

5. Click on either of the two links in the How to File box and you will see this:



Please note that by clicking on this link, you will leave the IRS web site and enter a privately owned web site created, operated and maintained by a private business.

The information that this private business collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains. (please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors).

By linking to this private business, the IRS is not endorsing its products, services, or privacy or security policies. We recommend you review the business's information collection policy or terms and conditions to fully understand what information is collected by this private business.

[Leave IRS Site](#)

[Return to Previous Page](#)

6. Click on the Leave IRS Site box and you will see this:



[Home](#)

[Support](#)

[Links](#)

[Log In](#)

e-Postcard: file your electronic IRS Form 990-N

File your electronic Form 990-N (e-Postcard).

Click [here](#) for more information on who must file Form 990-N (e-Postcard)

NOTICE: If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

Note: The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. You cannot file the e-Postcard until after your 2007 tax year ends. Click [here](#) for more details.

STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, go to Step 2.

STEP 2: [Create your Form 990-N \(e-Postcard\)](#)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

STEP 3: [Submit your Form 990-N \(e-Postcard\)](#)

Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

Quick Menu

[Register as a New User](#)

[Update User Record](#)

[Create New e-Postcard](#)

[Edit/View Existing e-Postcard](#)

[Technical Support](#)

[Frequently Asked](#)

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[Privacy Policy](#)

[Requirements and tips](#) for using this website.

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 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: September 11, 2008.

7. Click on Register as a New User and you will see this:



[Home](#)

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[Log In](#)

Request Login ID

You need a login ID and password to electronically file your organization's IRS Form 990-N (e-Postcard).

Exempt Organizations: If you are filing for your organization or assisting someone who is filing for their organization, you will need the organization's employer identification number (EIN). The system will automatically generate your login ID based on the organization's EIN. The login ID will be the EIN (without the dash) plus a two digit number (i.e. 01, 02, 03, etc). For example, if the EIN for your organization is 00-1234567, then the first login ID for your organization will be 00123456701. Once you have created and activated the first login ID for your organization, subsequent login IDs will have the same format, but will end in 02, 03, etc.

Preparers: If you are a professional preparer or you will be helping more than one organization file the e-Postcard, you only need to request one "Preparer" login ID. Your preparer login ID allows you to submit Form 990-N (e-Postcards) on behalf of multiple exempt organizations.

Once you have completed the login ID request process, you will receive an email containing an activation link. Click on the link to activate (and use) your login ID.

[Next >>](#)

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8. Click on Next >> and you will see this:



Request Login ID

Please select Exempt Org or Preparer: (for a definition of the two login ID types, return to the previous page.)

Login ID Type:

Organization EIN

 -

If you are a subordinate organization, be sure to enter your own EIN. Do not enter the EIN of your parent organization or another subordinate organization.

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9. Type in your EIN and click on Next >> and you will see this:



Request Login ID


Please enter the following information and then click the 'Next' button (All fields are required.)

Login ID Type: **Exempt Organization**
Login ID:
Organization Name: **PTA PASADENA CITY COLLEGE PATRONS**
Password: NOTE: Password must be between 6 and 15 characters and is case sensitive.
Verify Password:
First Name:
Last Name:
Email Address:
Verify Email Address:
Daytime Phone:


Questions or problems regarding this web site should be directed to [Tech Support](#)
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Last modified: September 11, 2008.

10. Type in the requested information. Note that you will be creating a password. Use your name and your email address and phone number for the contact information.

11. Click on Next >> and you will see this:



Urban
Institute



e-Postcard
file your electronic IRS Form 990-N

Request Login ID - Success

The following login ID was successfully created:

Login ID: ██████████
Name: Shirley Gold
Email: shirley@telespan.com
Organization: PTA PASADENA CITY COLLEGE PATRONS

Activating Your Login ID.

You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter allows emails from epostcard@urban.org.

Close your browser now and activate your login ID through the link in the activation email.

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 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: September 11, 2008.

12. Close your browser and check your email. You will receive an email that looks like this:

From: <epostcard@urban.org>
Subject: e-Postcard Login ID Activation Notice
Date: September 21, 2008 1:43:14 PM PDT
To: <shirley@telespan.com>

Shirley,

The following is your e-Postcard login ID:

Login ID: [REDACTED]
Name: Shirley Gold
Organization: PTA PASADENA CITY COLLEGE PATRONS
Login Type: Exempt Org

Click the link below to activate your login ID. (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: You should close any open browser windows before you click this link.



<https://epostcard.form990.org/frmAdminLoginActivate.asp?A=A165066x917365sDx>

Contact technical support if you have any questions

e-Postcard Technical Support Team
email: epostcard@urban.org
Phone (toll free): 888-887-0084 (weekdays 10:00 AM to 6:00 PM Eastern).

