

Completing IRS 990-N ePostcard - 2016

Things you should know before you get started.

In the past, the IRS used a 3rd party provider to provide the online processing services for IRS 990-N ePostcard. Recently, the IRS decided to create an IRS website that would allow them to handle online submissions of 990-N ePostcards in-house without the involvement of a 3rd party. This allows the IRS to control the security aspects of their website. As part of this control, usernames and passwords have NOT been transferred from the old system to the new system; therefore, all organizations will be required to register before they may access to the system. DO NOT WAIT UNTIL THE LAST DAY!

Since the website is different than in the past, **every organization will need to register as if they have never used the IRS site**, which, really you haven't used THIS site in the past. Once you have registered then it will be a simple matter of logging on to the site in the future. NOTE: When you systematically enter the information and document the information needed for the future, it will be quick and easy. Use these instructions to document the answer. A recap of all information you will need in the future is available on the last page.

Due to the use of security statements, photo and a series of security questions you will want to give thought to your answers BEFORE you get to that screen. Remember, this profile will be used for your organization for years. Therefore, it is recommended that you go through the instructions provided and write down your answers. Page 16 provides a form to record this information. Then, when entering the information you will have the answers you need allowing for quick entry.

Read these instruction at least once before you even think about touching your computer!

FORM 990-N REGISTRATION

The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February.

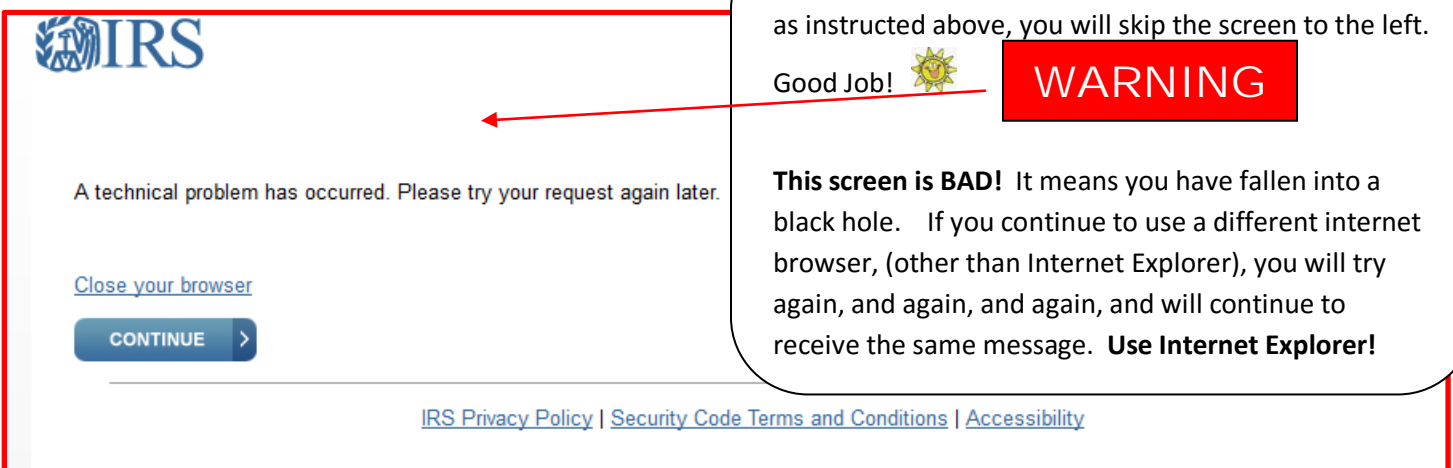
- **All filers** must (re)-register at IRS.gov prior to filing their next Form 990-N.
- This is a one-time registration; you won't be asked to register again when filing next year.
- If you have technical difficulties or are unsure on how to proceed contact **IRS Customer Account Services at 877-829-5500 (a toll-free number) for assistance.**
- **NOTE WHEN REGISTERING OR FILING:**
 - Text fields cannot exceed 35 characters and must only contain numbers, letters or hyphen characters. Periods, slash, etc. will not be accepted.
 - **Use Internet Explorer as the browser as others may not work.** You won't know until the end when you submit and get a response like the following:

When you use the internet browser, **Internet Explorer** as instructed above, you will skip the screen to the left.

