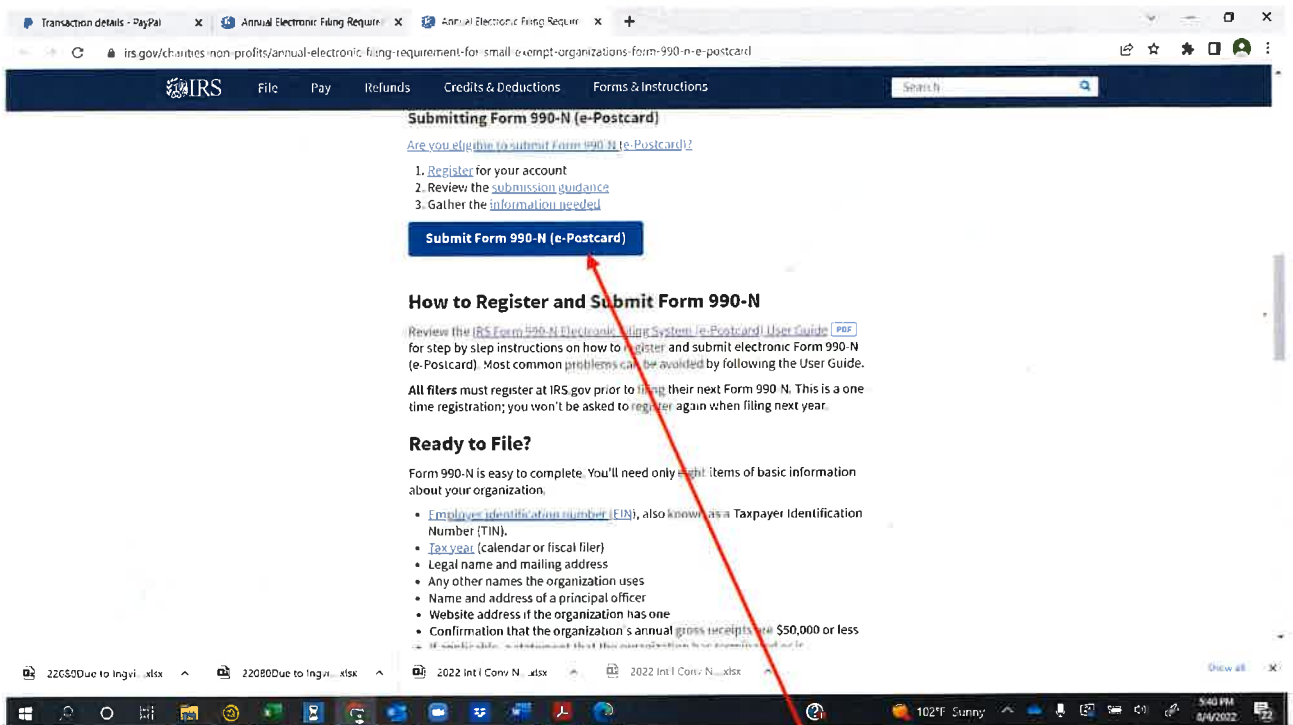The Delta Kappa Gamma Society International
Creating an ID.me Account with the IRS

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

An official website of the United States Government Here's how you know ⌄

◈IRS

Sign In or Create a New Account

Step 3 Click on

"ID.Me Create an account"

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

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

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

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

📄 22080Due to Ingv... xlsx ⌃   📄 22080Due to Ingv... xlsx ⌃   📄 2022 Int I Conv N... xlsx   ⌃   📄 2022 In

The following screen will appear

ati ✕   📄 Create an ID.me account - ID.me ✕   +

Create an ID.me account

Step 4

a. enter your email address

Already have an ID.me account?
Sign in to ID.me

b. enter a password and

* Indicates a required field

Email *

c. re-enter password
(passwords must match)

Enter your email

Password *

Enter your password

Confirm Password *

Confirm your password

Password should contain:

