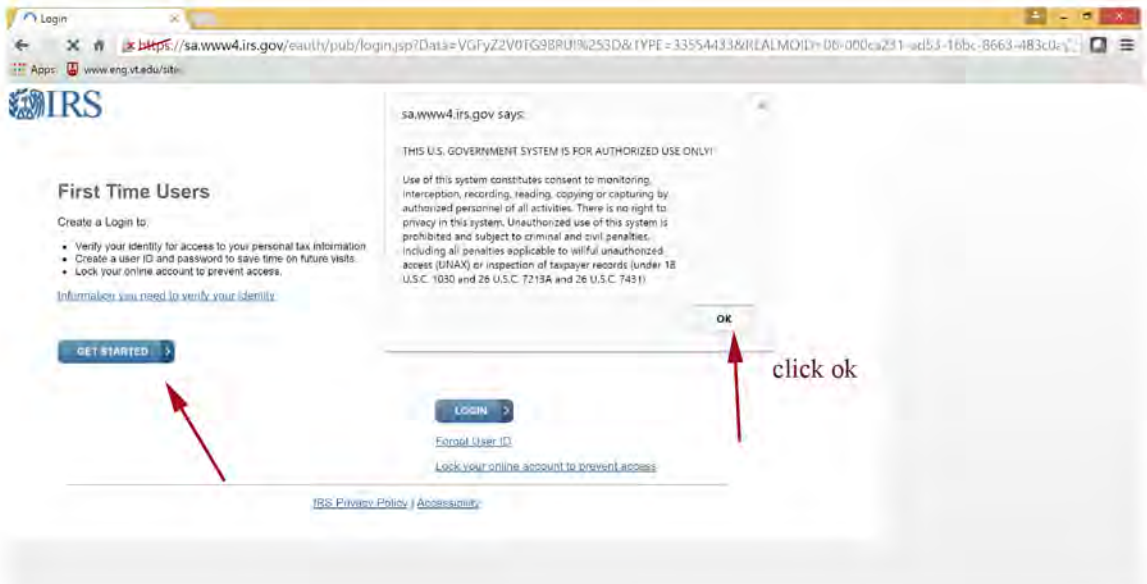
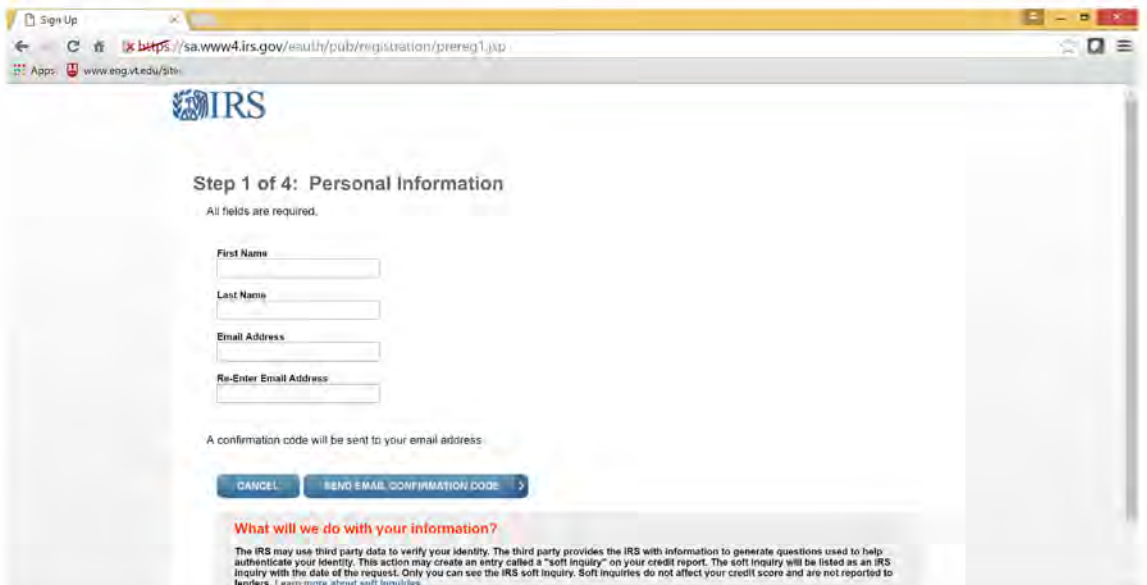


Log into [www.irs.gov/990n](http://www.irs.gov/990n) then select [Form 990-N Electronic Filing system \(e-Postcard\)](#) which under the HOW TO FILE section. Click OK on the government pop-up window.

