

# e-Postcard Instructions



[Home](#) [Support](#) [Links](#) [Log In](#)

## e-Postcard: file your electronic IRS Form 990-N

File your electronic Form 990-N (e-Postcard).  
Click [here](#) for more information on who must file Form 990-N (e-Postcard)

**NOTICE:** If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard may be filed for a fee through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

### STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, either recently created or from a previous year, go to Step 2.

### STEP 2: [Create your Form 990-N \(e-Postcard\)](#)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

### STEP 3: [Submit your Form 990-N \(e-Postcard\)](#)

Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

[Requirements and tips](#) for using this website.

#### Quick Menu

[Register as a New User](#)  
[Update Email/User Information](#)  
[Create New e-Postcard](#)  
[Edit/View Existing e-Postcard](#)

[Technical Support](#)  
[Frequently Asked Questions](#)  
[Privacy Policy](#)

Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Last modified: September 23, 2013.



[Home](#) [Support](#) [Links](#) [Log In](#)

## Request Login ID

You need a login ID and password to electronically file your organization's IRS Form 990-N (e-Postcard).

**Exempt Organizations:** If you are filing or assisting someone who is filing, you will need the organization's employer identification number (EIN). The EIN is a 9-digit number with the following format ( xx-xxxxxx ). When you enter the EIN on the next page, the system will create your login ID based on the organization's EIN. The login ID will be the EIN (without the dash) plus a two digit number (i.e. xxxxxxxx01). Your login ID will never change. If another user requests a login ID for the same EIN, the last two digits of his or her login ID will be different (i.e. xxxxxxxx02, xxxxxxxx03, etc).

**Preparers:** If you are a professional preparer or you are assisting more than one organization, you can request one "Preparer" login ID that allows you to submit Forms 990-N (e-Postcards) on behalf of multiple exempt organizations. After you select "Preparer" on the next page, you will be prompted to enter your personal login ID. Your login ID will not be based on the EIN of an organization.

Once you have completed the login ID request process, you will receive an email containing an activation link. Click on the link to activate (and use) your login ID. The e-Postcard website will **not** recognize your login ID until you activate it through the email link.

[Next >>](#)

Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Last modified: September 23, 2013.

# e-Postcard Instructions



## Request Login ID

Please select Exempt Org or Preparer: (for a definition of the two login ID types, return to the previous page.)

Login ID Type:

Exempt Organization

Organization EIN

-

If you are a subordinate organization, be sure to enter your own EIN. Do not enter the EIN of your parent organization or another subordinate organization.

Questions or problems regarding this web site should be directed to [Tech Support](#)

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: September 23, 2013.

# e-Postcard Instructions



[Form 990-N Home](#)

[Control Panel](#)


[Log Out](#)

## Electronic Notice - Form 990-N (e-Postcard) Organization Information

- A** For the tax year period beginning  and ending
- B** Has your organization terminated or  gone out of business?  
Are your gross receipts normally \$25,000  or less?
- C** Organization's legal name - Line 1   
Organization's legal name - Line 2
- D** Employer identification number (EIN)

[Cancel Filing](#)

[Next Page](#)

Click the  image next to any field for help/instructions.

Questions or problems regarding this website should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [Privacy Policy](#).

Website last modified on: April 11<sup>th</sup>, 2008.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox 1.0+ with a screen resolution of 1024 X 768.

You are currently using Microsoft Internet Explorer 7 in 1024 X 768 resolution.

[RETURN TO INSTRUCTION PAGE](#)



# e-Postcard Instructions



Quick Jump    Form 990-N (e-Postcard)    Logout

## Electronic Notice - Form 990-N (e-Postcard) Organization Address and Principal Officer Information

Save Changes before jumping to another page.

**C** Organization's legal name: RESERVE OFFICERS ASSOCIATION OF THE UNITED STATES

**ROA Fliers!**  
In "DBA Names" box departments put their names,  
while chapters put their name and number.

**C** If your organization conducts business using another name (dba), enter other name:

DBA name

DBA name - continued

Organization's mailing address:

Country

United States

Number and street (or PO Box) - Line 1

Number and street (or PO Box) - Line 2

City or town

State

Zip code

**E** Organization's website address, if applicable

**F** Principal Officer:

Type of name

Name

Country

United States

Number and street (or PO Box) - Line 1

Number and street (or PO Box) - Line 2

[RETURN TO INSTRUCTION PAGE](#)