



Hawaii Charity Registration Tutorial

Developed by the National Center for Charitable Statistics
at the Urban Institute

on behalf of

The State of Hawaii, Department of the Attorney General



Welcome to efile.form990.org

Complete and electronically file your Form 990, 990-EZ, 8868 (extension request) and State Charity Registration Forms online.

Click [here](#) for information on filing deadlines.

NOTICE: We are currently working on adding the 2008 Form 990 to our system. At present we are not exactly sure when it will be ready, but it will not be any earlier than mid to late February. We will post more information as it is available.

Are you looking for the Form 990-N (e-Postcard)? You will find it at our new website epostcard.form990.org.

The 990 Online, developed by the nonprofit Urban Institute, provides nonprofit organizations with a simple way to prepare their returns and electronically file them with the IRS. Features include:

- Supports IRS Form 990, Form 990-EZ and Form 8868 (Application for Extension of Time to File).
- Works with current versions Internet Explorer and Firefox. [Learn more ...](#)
- Includes comprehensive error checking.

State Charity Registration Forms

- [Hawaii](#)
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Quick Menu

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The Hawaii Charity Registration System was created by the nonprofit National Center for Charitable Statistics at the Urban Institute. It extends the Institute's *990 Online* system, which was created to help nonprofit organizations complete their IRS 990s, 990-EZs, and state forms.

attachments) for printing,

we charge up to \$75 for

this website.



The Registration Process

- Completing the Hawaii Registration Form is a lot like purchasing an item from Amazon or other e-Commerce sites, but you only need to do it **once**.
- **Get Your Login ID** – First you must set up an account for yourself
- **Complete the Registration Form** - Like selecting your books at Amazon.
- **Verify the Form** – The system makes sure that all the dollar amounts add up and are consistent, and that all required fields are completed -- like viewing the list of items you're purchasing from Amazon.
- **Electronically "Sign" the Form (Authenticate) and then Mark the Form as Complete** – Like verifying that you really want to place the order and then pressing Submit
- When the form has been accepted, you will receive an email.



Coming Soon: The Annual Filing Process

- Each year, registered charities must electronically submit their IRS Form 990, 990-EZ or -- for organizations that complete neither -- a simple Hawaii Charity Transmittal Form.
- Charities must also pay an annual fee through the State of Hawaii's payment portal.
- This system should be available on or around March 15. Registered charities will be notified by e-mail when it becomes available.



Charity Electronic Filing in Hawaii



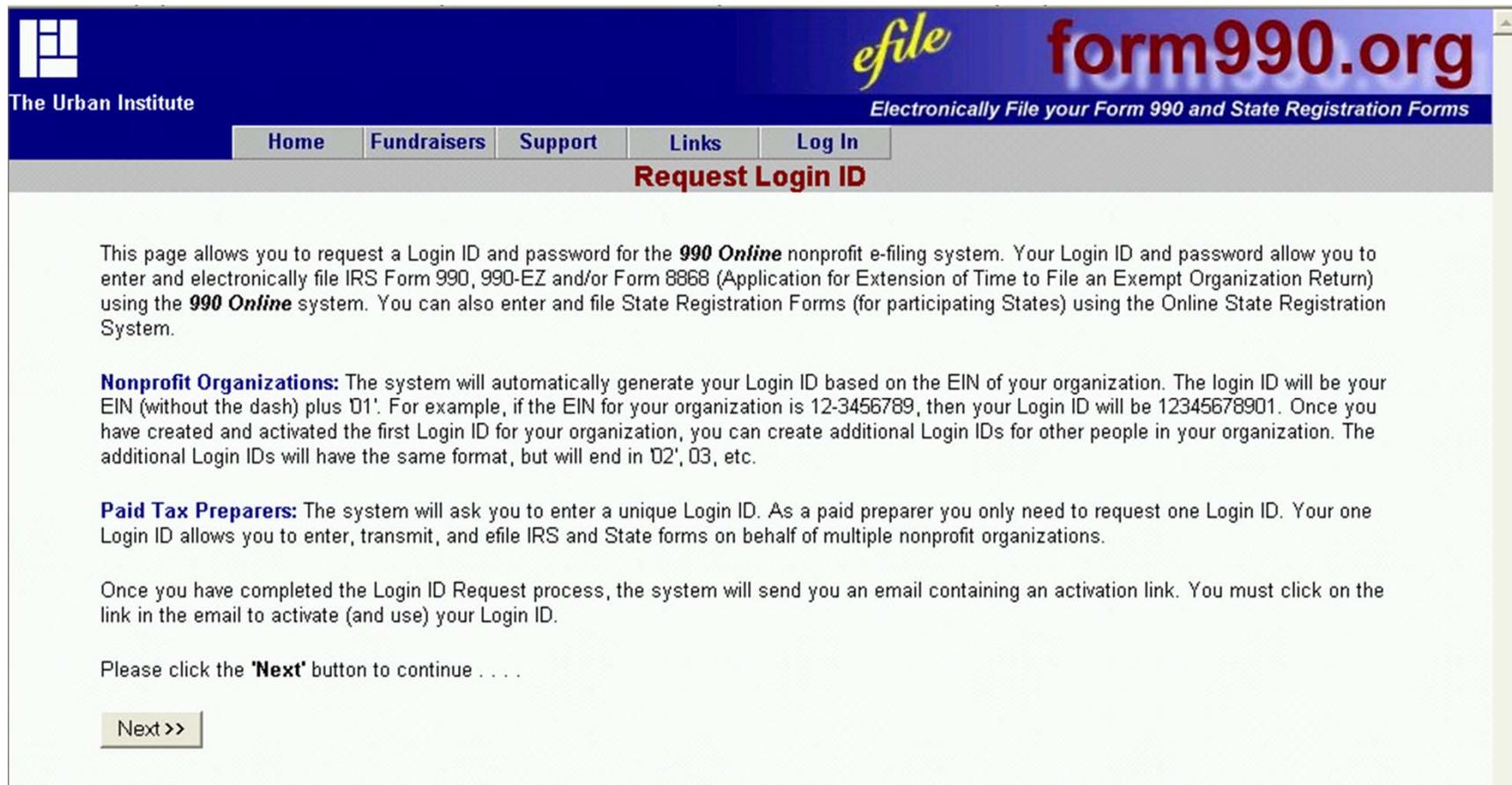
For charitable organizations that solicit contributions in Hawaii

- This site can be used for two purposes:
 - Charities that solicit contributions must complete a one-time REGISTRATION with Hawaii Attorney General's Office starting January 15, 2009. There is no fee to register. Click [HERE](#) to learn more about which charities are required to register.
 - Registered charities must also complete and submit an ANNUAL FINANCIAL REPORT and pay annual fees. This site will be open for these filings on or around March 15, 2009.
 - The ANNUAL FINANCIAL REPORT is the registered Charity's IRS Form 990 or 990EZ (and audited financial statement if required). Users will be directed to a State of Hawaii payment site to complete the payment of annual fees after filing their ANNUAL FINANCIAL REPORT.
- It is fast and easy . . . View the [tutorial](#) to learn how to obtain your logon ID and password and file or submit your Hawaii Charity Registration form. .
- What about my IRS Form 990/990-EZ? You do NOT need your Form 990/990-EZ for your initial Hawaii Registration, but you will need it for your annual registration. You can file your Form 990 through this site or prepare it yourself.
 - If you enter and file your Form 990/990-EZ using this site at the same time you enter and file your annual charity registration with Hawaii, the data from your Form 990 will be sent to Hawaii electronically

Form 990/990-EZ to your Annual Financial
 form. You will not need to attach a copy of
 receipts.)