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

Password can't be common or easily guessable   •

☐ I accept the ID.me Terms of Service and Privacy Policy

d. check the "I accept..." box

> **Create account**
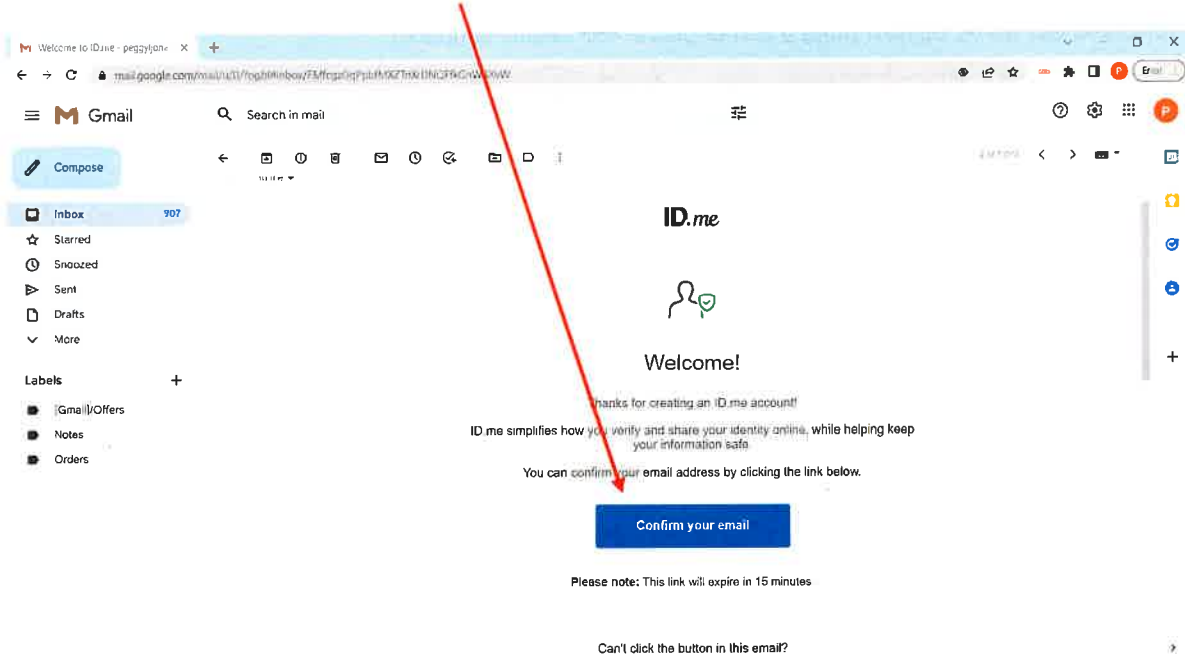
e. click on "Create account"

Ⓧ If you have been filing the 990n for a number of years, use the same email with this new sign-in so that past filings are available.
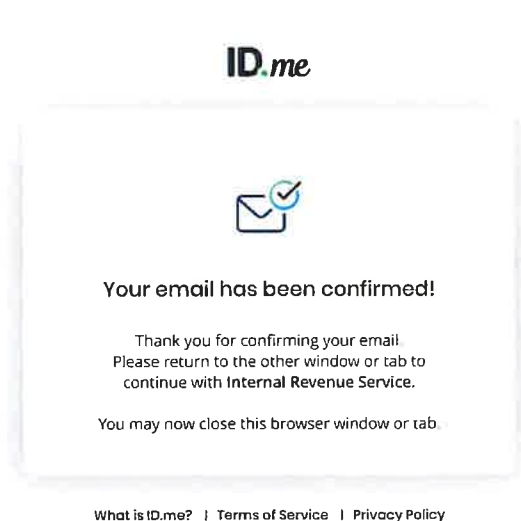
Step 5