Good Job! 

WARNING

This screen is BAD! It means you have fallen into a black hole. If you continue to use a different internet browser, (other than Internet Explorer), you will try again, and again, and again, and will continue to receive the same message. **Use Internet Explorer!**



Form 990-N REMINDERS:

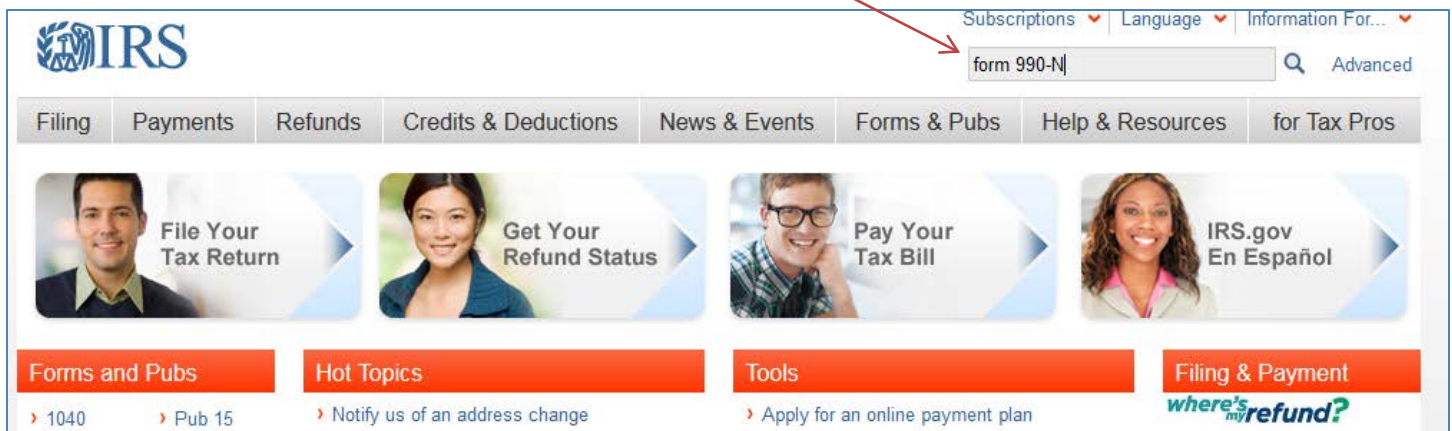
- Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. **You cannot file the e-Postcard until after your tax year ends.**
- **Example:** If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.
- If your 990-N is late, the IRS will send a reminder notice to the last address we received.
- While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years **will automatically lose their tax-exempt status.** Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.
- Members of CGCI's Group Tax Exemption Program—Remember, when completing *the GTEP Annual Renewal Form*, you will be required to include the date you filed the IRS 990-N ePostcard. Make note of the date!

INSTRUCTIONS FOR REGISTRATION

Whether or not you have filed the 990-N previously you are a “first-time user” for this registration.