Detailed information for Hawaii charities is available on the
 Hawaii Charity Electronic Filing page:
<https://efile.form990.org/frmNPParticipatingStateSCOHI.asp>

First Step: Get Your Login ID



The screenshot shows the website for form990.org, which is part of The Urban Institute. The page is titled "Request Login ID" and provides instructions on how to request a login ID and password for the 990 Online nonprofit e-filing system. The page includes a navigation menu with links for Home, Fundraisers, Support, Links, and Log In. The main content area contains a paragraph explaining the purpose of the page, followed by two sections: "Nonprofit Organizations" and "Paid Tax Preparers". The "Nonprofit Organizations" section explains that the system will automatically generate a login ID based on the EIN of the organization. The "Paid Tax Preparers" section explains that the system will ask for a unique login ID. The page concludes with a paragraph stating that once the login ID request process is completed, the system will send an email containing an activation link. At the bottom of the page, there is a "Next >>" button.

 The Urban Institute

efile **form990.org**

Electronically File your Form 990 and State Registration Forms

Home Fundraisers Support Links Log In

Request Login ID

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 8868 (Application for Extension of Time to File an Exempt Organization Return) using the **990 Online** system. You can also enter and file State 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.

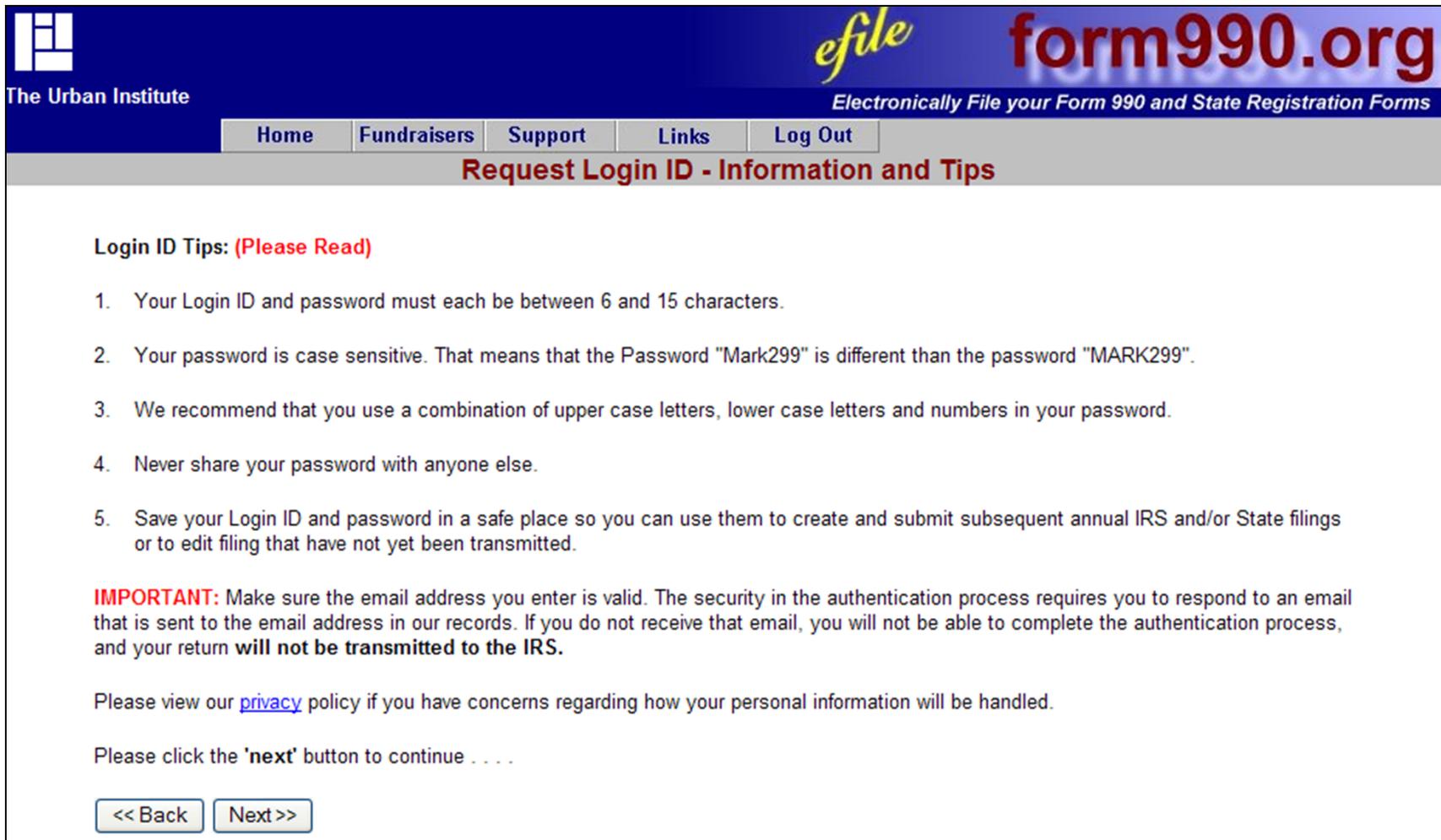
Paid Tax Preparers: The system will ask you to enter a unique Login ID. As a paid preparer you only need to request one Login ID. Your one Login ID allows you to enter, transmit, and efile IRS and State forms on behalf of multiple nonprofit organizations.

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 (and use) your Login ID.

Please click the **'Next'** button to continue

Next >>

Remember: To ensure security, passwords are “cAsE-Sensitive”



The screenshot shows the website interface for efile form990.org. The header includes the Urban Institute logo and the text "The Urban Institute" on the left, and the "efile form990.org" logo on the right with the tagline "Electronically File your Form 990 and State Registration Forms". A navigation menu contains links for Home, Fundraisers, Support, Links, and Log Out. The main content area is titled "Request Login ID - Information and Tips" and lists five login ID tips. An important note is provided, along with a link to the privacy policy and a "next" button.

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Electronically File your Form 990 and State Registration Forms

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Home Fundraisers Support Links Log Out

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

<< Back Next >>

CPA or tax professional? Register as a Paid Preparer and use *990 Online* for all your registration forms and annual filings

The screenshot shows the registration page for efile form990.org. The header includes the Urban Institute logo and the text 'The Urban Institute' on the left, and 'efile form990.org' and 'Electronically File your Form 990 and State Registration Forms' on the right. The main heading is 'Request Login ID - Step 1'. Below this, a prompt asks the user to select the type of Login ID they are requesting (Nonprofit or Paid Tax Preparer). The form contains three input fields: 'Login ID Type' with a dropdown menu set to 'Nonprofit', 'Organization EIN' with a text box containing '11 - 9001002', and 'How did you hear about us?' with a dropdown menu set to 'Accountant/Auditor'. At the bottom, there are two buttons: '<< Back' and 'Next >>'.

Request Login ID - Step 1

Please select the type of Login ID you are requesting (Nonprofit or Paid Tax Preparer):

Login ID Type:

Organization EIN: -

How did you hear about us?

VERY Important!

 **The Urban Institute** *efile* **form9**
Electronically File your Form 990 and State

Request Login ID - Step 2

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

Login ID Type:	Nonprofit
Login ID:	11900100201
Password: NOTE: Password must be between 6 and 15 characters and is case sensitive.
Verify Password:
First Name:	Tom
Last Name:	Smith
Position:	Treasurer (Treasurer, President, etc.)
Email Address:	tsmith@hawaiiCharities.org
Verify Email Address:	tsmith@hawaiiCharities.org
Daytime Phone:	701-222-1134
Organization:	
Name:	Hawaii Charities, Inc.
Address:	1 Oahu Way
City/State/Zip:	Honolulu HI 90123

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

Are you the Chief Fiscal Officer for this Organization?

You MUST have a valid email or we can't complete the form!

Just like paper forms, electronic forms must be "signed." Your answers here tell us if you are authorized to sign the form.

