

Filing the 990-N

A Step-by-Step Guide for First Time Users

Revised April 3, 2017; Published: April 20, 2016

Jewish War Veterans of the USA

National Membership Department

Objectives

After this training, you will:

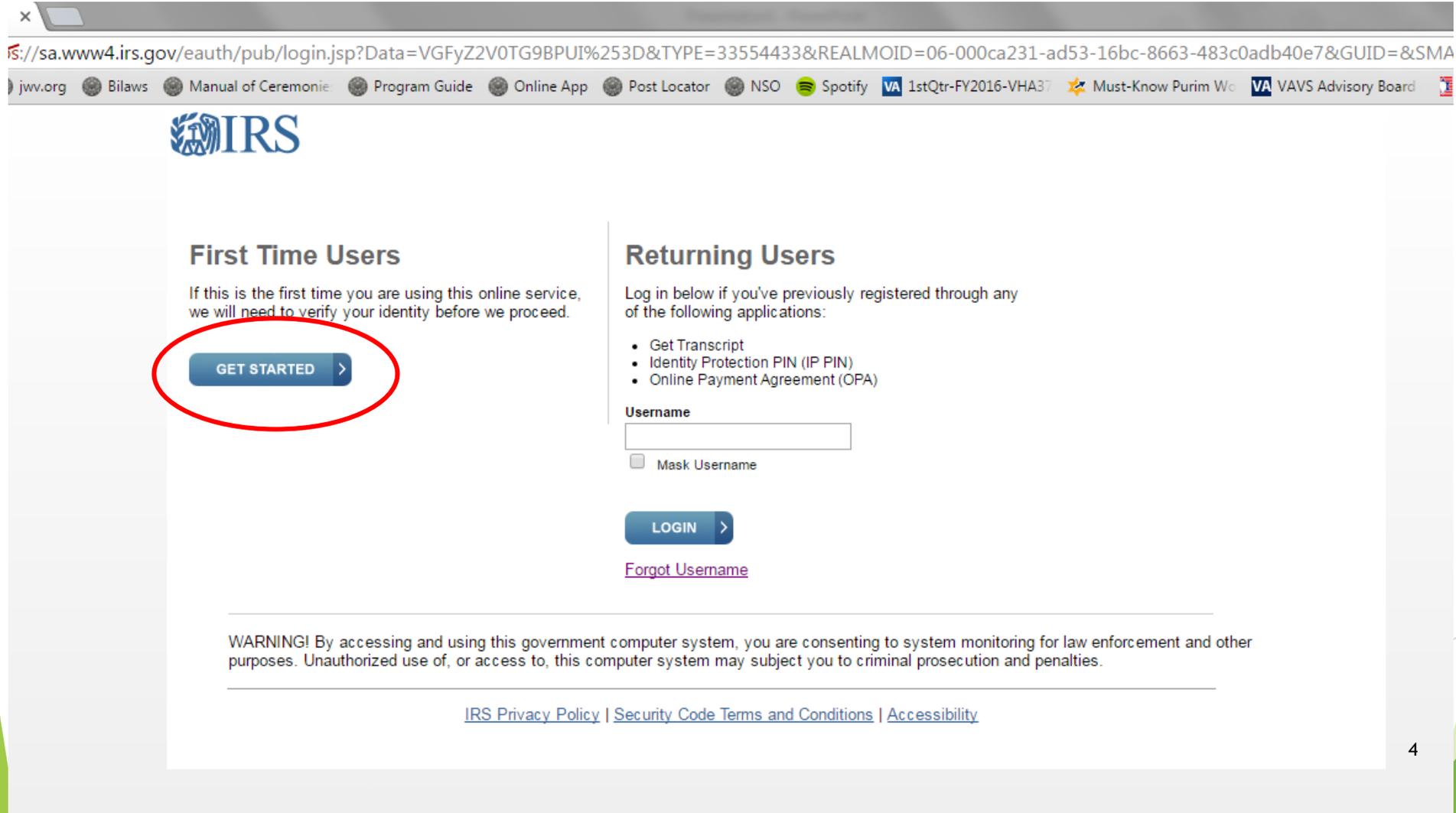
- ▶ Know the terminology and process for filing your echelon's 990-N.
- ▶ Be able to use the IRS's tax filing platform.
- ▶ Understand why your echelon must file its 990-N.