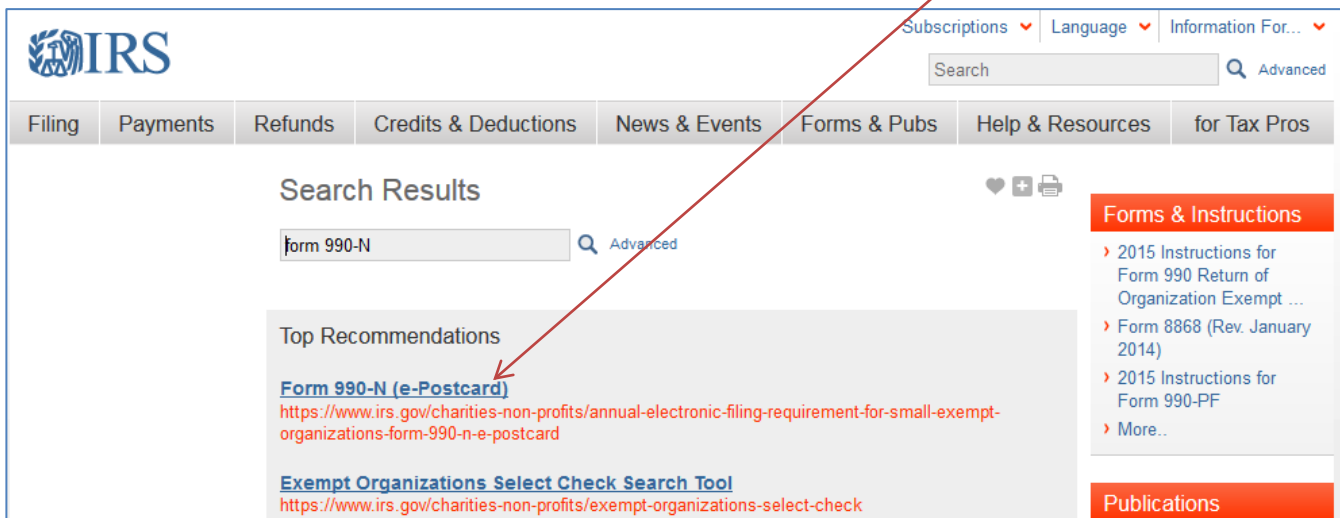
Go to <https://www.irs.gov>

- Type 990-N in the search box & press the Enter key



The screenshot shows the IRS website homepage. At the top left is the IRS logo. To the right are links for Subscriptions, Language, and Information For... Below these is a search bar containing the text "form 990-N". A red arrow points from the text "Type 990-N in the search box" to this search bar. Below the search bar is a navigation menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the navigation menu are four featured tiles: "File Your Tax Return", "Get Your Refund Status", "Pay Your Tax Bill", and "IRS.gov En Español". At the bottom are four red buttons: "Forms and Pubs", "Hot Topics", "Tools", and "Filing & Payment".

The search results page will appear. Click on the Form 990-N (e-Postcard) option.



The screenshot shows the IRS search results page. At the top left is the IRS logo. To the right are links for Subscriptions, Language, and Information For... Below these is a search bar containing the text "form 990-N". Below the search bar is a navigation menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the navigation menu is the "Search Results" section. It contains a search bar with "form 990-N" and a "Top Recommendations" section. The first recommendation is "Form 990-N (e-Postcard)" with a red arrow pointing to it from the text "Click on the Form 990-N (e-Postcard) option." Below it is "Exempt Organizations Select Check Search Tool". To the right of the search results is a sidebar with "Forms & Instructions" and "Publications" sections. The "Forms & Instructions" section lists: "2015 Instructions for Form 990 Return of Organization Exempt ...", "Form 8868 (Rev. January 2014)", "2015 Instructions for Form 990-PF", and "More..".

Click on the **Filing System** link

Subscriptions | Language | Information For... | Search | Advanced

Filing | Payments | Refunds | Credits & Deductions | News & Events | Forms & Pubs | Help & Resources | for Tax Pros

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

How to file
To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#).

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. **There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing.
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Prior to filing your form, please review the following information:

Charitable Organizations
Churches & Religious Organizations
Political Organizations
Private Foundations
Other Non-Profits
Contributors

Charities & Non-Profits Topics

- A-Z Index
- Search for Charities
- Calendar of Events
- Charity and Nonprofit Audits
- Free e-Newsletter
- Online Training
- Life Cycle
- Taxpayer Bill of Rights
- Tax Exempt and Government

CLICK ON THE "FIRST TIME USERS" **GET STARTED** BUTTON

First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

GET STARTED >

Returning Users

Log in below if you've previously registered through any of the following applications:

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

Username

Mask Username

LOG IN >

[Forgot Username](#)

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

STEP 1A

- PERSONAL INFORMATION PAGE: Enter your contact information, and then select SEND EMAIL CONFIRMATION CODE.

Note: this information is ONLY to receive the confirmation code.

Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it into the confirmation code field.

It is okay to use your name and email address. Later, you will be able to add your club's name to the profile.