You are *almost* done getting your Login ID...
but you must respond to the **e-mail** we send you



The screenshot shows a web browser window with a dark blue header. On the left is the logo for The Urban Institute. On the right is the 'efile form990.org' logo with the tagline 'Electronically File your Form 990 and State Registration Forms'. Below the header is a grey bar with the text 'Request Login ID - Success'. The main content area is white and contains the following text:

The following Login ID was successfully created:

Login ID: 11900100201
Name: Tom Smith
Title: Treasurer
Email: tsmith@hawaiiCharities.org

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

Please close your browser now.



Compose Mail

Inbox (10899)

Starred ★

Chats

Sent Mail

Drafts (6)

All Mail

Spam (95)

Trash

Contacts

Tasks

« Back to Inbox Archive Report spam Delete More Actions ▼

Form990.org Login Activation Notice Inbox | X

★ efiletechsupport@urban.org to me [show details](#) 11:06 PM (0 minutes ago) [Reply](#) ▼

Tom,

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

Login ID: 11900100801
Name: Tom Smith
Organization: Urban Institute
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 client truncates the link, copy the whole link and paste it into your browser):

IMPORTANT: We recommend that you close any open browser windows before clicking the link below.

<https://efile.form990.org//frmAdminLoginActivate.asp?A=H030937e169196>

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

[Efile.form990.org](http://efile.form990.org) Technical Support team
email: efiletechsupport@urban.org
Phone (Toll Free): 866-518-3874 (hours: 9:30 AM and 5:30 PM Eastern Time)

[Reply](#) [Forward](#)

You should receive an Activation Email like this from **efileTechSupport@urban.org** almost instantaneously. *If you don't see the email in your inbox, check your email Spam filter.* To activate your account, simply close your browser window and click on the link in the email.

Gmail spam filter



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your Form 990, 990-EZ, 8868 (extension request) and State Charity Registration Forms online.

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orm 8868 (Application for Extension of Time to File).

and Firefox. [Learn more ...](#)

ns (including related schedules and attachments) for printing, posting on the web,

ess than \$100,000 in gross receipts. We charge up to \$75 for larger Organizations.

e.

State Charity Registration Forms

[Hawaii](#)

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[Pennsylvania](#)

Quick Menu

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↳ (Download Signature Form)

[Walkthrough Demo](#)

[Technical Support](#)

To complete your Hawaii Registration, your organization must have 2 Authorized Officials (i.e., directors, officers, etc) with Login IDs who will electronically "sign" the form.

After you have obtained your Login ID, add other users to your account.

From the homepage at the Quick Menu you can select "Update User Record."

The PRIMARY USER of an account can add other users. The primary user of the account is generally the person who registers the first account in our system.



Manage Users

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

Login ID:	11900100801	User Type/Level:	NonProfit/Standard (IRS) Login ID
Name:	Tom Smith	Can Sign:	Yes
Organization:	Urban Institute	Primary Contact:	Yes
Position:	Board member	CFO:	No
ID Status:	Active		

Edit Login ID

Change Password

Then from the Manage Users page, Select the Add User Button

User List for Urban Institute

Login ID	Name	Status	Email
11900100801	Tom Smith	Active	tsmith@gmail.com
11900100802	Tim Smith	Active	tsmith@gmail.com

Add User

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



Request Login ID - Additional User

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

EIN:	11-9001008
Login ID:	11900100803
First Name:	<input type="text" value="Jane"/>
Last Name:	<input type="text" value="Smith"/>
Title:	<input type="text" value="Board member"/>
	<input type="text" value="jsmith@gmail.com"/>
	<input type="text" value="jsmith@gmail.com"/>
	<input type="text" value="111-111-1111"/>
Is this user your organizations Form 990?	<input type="button" value="Yes"/> ▾
Is this user an Officer for the Organization?	<input type="button" value="No"/> ▾
Is this user defined as the Administrative contact for your organization. Would you like to be the administrative contact for efile.form990.org for this user?	<input type="button" value=""/> ▾

Is this user your organizations Form 990?

Is this user an Officer for the Organization?

Is this user defined as the Administrative contact for your organization. Would you like to be the administrative contact for efile.form990.org for this user? **If you select 'Yes', you will no longer be able to manage Login ID's for this user.**

An email will be sent to the user you entered above with a link to a web page that will give them their Login ID and instructions on how to activate their account.

Once the user has responded and their account has been approved, this Login ID will be created with a status of 'Active'.

Then enter the new user's information and select the next button

In order to activate their account, they will need to respond to the email they will receive from our system.

Step 2: Use the “Create Filing” Wizard to create your Registration Form

The screenshot shows the homepage of efile.form990.org. At the top left is the logo for The Urban Institute. The top right features the 'efile' logo and the domain 'form990.org' with the tagline 'Electronically File your Form 990 and State Registration Forms'. A navigation bar includes links for Home, Fundraisers, Support, Links, and Log In. The main content area has a welcome message, a notice about the 2008 Form 990, and a link to epostcard.form990.org. A 'Quick Menu' on the right side contains several options, with 'Create New Filing' highlighted. A yellow box on the left contains instructions: 'To begin creating your Registration form, sign in first by clicking on Log In' and 'Then select "Create New Filing" from the Quick Menu'. Arrows point from these instructions to the 'Log In' button and the 'Create New Filing' menu item. A footer note states the system is free for organizations with less than \$100,000 in gross receipts.

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(for Extension of Time to File).
[ore ...](#)

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State Charity Registration Forms
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[Walkthrough Demo](#)
[Technical Support](#)

To begin creating your Registration form, sign in first by clicking on Log In

Then select "Create New Filing" from the Quick Menu

- The system is FREE for organizations with less than \$100,000 in gross receipts. We charge up to \$75 for larger Organizations. [Learn more ...](#) [Donations](#) are always welcome.

Create Filing Wizard – Page 1



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Electronically File your Form 990 and State Registration Forms

Create Filing Wizard (Step 1 of 4 - Filing Info)

Welcome to the 990 Online Return and Charity Registration Creation Wizard

This is the starting place for creating returns and registrations in the 990 Online and Online State Charity Registration System.

This wizard walks you through the steps of creating a new 990 Online filing. A 990 Online filing can be either a single return (such as a Form 990) or a group of related returns (such as a Form 990, a State Charity Registration for Hawaii and a State Charity Registration for Pennsylvania) which are created and electronically filed as a group.

To begin the process, please enter the start and end dates for the reporting period (i.e the fiscal year which this filing covers), and click the *Next* button below

Organization EIN: **11-9001008**

Organization Name:

Fiscal Year Start Date: ← Format: mm/dd/yyyy

Fiscal Year End Date: Format: mm/dd/yyyy

Important! Please enter your most recently completed fiscal year, if you are completing the Hawaii Registration Form.

Make a mistake? We can usually catch it.

Create Filing Wizard (Step 1 of 4 - Filing Info)

Welcome to the 990 Online Return and Charity Registration Creation Wizard

This is the starting place for creating returns and registrations in the 990 Online and Online State Charity Registration System.

This wizard walks you through the steps of creating a new 990 Online filing. A 990 Online filing can be either a single return (such as a Form 990) or a group of related returns (such as a Form 990, a State Charity Registration for Hawaii and a State Charity Registration for Pennsylvania) which are created and electronically filed as a group.

To begin the process, please enter the start and end dates for the reporting period (i.e the fiscal year which this filing covers), and click the **Next** button below

Organization EIN:	11-9001008	
Organization Name:	<input type="text" value="Honolulu Charities"/>	
Fiscal Year Start Date	<input type="text" value="1/1/2009"/>	Format: mm/dd/yyyy
Fiscal Year End Date	<input type="text" value="12/31/2009"/>	Format: mm/dd/yyyy

*** Error: The 990 Online system does not currently support the Tax year 2008 (or later) Forms. Please check back near the end of 2008.

