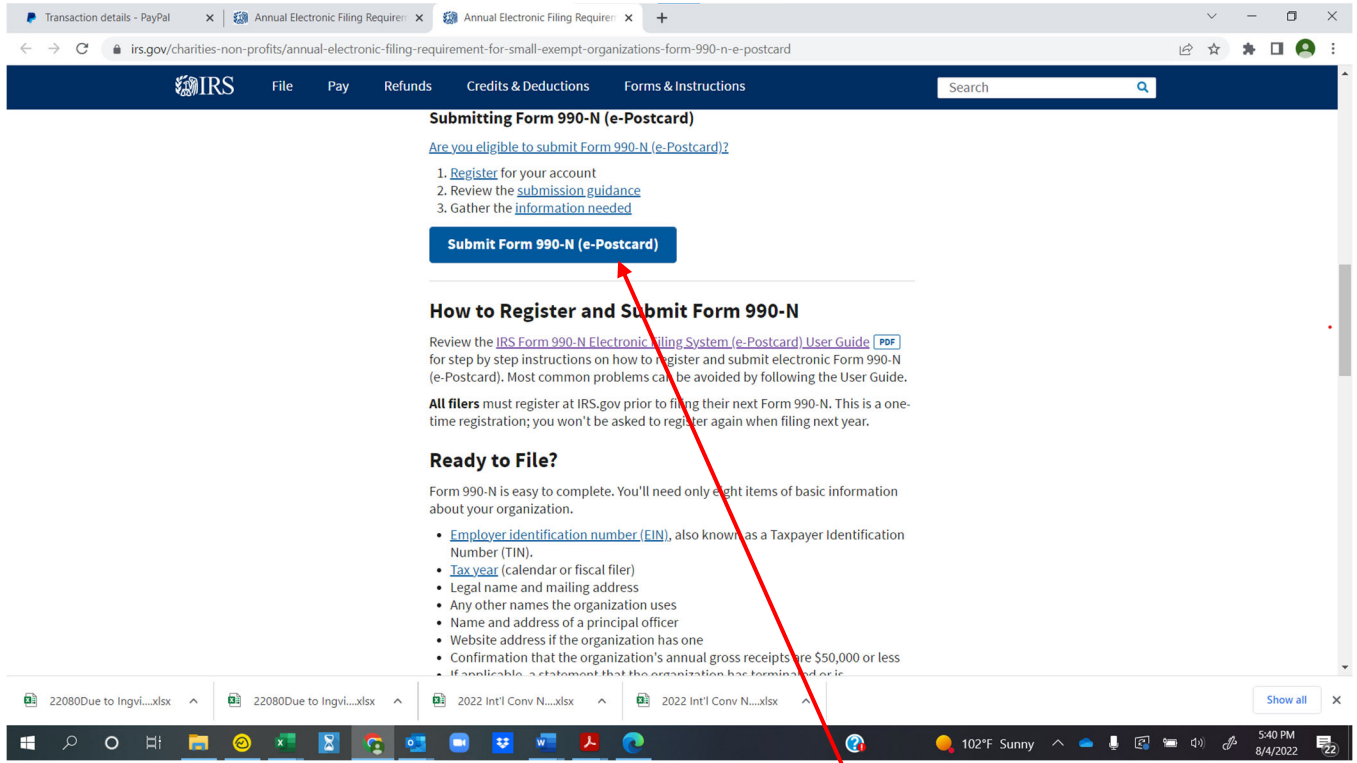


# The Delta Kappa Gamma Society International Creating an ID.me Account with the IRS

**Step 1** go to

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

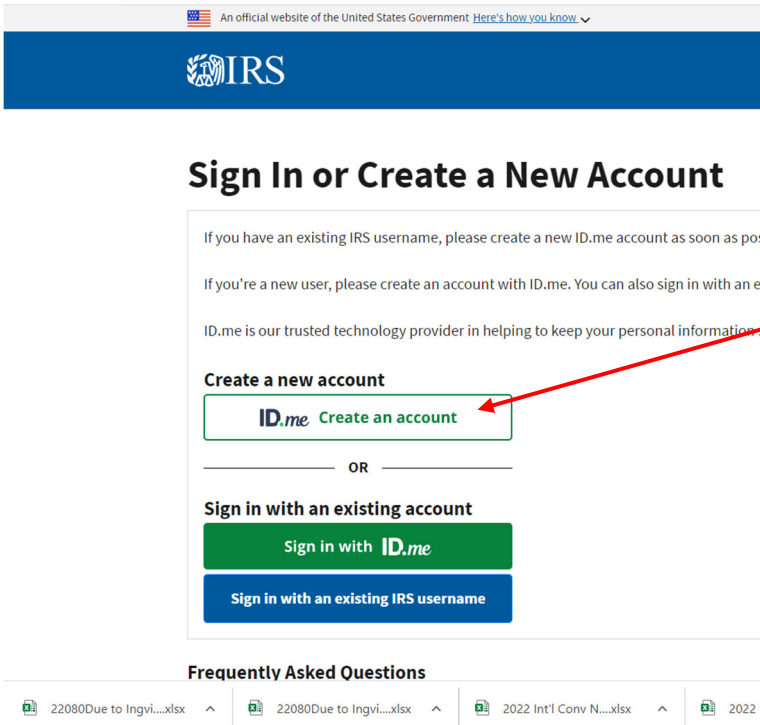
and scroll down



**Step 2** When you see “Submit Form 990N (e-Postcard)” **click on it**

The following screen will appear

# The Delta Kappa Gamma Society International Creating an ID.me Account with the IRS



**Step 3** Click on  
“ID.Me Create an account”

