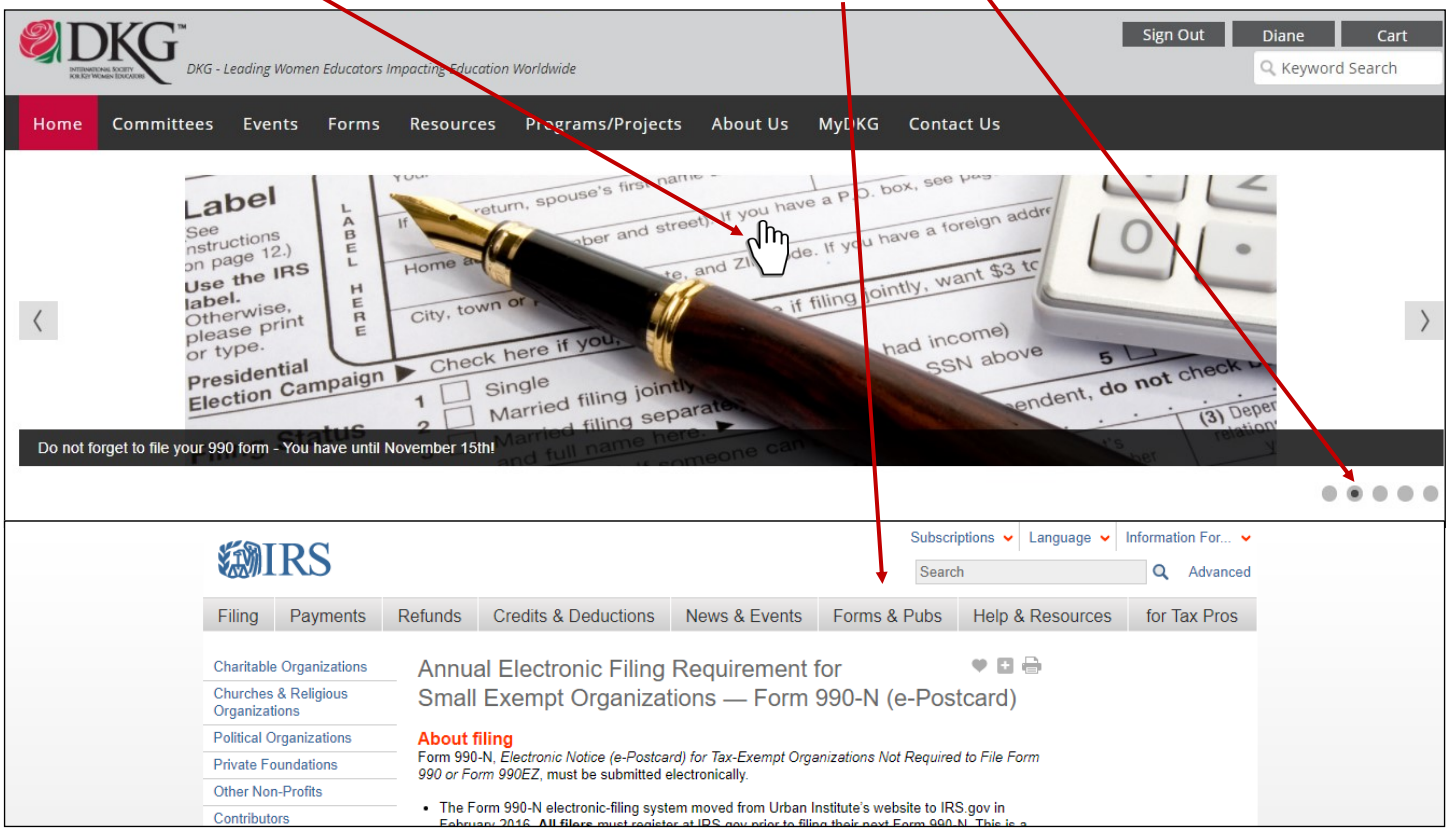
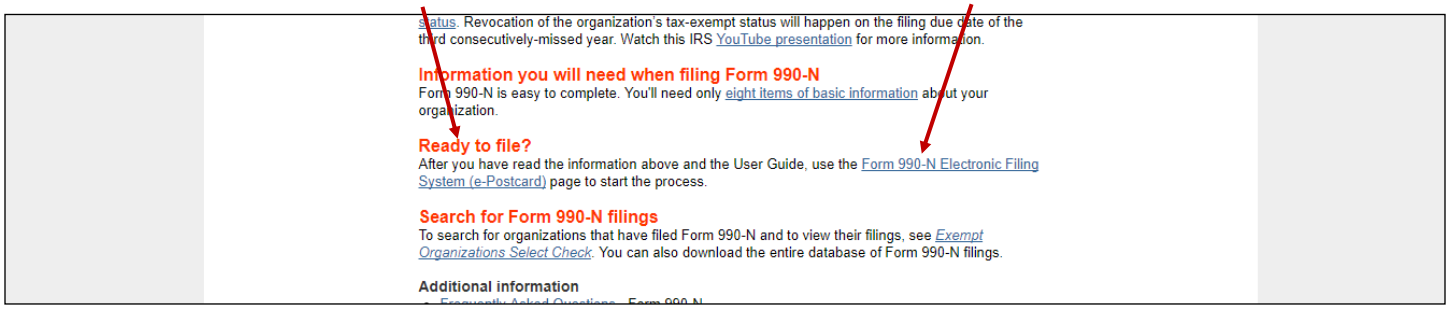
IRS 990-N e-Postcard
NEW USER Directions

