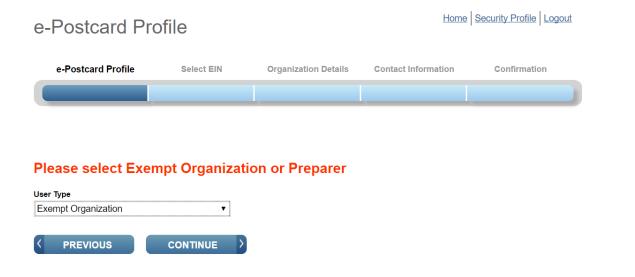
Security Announcement

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

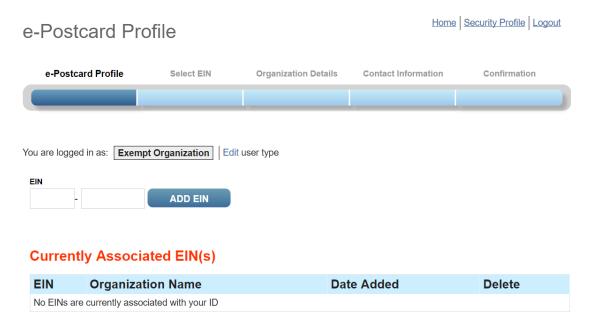
Step 6: The next screen will take you to where you actually file your 990-N. Click on Manage E-Postcard Profile to continue.



Step 7: On the next page, choose Exempt Organization from the drop-down menu and Click 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 unique EIN number, please contact your MOMS Club Coordinator.



Step 9: After you hit Add EIN, your EIN number will appear in the chart below with MOMS Club as the organization name.

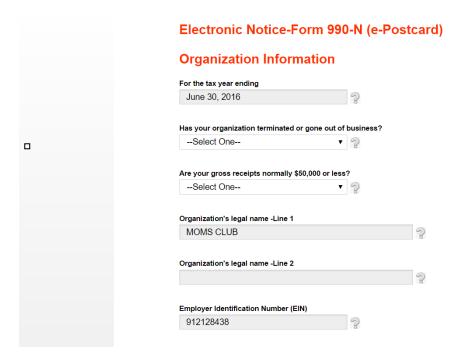


Step 10: The next page will ask you to select the EIN for which you are filing. You should only have ONE EIN listed because you are only responsible for ONE chapter. Choose your chapter and then click Continue.



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. Otherwise, continue as instructed here.

- Has your organization terminated or gone out of business?
 - Choose No, unless you have already disbanded within the past 12 months.
- Are your gross receipts normally \$50,000 or less?
 - Choose Yes, unless you have raised over \$50,000 in the past year for a project. If this is the case, please contact your Coordinator.
- Click Continue

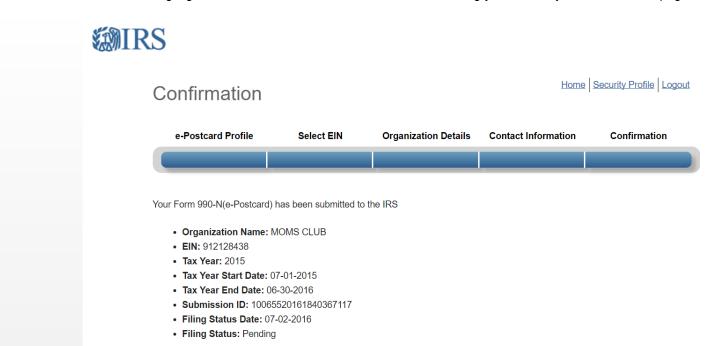


Step 12: This page will be where you state your legal chapter name.

- DBA Name: Make sure you use your full legal name, including state. For example: MOMS Club of Whoville NY. You will not need the second DBA line so skip it.
- Choose your country this should be the US only since non-US chapters do not have to file the 990-N.
- Fill in the NEW President's address for the 2018-2019 term.
- You do not need to enter in your website address.
- Enter in the NEW President's name and address (yes, again).
- Click Submit.

Electronic Notice-Form 990-N (e-Postcard) Organization Address and Principal Officer Information Organization's legal name: MOMS CLUB If your organization conducts business using another name (DBA), enter other name: * = required field Organization: DBA Name MOMS Club of Brockport NY DBA Name - continued 3 ENTER ADDITIONAL DBA NAMES Country* --Select One--Number and Street (or PO Box)* City or Town* State* --Select One--Zip Code* Organization's website address, if applicable **Principal Officer:** Type of Name* ¥ 2 --Select One--Person Name* Country* --Select One--¥ 3 Number and Street (or PO Box)* City or Town* --Select One--Zip Code*

Step 13: You will now be taken to your confirmation page. Print a copy for your records. **You will NOT receive an email confirmation!** You'll need to take a screen shot of the page 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, 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!
We are here to help you!

