

New IRS Login – Effective 8.26.22

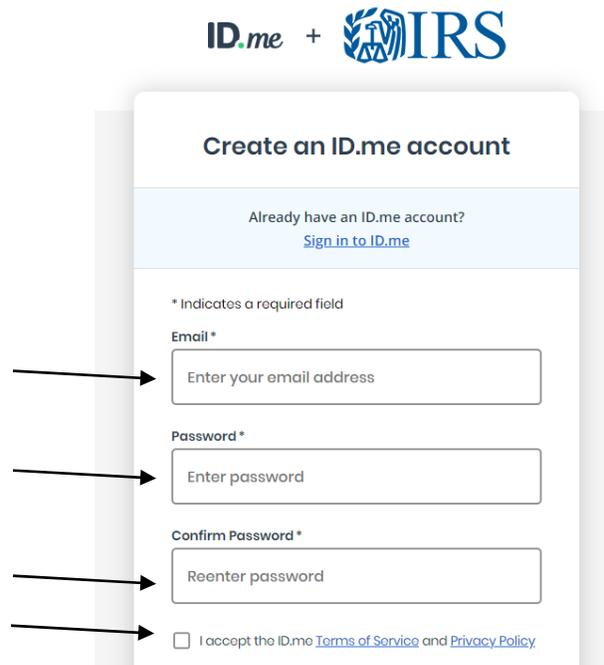
Effective the above date, all users are required to establish an ID.me account with IRS. **If you already have an account through the VA or Social Security Administration you will not need to set-up a new one!**

1. Visit the sign-up website: <https://api.id.me/en/registration/new>

2. Enter the information it requests:

- Email
- Password (should contain lower case letter, upper case letter, number, and be at least eight characters)
- Confirm Password

3. Place a check mark in the box to accept the ID.me terms of service and privacy policy.



The screenshot shows the registration form for ID.me + IRS. At the top, it says "ID.me + IRS". Below that is the title "Create an ID.me account". A light blue bar contains the text "Already have an ID.me account?" and a link "Sign in to ID.me". Below this is a note: "* Indicates a required field". There are three input fields: "Email *" with the placeholder "Enter your email address", "Password *" with "Enter password", and "Confirm Password *" with "Reenter password". Each of these three fields has a black arrow pointing to it from the left. At the bottom, there is a checkbox and the text "I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)".

4. Once you have submitted the initial form, a new box will generate explaining the transaction-related data will be shared with IRS. If you agree with the content, click Continue.

5. Confirm your email address – an email will be sent to what you entered in step #3. It may take up to ten minutes to receive it. Be sure to check your junk/spam folders. You will enter the six-digit code in the email into the box at the bottom of the screen and hit Continue.

CONFIRM YOUR EMAIL ADDRESS



We sent an email to aglende@dav.org.

If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.



After your email is confirmed, return to this page to continue.

Didn't receive the email? [Resend my verification](#)

Can't click on the button in your email?

Enter the 6-digit code from the email below.

677472

[Why do I need to confirm my email?](#)

Continue

6. You will now need to select an MFA option (multi-factor authentication) in the event that someone would try to login as you. There are multiple ways to do this. The easiest way would be Text Message or Phone Call (first option). For these directions, this is what we will use.

7. Enter your phone number and select how you'd like to receive the code – either text message or phone call. Then click continue.

SECURE YOUR ACCOUNT

1 — 2 — 3

Receive a code by phone

Please use a phone number you can access whenever you plan to sign in.

Phone Number

() - - - -

Text me

Call me

THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.

[Go back](#) [Continue](#)

8. For this example, I elected to receive a text message, which I received within seconds from 95246. Enter the six-digit code and click Continue.

9. You will get a message that your account is now secure. Next, you will need to generate a recovery code. By clicking on generate recovery code, it will generate a code that you will need to **write down and not forget**. If you should get locked out of your account, you can use that code for access.

10. Lastly, you will need to give ID.me permission to share your verified identity with IRS. The IRS will receive your first and last name and email address. Click Allow.

11. You are now registered for ID.me. You can move forward with complete the 990-N e-Postcard as you have previously.

The next step in this process is to manage your 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 designate the filer type and add and remove EINs from your profile. This is beneficial to individuals who file postcards for multiple entities. Going forward, a list of all EINs will be available in this section and will not require additional log-in's for each postcard.

The page that you are directed to will ask for information pertaining to the unit or state department filing. To add the EIN, complete the following steps:

1. Select a user type – Exempt Organization. Click “Continue.”
2. Enter your EIN – the first two digits go in box one, the remainder go in box two. Click “Add EIN.”
3. If you file more than one 990-N, continue this process until all EIN’s are added. Once done, click “Create New Filing.”
4. Using the drop down, select the EIN that you’re filing the 990-N for and click “Continue.”
5. As the preparer, you are only required to answer questions two and three. Question 2 asks, “Are your gross receipts normally \$50,000 or less?” (Yes). Question 3 asks, “Has your organization terminated or gone out of business?” (No). Click “Continue.”
6. The next step is contact information. The DBA Name is the Unit Name/Number or State Department name. Enter the address of the unit adjutant. Remember to select “United States” from the country drop down box. For principal officer, select “Person” from the type of name dropdown. Enter the Adjutant again. Then click “Submit Filing.” The system does not allow for users to enter any punctuation. Please refrain from using periods, dashes, etc. in names and mailing addresses.
7. A warning will then come on your screen that asks if you want to save the data and submit the filing to the IRS. Once you submit the e-Postcard, you will no longer be able to edit the information. Select “OK” to confirm submission, or “Cancel” if there is something that needs to be reviewed or changed.
8. You will then be redirected to a confirmation page that the information has been submitted. It will include the organization name, EIN, tax year, start date, end date, submission ID, filing date, and status. Always **print** this page for your records. Once you leave this page you are unable to access it again. This is not a confirmation that the IRS accepted your filing. Users must verify the filing has been accepted by going to the “Manage 990-N Submissions” page.

A confirmation will no longer be sent to the email address that you have registered with. To check the status of the electronic filing, log into the 990 Electronic Filing System and go to the “Manage Form 990-N Submission” page. It will indicate the status for each Form 990-N submitted – indicating whether the form was accepted or rejected. If it was rejected, click on the “Submission ID” link for additional details and contact national headquarters.