Create Filing Wizard – Page 2

Create Filing Wizard (Step 2 of 4- IRS Return)

This page allows you to specify the type of IRS form you wish to include in this filing. Please answers the question(s) below, and then click the *Next* button to proceed.

Do you want to file a Form 990, 990-EZ, or 8868 (Request for Extension) with the IRS?

Please select the type of IRS form to file (Extension or Form 990/990-EZ Return)

The system found an existing IRS Return for the same tax period. You can only enter one return for a given tax period. Please select a different filing type or a different period.

If you are only creating your Hawaii Registration Form, choose **No**.

Create Filing Wizard – Page 2

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Create Filing Wizard (Step 2 of 4- IRS Return)

This page allows you to specify the type of IRS form you wish to include in this filing. Please answer the question(s) below, and then click the *Next* button to proceed.

Do you want to file a Form 990, 990-EZ, or 8868 (Request for Extension) with the IRS?

You have indicated that you do **not** want to include an IRS form in this filing. If that is correct, please click the *Next* button to continue with the Wizard

If you answered **No**,
your screen should
look like this.

Create Filing Wizard – Page 3: Specify the states where you file



The Urban Institute Electronically File your Form 990 and State Registration Forms

Create Filing Wizard (Step 3 of 4 - State Returns and Registrations)

This page allows you to specify whether you want to create any State Registration Forms for participating states as part of this filing. Please answer the question(s) below and then click the *Next* button to continue.

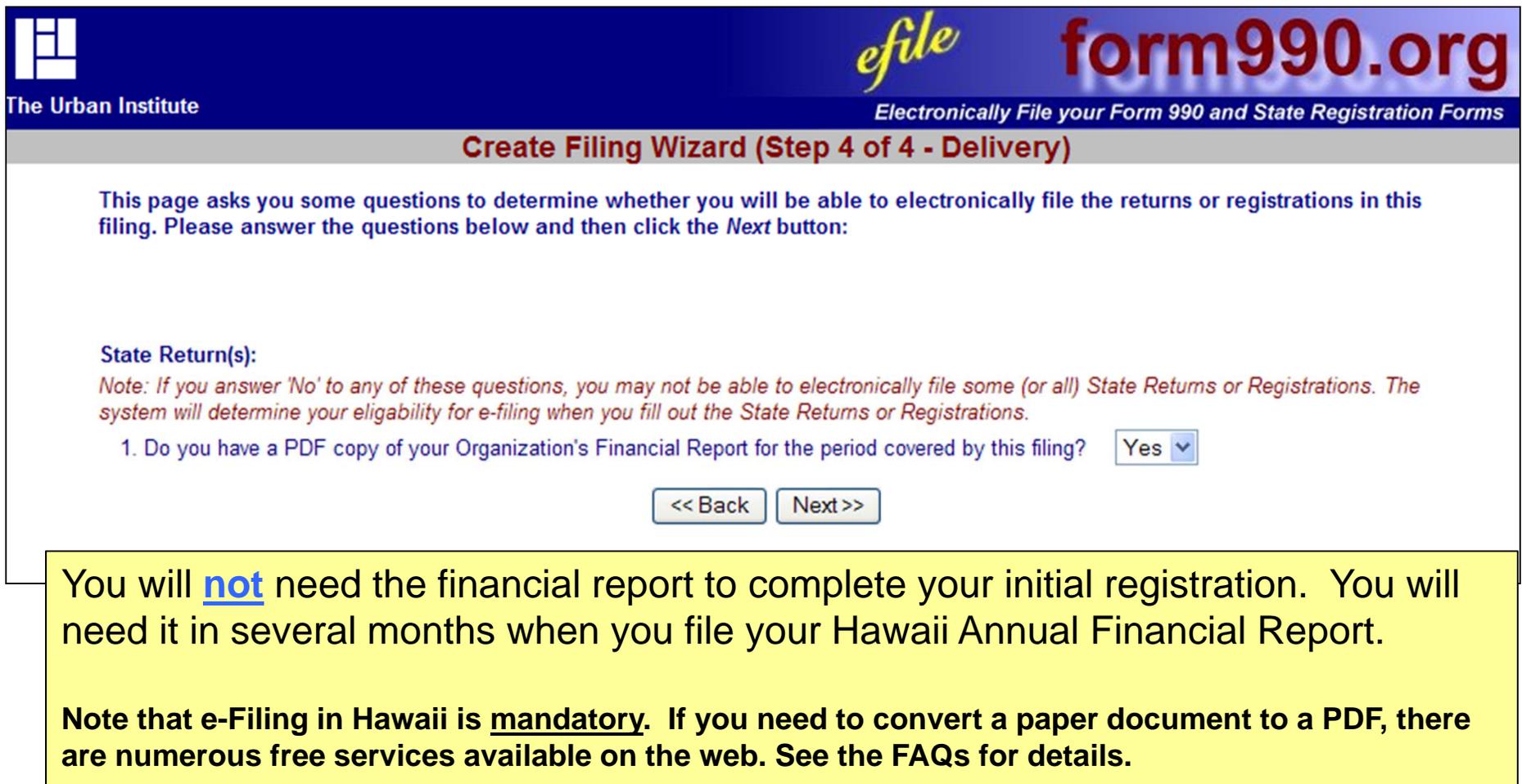
Click [here](#) to view the list of participating States

Do you want to include any State Registration Forms for participating States in this filing?

Please select the participating State(s) in which you would like to file State Registration Forms:

- Hawaii
- Michigan
- Pennsylvania (Mail Only)

Create Filing Wizard – Page 4: Make sure you have the documents you need to get started



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Create Filing Wizard (Step 4 of 4 - Delivery)

This page asks you some questions to determine whether you will be able to electronically file the returns or registrations in this filing. Please answer the questions below and then click the *Next* button:

State Return(s):
Note: If you answer 'No' to any of these questions, you may not be able to electronically file some (or all) State Returns or Registrations. The system will determine your eligibility for e-filing when you fill out the State Returns or Registrations.

1. Do you have a PDF copy of your Organization's Financial Report for the period covered by this filing?

You will **not** need the financial report to complete your initial registration. You will need it in several months when you file your Hawaii Annual Financial Report.

Note that e-Filing in Hawaii is mandatory. If you need to convert a paper document to a PDF, there are numerous free services available on the web. See the FAQs for details.



Create Filing Wizard (Summary)

Congratulations. You have Completed the Wizard.

Please review the information below. If it is correct, click the *Finish* button to begin entering the information for your filing.

General Info:

Organizaition:	Honolulu Charity
EIN:	11-9001008
Period:	1/1/2007 - 12/31/2007
Tax Year:	2007

IRS Return:
None

State Returns or Registration Forms:

2007 Hawaii URS (E-File: To Be Determined)

You are now ready to start entering information into your return(s). When you click the *Finish* button, the information you have entered here and will send you to the Online Charity State Registration system so you can begin entering your State Returns.

Congratulations, you are finished with the Create Filing Wizard and are ready to begin completing your Hawaii Registration form.

By clicking on the Finish button, you will be directed to the Control Panel where you may begin completing your registration by clicking on the Pencil Icon.

The Control Panel

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Home Fundraisers Support Links Log Out

Control Panel

NOTICE: The IRS systems will be down from December 29th, 2008 through January 5th, 2009. During that time you can enter your Form 990/990-EZ into our system, but we will not be able to transmit any returns to the IRS until their systems come back up on January 5th. Please plan accordingly.

Charities

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.