The following screen will appear

## Step 4

- enter your email address
- enter a password and
- re-enter password  
(passwords must match)

### Password should contain:

- lowercase letter ✓
- uppercase letter ✓
- number ✓
- at least 8 characters ✓

**Password can't be common or easily guessable**

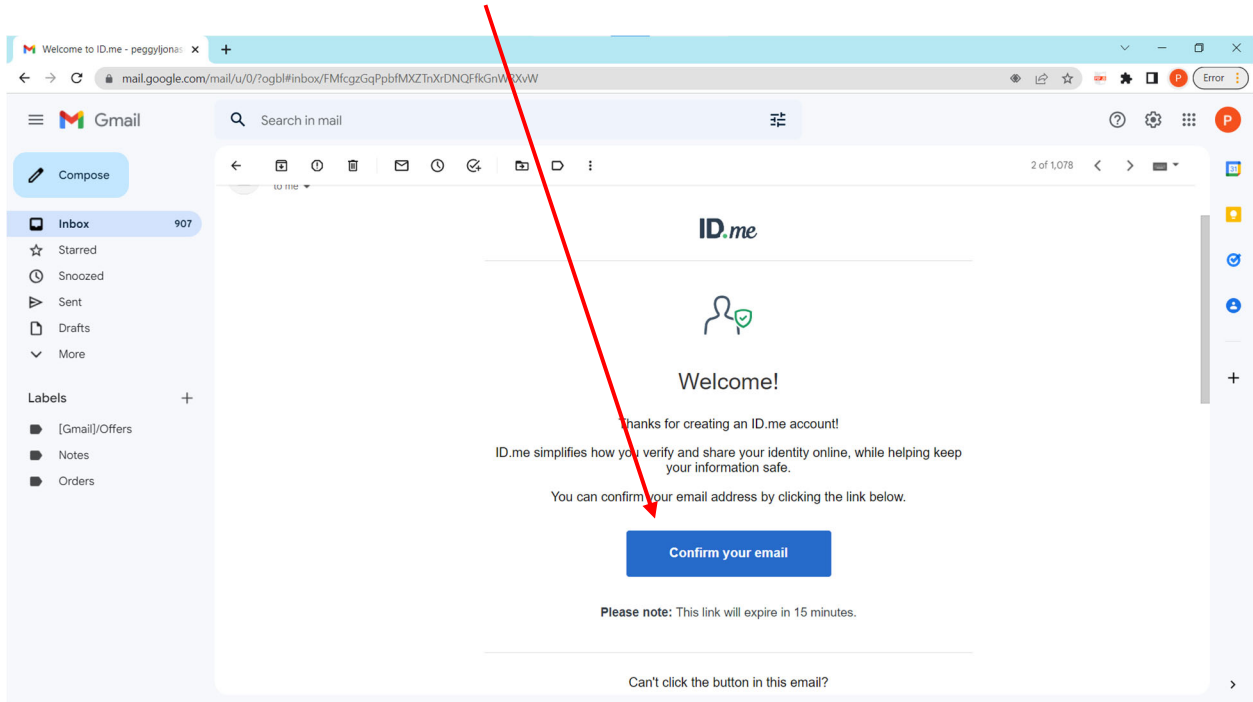
- check the “I accept...” box
- click on “Create account”

