Issues Filing your 990-N?

As we are beginning a new fiscal year, you will need to file your 990 with IRS. The IRS has again changed the 990-N login process and you may be experiencing difficulties. This affects those who have not logged in since prior to February of 2023. If this applies to you, please see the below steps to create a **New** login and filing.

1. Open the electronic filing page:
   [Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) | Internal Revenue Service (irs.gov)](#)
2. Scroll down to the hyperlink box "Submit Form 990-N (e-postcard)", click on this box and it will direct you to the main IRS 990-N login. There is also a full User Guide available on this page.
   a. Recommended to bookmark this page for future reference.
3. Create a new account with Login.gov.
   a. A **NEW** account is needed if you have not logged in since prior to February 2023.
4. After creating a new account, log into IRS 990-N.
5. Once logged in select manage e-postcard profile.
6. Under "You Are Logged in as" choose edit, exempt org, and enter your EIN.
7. Click create new filing and proceed with filing.
8. When creating, please note the below items as they will result in errors and prevent filing:
   a. Update the e-postcard profile.
   b. When entering the address, do not use punctuation.
      i. Example: when entering street, either spell out the word or use ST with no punctuation. Using ST. will result in an error that will prevent you from filing. This applies to periods, commas, dashes, ect, as all will result in an error.

Reminder: Please file your 990 prior to the end of the calendar year if possible. Historically, January is when the IRS website is down for updates and maintenance.