

990N IRS FILING – HOW TO – STEP BY STEP 2022 – FOR MOPHA & MOPH

1. LOG INTO: [irs.gov](https://www.irs.gov)

NOTE: To create a VISUAL – PRINT each screen you are on when filing the 990N before going on to the next page. These pages are helpful the next year the 990N is filed.

This “Step By Step” and “Visuals” can be passed on to your successor.

2a. ID.me: 1ST time filing or returning filers with an existing IRS Username—you will need to create an ID.me Account.

Note: If you already have a personal ID.me Account, you may need to create another email address: Such as a Gmail Account for your Unit or Chapter, ie (Examples only) “mopha.unit123@gmail.com” with a Password, ie “UnitMopha123#” or moph.chapter123@gmail.com with a Password “ChapterMoph123#”

(Next time when signing in-GO TO: “Sign in with an existing account”: **Sign in with ID.me**)

2b. *Create IRS ID.me Account - Username & Password: USERNAME: _____ PASSWORD: _____

3. CREATE PROFILE: * SITE PHRASE _____ EIN# _____

*SITE IMAGE _____ EMAIL ON FILE _____

*Challenge Question: 1 _____ 3 _____

2 _____ 4 _____

4. Select “Charities & Nonprofit” – (top right – IRS page)

5. Select “Annual Filing & Forms”

6. Scroll Down - Select “Annal electronic notice (e-Postcard) for small except organizations”

7. Select-CLICK ON – **Submit Form 990-N (e-Postcard)**

8. 2 OPTIONS a. Sign in with existing ID.me account

****RETURNING USERS-ALREADY REGISTERED:** Log In – Username (“Forgot Username”) & Log In – Password (“Forgot Password”)

****FIRST TIME USERS:**

b. Create a new ID.me account (if have not done in step 2 above)

9. Select EIN from drop down listing.

10. Enter “Organization Details”

a. For tax year ending (will auto be entered).

b. Has your organization terminated or gone out of business? “No”

c. Are your gross receipts normally \$50,000 or less? Select One: “YES”

d. Organization’s legal name: **MILITARY ORDER OF THE PURPLE HEART**

e. **OF THE USA**

f. EIN – Enter EIN# if not automatically entered.

g. CLICK ON **CONTINUE**

11. Enter “Contact Information: Organization Address, Principal Officer Information”

1. **SAVE FILING**

2. **SUBMIT FILING**

12. **PRINT** – “Pending” Confirmation (Once you leave this page you will not be able to print) Right click-Print

13. WAIT 7 MINUTES – while IRS processes the submission.

14. IF HAVE NOT BEEN LOGGED OUT AND STILL ON “PENDING” PAGE after 7 minutes,

THEN CLICK ON **“MANAGE FORM 990-N SUBMISSIONS”**

15. **OR IF LOGGED OUT:** Then Log Back Into [irs.gov](https://www.irs.gov).

16. Go to: **MANAGE FORM 990-N SUBMISSIONS**

Select #2 – View the Status of existing Form 990-N submissions.

a. You will see under **“STATUS” – “Pending”**

b. Then} click under **ACTION} “Get Updated Status”**

c. Then} if IRS completed processing your 990N – **STATUS** should have changed to **“Accepted”**

d. Then click on the **Submission ID #** for the 990-N Submission **Confirmation Accepted Form to PRINT.**

HOW TO: FORGOT USERNAME – At Log In for USERNAME there is a **“Forgot Username”** you can click on to start process. The IRS will send the **USERNAME** to the email on file with the IRS.

HOW TO: FORGOT PASSWORD – At Log In for PASSWORD there is a **“Forgot Password”** you can click on to start process to update.

Purpleheartauxiliary.org – GO TO: REBATE FORM HELP – to watch a video on 990N Submission Tutorial

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