13. Click on on the link in the email (or copy and paste the link into your browser if a click doesn't do anything), and that will take you to a log-in page.

14. You are now ready to create the 990-N e-postcard. Click on the link to create the postcard now:



Activate Login ID (Success)
Congratulations, your login ID has been activated.

Login Information:

Login ID: [REDACTED]
Password: [REDACTED]

Name: Shirley Gold
Organization: PTA PASADENA CITY COLLEGE PATRONS
Email: shirley@telespan.com

If you choose to print this page, please make sure that you keep it in a secure location that cannot be accessed by others.

[Create your Form 990-N \(e-Postcard\) Now](#)

[Return to Home Page](#)

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 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: September 11, 2008.

15. The next screen allows you to input your fiscal year, and to indicate that your gross annual income is \$25,000 or less (it is not reproduced here). The screen also shows the legal name the IRS has on file for your organization. (You cannot change that on the e-postcard even if it is incorrect. You can click on the question mark next to your name and it will bring up an instruction box on how to change the legal name if it is incorrect.) Click on Next >> and you will see this:



- Quick Jump
- Form 990-N (e-Postcard)
- Logout

**Electronic Notice - Form 990-N (e-Postcard)
Organization Address and Principal Officer Information**

Save Changes before jumping to another page.

C Organization's legal name: **PTA PASADENA CITY COLLEGE PATRONS**

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

DBA name

DBA name - continued

Organization's mailing address:

Country

Number and street (or PO Box) - Line 1

Number and street (or PO Box) - Line 2

City or town

State

Zip code

E Organization's website address, if applicable







F Principal Officer:


Type of name

Name

16. Fill in the requested information. Units will put in the school's address as the organization's mailing address. The president or treasurer can be the principal officer.

This is the rest of the form. Note that the principal officer's address must be provided.

Country	 <input type="text" value="United States"/>
Number and street (or PO Box) - Line 1	 <input type="text"/>
Number and street (or PO Box) - Line 2	 <input type="text"/>
City or town	 <input type="text"/>
State	 <input type="text"/>
Zip code	 <input type="text"/>

Click the  image next to any field for help/instructions.

Questions or problems regarding this website should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [Privacy](#) Policy.
Website last modified on: April 11th, 2008.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox 1.0+ with a screen resolution of 1024 X 768.
You are currently using Safari 525.2 in 1024 X 768 resolution.

17. Click on Submit Filing to IRS. You will get a warning box that asks if you are ready to file; no other changes can be made once you file the form. Click to file the form and you will see this:



[Home](#)

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[Log Out](#)

Form 990-N (e-Postcard) Submitted

PTA PASADENA CITY COLLEGE PATRONS

95- [REDACTED]

2007 IRS Form 990-N (e-Postcard)

7/1/2007 - 6/30/2008

Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.

Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you will receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you are done for the year. If rejected, the e-filing receipt email will contain instructions on how to correct the problem.

[Log out](#)

[Go To Filing Status Page](#)

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 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: September 11, 2008.

18. Click on Go to Filing Status Page and you will see this:

Check Filing Status


PTA PASADENA CITY COLLEGE PATRONS

Links

[View e-Postcard Image](#)

2007 IRS Form 990-N (e-Postcard)
 7/1/2007 - 6/30/2008

[Control Panel](#)


[View Form 990-N \(e-Postcard\)](#)

Current Status: **Pending**

The e-Postcard is being transmitted to the IRS.

Next Step:

Your Form 990-N (e-Postcard) is being transmitted to the IRS. Once the IRS processes your e-Postcard, we will send you an e-filing receipt via email telling you whether the e-Postcard was accepted or rejected. If rejected, the email will tell you why it was rejected and how to correct the problem.

[Delivery Status](#)

<u>No.</u>	<u>Filing</u>	<u>Delivery</u>	<u>Status</u>	<u>Postmark</u>
1	Form 990-N	E-file	Transmitting to the IRS	9/21/2008 4:50:04 PM

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 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: September 11, 2008.

19. Click on View Form 990-N e-Postcard and you will see this:

Information copy. Do not send to IRS.

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085


2007

Open to Public Inspection

A For the 2007 calendar year, or tax year beginning 7/1/2007, and ending 6/30/2008.

B Check if applicable
 Terminated, Out of Business
 Gross receipts are normally \$25,000 or less

C Name of organization: PTA PASADENA CITY COLLEGE PATRONS
d/b/a:
50 W Palm St
Altadena, CA, US, 91001-4337

D Employer Identification Number


E Website:

F Name of Principal Officer: Shirley Gold
50 W Palm St
Altadena, CA, US, 91001-4337

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

20. Print three copies of this page: one for your files, one for your council (if in council), and one for First District PTA. Send the Council and District copies to your council.

AND YOU ARE DONE FOR THIS YEAR!