Step 1: Get online

1. Open your Internet Browser. **Google Chrome** or **Internet Explorer** are the best options. Avoid Mozilla Firefox. **Do not use AOL's browser, it is not compatible.**
2. Go to the filing website:
<https://sa.www4.irs.gov/epostcard/>

Tip: If you wish to learn more about Small Exempt Organizations' tax filing, visit:
<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Step 2: Begin as a First Time User. Click "Get Started."



The screenshot shows a web browser window with the URL `https://sa.www4.irs.gov/eauth/pub/login.jsp?Data=VGFyZ2V0TG9BPUI%253D&TYPE=33554433&REALMOID=06-000ca231-ad53-16bc-8663-483c0adb40e7&GUID=&SMA`. The browser's address bar and tabs are visible at the top. The IRS logo is prominently displayed. The page is divided into two main sections: "First Time Users" and "Returning Users". In the "First Time Users" section, a blue button labeled "GET STARTED" with a right-pointing arrow is circled in red. Below this button, there is a warning message and a footer with links to the IRS Privacy Policy, Security Code Terms and Conditions, and Accessibility. The "Returning Users" section includes a list of services, a username input field, a "Mask Username" checkbox, a "LOGIN" button, and a "Forgot Username" link.

IRS

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)

Username

Mask Username

[LOGIN](#)

[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.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Step 3: Confirm your email address.

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

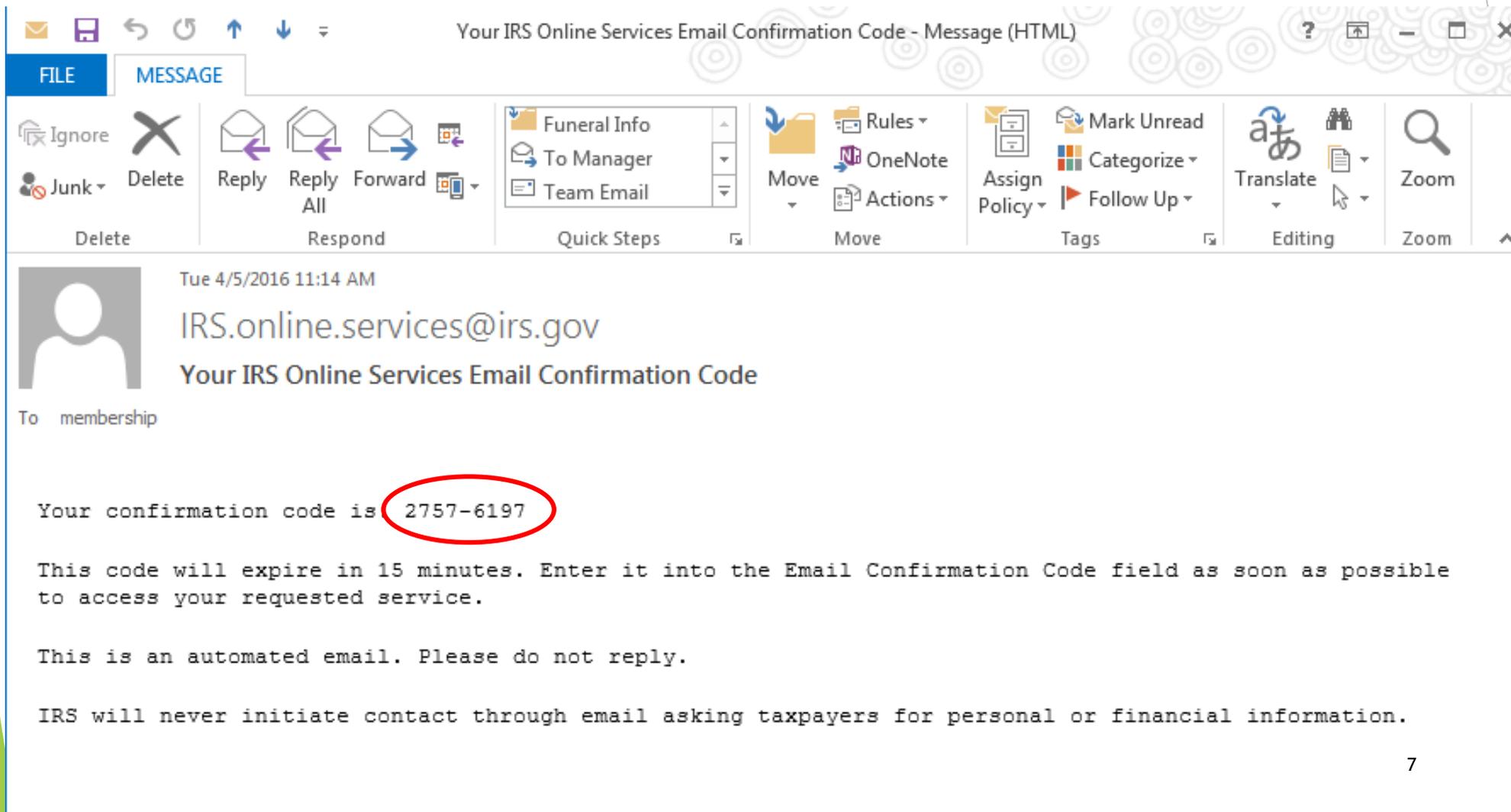
A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Step 3 Continued

