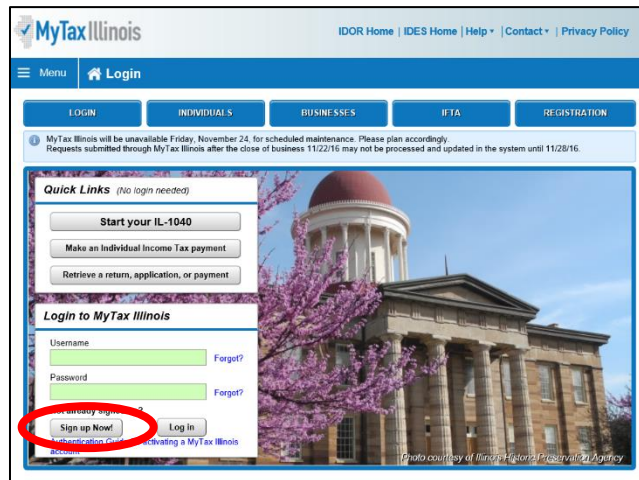


# Tax Credit Scholarship Program

## MyTax.Illinois.Gov — Activate Your Account

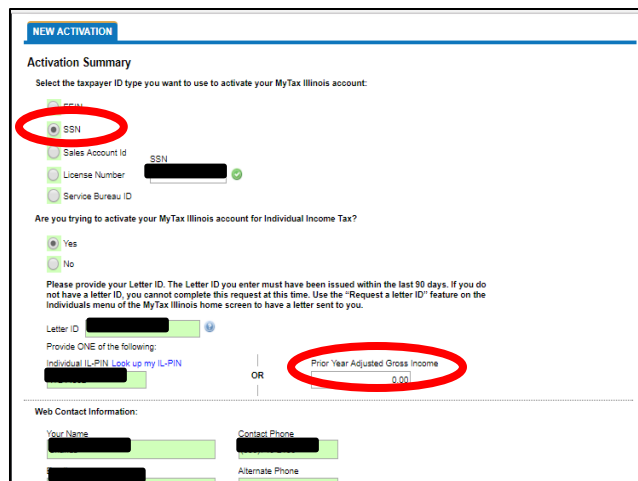
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit in January. The steps below provide instructions for signing up/activating your account once you receive your Letter ID. Please contact the TCS team at 312.534.2617 or [tcs@archchicago.org](mailto:tcs@archchicago.org) for assistance.

**STEP 1:** Log on to [mytax.illinois.gov](http://mytax.illinois.gov) and click on “Sign Up Now” on the lower left



**STEP 2:** Select SSN and enter your Social Security Number and click submit; then click “Yes” to begin activating your account

- Enter your Letter ID and either your Individual IL Pin or your 2016 Adjusted Gross Income (AGI). If you choose your IL PIN click on “Look Up My IL PIN” and go to Step 3. If you choose your 2016 AGI go directly to Step 4.



**STEP 3:** If you choose to look up your Individual IL PIN click on “Look Up My IL PIN”

- Enter your Social Security Number and either your IL Driver’s License or your Adjusted Gross Income from 2016
- Click “Conduct Inquiry”
- Copy your IL PIN and then click “Back”

**Request**  
 IL-PIN Inquiry

Enter the information below to get your IL-PIN. If you are married filing jointly, you will have to enter your spouse's information separately.

1. Social Security number [redacted]
2. Please enter ONE of the following and confirm your entry using the checkbox.
  - Adjusted Gross Income (from most recently filed return)
  - Illinois Driver's License Number [redacted]
  - Illinois State Identification Number

I confirm that this information is associated with my Social Security number.

**Conduct Inquiry**

**Request**  
 IL-PIN Inquiry

Social Security Number: [redacted]

**IL-PIN** [redacted]

**Back**

**STEP 4:** Enter your Letter ID and your IL PIN and when the screen expands enter...

- Your contact information
- A username and password
- A security question and answer
- Confirmation of your email and password; and then click submit

**Web Contact Information:**

Your Name [redacted] Contact Phone [redacted]

Email [redacted] Alternate Phone [redacted]

**Web Logon Information:**

Pick a username, you'll use this to login to MyTax Illinois: [redacted]

**Password Rules**

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Pick your password: [redacted]

In case you forget your password:  
 In what city does your nearest sibling live? [redacted]

**Confirm important information:**

Confirm Email [redacted]

Confirm Password [redacted]

Have a question about activating your MyTax Illinois Account? [Click here to email us.](#)

**MyTax Illinois** IDOR Home | IDES Home | Help • | Contact • | Privacy Policy

Menu Login » Request

**Submit** Cancel

Please fill out all required fields below. When you are finished, click the Submit button on the top of the page to continue with activation.

**NEW ACTIVATION**

**Activation Summary**

Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

EFIN

**STEP 5:** Click ‘OK’ when the next screen pop’s up and you will receive a confirmation that your account was activated.

License Number [redacted] Service Bureau ID [redacted]

**Are you trying to Submit Activation Summary for: Charles?**

Yes  
 No

Please print out this information. Important: If you are establishing your first MyTax Illinois login, you are considered the primary user of your account with "Master" control capabilities. This means that you will have control of your MyTax Illinois account and will have the responsibility of granting access to any other person(s) you choose (e.g., CPA). By using the authorization code that is issued for the initial login, you assume responsibility for all actions taken on your MyTax Illinois account.

Letter ID [redacted]  
 Provide ON Individual IL [redacted]

**OK** Cancel

Web Contact Information:

**MyTax Illinois** IDOR Home | IDES Home | Help • | Contact • | Privacy Policy

Menu Login » Request » Confirmation

**Confirmation**

Congratulations! You have submitted all the necessary information for your MyTax Illinois account activation.

Your confirmation number [redacted]

Submitted on: 11/14/2017 4:05:18 PM (Central Time)

Request type: MyTax Illinois Activation  
 Activation request for: Charles

You should receive an email shortly with additional information about accessing the MyTax Illinois account for which you submitted activation information.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 217 785-3707.

Reference the confirmation number provided above.

**Printable Confirmation**

**OK**