



## 990 N FILING INSTRUCTIONS

To file the 990N, you will need to first set up a user ID and password with the IRS. Start the process here:

<https://sa.www4.irs.gov/eauth/pub/login.jsp?Data=VGFyZ2V0TG9BPUI%253D&TYPE=33554433&REALMOID=06-000ca231-ad53-16bc-8663-483c0adb40e7&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-m5OrA%2b7FvbGU%2bgLgvTS4wrt26VgObWqx%2b78E5Bj5nDRoJHeUNEeLTNGiERDz%2bh%2fe&TARGET=-SM-http%3a%2f%2fsa%2ewww4%2eirs%2egov%2fepostcard%2fsecure%2fhome%2f>

Click Get Started under First Time User



### First Time Users

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Lock your online account to prevent access.

[Information you need to verify your identity](#)

[GET STARTED >](#)

### Returning Users

Log in below if you've previously created a UserID for any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

User ID

Mask User ID

[LOGIN >](#)

[Forgot User ID](#)

[Lock your online account to prevent access](#)

[IRS Privacy Policy | Accessibility](#)

Supply the requested information:



### Step 1 of 4: Personal Information

All fields are required.

First Name

Last Name

Email Address

Re-Enter Email Address

A confirmation code will be sent to your email address.

[CANCEL](#)

[SEND EMAIL CONFIRMATION CODE >](#)

#### What will we do with your information?

The IRS may use third party data to verify your identity. The third party provides the IRS with information to generate questions used to help authenticate your identity. This action may create an entry called a "soft inquiry" on your credit report. The soft inquiry will be listed as an IRS inquiry with the date of the request. Only you can see the IRS soft inquiry. Soft inquiries do not affect your credit score and are not reported to lenders. [Learn more about soft inquiries.](#)

[IRS Privacy Policy | Accessibility](#)

The IRS will email a confirmation code – enter it on the next screen to continue. Do not enter the dash, it will appear automatically



### Step 2 of 4: Verify Identity

**!** Do not close this browser window or you will have to restart the process.

- A confirmation code will be sent to your email address within the next 10 minutes
- Check your spam folder if you don't receive an email.
- If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code.

Enter Confirmation Code

[IRS Privacy Policy](#) | [Accessibility](#)

Complete the security profile. Make note of your user ID and password as you will need it to access the site in the future.



### Step 3 of 4: Security Profile

All fields are required.

#### User ID and Password

User ID

Password

Re-enter Password

Primary Email

Secondary Email (optional)

Unique phrase which will be included in confirmation emails sent by IRS Online Services to you

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or special character (!@#%\*^&\*).

Password Rules:

- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#%\*^&\*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

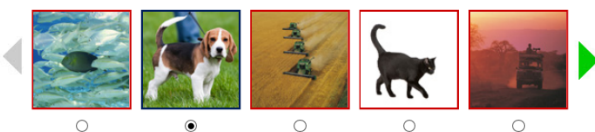


#### Site Phrase

Create a site phrase that you will recognize when you login.

#### Site Image

Select an image that you will recognize when you login.



#### Challenge Questions



You also need to create an e-Postcard Profile before you can file the 990N. Click on Manage E-Postcard Profile



### Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

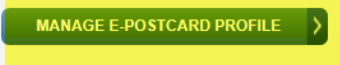
#### e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

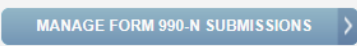
Once created, you can update your e-Postcard profile at any time. Click the button below to get started.



#### Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N



Application Version Number: 1.0.1

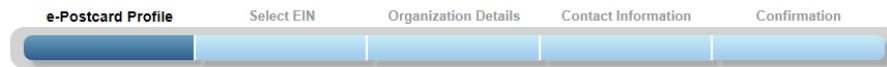
Version Build Date: 2016-02-29 22:16

### Select Exempt Organization



### e-Postcard Profile

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Please select Exempt Organization or Preparer

User Type

- Exempt Organization
- Preparer





Enter you Chapter EIN and click “add EIN”. You should then see your EIN listed under “Currently Associated EIN”. Click on Create New Filing



e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

**e-Postcard Profile**    Select EIN    Organization Details    Contact Information    Confirmation

You are logged in as: **Exempt Organization** [Edit user type](#)

EIN - [ADD EIN](#)

**Currently Associated EIN(s)**

| EIN   | Organization Name | Date Added | Delete |
|---|-------------------|------------|--------|
| No EINs are currently associated with your ID |                   |            |        |

[DELETE EIN](#)    [CREATE NEW FILING >](#)

You should then see your organization information. You will need to answer the two questions – Has your organization terminated and are your gross receipts normally less than \$50k. Then hit continue



Organization Details

**e-Postcard Profile**    **Select EIN**    **Organization Details**    Contact Inform

**Electronic Notice-Form 990-N (e-Postcard)**

**Organization Information**

For the tax year ending  
 ?