## Step 5

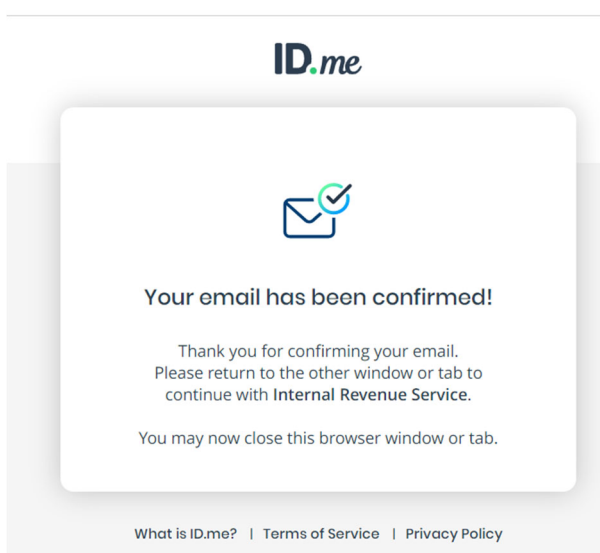
GO TO YOUR EMAIL ACCOUNT FOR THE ADDRESS ENTERED ABOVE (4 a.)

Within a few minutes you should receive an email from Id.me

Open the email and **click on the link** Note: the link will expire within 15 minutes