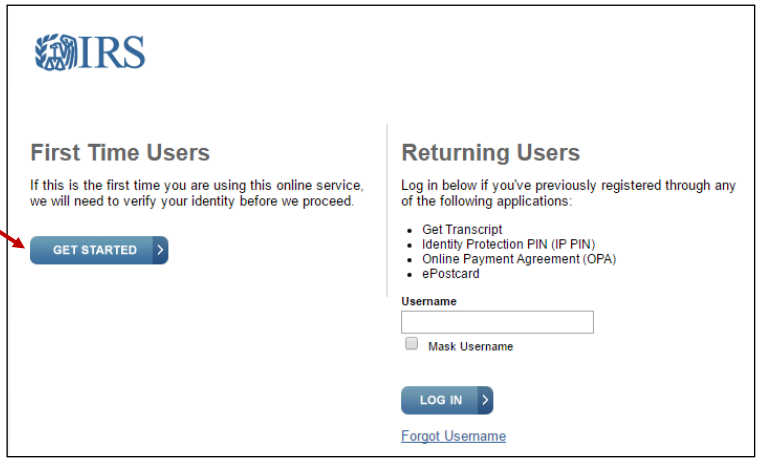
1. Go to www.dkg.org. There are 5 scrolling pictures at the top of the page. The second picture is the link to the **IRS Form 990 Filing Link**. Click on the picture. It will take you to the **Form 990-N (e-Postcard) page**.



2. Scroll down the page to the **Ready to File?** Section. Click on **Form 990-N Electronic Filing System (e-Postcard).**



3. After clicking on the link shown above, you will see the page shown. Click on the link indicated to create a new username and password. Click on **Get Started** to begin.