- ▶ The IRS must be sure that you are a real person with a real email address. This step does not mean you have chosen a Username or password. It is solely to check if your email address is active.
- ▶ Enter your first and last name. This has nothing to do with your Post. You are registering as an individual user, so you need to enter your name.
 - ▶ If you filed in previous years, be sure to use the same name. (e.g. if your name is Benjamin, but you entered Ben last year. You enter Ben this year.)
- ▶ Enter your email address. You **MUST** use an email address that you can access now **AND** next year.
 - ▶ The IRS notes: **"A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen."**

Step 4: Keep the IRS website open, but open a new window or tab to check your email.



The screenshot shows an email client window titled "Your IRS Online Services Email Confirmation Code - Message (HTML)". The interface includes a ribbon with "FILE" and "MESSAGE" tabs, and various action buttons like Ignore, Delete, Reply, Forward, and Quick Steps. The email content is as follows:

Tue 4/5/2016 11:14 AM
IRS.online.services@irs.gov
Your IRS Online Services Email Confirmation Code

To membership

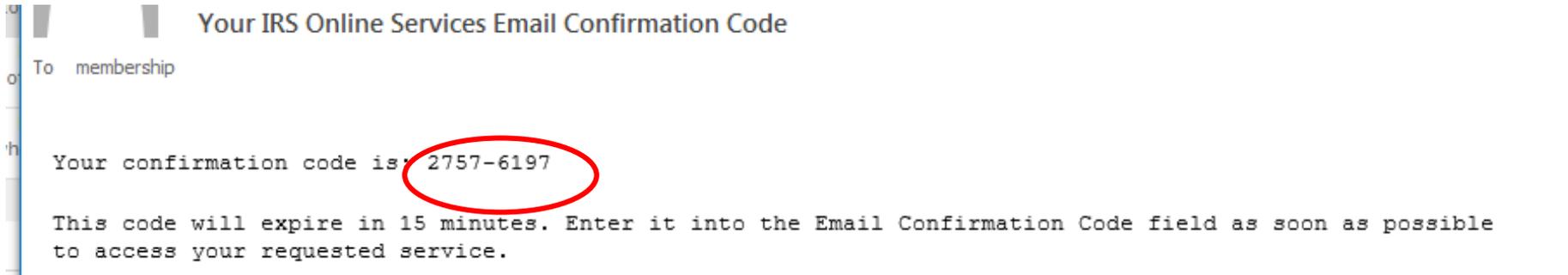
Your confirmation code is **2757-6197**

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.

IRS will never initiate contact through email asking taxpayers for personal or financial information.

Step 5: Copy the 8-digit confirmation code and enter it on the IRS website. Must do within 15 minutes!



This is NOT your password.

This is a temporary code used as a safety measure. The IRS must be sure you are a person with an authentic email address. Once you have entered this code into the IRS website, you will not need it again.

After entering the confirmation code, you are taken to the next page to create your User Profile.

https://sa.www4.irs.gov/eauth/pub/registration/profile_create.jsp

jwv.org Bilaws Manual of Ceremonie Program Guide Online App Post Locator NSO Spotify VA 1stQtr-FY2016-VHA37 Must-Know Purim Wc VA VAVS



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

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 (!@#\$\$%^&*).