Since a confirmation code (valid for 15 minutes ONLY) will be sent to you by email, use an email address you may access easily so you will be able to continue to complete the registration.


Later, if necessary, you may change the email address.

STEP 1B

Go to your email INBOX and open the email message received from the IRS. The subject will probably be: Your IRS Online Services Email Confirmation Code. Open the email to obtain the confirmation code that you will need to use when continuing with the registration process.

Your IRS Online Services Email Confirmation Code

Inbox x

 **IRS.online.services@irs.gov** to me

Your confirmation code is: 1111-2222

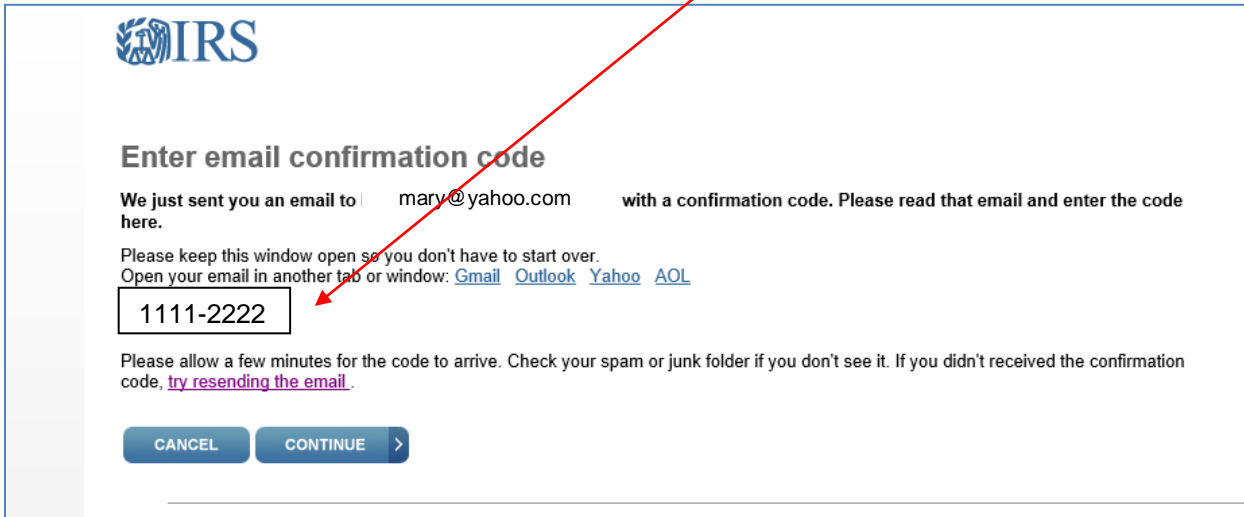
This code will expire in 15 minutes. Enter it into the Email Confirmation Code field as soon as possible to access your requested service.

This is an automated email. Please do not reply.

The IRS will never initiate contact through email asking taxpayers for personal or financial information.

STEP 2

- ENTER EMAIL CONFIRMATION CODE: Enter the confirmation code found in your email,
- then select CONTINUE. If you don't receive an email, check your spam/junk email folder.



IRS

Enter email confirmation code

We just sent you an email to **mary@yahoo.com** with a confirmation code. Please read that email and enter the code here.

Please keep this window open so you don't have to start over.
Open your email in another tab or window: [Gmail](#) [Outlook](#) [Yahoo](#) [AOL](#)

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't received the confirmation code, [try resending the email](#).

CANCEL **CONTINUE >**

CGCI suggestions:

- Treasurers are usually the ones to file the 990-N.
- The individual officer may change every one or two years
- The user profile should be “transferrable” i.e. passed to each succeeding officer
- Create a “club” profile i.e. Username: anytowngardenclub; primary e-mail: a general club address, i.e. ourgardenclub@gmail.com. If you do not have a club address you can create one in Gmail, outlook, aol etc. or request one from CGCI.
- The answers to the “Challenge Questions” (see Page 8) should not be specific to an individual (and they do not need to be true...no one is going to test the validity of the answer!). They would be used only to test someone attempting to log in who has forgotten the password.
- The answers, along with the username, password, Site Phrase and Image should be recorded somewhere in your club’s “important papers” and accessible to anyone with authority to file the tax return.
- Page 16 is a form that can be used to document and store the above information.