The link will take you to the following webpage, you can close this window



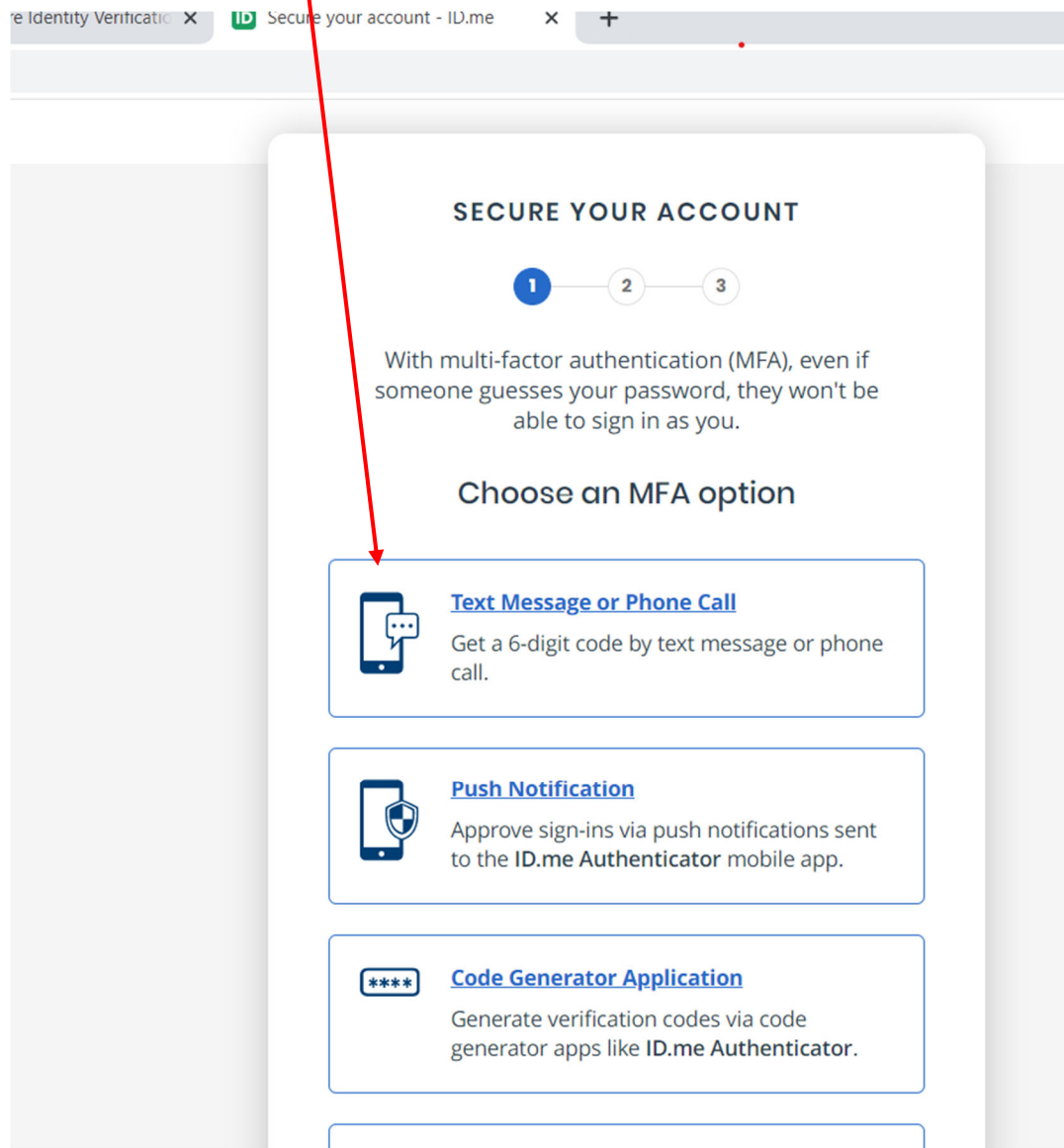
## Step 6

return to the IRS website; the following screen should show

(if not repeat steps 1 and 2, in step 3 click on “Sign in with ID.me”)

Sign in with **ID.me**

Choose an MFA option (note a text or phone call seems simplest)



The screenshot shows a web browser window with two tabs: "e Identity Verificatio" and "ID Secure your account - ID.me". The main content area is titled "SECURE YOUR ACCOUNT" and features a progress indicator with three steps, where step 1 is highlighted. Below the title, a paragraph explains that multi-factor authentication (MFA) prevents unauthorized access even if a password is guessed. The screen then prompts the user to "Choose an MFA option". Three options are listed in rounded rectangular boxes:

- Text Message or Phone Call**: Get a 6-digit code by text message or phone call. (A red arrow points to this option.)
- Push Notification**: Approve sign-ins via push notifications sent to the ID.me Authenticator mobile app.
- Code Generator Application**: Generate verification codes via code generator apps like ID.me Authenticator.

If you select “Text Message or Phone Call” the following screen will appear

**Step 7**

- Enter phone number
- Select “Text me” or “Call me”
- Click on “Continue”

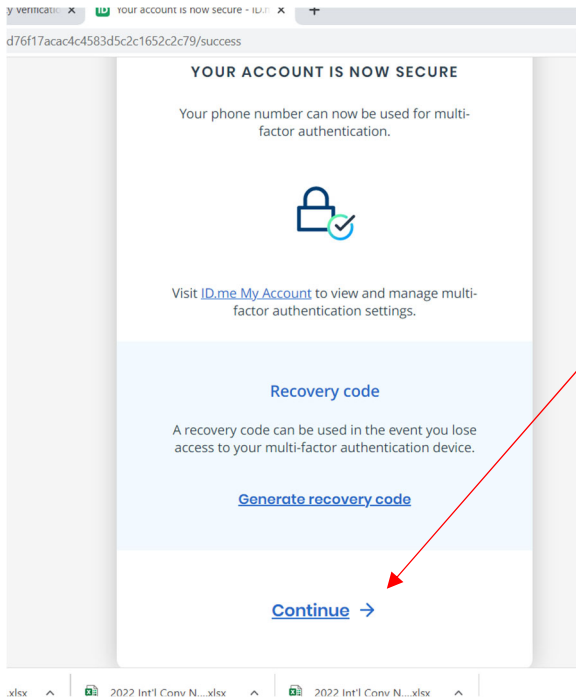
The following screen will appear and a code will be texted or phoned to you

