

You will need a Login.gov or ID.me for accessing the 990N e-filing system. The Login.gov and ID.me accounts are for **individuals** and login information should not be shared. If you do not have a Login.gov or ID.me account, start with Section A to create/register for a Login.gov account. If you already have a Login.gov or ID.me account, skip to Section B and sign in with an existing account.

Follow this link to access the IRS site: <https://sa.www4.irs.gov/epostcard/>

Section A - Registration:

First time users select “Create an account LOGIN.GOV” on the left side of the page.

Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

Sign in with an existing IRS username

OR

Create a new account

 Create an account  LOGIN.GOV

 ID.me Create an account

This will begin the registration process. PLEASE NOTE: You will receive a link via email before you can continue the registration. Be sure to correctly enter a valid email address and check your inbox for the email.

Once you have received and followed the link from the IRS, you can then create a password. You will also be asked to setup a method for two-factor authentication. Continue follow the instructions on the Login.gov website to continue setup, they are clear and straightforward.

Section B – Filing the e-postcard:

After you login or after you complete the registration, you should see a screen that tells you that you must “Manage E-postcard Profile” before you can create new filing. Select this option. Once you have chosen to “Manage E-postcard Profile” the next screen will ask you for user type and to enter your EIN.

- For **User type**, select “**Exempt Organization.**” The preparer option is for a 3rd party, not affiliated with the chapter.
- For **EIN**, you should have already received an email from the National Office with a list of chapters and their EINs. PLEASE BE SURE TO ONLY USE YOUR CHAPTER’S EIN AND CHECK THAT IT IS ENTERED CORRECTLY. When you have filled in the EIN and checked its accuracy, click on “Add EIN.” Since you are only entering one EIN you may then click on “Create New Filing” and begin the filing process.



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
01-0962138	ALPHA CHI SIGMA FRATERNITY COLLEGIATE CHAPTER	04/14/2016	Delete

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[DELETE EIN](#) [CREATE NEW FILING](#)

Select your EIN from the drop-down menu on the next screen. You should only have one EIN to choose from and it should be the one that belongs to your chapter. Click “Continue” to move to the next page.



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
01-0962138 - ALPHA CHI SIGMA FRATERNITY COLLEGIATE CHAPTER

[MANAGE E-POSTCARD PROFILE](#) [CONTINUE](#)

Complete the sections of the form that are not already filled in. Select “No” when asked if your organization has terminated/gone out of business. Once you have filled in the form, select “Continue” at the bottom of the screen.



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
December 31, 2015

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
ALPHA CHI SIGMA FRATERNITY

Organization's legal name -Line 2
COLLEGIATE CHAPTER

Employer Identification Number (EIN)
010962138

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

The next section asks about contact information for the chapter. Your “DBA Name” is the same as the chapter name and you should not enter any additional DBA names. Be sure to accurately enter the chapter’s mailing address. **Whenever possible, the chapter advisor’s name and information should be used for the “Principal Officer” section. Please get your advisor’s permission before using their name and information. The Treasurer’s or Master Alchemist’s information may be used if unable to use the chapter advisor’s information.**

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

Country*

Number and Street (or PO Box)*

City or Town*

State*

Zip Code*

Organization's website address, if applicable

Principal Officer:

Type of Name*

When this page is completed you may continue to the final section.

The next screen should show a confirmation page. Click on “Print.” This will open up your form 990-N that was just submitted. Please take a screen shot of the form 990-N or confirmation page and **forward via email to the National Office** (reports@alphachisigma.org).

Continued on next page...

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

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

- **Organization Name:** ALPHA CHI SIGMA FRATERNITY COLLEGIATE CHAPTER
- **EIN:** 010962138
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520161050113615
- **Filing Status Date:** 04-14-2016
- **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](#)

Click on Print. This will open the 990-N. Screenshot the 990-N and Email to: reports@alphachisigma.org

If you experience problems with the IRS website you should contact the IRS Customer Account Services at [877-829-5500](tel:877-829-5500) or check their [FAQ document](#) for answers to common questions.