

MANAGING USER LOGS FOR AN EXISTING REGISTRATION ACCO

Form990Online NATIONAL CENTER FOR CHARITABLE STATISTICS | **U.S. MAIL** INSTITUTE

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

LOGIN **REGISTER**

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

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

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
- Internet Explorer & Firefox compatible (details)

IRS Forms Supported

- **990** – requirements
- **990-EZ** – requirements
- **990-N** – use spiceland.com/990.org
- **990-EZ extension request** – requirements
- **State forms** – Hawaii, Michigan & New York, available now. More coming soon!

Pricing

- FREE for organizations with less than \$100,000 in gross receipts
- Starting at \$20 for larger organizations. Fee schedule (updated 4/17/2012)

Quick Menu

- Control panel
- Create new return
- Manage account
- State Forms: Hawaii, Michigan, New York
- Tech support
- Filing deadlines
- Keeping exempt status (990)
- FAQ

[Home](#) [Help](#) [Feedback](#)

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

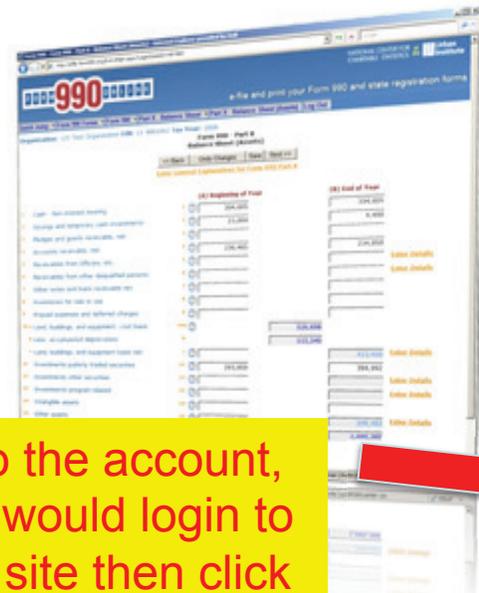
- One user for each registered organization is designated “Primary Contact” for the organization. The Primary Contact can add new users to the organizations account on this system.
- Each person with a user login must complete a profile for their user login and must use an email address that is personal to them and to which only they have access. A person with an active login can update the information on their user profile by logging onto the system.
- If a person with an existing active login is no longer working for 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.



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

Features

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- **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		

User List for Hawaii Tax & Charities

Login ID	Name	Status	Email
11900201501	Deputy Attorney General	Active	ATG.Charities@Ha
11900201502			
11900201503			
11900201504			

To add a new user to the registration account, click "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](#)



e-file and print your Form 990 and s

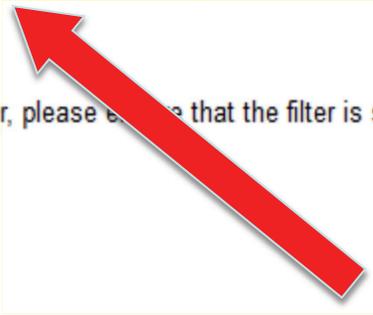
Request Login ID - Success

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. The email must be 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 from the address: efiletechsupport@urban.org



Note the message was sent to the new individual being added to activate the logon ID. The email that is sent

[Return to Manage Users Page](#)

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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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Last 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):

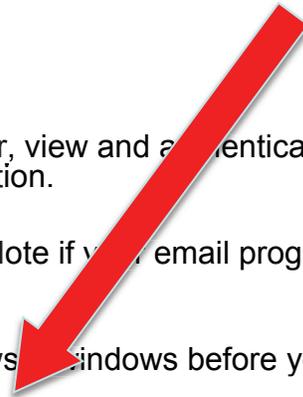
• **IMPORTANT:** We recommend that you close any open browser windows before you click this link.

• <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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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		

Login ID	Name
11900201501	De
11900201502	To
11900201503	Ca
11900201504	Mi

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](#)

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

Edit User Information

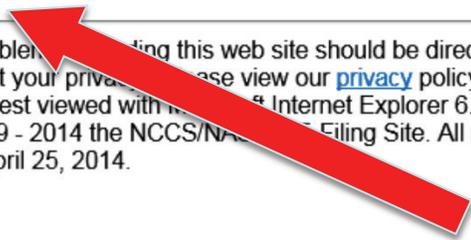
Please make any desired changes and then click the **'Submit'** button below. (All fields are required):

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

Are you an officer of the organization who is authorized to sign the Form 990? Yes ▾
Are you the Chief Fiscal Officer of the Organization? Yes ▾
Are you the primary contact/user manager for this organization? Yes ▾

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

Questions or problems using this web site should be directed to [Tech Support](#).
 Concerned about your privacy? Please view our [privacy](#) policy.
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Once the information has been entered "submit" button.



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ID Status:	Active		

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."