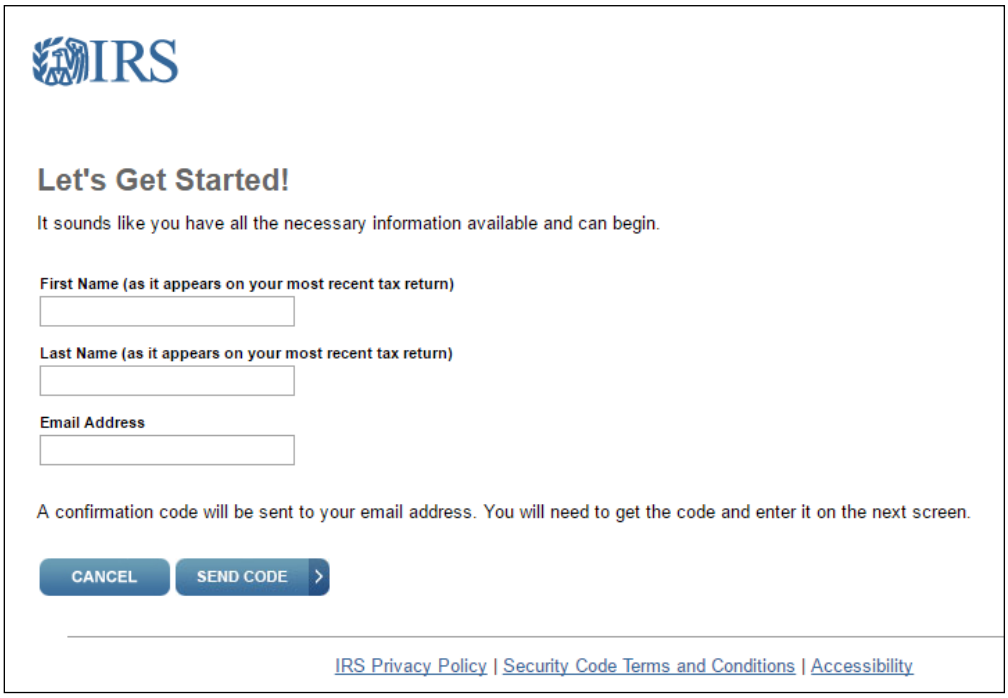


4. Your First Name should be your **chapter name**. Your Last Name should be **Chapter**.

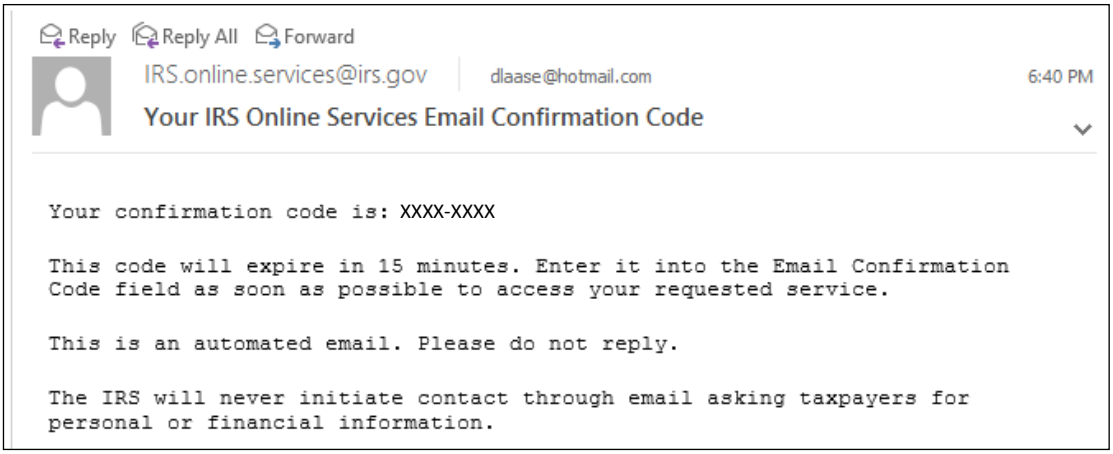
For example, if you are a member of Alpha Beta Chapter, your First Name is **Alpha Beta** and your Last Name is **Chapter**.

Be sure to enter an Email Address that you have access to. A confirmation code will be sent to your email address. You will enter the code on the next screen.