Tax Year	Start Date	End Date	Created On	Filing Type	IRS Form	State Forms	Status	Action (see Legend below)
2007	1/1/2007	12/31/2007	12/23/2008	Return	None	HI	Edit Mode	    
2007	1/1/2007	12/31/2007	11/10/2008	Return	990	MI, NY	Edit Mode	    
2006	1/1/2006	12/31/2006	10/12/2007	Return	990	None	Edit Mode	    
2004	1/1/2004	12/31/2004	07/28/2005	Return	990	None	Edit Mode	    

[Create a New Filing](#)

Helpful Information

- [Requirements and Tips](#)
- [Supported Browsers](#)
- [E-Filing Steps](#)
- [Participating States](#)
- [Filing Deadlines](#)
- [FAQ](#)

Action Legend

-  Edit a Return in Filing
-  View Filing Status
-  Change ReturnDates
-  Delete Filing
-  Authenticate Filing

Hawaii filing has been created.

Click on the "pencil" to start editing.

The Control Panel

The screenshot shows the website interface for efile.form990.org. At the top, there is a navigation bar with the Urban Institute logo and the text "The Urban Institute" on the left, and "efile form990.org" with the tagline "Electronically File your Form 990 and State Registration Forms" on the right. Below this is a secondary navigation bar with links for Home, Fundraisers, Support, Links, and Log In. A welcome message reads "Welcome to efile.form990.org" and provides instructions on how to file forms online, including a link for filing deadlines. A red notice states that the 2008 Form 990 is not yet available. A green notice points to a new website for Form 990-N. The main content area includes a description of the service and a list of features. On the right side, there are two yellow boxes: "State Charity Registration Forms" with links for Hawaii, Michigan, and Pennsylvania; and "Quick Menu" with links for New User Registration, Update User Record, Create New Filing, Control Panel, and Walkthrough Demo. The Control Panel link is highlighted with a blue arrow pointing to it from a yellow callout box on the left.

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- Supports IRS Form 990, Form 990-EZ and Form 8868 (Application for Extension of Time to File).
- You can get back to the Control Panel anytime from the homepage at the Quick Menu by selecting the Control Panel link

State Charity Registration Forms

- [Hawaii](#)
- [Michigan](#)
- [Pennsylvania](#)

Quick Menu

- [New User Registration](#)
- [Update User Record](#)
- [Create New Filing](#)
- [Control Panel](#)
- ↳ (Create/Edit Returns)
- ↳ (View/Print Final Returns)
- ↳ (Authenticate Filing)
- ↳ (Download Signature Form)

[Walkthrough Demo](#)
[Technical Support](#)

Filing Status Page

Click on the "pencil" again to begin

The Urban Institute **efile form990.org**
Electronically File your Form 990 and State Registration Forms

Home Fundraisers Support Links Log Out

Check Filing Status

Honolulu Charities
11-9001001
2007 HI State Forms
1/1/2007 - 12/31/2007

Links
[Control Panel](#)
[E-file Steps](#)

View PDF images of this filing

Current Status: **Edit Mode**

This filing is currently in *Edit* mode. While the filing is in edit mode, you can continue to your return.

Next Step: Continue editing your return. When you are happy with your return, please mark it as complete so you can begin the Authentication/Signature Form processes.

Filing Checklist

No.	Step	Status	Description	Delivery	Actions
1	Edit HI URS:	<input type="checkbox"/> To Do	This form is in <i>Edit</i> mode. Click here to Edit.	TBD*	 
2	990 Online Usage Fee	<input type="checkbox"/> TBD*	Fee Requirements Not Yet Known		
3	Authentication (electronic signature):	<input type="checkbox"/> TBD*	Authentication Requirements Not Yet Known		
4	Signature Form:	<input type="checkbox"/> To Do			
5	State Registration Fees:	<input type="checkbox"/> TBD*	State Registration Fees Not Yet Known		

* TBD = To Be Determined

The Filing Status page lets you know if your return has been completed, transmitted to Hawaii, and accepted.



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Electronically File your Form 990 a

[Quick Jump](#) | [Forms](#) | [State Information](#) | [Logout](#)

User: 11900100801 **Name:** Tom Smith, Urban Institute **Filing:** 43529

Hawaii - Unified Registration Statement

State Registration Electronic Filing

Welcome to the State Registration Filing system for Hawaii

This process is for filing the Unified Registration Statement for Hawaii. If you are completing this form along with Form 990 or Form 990-EZ, much of the required information will be copied from that form. In addition, the Form 990 or Form 990-EZ information is forwarded by the IRS to Hawaii

Please review the **Quick Jump** and the **Forms** menu items above for additional help in entering information for the state filings.

[Edit URS](#)

The Hawaii Registration Form is the same form Uniform Registration Form (URS) accepted in more than 35 states.



User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529
Hawaii - Unified Registration Statement

Filing and Name (1)

<< Back Undo Changes Save Next >>

Type of registration

? Initial Renewal

For the fiscal year which ended (mm/dd/yy)

12/31/2007

Filer EIN

11-9001008

State ID

?

1 a Organization's legal name

1a ? Honolulu Charity

b Has the name changed?

b ? Yes No

c All other names used to solicit contributions

c ?

Other name line 1

Other name line 2

<< Back Undo Changes Save Next >>

Questions like "Has the name changed?" must be answered; others (like "Other names" are optional.)

Navigation Buttons are at the top and bottom of each screen.



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529

Hawaii - Unified Registration Statement

Telephone (3)

<< Back Undo Changes Save Next >>

3 a Phone number

3a ? 808-222-2221 Ext.

b Fax number

b ? 808-111-1111 Ext.

c Tollfree number

c ? Ext.

d Other telephone numbers

d ?

Description

Telephone number Extension

Description	Telephone number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

e E-mail

e ? tsmith@gmail.com

f Web site URL

f ? http://www.urban.org

<< Back Undo Changes Save Next >>

Phone Numbers should be entered in nnn-xxx-nnnn format.



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529

Hawaii - Unified Registration Statement

Offices and Type of Organization (4-6)

<< Back

Undo Changes

Save

Next >>

4 Names, addresses and telephone numbers of all offices, chapters, etc. 4 ? Enter offices, etc. (0)

5 Type of organization

5 6 ? Corporation

State incorporated or established

? Hawaii

Date incorporated or established

?

Fiscal year end (month/day)

January 2009

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<< Back

Undo Changes

Popup calendars help you enter correct dates...or you can enter a date by hand.



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

Hawaii - Unified Registration Statement

User: 11900108201 Name: Tom Smith, Hawaii
Hawaii - Unified Registration Statement

Off

<< Back

4 Names, addresses and telephone numbers chapters, etc.

5 Type of organization

6 State incorporated or established

Date incorporated or established

Fiscal year end (month/day)

<< Back

- Start Page
- Filing And Name (1)
- Address (2)
- Telephone (3)
- Offices and Type of Organization (4-6)
- Legal and Registration (7A-D)
- Legal and Registration (7E-G)
- Exemption Information (8-11)
- Purpose and Programs (12)
- Officers and Relationships (13-14)
- Responsible Parties (15, 16, 17)
- Financial Support and Fundraising (18-20)
- Financial (21-22)
- Other Attachments**
- Signatures
- What To Do Next
- Undo Changes
- Save
- Next >>

etc. (0)

You can upload PDF files to our system for sections with lengthy lists. This option is available for Line 4 and Lines 7f & 7g.

To upload a PDF file, select "Other Attachments" from the Quick Jump menu



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900108201 Name: Tom Smith, Hawaii Charities, Inc Filing: 43837

Hawaii - Unified Registration Statement

Other Attachments

<< Back Undo Changes Save Next >>

Please attach any pdf documents that may further describe your organization to the public. **The content of these documents will be made available to the general public.**

Also, if the list of [offices, branches, chapters, affiliates, etc.](#) or the [other states solicited](#) information was entered where requested, attach the appropriate pdf files. For **Attachment type**, please choose [Initial Registration Documents](#).