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

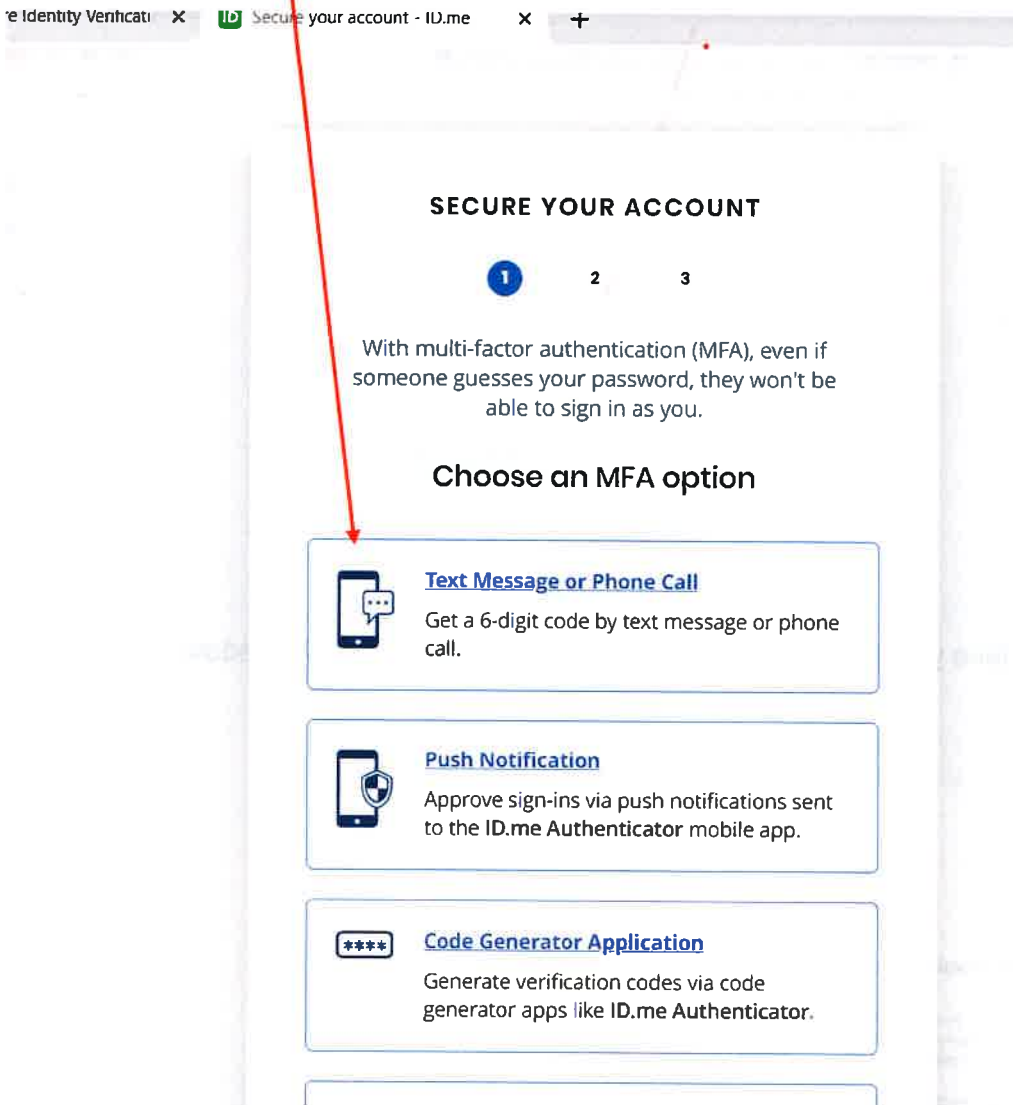The link will take you to the following webpage, you can close this window

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)

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

SECURE YOUR ACCOUNT

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

Step 7

a. Enter phone number

b. Select "Text me" or "Call me"

c. Click on "Continue"

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

ID.me + IRS

SECURE YOUR ACCOUNT

Confirm your phone number

Please pick up the phone and follow the instructions to receive your 6-digit code.

Enter the 6-digit code *

Didn't receive it? Resend my verification code

Go back   Continue

English

Step 8

a. Enter the code that was sent to you

b. Click on "Continue"

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

The following screen will appear

YOUR ACCOUNT IS NOW SECURE

Your phone number can now be used for multi-factor authentication.

Visit ID.me My Account to view and manage multi-factor authentication settings.

Recovery code

A recovery code can be used in the event you lose access to your multi-factor authentication device.

Generate recovery code

Continue →

Step 9

Click on "Continue"

The following screen will appear

ID.me + IRS

AUTHORIZE THE INTERNAL REVENUE SERVICE

Before we send you back to The Internal Revenue Service, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

The Internal Revenue Service will receive:

✓ First Name   ✓ Last Name
✓ Email

You can remove this access at any time by changing your ID.me account settings.

