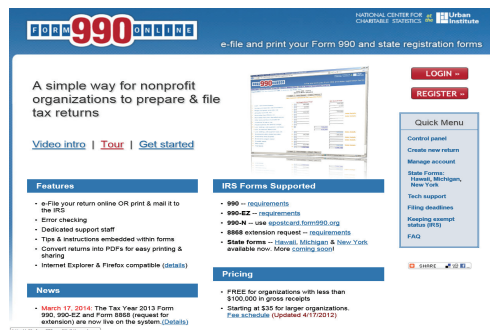


MANAGING USER LOGS FOR AN EXISTING REGISTRATION ACCOUNT



November 2014
570758.1

Step-by-step Guide On How To Add A New User An Existing Registration Account and Update Profile of An Existing User Login

- One user for each registered organization is designated “Primary Contact” for the organization. The Primary Contact can add new users to the organizations account on this system.
- Each person with a user login must complete a profile upon login and must use an email address that is personal to them which only they access. A person with an active login may update the information on their user profile by logging onto the system.
- If a person with an existing active login is no longer with the organization, please use the “tech support” link at the bottom of the Efileform990.org website and request that the person’s login be deactivated.



NATIONAL CENTER FOR
CHARITABLE STATISTICS

e-file and print your Form 990 and state registration forms

A simple way for nonprofit organizations to prepare & file tax returns

[Video intro](#) | [Tour](#) | [Get started](#)

To add a new user to the account, the Primary Contact would login to the efileform990.org site then click on "Manage Account."



Features

- e-File your return online OR print & mail it to the IRS
- Error checking
- Dedicated support staff
- Tips & instructions embedded within forms
- Convert returns into PDFs for easy printing & sharing
- **990** -- [requirements](#)
- **990-EZ** -- [requirements](#)
- **990-N** -- use epostcard.form990.org
- **8868** extension request -- [requirements](#)
- **State forms** -- [Hawaii](#), [Michigan](#) & [New York](#) available now. More [coming soon!](#)

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[Home](#)

[Support](#)

[Links](#)

[Log Out](#)

Manage Users

The following is the current information contained in your User Record. Click the **Edit** button if you would like to change the **Change Password** button to change your password.

Login ID:	11900201501	User Type/Level:	NonProfit/Standard (
Name:	Deputy Attorney General	Can Sign:	Yes
Organization:	Hawaii Tax & Charities	Primary Contact:	Yes
Position:	President	CFO:	Yes
ID Status:	Active		

[Edit Login ID](#)

[Change Password](#)

User List for Hawaii Tax & Charities

Login ID	Name	Status	Email
11900201501	Deputy Attorney General	Active	ATG.Charities@Ha
11900201502	To add a new user to the registration account, click "Add User".		
11900201503			
11900201504			
11900201504			

[Add User](#)

To edit a user record, click on the appropriate Login ID in the list above

Questions or problems regarding this web site should be directed to [Tech Support](#)

Concerned about your privacy? Please view our [privacy policy](#)



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Request Login ID - Additional User

Please enter the following information for the new user (All fields are required):

EIN:

Login ID:

First Name:

Last Name:

Title:

Email Address:

Verify Email Address:

Daytime Phone:

Is this person authorized

Is this person the Chief f

The Primary Contact needs to complete the data entry in this screen and insert the information of the individual that is being added to the account. **Please note that the email address for each person with a login must be one that is personal to the user and which only the user accesses. Do not use a general email address such as "info @".**

11-9002015

11900201505

You (Deputy Attorney General) are currently defined as the Administrative contact for your organization. Would you like the person you are adding now to be the administrative contact for efile.form990.org for your organization? (NOTE: If you select 'Yes', you will no longer be able to manage Login ID's for your Organization.)

The system will send an email to the user you entered above with a link to a web page that will give them their Login ID and Pas

Since your login ID has already been approved, this Login ID will be created with a status of 'Active'.

estions or problems regarding this web site should be directed to [Tech Support](#)



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Request Login ID - Success

The following Login ID was successfully created:

Login ID: 11900201505
Name: Hugh Jones
Title: Deputy AG
Email: hugh.r.jones@hawaii.gov

The system has sent an email to the email address above containing instructions on how to activate this Login ID. T
activated before it can be used.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter is set up so that it can receive emails f
address: efiletechsupport@urban.org

[Return to Manage Users Page](#)



Note the message
was sent to the ne
individual being ac
activate the logon
the email that is s

estions or problems regarding this web site should be directed to [Tech Support](#)

ncerned about your privacy? Please view our [privacy](#) policy.

s website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

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st modified: April 25, 2014.

