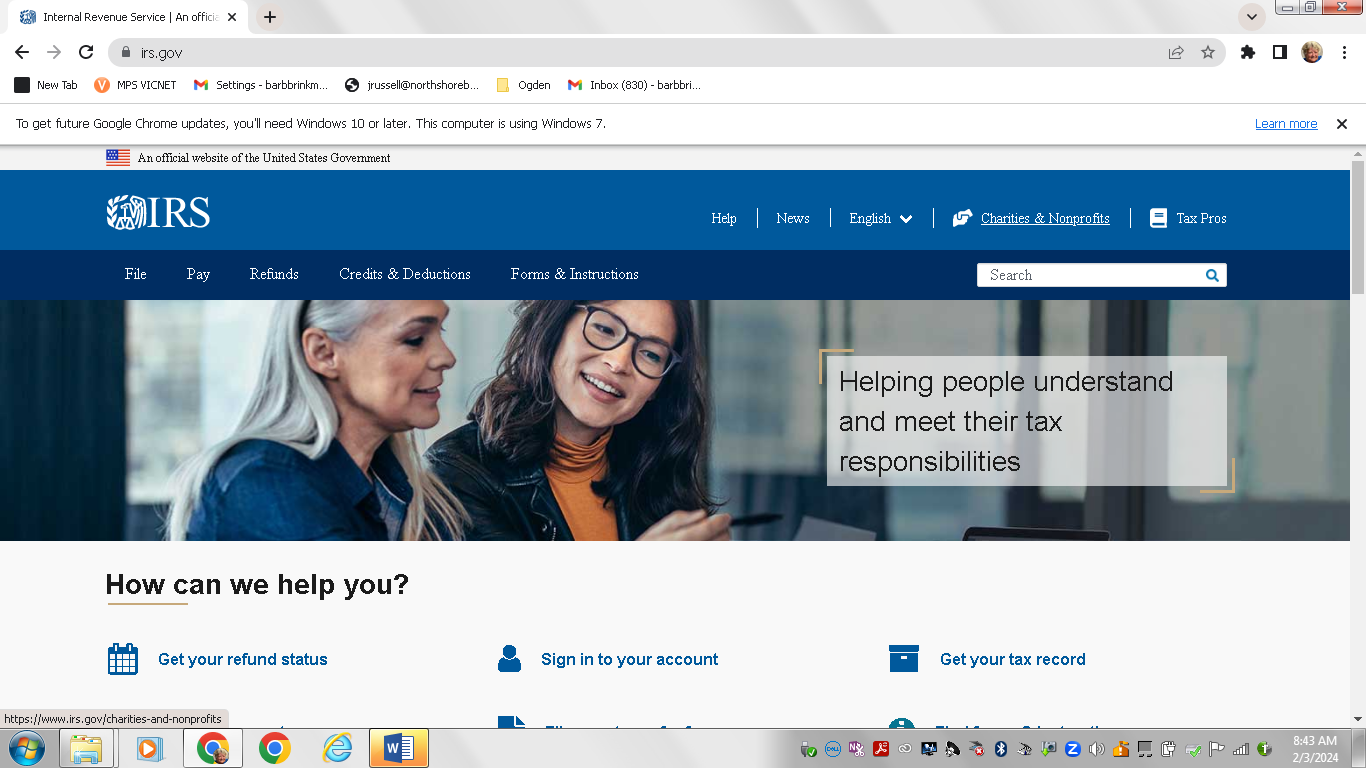
HOW TO COMPLETE THE 990-N IRS E-POSTCARD EVERY YEAR BY FEBURARY 15th

For all Optimists Club with less then $50,000.00 in treasury account

