

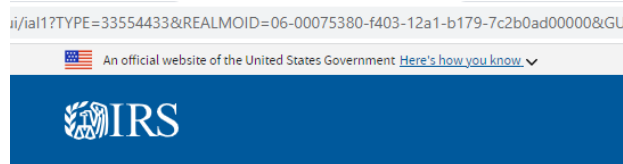
Filing Form 990N for FY 2022-23 (IRS Tax year 2022)

07/06/2023 UPDATE

If the treasurer is having login trouble, they need to use a two (multi) factor authentication (MFA) system. Most created a MFA account using ID.me last year.

However, some of the early filers last year were able to use their old login. If the filer did not create an MFA last year they will need to **set up an MFA to login.**

The IRS now has two options LOGIN.GOV or ID.me. **Treasurers should select ID.me and have a cell phone to receive a text message or a phone to receive a phone call with an authentication code each time they log in.** The phone #s are selected during the ID.me login set up.



Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to your account.

Login.gov is an account created, maintained, and secured by the U.S. government. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard).

If you don't have a Login.gov or ID.me account, you must create a new account.

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me


OR

Create a new account

Create an account  LOGIN.GOV

 Create an account

Frequently Asked Questions

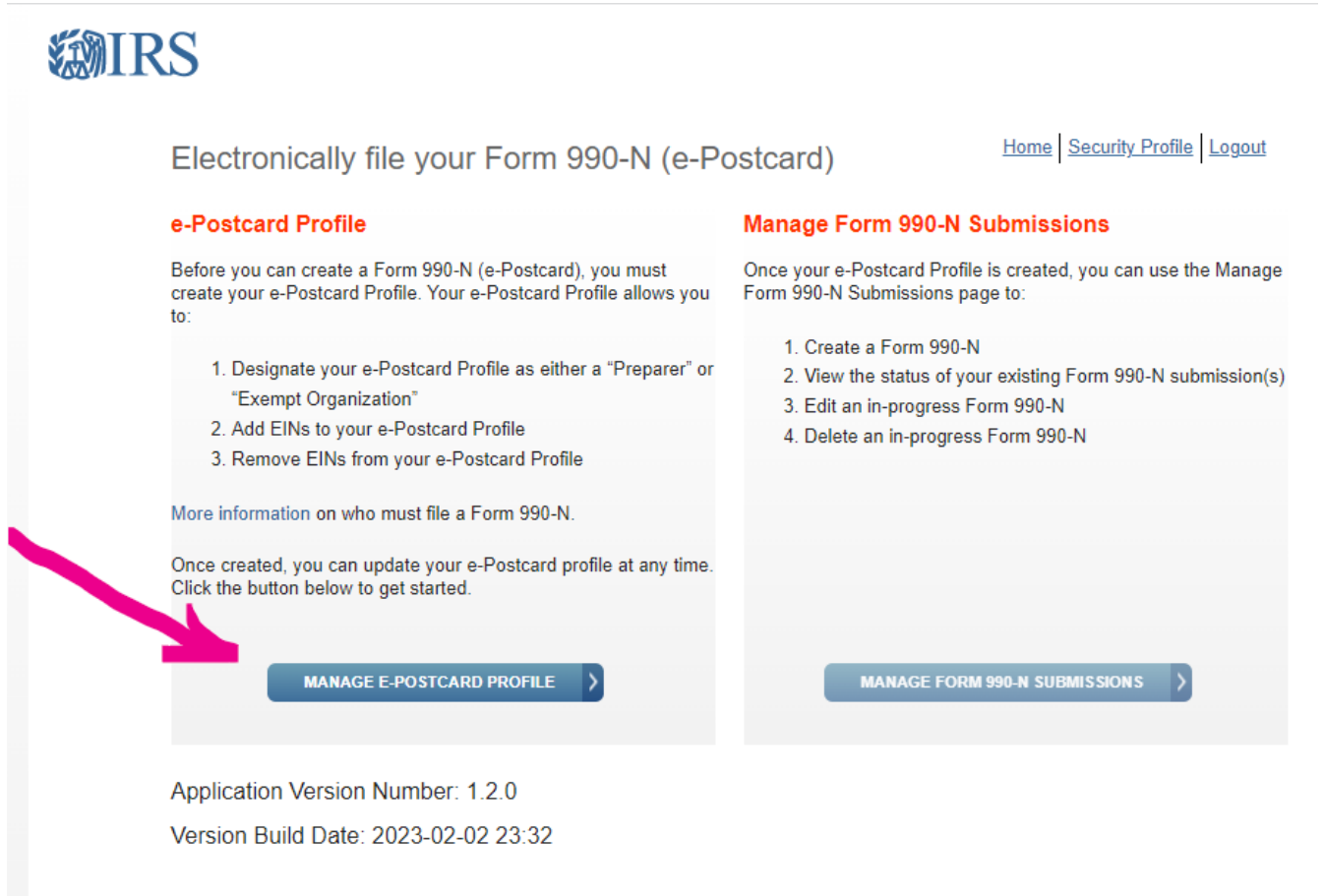
 [What are Login.gov and ID.me?](#)

This U.S. Government system is for authorized use only.

Warning: This system may contain private tax information. By using this system, you consent to the collection, use, and disclosure of this information. Any other use of this system is an unauthorized use and is prohibited.

Unauthorized use violates Federal law and may result in criminal or civil penalties under these laws.

