MANAGING USER LOGINS FOR AN EXISTING REGISTRATION ACCOUNT
Step-by-step Guide On How To Add A New User To An Existing Registration Account and Update The Profile of An Existing User Login

- One user for each registered organization is designated the “Primary Contact” for the organization. The Primary Contact may add new users to the organizations account on this system.

- Each person with a user 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.

- 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.
To add a new user to the account, the Primary Contact would login to the efileform990.org site then click on “Manage Account.”
To add a new user to the registration account, click "Add User".
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 @”.

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 Password.

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

Questions or problems regarding this web site should be directed to Tech Support.
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 Login ID 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 following email address: efiletechsupport@urban.org

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Note the message that an email was sent to the new user. The individual being added will need to activate the logon using the URL in the email that is sent to them.
• From: efilettechsupport@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 has created a NonProfit Login ID for you at 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) IRS Form 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 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=Y091908f464501mDf

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

Efile.form990.org Technical Support team
email: efilettechsupport@urban.org
Phone (Toll Free): 888-666-1773 (hours: 9:30 AM and 5:30 PM Eastern Time)
Any person with an active login may login and update the information in their personal profile by clicking “Edit Login ID.”
Once the information has been entered, click the “submit” button.
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.”