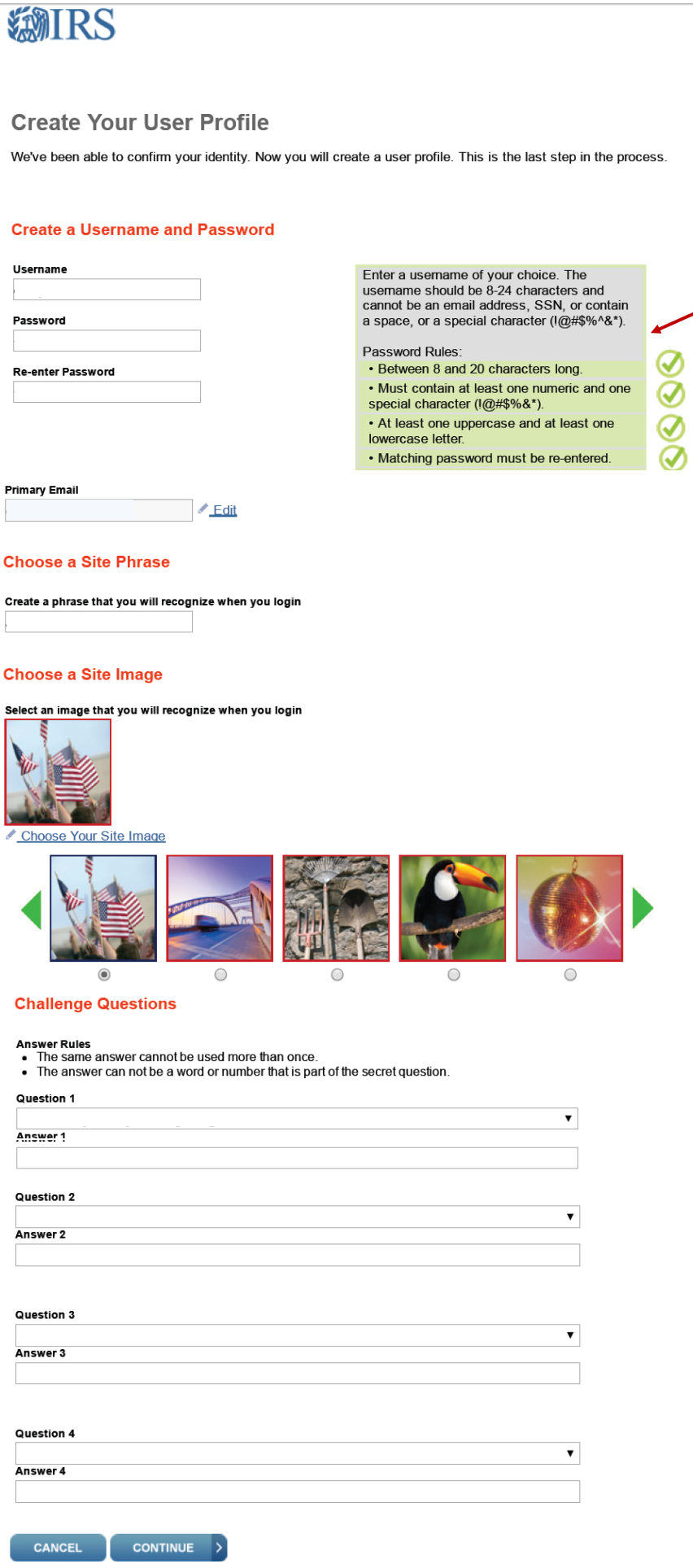
After entering your first and last name and email address, click on **Send Code**.



5. The email you will receive will look similar to the one shown below. I have X'd out the code I received because you will receive your own code. Be sure and notice that the code will expire in 15 minutes so enter it or copy and paste in on the next screen as soon as you get it.



6. After entering the code, click **Continue**. (Sorry, I didn't get a screen shot of that screen!)
7. On the next screen, you will create your User Profile.



8. **Creating your User Profile**:

Username & Password

Be sure and follow the directions given in the box for the characters that can and cannot be used for your Username and Password.

Suggestion for your Username:

Use **okchaptername**. If your chapter name is Alpha Beta your username would be **okalphabeta**.

Your password must contain several upper and lowercase letters, numbers, and other characters. Read the Password Rules.

VERY IMPORTANT: Be sure and write down your Username and Password. You will receive an email indicating that you created a profile on the IRS site but it will NOT contain the username and password.

Primary Email

The email address you entered when you registered should be in this box. If your email address changes or another person is responsible for the ePostcard in the future, the email can be edited here.

Choose a Site Phrase

Create a phrase you will recognize.

Choose a Site Image

There are several images to choose from. Click on the green arrows to scroll through them and choose one you like.