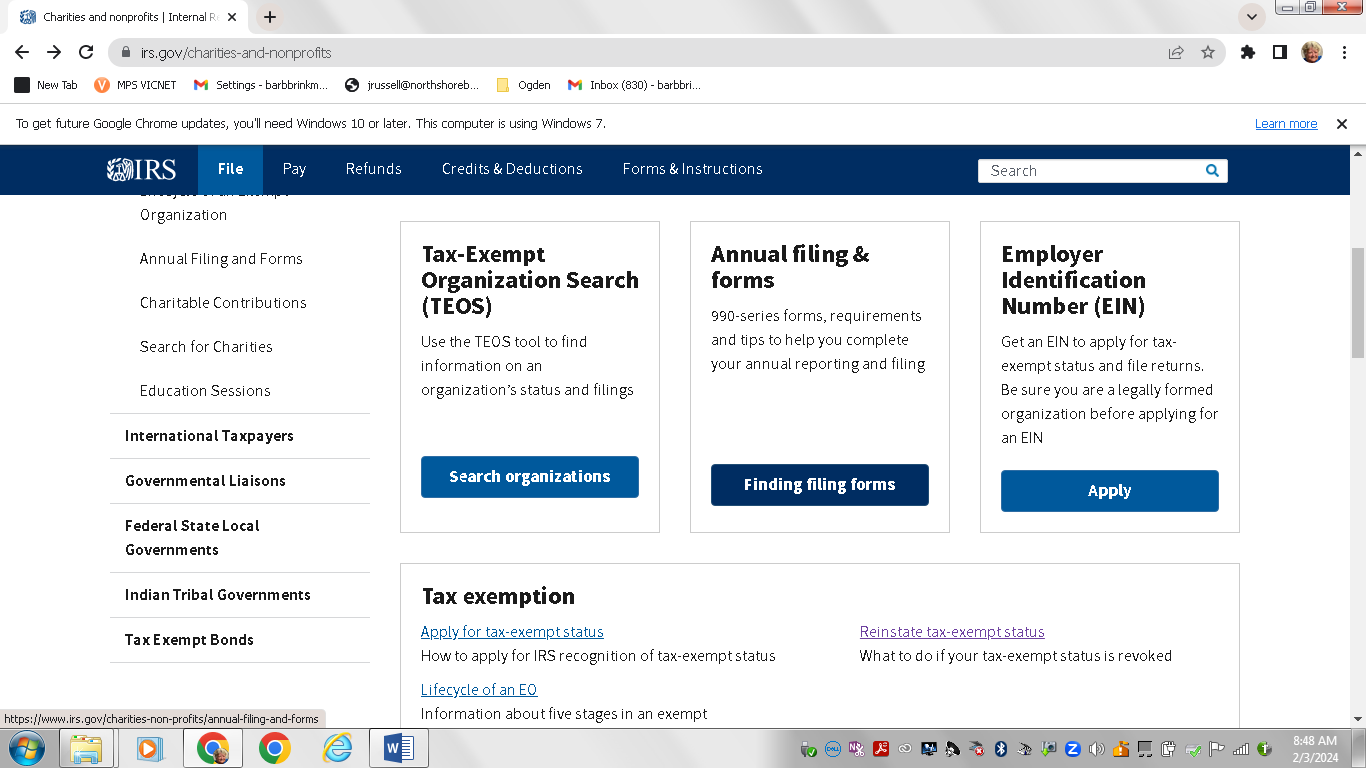
These instructions are from Barb Brinkmann, feel free to call the IRS at 877-829-5500.

If it is an easy question, call me Barb at 262-352-3371.