STEP 3A

- SECURITY PROFILE PAGE: Choose a USER ID. Ensure that you use only letters, numbers or a hyphen when entering text fields. This character limit does not apply to password fields.
- When choosing a PASSWORD on the Security Profile page, ensure you only use only **letters, numbers, ! or #**. (Despite the information on the screen, **! or #** are the only special characters that work with the system at this time.)

Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

Password

Re-enter Password

Primary Email

Enter a username of your choice. The username should be 8-24 characters and cannot be an email address, SSN, or contain a space, or a 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.

Create a Username and Password for your club's User Profile.

To keep it simple, perhaps you would like to use the name of your club (removing any spaces) for your Username.

Create a password for the account. Do you have a club tree or flower? You will also need to use at least one number and one symbol.

Write the information on Page 15 **before** you begin entering the data. It is very important that you document this information so it is available for the next time you use this site.

STEP 3B

- SECURITY PROFILE PAGE: Choose a SITE PHRASE. This phrase will appear on your login page before you input your password. When you see the phrase you created while logging in, you can be assured you're not on a scam/fake page. You may use spaces within the site phrase.

STEP 3C

- SECURITY PROFILE PAGE: Choose a SITE IMAGE. This image will appear on your login page – before you input your password. When you see your selected image while logging in, you can be assured you're not on a scam/fake page. There are a number of site images from which you may choose.


Primary Email
mary@yahoo.com

Choose a Site Phrase

Create a phrase that you will recognize when you login

Choose a Site Image

Select an image that you will recognize when you login



[Choose Your Site Image](#)

Select a Site Phrase that you will recognize. A phrase about an area landmark or about your club may be a good choice.

Then select a Site Image that has significance for your club or area. There are a number of photos to choose from.

NOTE: Make sure you write down your choice before you begin.

STEP 3D

- SECURITY PROFILE PAGE: Choose four challenge questions. These questions may appear when you logon using a new computer or location. When you have selected and answered four questions,
- select CONTINUE.

Challenge Questions

Answer Rules

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

In what city were you living at age 16?

Answer 1

Question 2

What was your high school mascot?

Answer 2

Question 3

What year was your mother born? e.g., 1800

Answer 3

Question 4

What street did you live on in the third grade?

Answer 4

Remember, the challenge questions will be used for your club's account for years to come. Of course, you are free to select any question from the choices available.

Suggestion: Consider selecting the questions shown and then provide answers applicable for your club.

The name of your club's city could be Answer 1.

Answer 2 could be your local high school's mascot.

For answer 3, how about using the year your club was formed?

The street name of your meeting location may be a good choice for answer 4.

STEP 4

- The USER PROFILE SUCCESSFULLY CREATED page will appear. Select CONTINUE.

STEP 5

- YOUR LOGIN HISTORY PAGE: Select CONTINUE on the "Online Services" page.
- File Form 990-N

STEP 6

- ELECTRONICALLY FILE YOUR FORM 990-N PAGE: Under “e-Postcard Profile,”
- Select MANAGE E-POSTCARD PROFILE to create a new Form 990-N electronic filing submission.

To complete registration process, click on Manage E-Postcard Profile.

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 >

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: 2016-06-06 14:13

STEP 7

E-POSTCARD PROFILE PAGE: From the drop down, select either Exempt Organization or Preparer in the “user type” field.

- Exempt Organization: Select this if you are only completing 990-N for your organization.
- Preparer: Select this if you expect to help multiple organizations.
 - **Example:** a preparer can be a paid preparer, such as a CPA, volunteer or someone aiding exempt organizations at a local library. By selecting Preparer, you can use your login to add as many organizations as you wish.
- After selecting the user type, select CONTINUE.