Challenge Questions

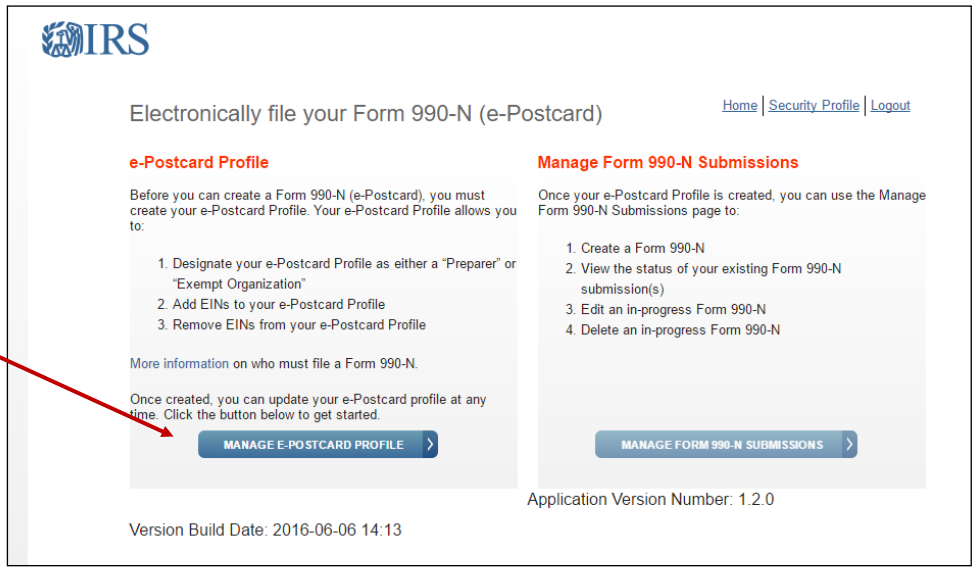
Follow the directions. Click on the down arrow and choose a question and answer it. You must complete all 4 questions and answers.

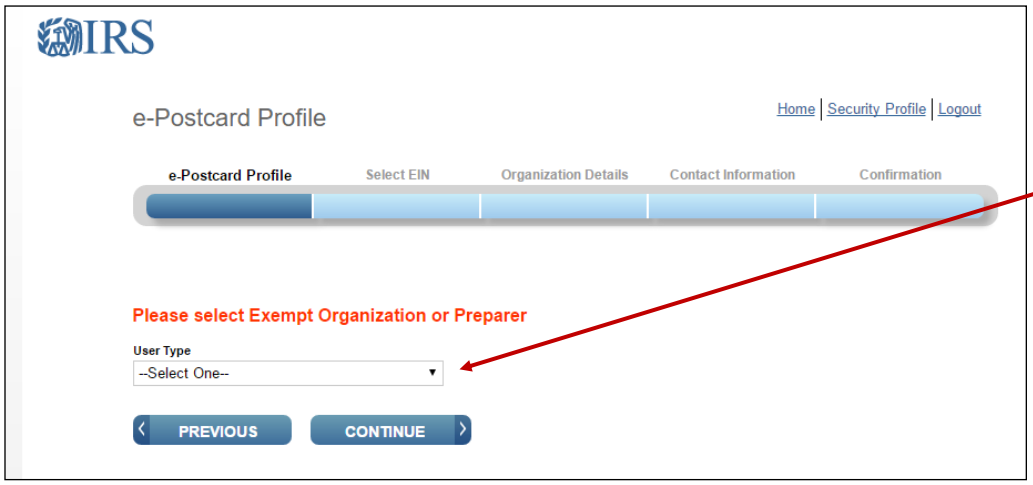
NOTE: It would probably be a good idea to print this page before you click continue. You would have a copy of your username and the other items you selected on this page.

After you complete all the required items and print the page, click **Continue** .

After you create your profile, you will receive another email confirming that your profile was created.