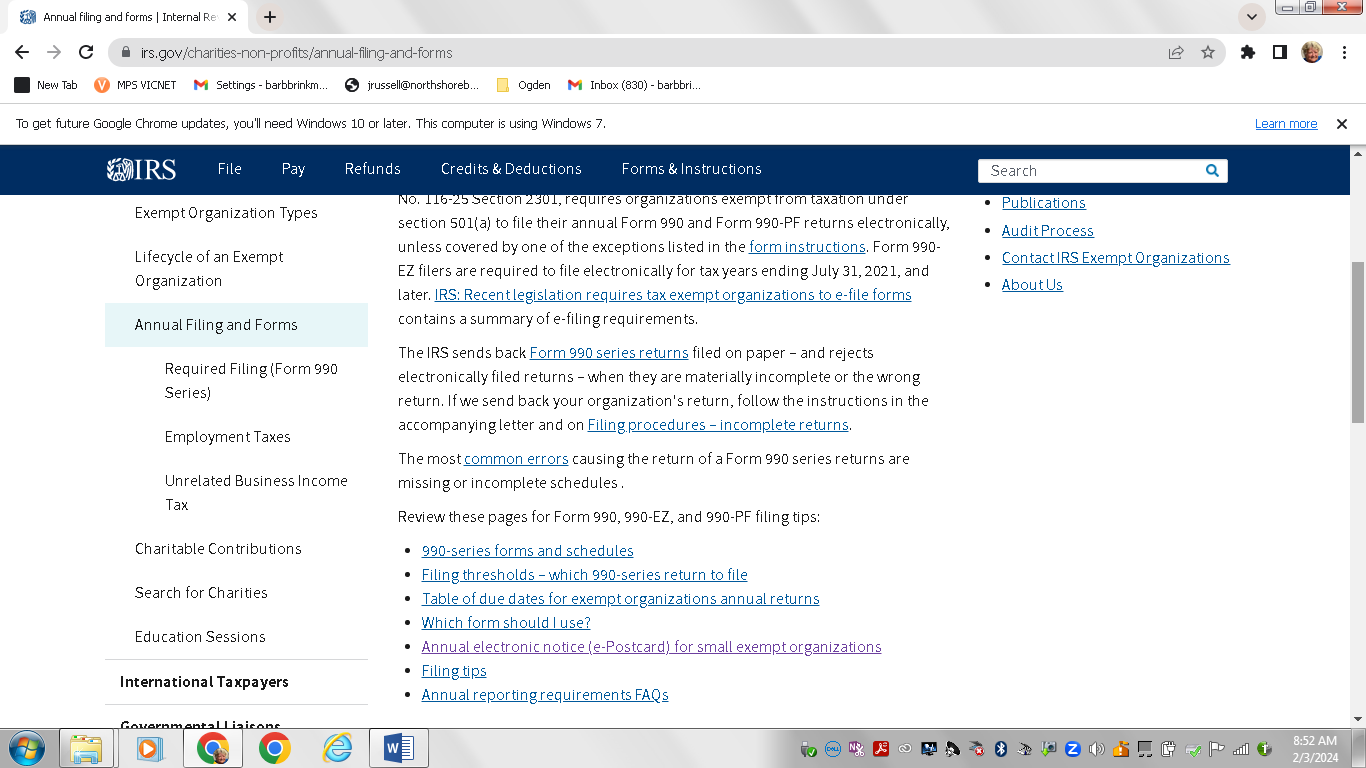


1. SIGN ON TO IRS.GOV

2. CLICK ON CHARITIES & NONPROFITS LINK TOP RIGHT OF SCREEN.

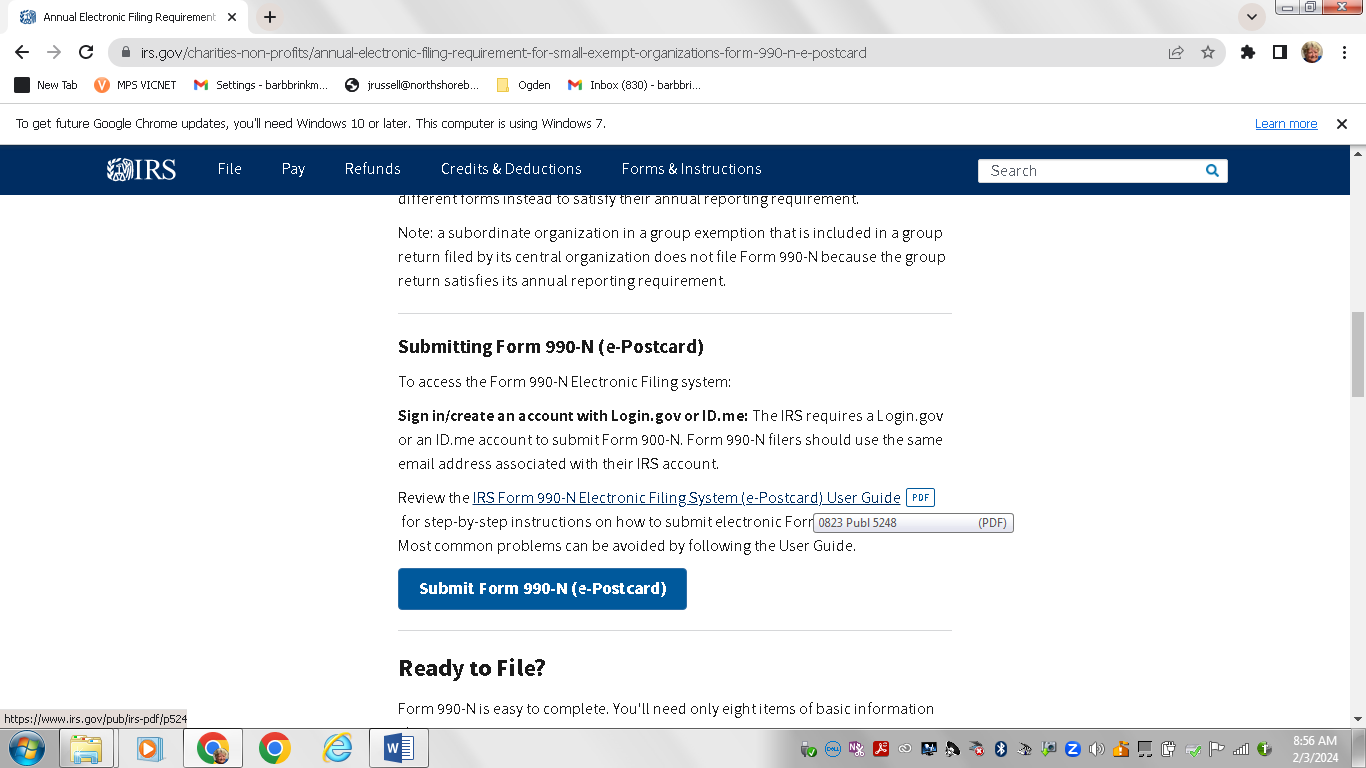


3. SCROLL DOWN THE SCREEN AND CLICK FINDING FILING FORMS ON BLUE BOX IN THE MIDDLE OF THREE BOXES.

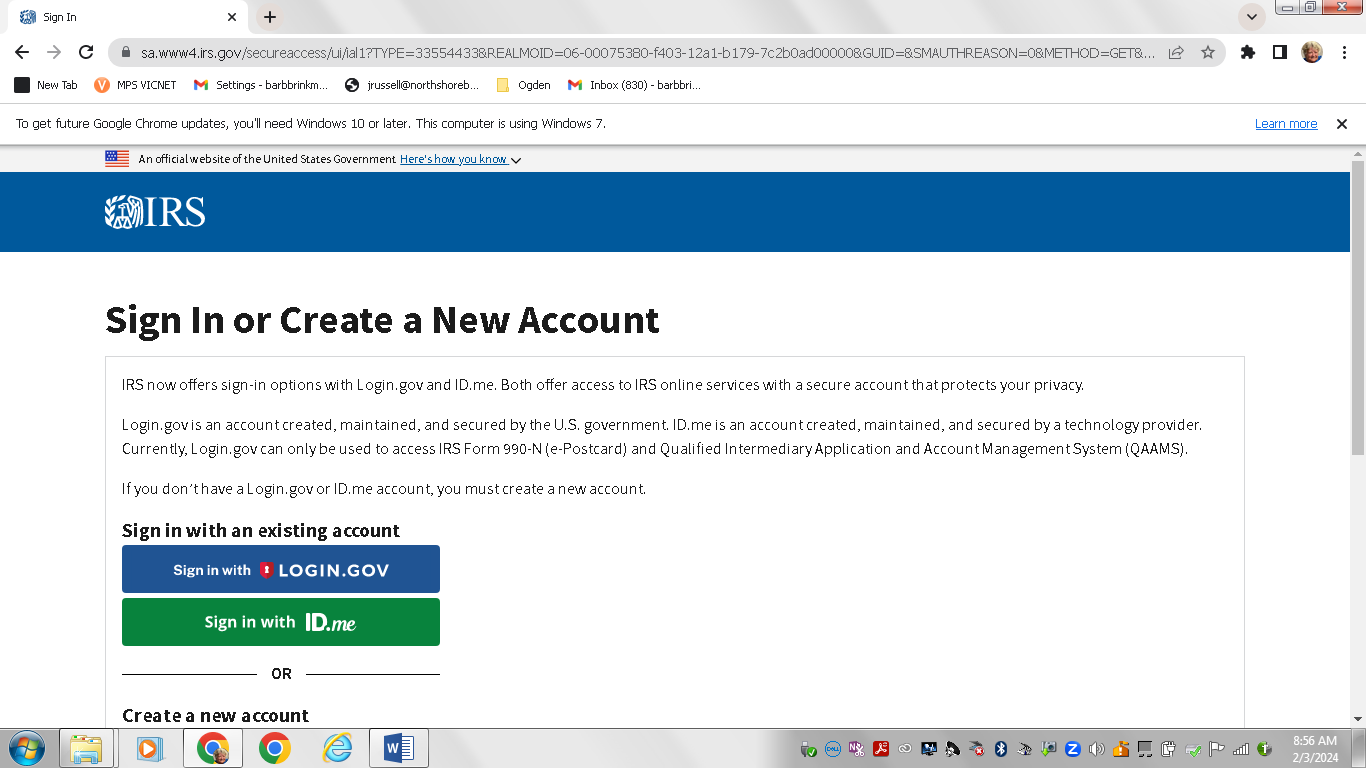