Allow

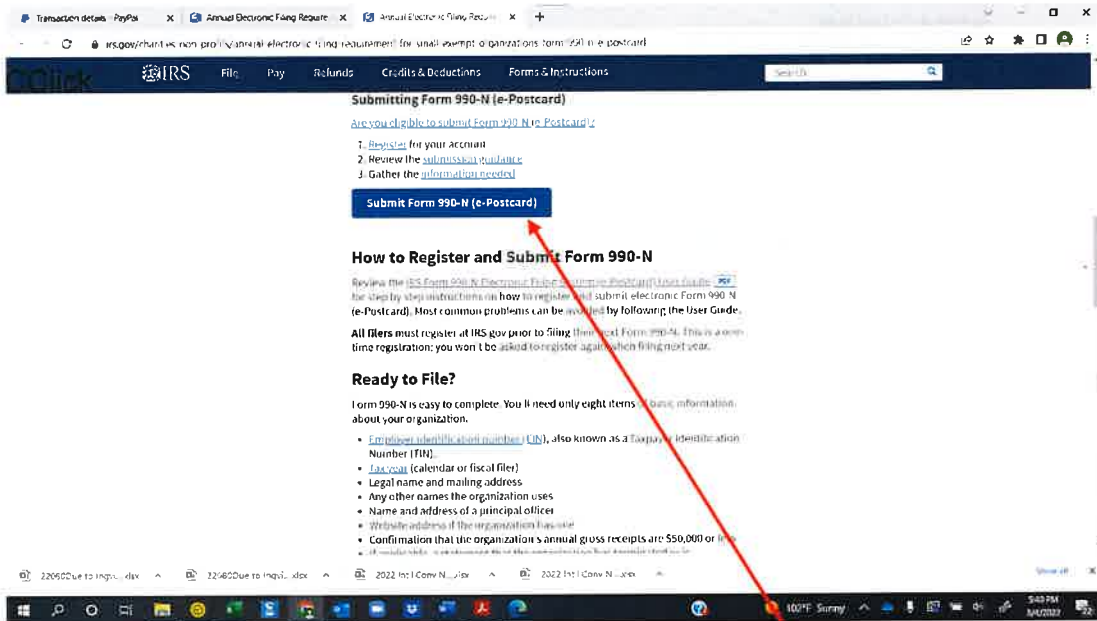## Step 10

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

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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 pos

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

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

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

a. Enter your email address

b. Enter password you created
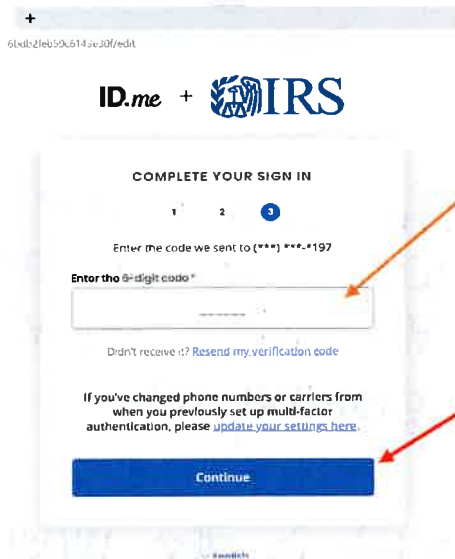
c. Click on "Sign in"

following screen will appear

COMPLETE YOUR SIGN IN

Receive a code by phone

Text me   Call me

You will receive a code at the following number

(***) ***-*197

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please update your settings here.
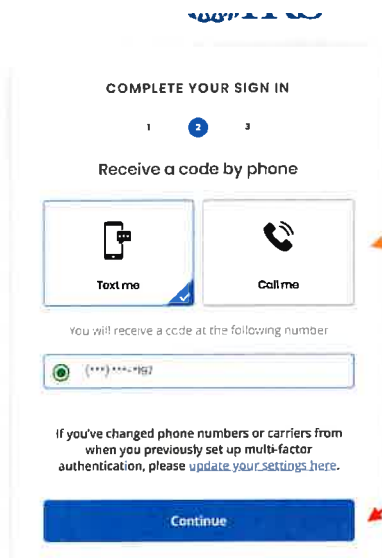
Continue

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

ID.me + IRS

COMPLETE YOUR SIGN IN

Enter the code we sent to (***) ***-*197

Enter the 6-digit code *

Didn't receive it? Resend my verification code

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please update your settings here.

Continue

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.

e-Postcard Home   ✕   +

postcard/secure/home/

IRS

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 E-POSTCARD PROFILE ›

Application Version Number: 1.11.2

Version Build Date: 2022-07-31 18:54

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

Click on the button below to get started

MANAGE FORM 990-N SUBMISSIONS ›

You may need to click Manage ... profile and associate your Chapter's EIN to the new ID.me profile before you can proceed.

This is normally where you complete the filing after signing in

This is also where you go to see the list of current and past filings.