9. On the next screen, click on **Manage E-Postcard Profile**.

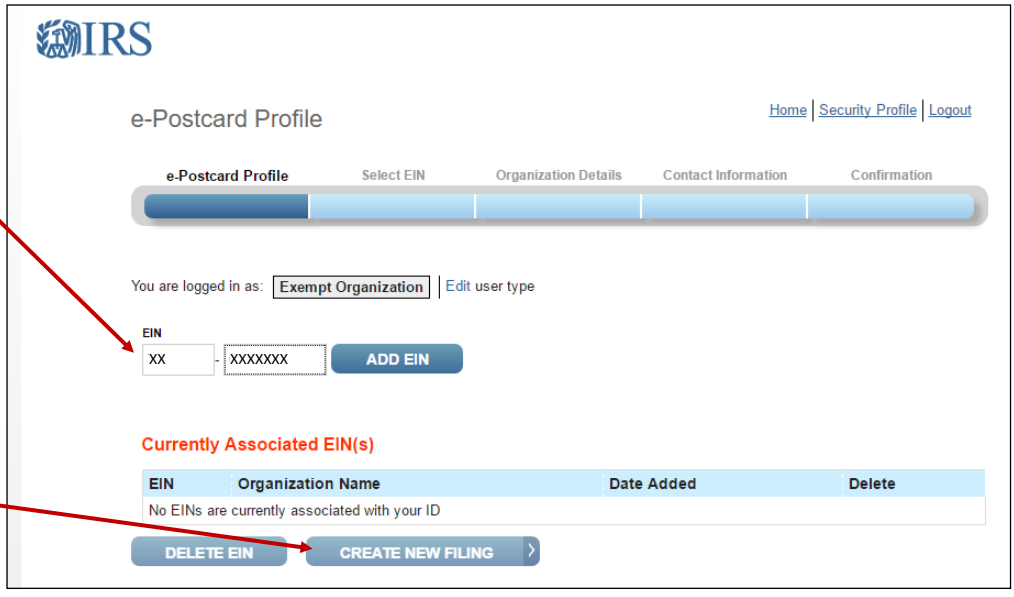




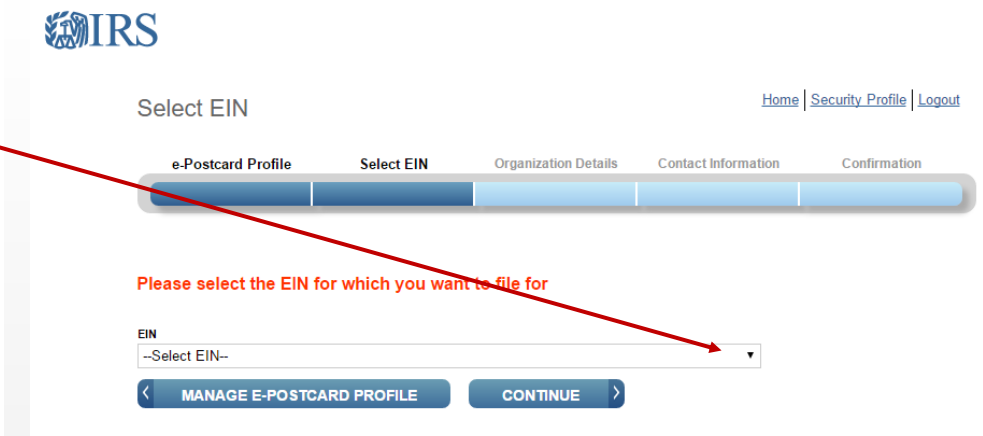
10. On the next screen, click on the down arrow on **User Type** and select **Exempt Organization**. Click **Continue**.

11. On the next screen, enter your chapter's **EIN** (Employer Identification Number). The chapter's EIN can be found on your Form 18. Your EIN should be 2 numbers followed by a hyphen and 7 numbers. After entering your EIN, click **Add EIN**.

If you are ready to create your ePostcard for this year, click on **Create New Filing**.



12. On the next screen, click on the down arrow on **EIN** and select the EIN your entered previously. Click **Continue**.



