GUIDE TO OBTAINING AND USING A PAID PREPARER LOGIN
Obtaining and Managing “Paid Tax Preparer” Logins

- A person who is not an employee or volunteer of a charity and who prepares Hawaii charitable solicitation registration materials on behalf of a charity that solicits donations in Hawaii must obtain and use a “Paid Tax Preparer” login to prepare Hawaii registration and annual financial report filings.

- Using a Paid Preparer login allows the preparer to log into the website once and create and prepare registrations and annual reports on behalf of multiple organizations.

- Paid Preparers receive the same system generated email notifications that the officers of the organization do regarding the status of the filings the Paid Preparer has prepared.

- Each person that obtains a login must complete a profile for their login and must use an email address that is personal to them and which only they access. A person with an active login may update the information on their user profile by logging onto the website.
To get started and obtain a Paid Preparer login, go to:
Http://Efile.form990.org and click the “Register” button.
NOTICE: Small organizations, with gross receipts of less than $50,000 for tax year 2010, may be eligible to file the Form 990-N (e-Postcard). Please click this link to access the Form 990-N website: epostcard.form990.org.

This page allows you to request a Login ID and password for the 990 Online nonprofit e-filing system. Your Login ID and password allow you to enter and electronically file IRS Form 990, 990-EZ and/or Form 8888 (Application for Extension of Time to File an Exempt Organization Return) using the 990 Online system. You can also enter and file State Charity Registration Forms (for participating States) using the Online State Registration System.

Nonprofit Organizations: The system will automatically generate your Login ID based on the EIN of your organization. The login ID will be your EIN (without the dash) plus '01'. For example, if the EIN for your organization is 12-3456789, then your Login ID will be 12345678901. Once you have created and activated the first Login ID for your organization, you can create additional Login IDs for other people in your organization. The additional Login IDs will have the same format, but will end in '02', '03', etc.

Paid Tax Preparers: The system will ask you to enter a unique Login ID. As a paid preparer you only need to request one Login ID. Your one Login ID allows you to enter, transmit, and efile IRS and State forms on behalf of multiple nonprofit organizations.

Once you have completed the Login ID Request process, the system will send you an email containing an activation link. You must click on the link in the email to activate your Login ID.

Please click the 'Next' button to continue...
Please select “Paid Preparer” and click “Next.”
Request Login ID - Information and Tips

Login ID Tips: (Please Read)

1. Your Login ID and password must each be between 6 and 15 characters.
2. Your password is case sensitive. That means that the Password "Mark299" is different than the password "MARK299".
3. We recommend that you use a combination of upper case letters, lower case letters and numbers in your password.
4. Never share your password with anyone else.
5. Save your Login ID and password in a safe place so you can use them to create and submit subsequent annual IRS and/or State filings or to edit filing that have not yet been transmitted.

IMPORTANT: Make sure the email address you enter is valid. The security in the authentication process requires you to respond to an email that is sent to the email address in our records. If you do not receive that email, you will not be able to complete the authentication process, and your return will not be transmitted to the IRS.

Please view our privacy policy if you have concerns regarding how your personal information will be handled.

Please click the 'next' button to continue . . .

Questions or problems regarding 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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Fill in the information in each of the boxes. Please use an email address that is personal to you and which only you have access to.
An email will be sent to the email address used when creating your login. You will need to use the link in the email to activate your Paid Preparer Login.
From: "efiletechsupport@urban.org" <efiletechsupport@urban.org>
To: ATG.Charities@hawaii.gov
Sent: Saturday, November 22, 2014 12:33 PM
Subject: Form990.org Login Activation Notice

Paid Preparer,

Your efile.form990.org Login ID has been created.

Login ID: legalclerk/cpa
Name: Paid Preparer
Organization: Paid Preparer
Login Type: PaidPreparer

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

Please click the link below to begin the Activation process (Note: your email program does not display the web page as 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=Q092807o540397iSo

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

Efile.form990.org Technical Support team
e-mail: efiletechsupport@urban.org
Phone (Toll Free): 888-666-1773 (hours: 9:30 AM and 5:30 PM Eastern Time)
The link in the email will take you to this page where you will need to enter the password that you chose when you completed the login profile (see page 7 of this Guide) then click “Next.”
Please read the following and then click either the 'I Agree' or the 'Cancel This Login ID' button below:

Login ID: Pitterpat
Name: Pitter Pat
Title: legal clerk
Organization: Pitter Pat
Email: nelliesweetarts@yahoo.com

I, Pitter Pat, understand and agree that I may be asked to use this Login ID to authenticate (electronically sign) official Federal and/or State Documents on the efile.form990.org website.

I agree not to make this user account available to other users. I understand that others who may be authorized to complete or sign documents on this site will need to obtain their own Login ID.

I declare that the information provided for this Login ID, including my legal name, title and email address, is correct.

Further, I declare that when I use this Login ID to authenticate a document at this website it is my intent that this digital signature shall be considered the same as a physical signature. I understand that pursuant to any state or federal law applicable to electronic transactions or digital signatures, that my electronic signature has the same legal effect as a physical signature including, but not limited to, penalties provided by law for unsworn falsification to a governmental authority in an official matter.

Questions or problems regarding 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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This is the final step in creating a Paid Preparer Login.
Once you have activated your Paid Preparer login you may begin to create filings for Hawaii on behalf of charities. To create a filing click “Create new Filing.”

Select the Organization you would like to work with:

Filing List

Click on the Action Icon to the right of the filing you want to access. See the legend (below) for a description of the actions.

*** No Returns for this Organization ***

Quick Menu

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Filing Deadlines
To create a filing on behalf of a charity for Hawaii, insert the charity’s EIN, Name, and the start date of the fiscal year then click “Next.”
The online system will take you through these screens to begin the initial steps to create an initial registration or an annual financial report for Hawaii on behalf of a charity.

Step-by-step Guides on how to complete an initial Registration and Annual Financial Reports are available to view and download from the Hawaii Charities website at http://ag.hawaii.gov/tax/
Once you have created a filing on behalf of a charity client, when you want to edit or create subsequent filings for these organizations their name will appear in the drop down box.
When you select the organization from the drop down box, you will see a list of all of the filings for that organization. To edit the filing you created, click the pencil icon and the system will allow you to enter the data necessary for that filing and select the officer(s) of that organization who will authenticate the filing. Paid Preparers receive the same email notifications that the charity officer who is selected to authenticate the filing does.