



Step 1 – Log into System

- Gather needed information
- Log on to <http://epostcard.form990.org>
- Register as a new user

Step 2 Enter Your EIN

- Login ID Type: Exempt Organization
- Organization EIN: this should be the same number that is in the 4-H Financial Reporting System

Step 3 – Create Password

- Create password (write this down, you will need it later, also save for next year)
- Enter your first/last name (whomever is entering the information)
- Enter email address (this needs to be valid; you will receive correspondence from the IRS in a few minutes)
- Enter daytime phone
- Click Next

Step 4 – Receive Login ID

- The screen will indicate if you successfully created a login ID
- You will receive an email back in a few minutes with a link
- Click on the link, or copy the link from your email into a new internet page
- Enter your password

Step 5 –Login Activated

- Click on Create Your Form 990-N

Step 6 – Enter 990N Information

- Enter the Tax Period – 7/1/07 – 6/30/08 (if it is already prefilled you will not be able to change so continue without changing the date) (you will need to submit another form or click on the IRS link to change the year)
- Enter Business Terminated – no (unless this 4-H unit has been terminated, if so then please also notify the State 4-H Office)
- Are gross receipts normally \$25,000 or less – yes (if the units receipts are more than \$25,000 and less than \$100,000 you will need to file the 990 EZ)

Instructions for Filing a 990N e-Postcard 4-H Unites & Councils

9/26/2008

Step 7 – Enter Principal Officer Information

- Fill in “dba” section - name of your 4-H Unit
- Enter address – should be the same that is in the 4-H financial reporting system
- Website – no website entry is necessary
- Principal Officer – select person (person completing the form, the county staff, 4-H unit volunteer, etc.)
- Enter name/address/city/state/zip of the principal officer (you can't use any periods in the address or city)
- Save changes – print a copy
- Submit filing to IRS
- You will receive another email back in 30 minutes or less letting you know if it was accepted or rejected. If it was accepted – print a copy of the acceptance

Step 8– Review Email Acceptance and File

- Print a copy of the email acceptance; keep a copy for your records
- If it was rejected, make the corrections and resubmit it