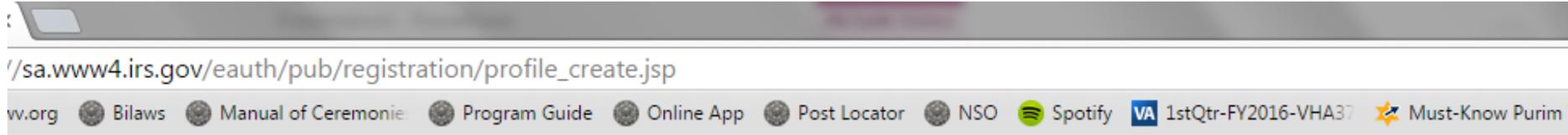
Password Rules:

- 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.

After entering the confirmation code, you are taken to the next page to create your User Profile.

- ▶ As the person filing the taxes, you are the User.
- ▶ When completing your profile, remember that it is YOUR user profile. Information you enter is unique to you. When another Post member takes on this job, s/he will create their own user profile.
- ▶ We do suggest that you create a Username that can be passed on to the next person such as JWVPost33. But you don't have to pass it on. Again, the next person can register as a new user and still be able to file the 990-N for the Post.

Step 6: Enter the Username you have chosen and create a Password.



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

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.



Step 7: Create a short Site Phrase and choose a Site Image.

Choose a Site Phrase

Create a phrase that you will recognize when you login

Thank a veteran

Choose a Site Image

Select an image that you will recognize when you login



[Choose Your Site Image](#)



Step 7: Create a short Site Phrase and choose a Site Image.

A screenshot of a website interface. On the left, there is a vertical grey bar. To its right, the text "Choose a Site Phrase" is displayed in red. Below this, a smaller instruction reads "Create a phrase that you will recognize when you login". Underneath that is a text input field containing the phrase "Thank a veteran".

Choose a Site Phrase

Create a phrase that you will recognize when you login

The Site Phrase is a security measure.

If you log on to the website to check the status of your filing, or to file next year, and you DON'T see your Site Phrase, then exit the website immediately. The Site Phrase should always appear on the page when you first log-on.

Given that, **be sure to choose a phrase you'll remember (and write it down for safe keeping)!**

Step 7: Create a short Site Phrase and choose a Site Image.

The Site Image is another security measure.

If you log on to the website and DON'T see your Site Image, then exit the website immediately. The Site Image should always appear on the page when you first log-on.

Choose an image you'll remember (and write down a description of it for safe keeping)!

Choose a Site Image

Select an image that you will recognize when you login



Choose Your Site Image



Step 8: Choose 4 Challenge Questions and Answers. Record for safe-keeping!

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

Question 4

Answer 4

CANCEL **CONTINUE >**

8. Options for Challenge Question 1

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?

What is the first name of your oldest niece/nephew?

What is the name of the elementary school you attended?

What is your maternal grandmother's first name?

What year was your father born? e.g., 1800

Answer 2

8. Options for Challenge Question 2

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 3

8. Options for Challenge Question 3

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

- What year was your mother born? e.g., 1800
- What is the first name of your spouse's oldest sibling?
- In what town was your first job?
- What was the name of your first pet?
- What was the name of the street you first lived on?

8. Options for Challenge Question 4

Question 3

Answer 3

Question 4

- What school did you attend for sixth grade?
- What street did you live on in the third grade?
- What is your maternal grandfather's first name?
- What was the last name of your first grade teacher?
- What is the last name of the best man/maid of honor in your wedding?

CANCEL

CONTINUE



Congrats! User Profile created!

Unless...

- ▶ If, when you click "Submit," you are taken to the top of the page again, then something you entered was incorrect. The website will prompt you **in red** wherever the mistake is. Fix it and then submit again.
- ▶ If, when you click "Submit," you are taken to a blank page or error page, then something went wrong on the IRS's platform. Unfortunately, you will need to close the website and repeat the process. That means getting a new confirmation code. Be patient and try again.

The User Profile you created is referred to as a "Security Profile." You can always make changes to it by clicking on "Security Profile" in the right corner.