**Step 8**

- Enter the code that was sent to you
- Click on “Continue”

# The Delta Kappa Gamma Society International Creating an ID.me Account with the IRS

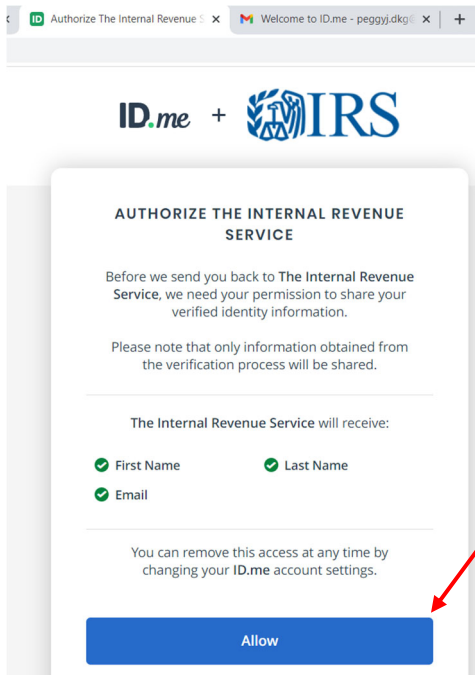
The following screen will appear



## Step 9

Click on "Continue"

The following screen will appear



## Step 10

Click on "Allow"

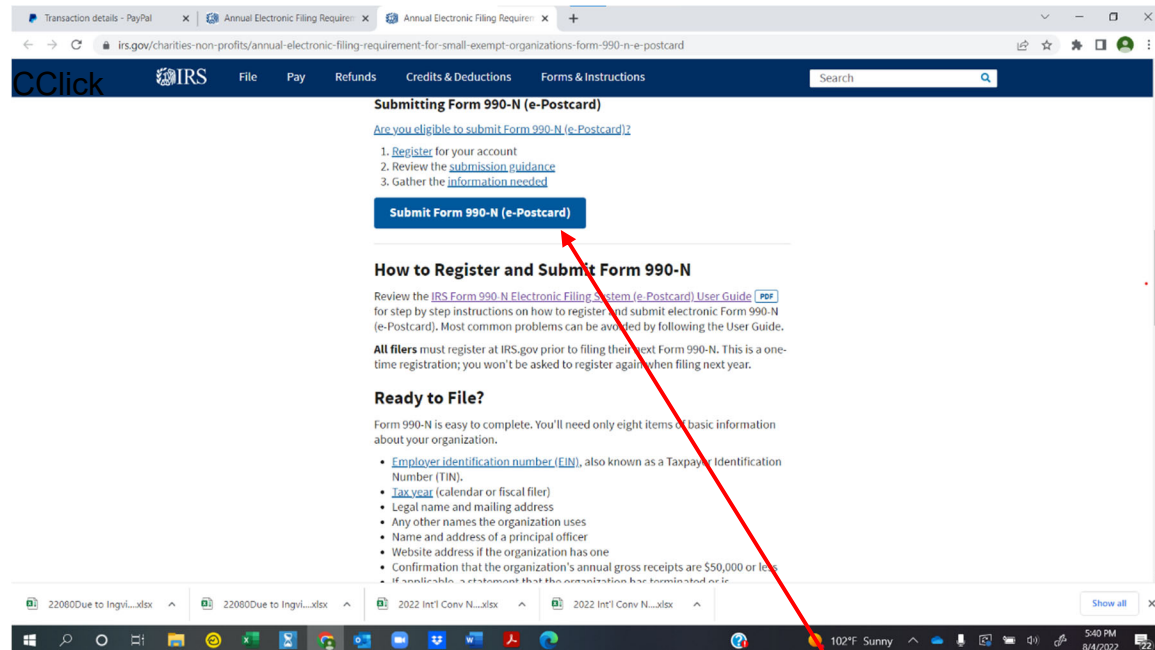
You will then be taken to the IRS website and the 990N filing page.

## Logging in with ID.me (Future logins)

**Step 1** go to

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

and scroll down



**Step 2** When you see “Submit Form 990N (e-Postcard)” **click on it**

The following screen will appear

# The Delta Kappa Gamma Society International Creating an ID.me Account with the IRS

An official website of the United States Government [Here's how you know](#)

**IRS**

## Sign In or Create a New Account

If you have an existing IRS username, please create a new ID.me account as soon as possible.