4. SCROLL DOWN AND CLICK ON ANNUAL ELECTRONIC NOTIC IE-POSTCARD FOR SMALL EXEMPT ORGAZITIONS.

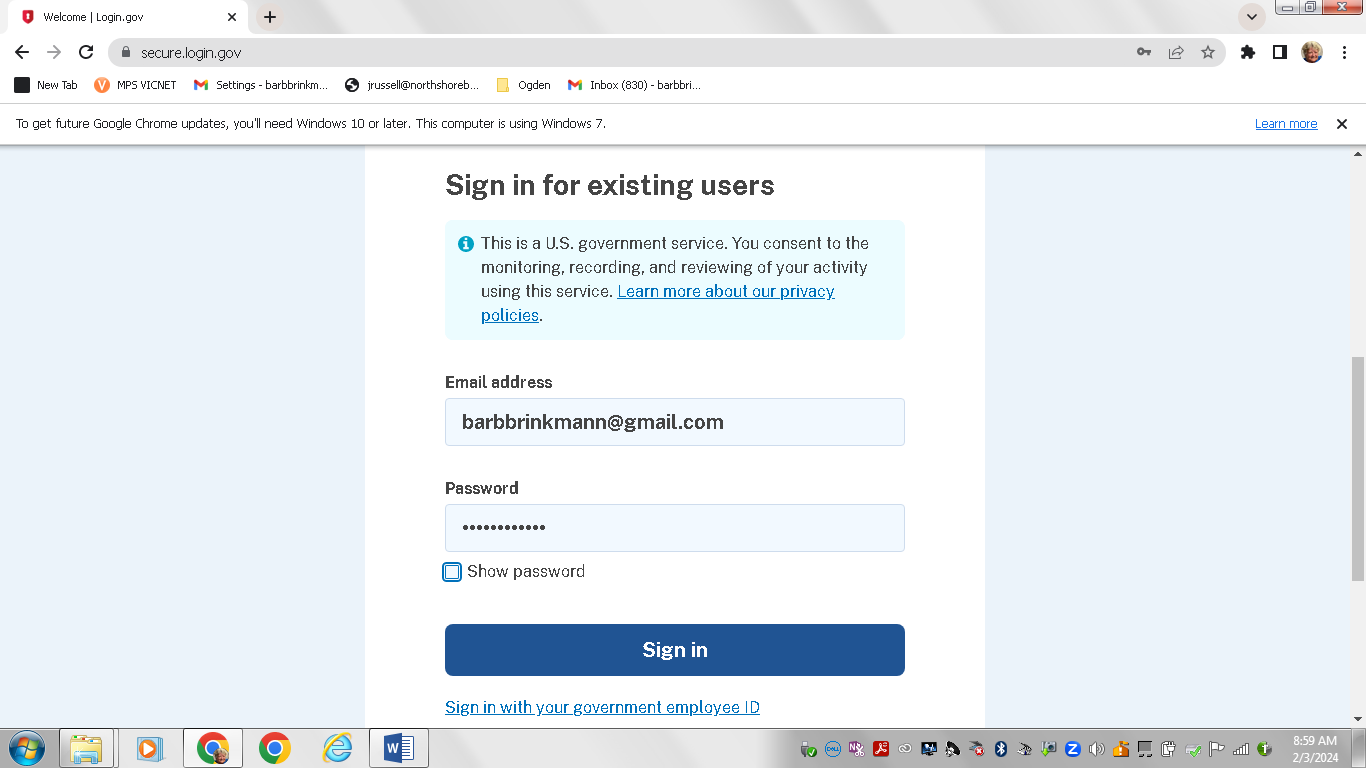
5. ON THIS SCREEN, SCROLL WAY TO THE BOTTOM AND CLICK ON THE BLUE BUTTON THAT SAYS “SUBMIT FORM 990-N (e-postcard). SHOWEN ON NEXT PAGE.



YOU WILL THEN SEE THE SIGN ON SCREEN. SEE NEXT PAGE.



6. CLICK ON Sign in with LOGIN.GOV



7. SCROLL DOWN TO ENTER YOUR EMAIL ADDRESS AND PASSWORD.  
 IF YOU DON’T HAVE A PASSWORD CLICK THE “CREATE AN ACCOUNT” AND FOLLOW THE DIRRECTIONS.

8. ON THE NEXT SCREEN YOU SHOULD RECEIVE A TEXT ON YOUR PHONE. ENTER THE NUMBER FROM THE TEXT AND CLICK

9. CLICK ON THE **MANAGE E-POSTCARD PROFILE** BUTTON ON THE LEFT.

[IRS Logo](http://www.irs.gov/)

e-Postcard Profile

* [Home](https://sa.www4.irs.gov/epostcard/)
* [Security Profile](https://sa.www4.irs.gov/epostcard/content/manage/account)
* [Logout](https://sa.www4.irs.gov/epostcard/content/logout)