Under FIRST TIME USERS select Get Started



Best if you use your Faculty Advisor – this will be kept for future filings. A code will be sent to the email you just entered. This usually does not take long to receive the email but once the code is sent you will only have 15 minutes to get the code entered.



We suggest you use for the User ID your school name followed by APM with no spaces. For the password, you must have a number, symbol and capital letter. There have been times chapters have contacted the National Office when they don't know their password because students forget to hand it down then graduate. The only way we can help with the User ID and password is if you will send it to us and we will keep a record of it.

Create User Profile

www4.irs.gov/eauth/pub/registration/profile\_create.jsp#

IRS

### Step 3 of 4: Security Profile

All fields are required.

#### User ID and Password

User ID  
VirginiaTechAPM

Password  
\*\*\*\*\*

Re-enter Password  
\*\*\*\*\*

Primary Email

Secondary Email (optional)  
office@alphapmu.com

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.

We suggest your UNIQUE PHRASE be -- Go Mascot Example: Go Tigers. For the SITE PHRASE, you must use all lower case letters, no symbols or numbers. We also suggest you not use any spaces.

Create User Profile

www4.irs.gov/eauth/pub/registration/profile\_create.jsp#hasError=1&

Primary Email

Secondary Email (optional)  
office@alphapmu.com

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

#### Site Phrase

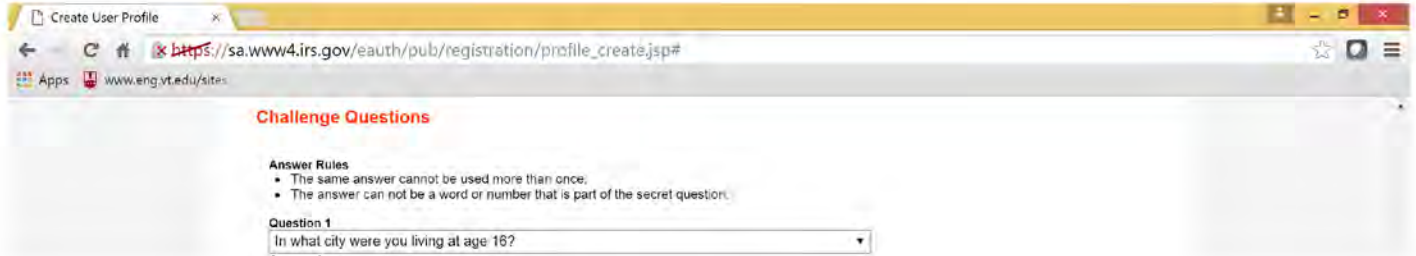
Create a site phrase that you will recognize when you login.

#### Site Image

Select an image that you will recognize when you login.

Challenge Questions

Next is a series of 4 CHALLENGE QUESTIONS. We suggest to answer relative to your university town. We selected the first question for each block which made it easier to use the university town information. For your Mother's birth year, you can use 1949 (the year Alpha Pi Mu was founded).



Select **MANAGE E-POSTCARD PROFILE**. Select **EXEMPT ORGANIZATION** then **CONTINUE**.



## 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](#)



## e-Postcard Profile

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

**e-Postcard Profile** | Select EIN | Organization details | Contact Information | Confirmed

Please select Exempt Organization or Preparer

User Type

Exempt Organization

[PREVIOUS](#)

[CONTINUE](#)

Enter your EIN (Tax ID #) and select ADD EIN. When it appears in the table below (Currently Associated EINs) select 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			
<b>DELETE EIN</b>		<b>CREATE NEW FILING</b> ←	

Answer the questions as indicated below.

## Organization Details

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

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

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

#### Organization Information

For the tax year ending  
December 31, 2015 ←

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  
ALPHA PI MU ASSOCIATION ←

Organization's legal name -Line 2

Employer Identification Number (EIN)  
 ←

**PREVIOUS** | **CANCEL FILING** | **CONTINUE**

Fill in only the required fields. PRINCIPAL OFFICER should be the Faculty Advisor and use your department's mailing information.

Organization's legal name:

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

\* = required field

**Organization:**

DBA Name

Do not fill this out

DBA Name - continued

Do not fill this out

ENTER ADDITIONAL DBA NAMES

Country\*

Number and Street (or PO Box)\*

City or Town\*

State\*

Zip Code\*

Organization's website address, if applicable

**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

Send a copy of this Confirmation Page to the National Office (office@alphapimu.com). Also save this for your Annual Report (due APRIL 15<sup>th</sup>)

YOU ARE DONE!!!



## 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:** ALPHA PI MU ASSOCIATION
- **EIN:** 546053067
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520160820045271
- **Filing Status Date:** 03-22-2016
- **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