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 >](#)

Application Version Number: 1.0.3

Version Build Date: 2016-03-08 18:18

Step 9: Create your e-Postcard Profile. Click "Manage e-Postcard Profile."

e-Postcard Home

https://sa.www4.irs.gov/epostcard/secure/home/

DMI JWV Intranet jvw.org Bilaws Manual of Ceremonie Program Guide Online App Post Locator NSO Spotify VA 1stQtr-FY2016-VHA37 Must-Know Purim Wc VA VAVS Advisory Board NMAJM Task&Purpose

IRS

Electronically file your Form 990-N (e-Postcard) [Home](#) | [Security Profile](#) | [Logout](#)

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MANAGE FORM 990-N SUBMISSIONS >

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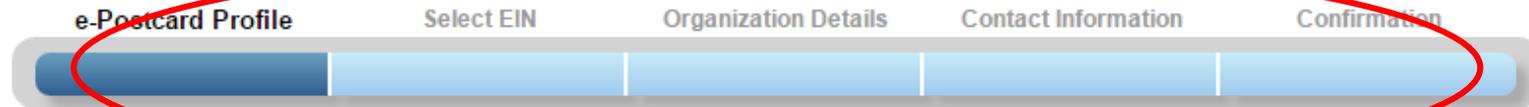
[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

Elements of the e-Postcard Filing



e-Postcard Profile

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



Please select Exempt Organization or Preparer

User Type

--Select One--	▼
--Select One--	
Exempt Organization	
Preparer	

Control Panel: Use these links to return to the home page, visit your Security Profile, or Log out of the system.

Status Bar: As you complete each section of the e-Postcard, the status bar will fill-in until 100% is reached.

Task: Each task to complete the e-Postcard will occur in the Task area.

9a. Select who is preparing the 990-N. If you are the JWV member/patron filing for your Post, choose “Exempt Organization.”

IRS

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

- Select One--
- Select One--
- Exempt Organization**
- Preparer

9b. Enter your echelon's EIN. Click "Add EIN" and then it should appear in the lower list. Click "Create New Filing."



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
	JEWISH WAR VETERANS OF THE UNITED STATES OF AMERICA INC	04/05/2016	<input type="checkbox"/>

««« Prev Page 1 Next »»»

DELETE EIN **CREATE NEW FILING** >

Step 10: Select your echelon EIN to file the 990-N.

The screenshot shows a web browser window with the URL <https://sa.www4.irs.gov/epostcard/secure/990n/forms/ein/>. The browser's address bar and tabs are visible at the top. The main content area features the IRS logo and a navigation menu with links for Home, Security Profile, and Logout. A progress bar below the logo indicates the current step: 'Select EIN' is highlighted in dark blue, while 'e-Postcard Profile', 'Organization Details', 'Contact Information', and 'Confirmation' are in light blue. Below the progress bar, a red instruction reads: 'Please select the EIN for which you want to file for'. Underneath this instruction is a dropdown menu labeled 'EIN'. The dropdown is open, showing two options: '-Select EIN-' (highlighted in blue) and '-Select EIN- JEWISH WAR VETERANS OF THE UNITED STATES OF AMERICA INC' (highlighted in orange).

Step 11: Confirm your echelon's information.



Organization Details

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

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

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

Organization Information

For the tax year ending

August 31, 2015 ?

Has your organization terminated or gone out of business?

No ?

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

--Select One-- ?
--Select One--
Yes
No
JEWISH WAR VETERANS OF THE UNITED ?

Organization's legal name -Line 2

STATES OF AMERICA INC ?

Employer Identification Number (EIN)

220052205 ?

[PREVIOUS](#) [CANCEL FILING](#) [CONTINUE](#)

If you are unsure about any of the questions, click the “?” to the right and an info box will appear.

v/epostcard/secure/990n/forms/organization/

Manual of Ceremonie Program Guide



Organization Deta

e-Postcard Profile

Electronic Notice-Form 990 (or 990-EZ)

Organization Information

For the tax year ending

August 31, 2015



sa.www4.irs.gov says:

This field contains your organization's tax year period as shown in IRS records. You cannot change the tax year on this form. If you have changed your tax year (annual accounting period), report the change to:

Internal Revenue Service
TE/GE, EO Determinations Office
Room 4024
P.O. Box 2508
Cincinnati, OH 45201

Prevent this page from creating additional dialogs.