**e-Postcard Profile**

**Select EIN**

**Organization Details**

**Contact Information**

progress**Confirmation**

Top of Form

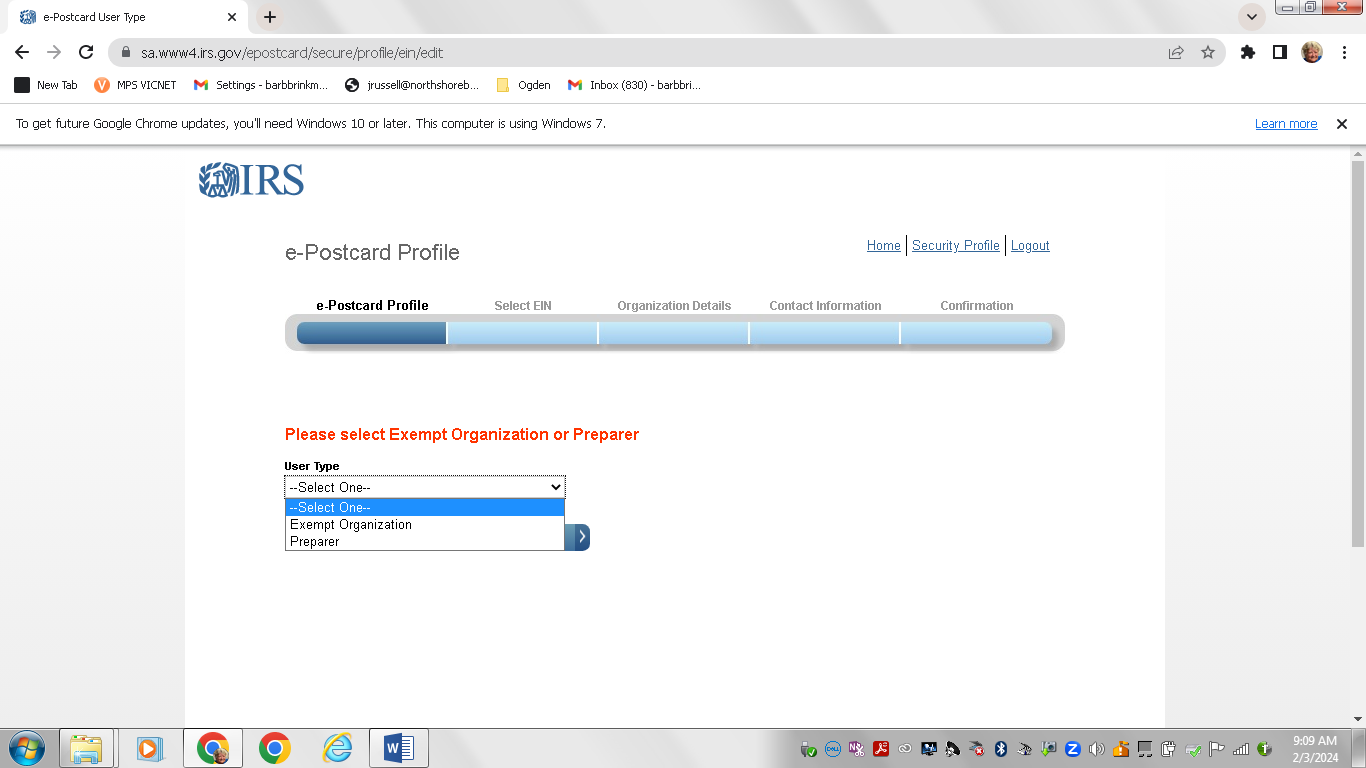
You are logged in as: **Exempt Organization** [Edit](https://sa.www4.irs.gov/epostcard/secure/profile/ein/edit) user type

Bottom of Form

Top of Form

EIN-  ADD EIN

10. ON THIS SCREEN YOU MUST CLICK THE EDIT LINK TO THE RIGHT OF “Exempt Organization”.



11. CLICK ON THE ARROW AND SELECT “Exempt Organization” and CLICK ON THE “Continue” Button

12. YOU WILL SEE THE PREVIOS PAGE. ON THIS PAGE ENTER THE EIN NUMBER FOR YOUR CLUB THAT STARTS WITH 39-.

CLICK ON “Add on EIN” button. You should NOW see your club name. Click on the club name,

**NOTE:** The field that contains your organization legal name as shown in the IRS records. You cannot change the legal name on this form. You can enter the other names that your organization uses for business (doing-business-as (DBA) names) on the next page of the e-postcard.