IRS

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

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

Please select Exempt Organization or Preparer

User Type
Exempt Organization

PREVIOUS **CONTINUE**

STEP 8

- E-POSTCARD PROFILE PAGE: Enter the EIN for the organization you're filing for,
- Then click ADD EIN. **You may also delete EINs already associated with your profile.**
- To continue, select CREATE NEW FILING.

Enter **your club's** EIN.

NOTE-You should never use CGCI's EIN number for any reason.

If you are not sure of your club's EIN and do not have your letter from the IRS, contact the IRS requesting that a letter be sent.

Select Create New Filing. Even if you are not ready to file, you will have the opportunity to complete the registration and then file at a later date.

The screenshot shows the IRS e-Postcard Profile page. At the top left is the IRS logo. Below it is the title "e-Postcard Profile". A progress bar at the top indicates the current step is "e-Postcard Profile", with other steps being "Select EIN", "Organization Details", "Contact Information", and "Confirmation". Below the progress bar, it says "You are logged in as: Exempt Organization" with a link to "Edit user type". There is an "EIN" input field with a hyphen separator and an "ADD EIN" button. Below this is a section titled "Currently Associated EIN(s)" with a table that currently shows "No EINs are currently associated with your ID". At the bottom of this section are "DELETE EIN" and "CREATE NEW FILING" buttons.

STEP 9

- SELECT EIN PAGE: Select the EIN you wish to file for from the drop down menu.
- Once you have selected the EIN, select CONTINUE.

The screenshot shows the IRS "Select EIN" page. At the top left is the IRS logo. Below it is the title "Select EIN". In the top right corner are links for "Home", "Security Profile", and "Logout". A progress bar at the top indicates the current step is "Select EIN", with other steps being "e-Postcard Profile", "Organization Details", "Contact Information", and "Confirmation". Below the progress bar, it says "Please select the EIN for which you want to file for". There is an "EIN" dropdown menu with "--Select EIN--" selected. Below the dropdown are "MANAGE E-POSTCARD PROFILE" and "CONTINUE" buttons.

Select your EIN from the list.

STEP 10

- ORGANIZATION DETAILS PAGE: Complete the requested information. If you don't understand the request, click the question mark icon for an explanation.
- When you have completed each line, select CONTINUE.

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

Organization Information

For the tax year ending
June 30, 2016 ?

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
CALIFORNIA GARDEN CLUBS INC ?

Organization's legal name -Line 2
?

Employer Identification Number (EIN)
123456789 ?

< PREVIOUS **CANCEL FILING** **CONTINUE >**

IMPORTANT

NOTE: When your club is a member of **CGCI's Group Tax Exempt Program (GTEP)**, the name associated with YOUR EIN will show as **California Garden Clubs Inc.**

Later, you will have the opportunity to add the name of your club as a "DBA" (doing business as). This is the format required by the IRS for members of CGCI's Group Tax Exemption Program.

If your club is not in CGCI's GTEP, the name of your club should be displayed.

STEP 11

- Complete the CONTACT INFORMATION page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select one of the following:
- SAVE FILING button: Select this if you are missing any requested information. This will allow you to return to complete it later.
- SUBMIT FILING button: Select this when you are sure all required information has been input.

NOTE WHEN REGISTERING OR FILING: Text fields cannot exceed 35 characters and must only contain numbers, letters or hyphen characters. Periods, slash, etc. will not be accepted.

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 - continued

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 ?

If your club is a member of CGCI's GTEP, add the name of your club as the DBA Name.

If you are not a member of CGCI's GTEP, your club's name will appear as the Organization's legal name and no DBA will be required.

If your club has a permanent address, use it!

Otherwise you will probably use the home address of your club president.

Step 11 continues on the next page.

Principal Officer:

Type of Name*
 ?

Person Name*
 ?

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 x ?


Your Principal Officer is usually your club President. Otherwise, provide information for your Treasurer.

If you have a permanent club address use it for the officer as well. If not, use the officer's home address.

You now have three choices to cancel, save or submit your 990-N.