13. The **Organization Details** will be on the next screen.

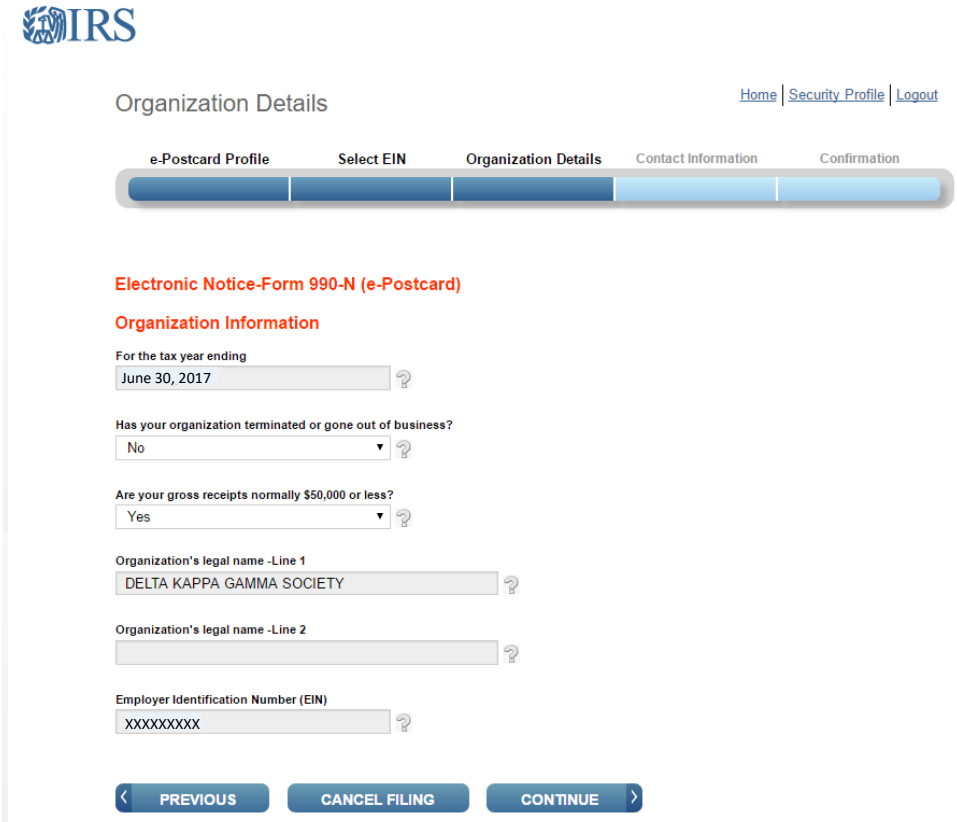
For the tax year ending should be June 30, 2017. If it does not say this, contact Diane and logout. DO NOT complete the ePostcard.

Answer the 2 questions:

* Has your organization terminated or gone out of business? Most chapters will answer **NO**.
* Are your gross receipts normally $50,000 or less? Most chapters will answer **YES**.

The **EIN** for your chapter should be in the EIN box.

Click **Continue**.



14. The **Contact Information** is on the next screen.

Organization:
DBA Name is "Doing Business As."

Your chapter name should be entered in the **DBA Name** box. Also, include **OK** to indicate which state you are from.
Example: If your chapter name is Alpha Beta, you should enter
OK Alpha Beta Chapter in the **DBA Name** box.

Choose **US - United States** in the **Country** box.