Once Treasurer's login they will see the following screen: Treasurers must select "MANAGE E-POSTCARD PROFILE" (notice the "MANAGE FORM 990N SUBMISSIONS" button is slightly greyed out).



The screenshot shows the IRS website interface for electronically filing Form 990-N. At the top left is the IRS logo. The main heading is "Electronically file your Form 990-N (e-Postcard)". In the top right corner, there are links for "Home", "Security Profile", and "Logout". The page is divided into two main sections: "e-Postcard Profile" and "Manage Form 990-N Submissions".

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)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

MANAGE FORM 990-N SUBMISSIONS >

Application Version Number: 1.2.0
Version Build Date: 2023-02-02 23:32

A pink arrow points to the "MANAGE E-POSTCARD PROFILE" button.

After clicking on "MANAGE E-POSTCARD PROFILE" the following screen will appear. "You are logged in as" should show "Exempt Organization". If it does not, click on "Edit user type" and select "Exempt Organization".

(Note a preparer would be someone who files returns for chapters other than their own).

IRS

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](#)

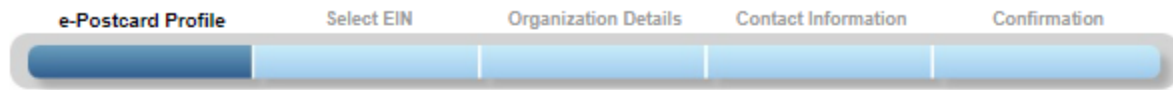
Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
	DELTA KAPPA GAMMA SOCIETY INTERNATIONAL	08/04/2022	<input type="checkbox"/>

You may need to add the EIN or verify the EIN for which you are filing.
Then select "CREATE NEW FILING" button and continue on with the filing of the form.

e-Postcard Profile

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



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

EIN

- [ADD EIN](#)

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
75- <input type="text"/> 2	DELTA KAPPA GAMMA SOCIETY INTERNATIONAL	10/17/2022	<input type="checkbox"/>

««« Prev Page 1 Next »»»



After clicking on "Create New Filing": fill the following information about your chapter as indicated below:

Organization Details

[Help](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

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

Organization Information

For the tax year ending

June 30, 2022



Has your organization terminated or gone out of business?

No



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

Yes



Organization's legal name -Line 1

DELTA KAPPA GAMMA SOCIETY



Organization's legal name -Line 2

INTERNATIONAL



Employer Identification Number (EIN)

75[]2



< PREVIOUS

CANCEL FILING

CONTINUE >



Continue filling the following information about your chapter as indicated 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:

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

* = required field

Organization:

DBA Name



DBA Name: Add your Chapter name TX

DBA Name - continued



Example: Delta Omicron TX

ENTER ADDITIONAL DBA NAMES

Country*



Country: United States

Number and Street (or PO Box)*



Address: treasurer's mailing address

City or Town*



*****no punctuation is accepted*****

State*



Zip Code*



Organization's website address, if applicable



Continue filling the following information about your chapter as indicated below and submit the filing.

Principal Officer:

Type of Name*
 ?

Person Name*
 ?

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 ?

Type of Name: Person or Individual

Person Name & Contact Info:
Treasurer's name, address

*****no punctuation is accepted*****

Check the information and Submit Filing

[PREVIOUS](#) [CANCEL FILING](#) [SAVE FILING](#) [SUBMIT FILING](#)



e-Postcard Confirmation Warning!

Do you want to save the data and submit this filing to the IRS?

Once you submit the e-Postcard, you will no longer be able to edit the information in the e-Postcard.

Click "Ok" to submit the e-Postcard to the IRS, otherwise click "Cancel"

[OK](#) [CANCEL](#)

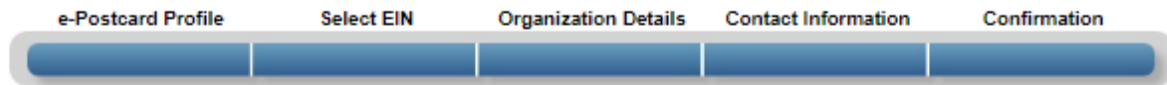


After submitting the filing, the "Confirmation/Pending" page comes up.



Confirmation

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



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

- **Organization Name:** DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
- **EIN:** 75-
- **Tax Year:** 2021
- **Tax Year Start Date:** 07-01-2021
- **Tax Year End Date:** 06-30-2022
- **Submission ID:** 10065520222905925099
- **Filing Status Date:** 10-17-2022
- **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](#)

Printing this page is an option but does not show the status as "Accepted" – which is needed in the files.

To get the "Accepted" status, click the Manage Form 990-N Submissions button

This table shows that in 7 minutes, the updated status will be available.

Manage Form 990-N (e-Postcard) [Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
75- <input type="text"/> 2	DELTA KAPPA GAMMA SOCIETY INTERNATIONAL	2021	06-30-2022	10-17-2022	Pending	10065520222905925099	"Get Updated Status" action available 7 minutes following submission

««« Prev Page 1 Next »»»

[CREATE NEW FILING](#)

When "Get Updated Status" link appears, click it to see the accepted page.

Print / Save this page for your records that the filing was accepted .

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:** DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
- **EIN:** 75
- **Tax Year:** 2021
- **Tax Year Start Date:** 07-01-2021
- **Tax Year End Date:** 06-30-2022
- **Submission ID:** 10065520222905925099
- **Filing Status Date:** 10-17-2022
- **Filing Status:** Accepted



[MANAGE FORM 990-N SUBMISSIONS](#)