STEP 12

- CONFIRMATION PAGE: The "Filing Status" field will display as PENDING.
- Click on the word PRINT in the bottom paragraph to print a copy for your records. **Once you leave the page, you won't be able to print this filing.**
- Select the MANAGE FORM 990-N SUBMISSIONS to view or submit additional filings.
- Manage Form 990-N submissions



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

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

- Organization Name: CALIFORNIA GARDEN CLUBS INC
- EIN: 123456789
- Tax year: 2015
- Tax Year Start Date: 07-01-2015
- Tax Year End Date: 06-30-2016
- Submission ID: 10065520161900379142
- Filing Status Date: 07-08-2016
- Filing Status: Pending

Note: [Print](#) a copy of this filing for your records. Once you leave the page, you won't be able to print this filing.

PRINT!

Also, save as a .pdf file if you are able to do so.

STEP 13

- MANAGE FORM 990-N SUBMISSION PAGE: Your submission will show the status of PENDING.
- After seven minutes, refresh the page (F5 key). The GET UPDATED STATUS button should be visible.
- Select GET UPDATED STATUS to see if your submission was accepted or rejected.
 - If your submission was rejected, select the submission ID hyperlink for additional details.

Form 990-N	Electronic Notice (e-Postcard)	OMB No. 1545-2085
Department of the Treasury Internal Revenue Service	for Tax-Exempt Organization not Required to File Form 990 or 990-EZ	2015
		Open to Public Inspection
A For the 2015 Calendar year, or tax year beginning 2015-07-01 and ending 2016-06-30		
B Check if available <input type="checkbox"/> Terminated for Business <input checked="" type="checkbox"/> Gross receipts are normally \$50,000 or less	C Name of Organization: _____	D Employee Identification Number 123456789
E Website: _____	F Name of Principal Officer: <u>Jane Doe, President</u>	
Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.		
The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.		
The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.		
Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.		

TECHNICAL ASSISTANCE


- If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below.
- If the problem still exists after trying all of the suggestions below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number).

Take the following steps to prevent problems during the registration and filing processes:

- **Refer to the User Guide instructions (this page).**
- **Close multiple browsers when registering.**
Errors may occur if you have additional Internet browsers open during the registration process. Please close other Internet browser windows.
- **Do not use a smart phone to register or file your Form 990-N.**
- **Use correct text characters when registering and filing.**
Ensure that you use only letters, numbers or a hyphen when entering text fields. This character limit does not apply to password fields. When choosing a **password** on the Security Profile page, ensure you only use only letters, numbers, !, or #.
- **Check your spam/junk email folders.**
When registering or requesting a user-identification reminder, check your junk/spam email folders for a response. The email may have been filtered out by your email program.
- **If you receive a “Registration Error, Unauthorized Access” warning when you hit the SEND button while registering,** ensure that you are not using a computer on a shared network. Please try to register on a non-networked computer.

- **If the suggestions above don't resolve the issue**, sign out of the filing system (if logged in), close all programs and shut down your computer. Wait a minute, restart your computer and try again. This step is required before calling the Customer Account Services line (877-829-5500) for technical help.

After you have completed the registration process (as instructed in the pages above) you will be considered a Returning User and will enter your Username and then click on LOG-IN. If you don't remember your Username look at your notes for Step 3A of these instructions.



First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED >](#)

Returning Users

Log in below if you've previously registered through any of the following applications:

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

Username

Mask Username

[LOG IN >](#)

[Forgot Username](#)

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

IMPORTANT INFORMATION—SAVE A COPY IN YOUR FINANCIAL RECORDS EACH YEAR

USERNAME: _____

PASSWORD: _____

SECURITY PHRASE: _____

SECURITY IMAGE: _____

CHALLENGE QUESTION _____

& ANSWER _____

CHALLENGE QUESTION _____

& ANSWER _____

CHALLENGE QUESTION _____

& ANSWER _____

CHALLENGE QUESTION _____

& ANSWER _____

Email address used for this account when filing the 990-N for the fiscal year beginning with the date shown

EMAIL ADDRESS 2015 _____

EMAIL ADDRESS 2016 _____

EMAIL ADDRESS 2017 _____

EMAIL ADDRESS 2018 _____

EMAIL ADDRESS 2019 _____

EMAIL ADDRESS 2020 _____