- From: <efiletechsupport@urban.org>
- To: <hugh.r.jones@hawaii.gov>
- Date: 10/30/2014 09:28 AM
- Subject: Form990.org Login Activation Notice

• Hugh,

• We are pleased to tell you that DEPUTY ATTORNEY GENERAL
efile.form990.org.

- Login ID: 11900201505
- Name: Hugh Jones
- Organization: Hawaii Tax & Charities
- Login Type: NonProfit

• Once you have activated this login ID, you can use it to enter, view and authenticate (electronically sign)
990/990-EZ and State Registration Forms for your Organization.

• Please click the link below to begin the Activation process (Note if your email program does not display
a link, copy the whole link and paste it into your browser):

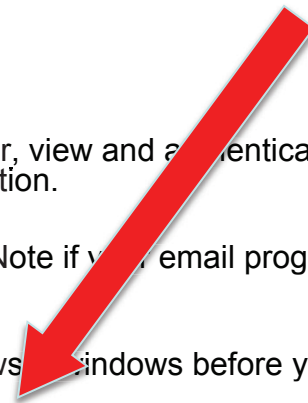
• IMPORTANT: We recommend that you close any open browser windows before you click this link.

• <https://efile.form990.org//frmAdminLoginActivate.asp?A=Y091908f464501mDf>

• Please feel free to contact technical support if you have any questions

- Efile.form990.org Technical Support team
- email: efiletechsupport@urban.org
- Phone (Toll Free): 888-666-1773 (hours: 9:30 AM and 5:30 PM Eastern Time)

An email like this will be sent to the person that is added as a user at the email address listed in the person's profile. The person needs to click the link in the email to complete the activation for their log





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[Home](#)

[Support](#)

[Links](#)

[Log Out](#)

Manage Users

The following is the current information contained in your User Record. Click the **Edit** button if you would like to change the **Change Password** button to change your password.

Login ID:	11900201501	User Type/Level:	NonProfit/Standard (
Name:	Deputy Attorney General	Can Sign:	Yes
Organization:	Hawaii Tax & Charities	Primary Contact:	Yes
Position:	President	CFO:	Yes
ID Status:	Active		

[Edit Login ID](#)

[Change Password](#)

Login ID	Name
11900201501	De
11900201502	To
11900201503	Ca
11900201504	Mi

[Add User](#)

To edit a user record, click on the appropriate Login ID in the list above

Any person with an active login may login and update the information in their personal profile by clicking "Edit Login ID."

Questions or problems regarding this web site should be directed to [Tech Support](#)

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Edit User Information

Please make any desired changes and then click the '**Submit**' button below. (All fields are required):

Login ID Type:	NonProfit		
Login ID:	11900201501		
Organization ID:	119002015		
First Name:	<input type="text" value="Deputy"/>		
Last Name:	<input type="text" value="Attorney General"/>		
Position:	<input type="text" value="President"/>	(Treasurer, President, etc.)	
Email Address:	<input type="text" value="ATG.Charities@Hawaii.gov"/>		
Daytime Phone:	<input type="text" value="8085861434"/>		
Organization:			
Name:	<input type="text" value="Hawaii Tax & Charities"/>		
Address:	<input type="text" value="425 Queen Street"/>		
City/State/Zip:	<input type="text" value="Honolulu"/>	<input type="text" value="HI"/>	<input type="text" value="96813"/>

Are you an officer of the organization who is authorized to sign the Form 990?

 ▼

Are you the Chief Fiscal Officer of the Organization?

 ▼

Are you the primary contact/user manager for this organization?

 ▼

Click the **Submit** button to save your changes. Click the **Cancel** button to cancel your changes.

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

Questions or problems using this web site should be directed to [Tech Support](#)

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

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Once the information has been entered
"submit" button.



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[Home](#)

[Support](#)

[Links](#)

[Log Out](#)

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[Edit Login ID](#)

[Change Password](#)

Login ID

[11900201501](#)
[11900201502](#)
[11900201503](#)
[11900201504](#)

[Add User](#)

If a person that has an active user login is no longer with the organization or will not be using their login, you may request to deactivate that login by sending an email to Tech Support and request that the person's login be deactivated. To send an email, click the link to "Tech Support."

Questions or problems regarding this web site should be directed to [Tech Support](#)
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