



## 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.



### 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](#)

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

## 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!



### 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

## 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 email.

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 don't see the 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 choice. Your username should be 8-24 characters long and cannot be an email address, contain a space, or a special character.

Password Rules:

- Between 8 and 20 characters

### Choose a Site Phrase

Create a phrase that you will recognize when you login

### 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.



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

[Home](#) | [Security Profile](#) | [Logout](#)

### 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

**Step 7:** On the next page, choose Exempt Organization from the drop-down menu and Click Continue.

## e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

**Please select Exempt Organization or Preparer**

User Type

Exempt Organization ▼

PREVIOUS 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.

## e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN

-

ADD EIN

### Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

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

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN

-

ADD EIN

### Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
91-2128438	MOMS CLUB	07/02/2016	<input type="checkbox"/>

**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.

## Select EIN

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Please select the EIN for which you want to file for

EIN

--Select EIN--

MANAGE E-POSTCARD PROFILE

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

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

#### Organization Information

For the tax year ending

June 30, 2016



Has your organization terminated or gone out of business?

--Select One--



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

--Select One--



Organization's legal name -Line 1

MOMS CLUB



Organization's legal name -Line 2



Employer Identification Number (EIN)

912128438



**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:

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

\* = required field

#### Organization:

DBA Name

?

DBA Name - continued

?

[ENTER ADDITIONAL DBA NAMES](#)

Country\*

?

Number and Street (or PO Box)\*

?

City or Town\*

?

State\*

?

Zip Code\*

?

Organization's website address, if applicable

?

#### Principal Officer:

Type of Name\*

?

Person Name\*

?

Country\*

?

Number and Street (or PO Box)\*

?

City or Town\*

?

State\*

?

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.



## Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** MOMS CLUB
- **EIN:** 912128438
- **Tax Year:** 2015
- **Tax Year Start Date:** 07-01-2015
- **Tax Year End Date:** 06-30-2016
- **Submission ID:** 10065520161840367117
- **Filing Status Date:** 07-02-2016
- **Filing Status:** Pending

*If you have any questions  
regarding filing the 990N postcard  
talk to your Coordinator!  
We are here to help you!*

