

IRS 990-N e-Postcard RETURNING USER Directions

- 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**.

The screenshot shows the DKG website header with the logo and tagline "DKG - Leading Women Educators Impacting Education Worldwide". The navigation menu includes Home, Committees, Events, Forms, Resources, Programs/Projects, About Us, MyDKG, and Contact Us. A scrolling banner features an image of a pen and a keyboard over a tax form, with a hand cursor pointing to a link. Below the banner is a navigation bar with the IRS logo and a search bar. The main content area displays the "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)" section.

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

The screenshot shows the "Ready to File?" section on the IRS website. It includes a "Status" section, an "Information you will need when filing Form 990-N" section, a "Ready to file?" section with a link to the "Form 990-N Electronic Filing System (e-Postcard)", and a "Search for Form 990-N filings" section. A hand cursor is pointing to the "Form 990-N Electronic Filing System (e-Postcard)" link.

- After clicking on the link shown above, you will see the page shown. If you know the Username and Password, enter the **Username** in the box.

Click **LOG IN**.

On the next page, enter the **Password**. Click **Submit**. The next page shows your **Log In History**. Click **Continue**.

PLEASE NOTE: If you do not know the Username and/or Password but still have access to the email you used last year, click on **Forgot Username/Forgot Password** and the IRS will send you an email helping you to access your chapter's information. If you do not have access to the email used previously or cannot answer the questions, you will need to follow the directions for creating a **NEW USER**.

The screenshot shows the IRS login page. It features the IRS logo and the text "First Time Users" and "Returning Users". The "Returning Users" section includes a "LOG IN" button and a "Forgot Username" link. A hand cursor is pointing to the "Username" input field.

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

Click on the button below to get started.

[MANAGE FORM 990-N SUBMISSIONS](#)

4. To file your chapter's 990-N, click on **MANAGE FORM 990-N SUBMISSIONS**.

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
XXXXXXXX	DELTA KAPPA GAMMA SOCIETY	2015	06-30-2016	07-01-2016	Accepted	10065520161830365930	

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[CREATE NEW FILING](#)

5. If you filed a 990-N last year, your filing will be indicated on this page.

Click **CREATE NEW FILING**.

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

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

6. Click on the down arrow to select your chapter's EIN. (It should be the only one listed.)

Click **CONTINUE**.

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

Has your organization terminated or gone out of business?

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

Organization's legal name - Line 1

Organization's legal name - Line 2

Employer Identification Number (EIN)

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7. 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**.

8. 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 **Save Filing**.

Click **Submit Filing**.

9. 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**.


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Contact Information

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*

Person Name*

Country*

Number and Street (or PO Box)*

City or Town*

State*

Zip Code*

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Confirmation

e-Postcard Profile
Select EIN
Organization Details
Contact Information
Confirmation

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

- Organization Name: DELTA KAPPA GAMMA SOCIETY
- EIN: XXXXXXX
- Tax Year: 2016
- Tax Year Start Date: 07-01-2016
- Tax Year End Date: 06-30-2017
- Submission ID: 10065520171881304636
- Filing Status Date: 07-07-2017
- 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