If the name of the organization has changed its legal name, report it To:

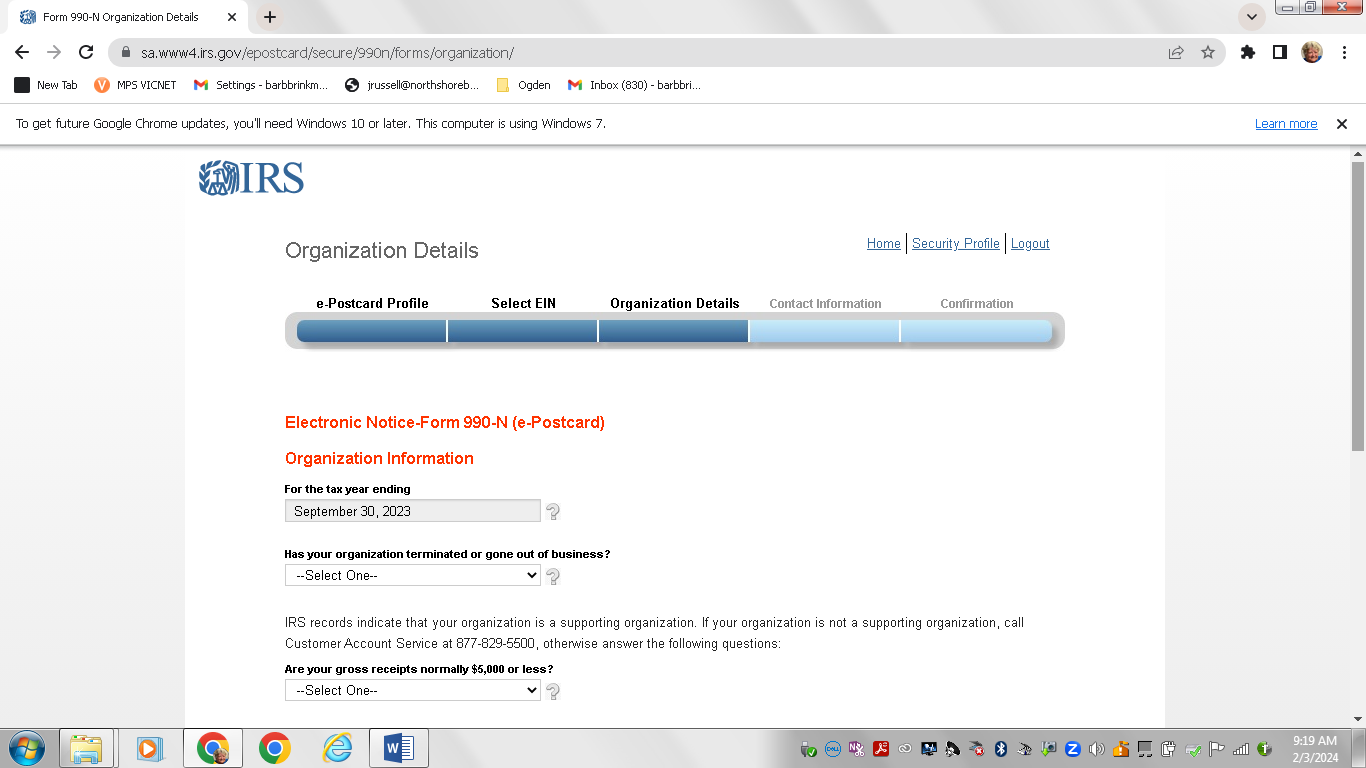
Internal Revenue Service

TE/GE, EO Determinations Office

Room 4024

P.O. Box 2508

Cincinnati, OH. 45201



13. COMPLETE THE FEW QUESTIONS FOR YOUR CLUB. CLICK ON “Continue”

14. SUBMIT THE INFORMATION.

15, Ta Da, you are finished.