Select required documents



Select attachment reference to add: [Upload New Attachment](#)

The process of including a PDF file with your State filing includes two separate steps. The first step is to upload the PDF file. The second step is to attach the uploaded file to this filing.

Step 1 (Upload the file): To begin Step 1, click the **Upload New Attachment** link above. This will take you to the [Attachments](#) page. On the [Attachments](#) page click the **Add New Record** button. That will take you to a page where you can enter the information about the file you want to upload and then click a link to upload the file.

Step 2 (Attach the file): Once the file has been uploaded, it will appear in the drop down list above. You can then attach the file to this filing by selecting the file from the drop down list. Once you have successfully **attached** the file, the system displays the description of the file underneath the **Select required documents** label above. All files displayed under that label are considered **attached** and will be transmitted along with your filing.

<< Back Undo Changes Save Next >>

Uploading PDF files is a 2-Step Process

The first step is to upload the file to our system.

The second step is linking the attachment to a question.

This is a 2-Step Process because an attachment can be used in multiple forms for multiple states.



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900108201 Name: Tom Smith, Hawaii Charities, Inc Filing: 43837

Hawaii - Unified Registration Statement

Other Attachments

<< Back Undo Changes Save Next >>

Please attach any pdf documents that may further describe your organization to the public. **The contents of these documents will be made available to the general public.**

Also, if the list of offices, branches, chapters, affiliates, etc. or the other states solicited information was not entered where requested, attach the appropriate pdf files. For **Attachment type**, please choose Initial Registration Documents.

Select required documents



Select attachment reference to add:

[Upload New Attachment](#)

The process of including a PDF file with your State filing includes two separate steps. The first step is to upload the PDF file. The second step is to attach the uploaded file to this filing.

Step 1 (Upload the file): To begin Step 1, click the **Upload New Attachment** link above. This will take you to the Attachments page. On the Attachments page click the **Add New Record** button. That will take you to a form where you can enter the information about the file you want to upload and then click a link to upload the file.

Step 2 (Attach the file): Once the file has been uploaded, it will appear in the drop down list above. You perform Step 2 by selecting the file from the drop down list. Once you have successfully **attached** the file, the system displays the description of the file underneath the **Select required documents** label above. All files displayed under that label are considered **attached** and will be transmitted along with your filing.

<< Back Undo Changes Save Next >>

To begin uploading a PDF file, select the link for Upload New Attachment



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900108201 Name: Tom Smith, Hawaii Charities, Inc Filing: 43837

Attachments

This page allows you to upload pdf documents that you need to attach to your filing. The process of uploading a document to this page does not automatically include it with the filing. After you upload the document to this page, it will then be available for attaching in response to questions on the forms. You must still attach the document through the drop-down menu on the page of the form where you will return from here.

Add a New Record

Return

Type

Description

Then select
the Add a
New Record
Button



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900108201 Name: Tom Smith, Hawaii Charities, Inc Filing: 43837

Attachment

Cancel Undo Changes Save Save & Return

Attachment type

? Initial registration documents

Description

? Names, addresses and telephone r

Click the link at the right to attach a file

Attach a File

File name

Attachment reference

Cancel Undo Changes Save Save & Return

From the drop-down menu select "Initial registration documents," and add a description of the type of file that you are uploading

Then select the link for "Attach a File"



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Electronically File your Form 990 and State Registration Forms

Quick Jump▼ | Forms▼ | State Information▼ | Logout

User: 11900108201 **Name:** Tom Smith, Hawaii Charities, Inc **Filing:** 43837

Attach a file

Cancel

Submit

Enter a file name or click [Browse](#) to select a file. (Only PDF files may be included.) If you do not have a PDF available, click [here](#) to learn about how to convert a file to PDF.

Browse...

Cancel

Submit

Select the
“Browse” button
and the file from
your computer
that you would
like to upload.

Then select the
“Submit” button



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Electronically File your Form 990 and State Registration Forms

Quick Jump ▾ | Forms ▾ | State Information ▾ | Logout

User: 11900108201 Name: Tom Smith, Hawaii Charities, Inc Filing: 43837

Attachment

Cancel Undo Changes Save Save & Return

Attachment type

? Initial registration documents ▾

Description

? Names, addresses and telephone r

Click the link at the right to attach a file

Attach a File

File name

Names, addresses and telephone n

Attachment reference

119001082_43837d_Attachment_1.pdf

Cancel Undo Changes Save Save & Return

Next select the
"Save & Return"
button



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Electronically File your Form 990 and State Registration Forms

[Quick Jump](#) | [Forms](#) | [State Information](#) | [Logout](#)

User: 11900108201 **Name:** Tom Smith, Hawaii Charities, Inc **Filing:** 43837

Attachments

This page allows you to upload pdf documents that you need to attach to your filing. The process of uploading a document to this page does not automatically include it with the filing. After you upload the document to this page, it will then be available for attaching in response to questions on the forms. You must still attach the document through the drop-down menu on the page of the form where you will return from here.

Edit	Type	Description	Delete
	Initial registration documents	Names, addresses and telephone numbers of all offices, chapters, etc.	

Then Select the "Return" button



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900108201 Name: Tom Smith, Hawaii Charities, Inc Filing: 43837

Hawaii - Unified Registration Statement

Other Attachments

<< Back

Undo Changes

Save

Next >>

Please attach any pdf documents that may further describe your organization to the public. **The contents of these documents will be made available to the general public.**

Also, if the list of offices, branches, chapters, affiliates, etc. or the other states solicited information was not entered where requested, attach the appropriate pdf files. For **Attachment type**, please choose Initial Registration Documents.

Select required documents

Names, addresses and telephone numbers of all offices, chapters, etc. [Delete](#)

Select attachment reference to add:

[Upload New Attachment](#)

The process of including a PDF file with your State filing includes two separate steps. The first is to upload the PDF file. The second step is to attach the uploaded file to this filing.

Step 1 (Upload the file): To begin Step 1, click the **Upload New Attachment** link above. This will take you to the Attachments page. On the Attachments page click the **Add New Record** button. That will take you to a page where you can enter the information about the file you want to upload and then click a link to return to this page.

Step 2 (Attach the file): Once the file has been uploaded, it will appear in the drop down list. Complete Step 2 by selecting the file from the drop down list. Once you have successfully **attached** the file, the page displays the description of the file underneath the **Select required documents** label above. The files listed under that label are considered **attached** and will be transmitted along with your filing.

<< Back

Undo Changes

Save

Next >>

From the drop-down menu select the file that you would like to attach

Your PDF file will now be attached to your Hawaii registration



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

Hawaii - Unified Registration Statement

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529

Hawaii - Unified Registration Statement

Exemption Information (8-11)

<< Back Undo Changes Save Next >>

8 Has the organization been granted IRS tax exempt status? Yes No

9 Has tax exempt status every been denied, revoked or modified? Yes No

10 Manner in which contributions are solicited [Enter methods of solicitation \(0\)](#)

11 List the NTEE code(s) that best describes your organization [Enter NTEE codes \(2\)](#)

<< Back Undo Changes Save Next >>

Some fields may let you select more than one option.

For example, click on "Enter methods..." to select all your fundraising methods.

The next screen shows your options.

Method of solicitation

- Direct Mail Campaigns
- Telephone Solicitation
- Personal Contact
- Radio and TV
- Special Events
- Newspaper and Magazine Advertisement

Other methods of solicitation

Other method of solicitation



User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529

Hawaii - Unified Registration Statement

Errors on this page.

- "Address" is required.

See individual field help for additional information on the above errors.

Skip current page validation.

Address (2)

<< Back Undo Changes Save Next >>

2 Street and mailing address

Street address

US or foreign address

2 ?

? US Foreign

a Address line

a ?

b City

b ?

c County

c ?

d State

d ?

e Zip

e ?

