

990n Instructions

1. Click on the Get Started button
2. Fill out the personal information
 - a. First and Last name
 - b. Email address
3. Click the Send Code Button
4. The next screen will ask you for the code that was sent to your email.
Leave this page up and check your email.
5. Enter the code in the box. It is a 8 digit code
6. Then you will create username and password.
7. Also set the 4 Challenge questions.
8. Hit continue
9. Successful created profile
10. Click on Manage e-postcard profile
 - a. Click exempt prganization
 - b. Enter the local PTA ein #
 - c. Click Create new filing