If you're a new user, please create an account with ID.me. You can also sign in with an existing account.

ID.me is our trusted technology provider in helping to keep your personal information safe.

**Create a new account**

[ID.me Create an account](#)

OR

**Sign in with an existing account**

[Sign in with ID.me](#)

[Sign in with an existing IRS username](#)

[Frequently Asked Questions](#)

### Step 3

Click on "Sign in with ID.me"

The following screen will appear

## Sign in to ID.me

New to ID.me?  
[Create an ID.me account](#)

Email  
Enter your email

Password  
Enter your password

[Sign in](#)

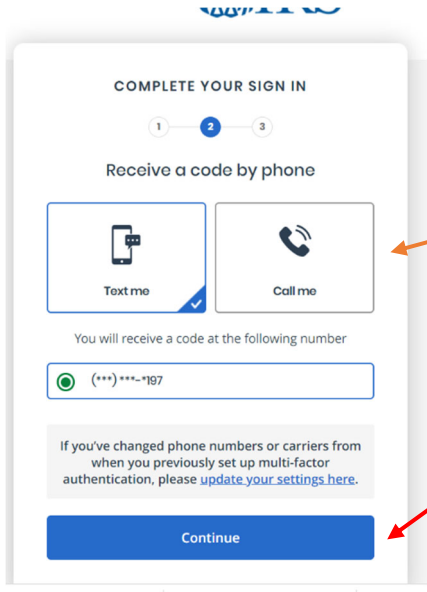
[Forgot password](#)

### Step 4

- Enter your email address
- Enter password you created
- Click on "Sign in"

following screen will appear

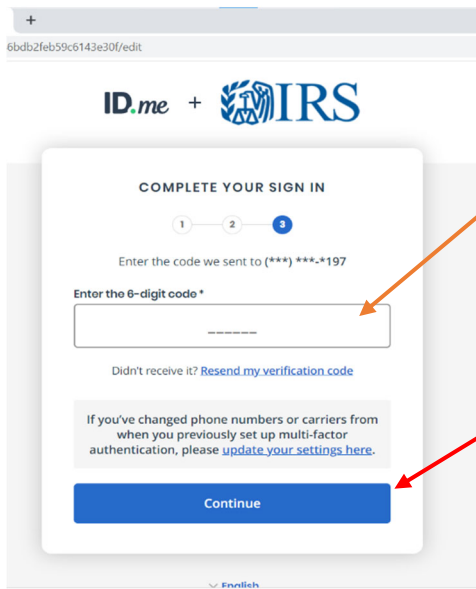




## Step 5

- a. Select deliver method
- b. Click on "Continue"

A 6 digit code will be sent to the phone number provided and on your computer the following screen will appear



## Step 6

- a. Enter 6 digit code
- b. Click on "Continue"

**You should now be on the IRS 990N filing webpage and can continue with filing return, updating status, or check prior filings.**

The screenshot shows a web browser window with the address bar displaying "postcard/secure/home/". The page header includes the IRS logo and navigation links for "Home", "Security Profile", and "Logout". The main heading is "Electronically file your Form 990-N (e-Postcard)".

The page is divided into two main sections:

- e-Postcard Profile:** This section explains that users must create an e-Postcard Profile before filing. It lists three steps: 1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization", 2. Add EINs to your e-Postcard Profile, and 3. Remove EINs from your e-Postcard Profile. It also provides a link for "More information on who must file a Form 990-N" and states that profiles can be updated at any time. A blue button labeled "MANAGE E-POSTCARD PROFILE" is located at the bottom of this section.
- Manage Form 990-N Submissions:** This section describes the actions available on the Manage Form 990-N Submissions page, including: 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, and 4. Delete an in-progress Form 990-N. It includes a prompt to "Click on the button below to get started." and a blue button labeled "MANAGE FORM 990-N SUBMISSIONS" at the bottom.

At the bottom of the page, the following version information is displayed:  
Application Version Number: 1.11.2  
Version Build Date: 2022-07-31 18:54