Are the street and mailing address the same? Yes No

<< Back Undo Changes Save Next >>

If you skip a required field and then try to navigate to another page, an error appears.



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529
Hawaii - Unified Registration Statement

Purpose and Programs (12)

<< Back Undo Changes Save Next >>

12 a Purpose for which contributions are used: 12a ?

Help homeless children.

b Programs for which contributions are used: b ?

Homeless shelter.

Delete

<< Back Undo Changes Save Next >>

By Selecting the question mark button a pop-up Help Menu will provide instructions for completing fields.

Purpose and Programs (12) - Hawaii - Unified Registration Statement Help
Programs
Enter the program services provided in the boxes provided. Describe each programs separately. If additional boxes are required, fill in the existing boxes and click the Save button. Additional boxes will be provided when the page refreshes.
[Reference: Common_Programs](#)



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529
Hawaii - Unified Registration Statement

13. Officers, Directors, Etc.

Add a New Record Return

	Type	Name	Telephone	
Edit	Officer	Tom Smith	222-222-2222	Delete

To add officers, select the Add a New Record Button



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form990.org

Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529
Hawaii - Unified Registration Statement

13. Officer, Director, Key Employee, Etc.

Cancel Undo Changes Save Save & Return

1	Type	1	<input type="text" value="Please Select"/>
2	Name	2	<input type="text"/>
3	Title	3	<input type="text"/>
4	Enter a business address for officers, directors and key employees	4	<input type="text"/>
	Business name		<input type="text"/>



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529
Hawaii - Unified Registration Statement

Financial (21-22)

<< Back Undo Changes Save Next >>

21	Amount paid to PFR/PS/FRC during previous year	21	<input type="text" value="1,000"/>
22 A	Total contributions	22A	<input type="text" value="10,000"/>
B	Program service expenses	B	<input type="text" value="100,000"/>
C	Management and general expenses	C	<input type="text" value="14,000"/>
D	Fundraising expenses	D	<input type="text" value="1,000"/>
E	Total expenses	E	<input type="text" value="115,000"/>
F	Fundraising expenses as a percentage of funds raised	F	<input type="text" value="10"/>
G	Fundraising expenses plus management and general expenses as a percentage of funds raised	G	<input type="text" value="150"/>
H	Program services as a percentage of total expenses	H	<input type="text" value="87"/>

<< Back Undo Changes Save Next >>

Grey fields are automatically calculated by our system



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Electronically File your Form 990 and State Registration Forms

Quick Jump | Forms | State Information | Logout

User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529

Hawaii - Unified Registration Statement

Signatures

<< Back Undo Changes Save Next >>

2 a First signature

Actual title

2a ? Tom Smith

Board member

b Second signature

Second signature's Title

b ? Tim Smith

Board member

<< Back Undo Changes Save Next >>

Two different Board members must be selected.

They both will need to authenticate the return.

They need to be registered with our system, in order for you to select them here.

Verification

The screenshot shows the efile form990.org website interface. At the top, there is a navigation bar with the efile logo and the text "form990.org" and "Electronically File your Form 990 and State Registration Forms". Below this is a secondary navigation bar with "Quick Jump", "Forms", "State Information", and "Logout". A dropdown menu is open under "Quick Jump", listing options: Home, Return Status Page, Attached Files, View PDFs, Verify Filing, Mark State Filings Complete, Remove State Filings, Efiling Steps, Requirements And Tips, and Technical Support. The "Verify Filing" option is selected, and a sub-menu is open with "Verify This Form", "Verify All Forms", and "View Previous Verification Errors". A yellow callout box with a black border points to the "Verify This Form" option. The main content area shows a filing for "Tom Smith, Urban Institute" with filing number "43529". It includes a "To Do Next" section with instructions: "Selecting Quick Jump -> Verify Filing -> Verify This Form. Any errors are fixed." and "When you are satisfied that the forms are correct and complete, you can set the state filings as complete by selecting Quick Jump -> Mark State Filings Complete. This process verifies all the state filing forms, initiates the generation of new PDF reports, marks the state filings as complete and returns you to the Form 990 status page. From there you can start the final authentication and filing process." A "<< Back" button is visible at the bottom of the content area.

Select Verify This Form from the Quick Jump menu to begin the Verification Process

Verification - Step 2

The screenshot shows the efile form990.org website interface. At the top, there is a navigation bar with a logo on the left and the text "efile form990.org" in the center. Below the navigation bar, there is a header with the text "Electronically File your Form 990 and State Registration". The main content area displays the user's information: "User: 11900100801 Name: Tom Smith, Urban Institute Filing: 43529". Below this, there is a "Filing Errors" section with a "Return" button. The errors are listed in a table with columns for "State Form", "Page", and "Error Message". The errors include: "State ID" is required, "Zip Code" 82212 is not a valid zip code for HI, and several requirements for individuals responsible for custody of funds, fundraising, signing checks, and distribution of funds. The "Accountant/Auditor" section also has an error: "AccountantAuditor" is required.

<u>State Form</u>	<u>Page</u>	<u>Error Message</u>
HI	URSV300	"State ID" is required.
	<u>Filing And Name (1)</u>	
	<u>Officers, Directors, Etc.</u>	
	<u>Individuals responsible for custody of funds</u>	At least one individual responsible for custody of funds must be specified.
	<u>Individuals responsible for fundraising</u>	At least one individual responsible for fundraising must be specified.
	<u>Individuals authorized to sign checks</u>	At least one individual responsible for signing checks must be specified.
	<u>Individuals responsible for distribution of funds</u>	At least one individual responsible for distribution of funds must be specified.
	<u>Individuals responsible for custody of financial records</u>	At least one individual responsible for custody of financial records must be specified.
	<u>Banks in which registrant's funds are deposited</u>	At least one bank must be specified.
	<u>Accountant/Auditor Name and Address (1)</u>	"AccountantAuditor" is required.

When you verify your return, errors will be listed that you will need to correct before you mark the return as complete.

You can click on error to jump to that part of the return

Verification – Step 3

The screenshot shows the efile form990.org website. The header includes the logo and the text "Electronically File your Form 990 and State Registration Forms". A navigation bar contains "Quick Jump", "Forms", "State Information", and "Logout". A left-hand menu lists various options, with "Mark State Filings Complete" highlighted. The main content area displays "Tom Smith, Urban Institute Filing: 43529" and "Filing Errors" with two "Return" buttons. A light blue message box states: "Verification process. You may proceed with entering more information or if all information has been entered, you may proceed to mark the filing as complete." A yellow callout box on the right explains that when a return verifies without errors, it can be marked as complete from the Quick Jump menu.

Home
Return Status Page
Attached Files
View PDFs
Verify Filing
Mark State Filings Complete
Remove State Filings
Efiling Steps
Requirements And Tips
Technical Support

Tom Smith, Urban Institute **Filing: 43529**
Filing Errors
Return
Verification process. You may proceed with entering more information or if all information has been entered, you may proceed to mark the filing as complete.
Return

Questions or problems regarding this web site should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [privacy](#) policy.
Copyright © 1999 - 2007 the NCCS/NASCO E-Filing Site. All rights reserved.

When your return verifies without errors, you can mark it as complete from the Quick Jump menu.

Verification – Step 4

User: 11900100801 **Name:** Tom Smith, Urban Institute **Filing:** 43529

Complete State Forms

You may electronically file (E-file) your filings or send them by mail. This option varies by state and may be dependent on information that you have provided. If applicable, choose the method of delivery for each state. If you are required to file by mail, you need to print out the pdf forms created and mail them to each state. Instructions are provided for each state.

HI E-file Mail

Congratulations your filing has successfully completed the verification processing.

You are ready to mark your state returns as complete. Click [Mark Complete](#) to mark your state filing return to the Form 990 status page. From there you can complete the authentication and submission of both your IRS and state filings.