OK

Is your organization still operating?

sa.www4.irs.gov says:

If your organization is still operating as a tax-exempt organization, select "no." If your organization has terminated (gone out of business), select "yes." If you select "yes," the IRS will no longer consider your organization to be tax-exempt. For information about termination of an exempt organization, go to www.irs.gov/eo and click "Life Cycle."

OK

Is your gross income \$50k or less?

sa.www4.irs.gov says:

If your organization's gross receipts are normally \$50,000 or less, select "yes." Your organization's gross receipts are considered to be \$50,000 or less if the organization:

- Has been in existence for one year or less and received, or donors have pledged to give, \$75,000 or less during the organization's first tax year;
- Has been in existence between 1 and 3 years and averaged \$60,000 or less in gross receipts during each of its first 2 tax years; or
- Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which you are filing the e-Postcard).
- If your organization's gross receipts are normally greater than \$50,000, you cannot file the e-Postcard. You must file Form 990 or Form 990-EZ.

Step 12: Confirm Contact Info. If your Post registered its EIN under its formal name, you may wish to add its shortened name as a “DBA.”

Contact Information

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

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:

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

* = required field

Organization:

DBA Name



DBA Name - continued



ENTER ADDITIONAL DBA NAMES

For example:
Elin-Unger-
Waldor-
Meranus-
Ferdinand Post
273 might add
the DBA: JWV
Post 273.

12. Confirm Contact Info. If your Post has a mailing address, enter into the “Organization” section. If not, use your mailing address. As the person filing, you are the “Principal Officer.” Enter your info there.

Organization:

DBA Name

New Brunswick Post 133



DBA Name - continued



ENTER ADDITIONAL DBA NAMES

Country*

US - United States



Number and Street (or PO Box)*



City or Town*

Somerset



State*

NJ - New Jersey



Zip Code*



Organization's website address, if applicable



Principal Officer:

Type of Name*

Person

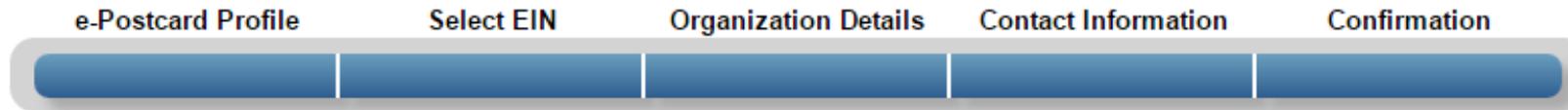


Step 13: Review your submission and then print.



Confirmation

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



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

- **Organization Name:** JEWISH WAR VETERANS OF THE UNITED STATES OF AMERICA INC
- **EIN:** [REDACTED]
- **Tax Year:** 2014
- **Tax Year Start Date:** 09-01-2014
- **Tax Year End Date:** 08-31-2015
- **Submission ID:** [REDACTED]
- **Filing Status Date:** 04-05-2016
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[< MANAGE FORM 990-N SUBMISSIONS](#)

Step 14: A new page will open with your 990-N receipt. You will NOT receive this confirmation via email. PRINT NOW.

Form 990-N **Electronic Notice (e-Postcard)** OMB No. 1545-2085

Department of the Treasury Internal Revenue Service for Tax-Exempt Organization not Required to File Form 990 or 990-EZ 2014

Open to Public Inspection

A For the 2014 Calendar year, or tax year beginning 2014-09-01 and ending 2015-08-31

B Check if available
 Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: JEWISH WAR VETERANS OF THE UNITED STATES OF AMERICA INC
[REDACTED]
NJ, US, 08873

D Employee Identification Number: [REDACTED]

E Website:

F Name of Principal Officer: [REDACTED]
[REDACTED]
NJ, US, 08873

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

To check the status of your filing, make changes to your security profile, etc.

Return to the website and log-in with the Username and password you chose. Then click on “Manage Form 990-N Submissions” to review any of your submissions.



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

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

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MANAGE FORM 990-N SUBMISSIONS >

Contact Information

Finance Board Report Questions:

Finance Board Co-Chairs PNC Joe Zoldan and DC Erwin Burtnick

membership@jwv.org

Finance Board Report and 990-N Submission Questions:

Membership Coordinator Mara Sherman

msherman@jwv.org

To get in touch with your Department/Council echelon:

Membership Assistant Lauren Hellendall

lhellendall@jwv.org