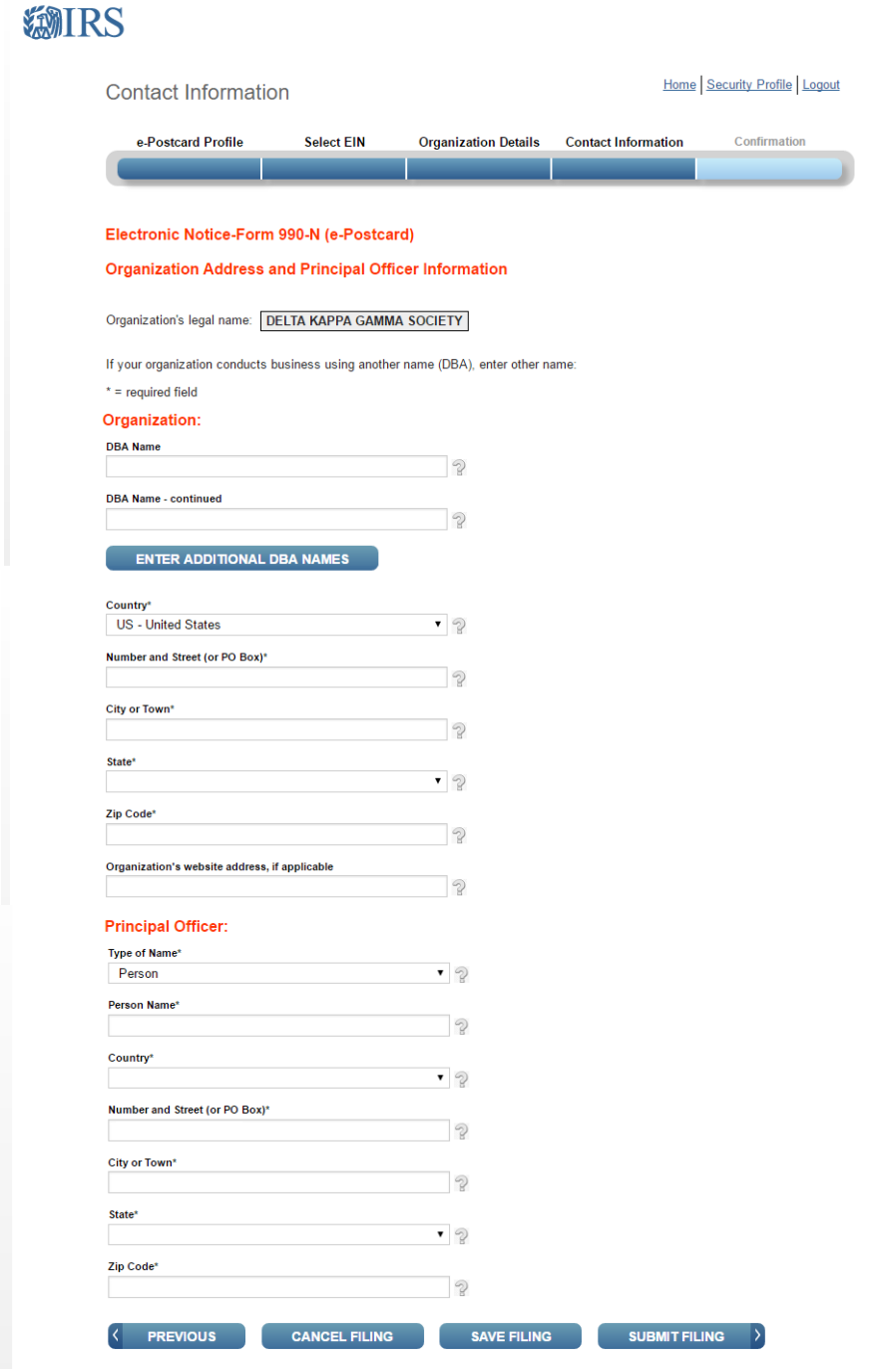
The Number and Street (or PO Box), City or Town, State, and Zip Code can be the address of the chapter president, treasurer, or another designee. (Usually the treasurer since the treasurer is the person completing the form.)

If your chapter has a website, enter the address in the **Organizations' website address** box. (NOT required.)

Principal Officer
Choose **Person** in the **Type of Name** box.

The Person Name, Country, Number and Street (of PO Box), City or Town, State, and Zip Code can be the chapter president, treasurer or another designee. It can be the same information listed in the Organization Section. This is usually the treasurer since the treasurer is the person completing the form.

Click **Submit Filing**.



15. **Confirmation**
After submitting the **Contact Information**, your **Confirmation** screen will appear.

Your chapter's EIN should be on the form. The details about your filing (tax year, start and ending date, filing date, etc.) will be on the screen.

PRINT a copy of this page. You will NOT get an email confirming that you filed. Keep a copy of this page in your chapter's records. If you can, send a copy to Diane or email her and tell her you filed.

After printing, **Logout**.