You can cancel this process by clicking [Cancel](#). Your state filing information will remain.

You can select to file your return electronically or by mail.

Then you can Mark your return as complete.

Authentication

The screenshot shows the 'form990.org' website interface. At the top, there is a navigation bar with 'Home', 'Fundraisers', 'Support', 'Links', and 'Log Out'. The main heading is 'Check Filing Status'. The filing information for 'Honolulu Charity' (11-9001008) is shown, with a 'Current Status' of 'Awaiting Authentication'. A 'Filing Checklist' table is visible, with the second step 'Authentication (electronic signature)' being the current focus. Two callout boxes provide instructions: one points to a PDF icon for viewing the return, and another points to a 'Click Here to Authenticate this Filing' link in the checklist.

form990.org
Electronically File your Form 990 and State Registration Forms

Check Filing Status

Honolulu Charity
11-9001008
2007 HI State Forms
1/1/2007 - 12/31/2007

Current Status: **Awaiting Authentication**

The data entry for this return is complete. The filing must now be authenticated (electronically signed).

Next Step: Each of the people listed in the *Authentication Step* in the Filing Checklist (below) must authenticate this return. To begin the process, each person must log into the system, come to this page and then click the *Click here to Authenticate this Filing* link next to their name in the Filing Checklist.

Filing Checklist

No. Step	Status	Description
1 Edit HI URS:	<input checked="" type="checkbox"/> OK	Completed by Tom Smith on 1/22/2009 2:56:43 PM
2 Authentication (electronic signature):		
» Tom Smith, Board member	<input type="checkbox"/> To Do	Click Here to Authenticate this Filing -- (Problems? Click here)
» Tim Smith, Board member	<input type="checkbox"/> To Do	This officer must Authenticate this filing.

View PDF images of this filing

[HI State Reg Form \(URS\)](#)

You can view a final PDF copy of your return here.

You can begin the authentication process by selecting this link.

Authentication – Step 2

 **efile** **form990.org**
The Urban Institute *Electronically File your Form 990 and State Registration Forms*

[Home](#) [Fundraisers](#) [Support](#) [Links](#) [Log Out](#)

Authenticate (electronically sign) Filing - Step 1

Honolulu Charity
11-9001008
2007 HI State Forms
1/1/2007 - 12/31/2007

IMPORTANT: If you are not authorized to sign this filing, or if you are not the person listed below, please click the Cancel button below.

Name: Tom Smith
Title: Board member
Email: tsmith@gmail.com (If your email address is not correct, please [correct](#) it before proceeding)

Please click the *Next* button to continue.

Please make sure that your e-mail address is correct.

Authentication – Step 3

The Urban Institute *efile* **form990.org**
Electronically File your Form 990 and State Registration Forms

Home Fundraisers Support Links Log Out

Authenticate (electronically sign) Filing - Step 2

Honolulu Charity
11-9001008
2007 HI State Forms
1/1/2007 - 12/31/2007

If you are ready to sign this filing, please read the declarations below and then click the **Sign Filing** button.

NOTE: The following declarations are required by the IRS and/or any state(s) in which you have elected to file.

Hawaii State Declaration:

General Declaration: It is my intent to sign this document using my Login ID as a digital 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 false swearing to a governmental authority in an official matter.

<u>Tom Smith</u> Name	<u>Board member</u> Title	<u>1/22/2009</u> Date
--------------------------	------------------------------	--------------------------

Select Sign Filing if you agree with the Declaration

Authentication – Step 4



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Tom,

The filing for the following organization is ready for authentication:

Organization Name: Honolulu Charity

Organization EIN: 11-9001008

Filing Description: HI State Forms

Please follow the link below to complete the process:

<https://efile.form990.org/ConfGrp.asp?119001008Nk407691fP>

NOTE: you will be required to log in again when you click this link.

Once you certify that you Authenticated (signed) the filing, it will be marked as submitted.

Thank You

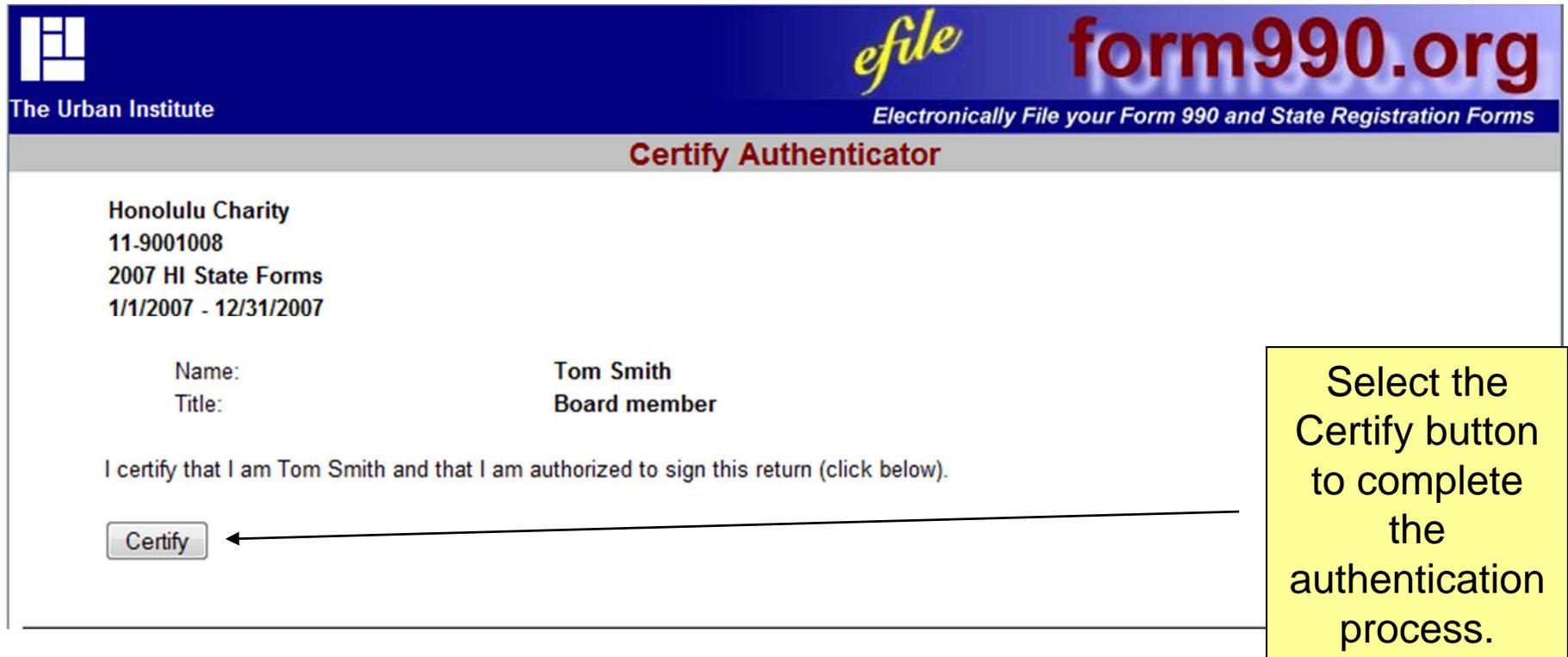
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You should receive an e-mail like this from efiletechsupport@urban.org.

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Authentication – Step 5



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Certify Authenticator

Honolulu Charity
11-9001008
2007 HI State Forms
1/1/2007 - 12/31/2007

Name: Tom Smith
Title: Board member

I certify that I am Tom Smith and that I am authorized to sign this return (click below).

Select the Certify button to complete the authentication process.

Congratulations! Once you complete the authentication process, you have completed the electronic filing process. You should receive an e-mail confirmation that your return has been transmitted within 24 hours.