Has your organization terminated or gone out of business?  
 ?

Are your gross receipts normally \$50,000 or less?  
 ?

Organization's legal name -Line 1  
 ?

Organization's legal name -Line 2  
 ?

Employer Identification Number (EIN)  
 ?

[PREVIOUS](#)    [CANCEL FILING](#)    [CONTINUE >](#)



Now enter your chapter's organization and principal officer information. The name that appears in the IRS database will be the beginning of your name as submitted when obtaining your EIN number. If you conduct business under another name (for example: AANN-chapter name) enter that in the DBA name fields.

Enter the organization address as the national office address in Chicago as noted below



### Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

**e-Postcard Profile**      **Select EIN**      **Organization Details**      **Contact Information**      Confirmation



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

#### Organization Address and Principal Officer Information

Organization's legal name: **AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES**

If your organization conducts business using another name (DBA), enter other name:

\* = required field

#### Organization:

DBA Name

AANN Upper Mississippi Basin Chapter ?

DBA Name - continued

?

ENTER ADDITIONAL DBA NAMES

Country\*

US - United States ?

Number and Street (or PO Box)\*

8735 W Higgins Rd Suite 300 ?

City or Town\*

Chicago ?

State\*

IL - Illinois ?

Zip Code\*

60631 ?

Organization's website address, if applicable

?



## 990 N FILING INSTRUCTIONS

Enter the principal officer's name and address (this would usually be the president). Once that is complete you can hit Submit filing. If you want to save the filing and finish it later you can use the save filing button. The 990N will not be complete until you hit Submit.

### Principal Officer:

Type of Name\*

 ?

Person Name\*

 ?

Country\*

 ?

Number and Street (or PO Box)\*

 ?

City or Town\*

 ?

State\*

 ?

Zip Code\*

 ?

< PREVIOUS

CANCEL FILING

SAVE FILING

SUBMIT FILING >

Once you submit you will be taken to a screen summarizing your submission. Please save a copy of this for your records. Once a copy is saved click on "Manage From 990-N Submissions"



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

|                    |            |                      |                     |              |
|--------------------|------------|----------------------|---------------------|--------------|
| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |
|--------------------|------------|----------------------|---------------------|--------------|

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES
- **EIN:** 411689976
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520160620003244
- **Filing Status Date:** 03-02-2016
- **Filing Status:** Pending

**Note:** Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

< [MANAGE FORM 990-N SUBMISSIONS](#)



# 990 N FILING INSTRUCTIONS



## Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

| EIN        | Organization Name                           | Tax Year | End Date   | Created On | Status  | Submission ID        | Action   |
|------------|---|----------|------------|------------|---------|----------------------|--|
| 41-1689976 | AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES | 2015     | 12-31-2015 | 03-02-2016 | Pending | 10065520160620003244 | "Get Updated Status" action available 7 minutes following submission |

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[CREATE NEW FILING](#)

You will need to either wait for the status of the submission or come back later to view the status. If waiting, skip to next step. If you decide to close and go back later, just return to the same website (noted at beginning of this document) and sign in as a returning user using the user ID and password you created. Once on the site click on Manage Form 990-N Submissions



## Electronically file your Form 990-N (e-Postcard)

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### 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:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

[MANAGE E-POSTCARD PROFILE](#)

### Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
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Click on the button below to get started.

[MANAGE FORM 990-N SUBMISSIONS](#)

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Version Build Date: 2016-02-29 22:16



## 990 N FILING INSTRUCTIONS

On the next screen click on “get updated status” in the action column and the status should now say “accepted”. Click on the submission ID number



### Manage Form 990-N (e-Postcard)

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| EIN        | Organization Name                           | Tax Year | End Date   | Created On | Status   | Submission ID                        | Action |
|------------|---|----------|------------|------------|----------|--------------------------------------|--------|
| 41-1689976 | AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES | 2015     | 12-31-2015 | 03-02-2016 | Accepted | <a href="#">10065520160620003244</a> |        |

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CREATE NEW FILING >

Send a copy of this confirmation showing a filing status of accepted to the national office for your compliance reporting.



### Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    Organization Details    Contact Information    **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES
- **EIN:** 411689976
- **Tax Year:** 2015
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- **Submission ID:** 10065520160620003244
- **Filing Status Date:** 03-02-2016
- **Filing Status:** Accepted

< MANAGE FORM 990-N SUBMISSIONS