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## Illinois Tax Credit Scholarship Donor Instructions

To make a donation and receive a 75% tax credit donors must register with [mytax.illinois.gov](http://mytax.illinois.gov). See registration instructions on the following pages.

After the registration process, *which can take up to 10 business days*, donors will be ready to reserve their tax credit when applications open on January 2. Once their credit has been reserved, they have 60 days to make their donation and help students get the education they deserve.

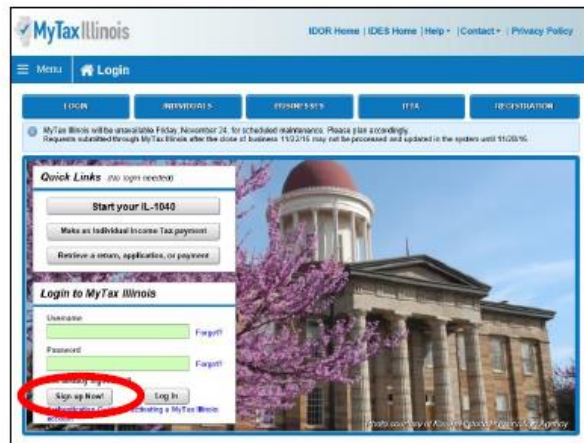
### Donation Timeline

|                  |  |
|------------------|--|
| Dec. 1 – Dec. 20 | All donors must register with <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>   |
| Dec. 11          | Phase I online portal available with program and process details at <a href="http://www.EmpowerIllinois.org">www.EmpowerIllinois.org</a>     |
| Jan. 2           | Donors can reserve tax credits at <a href="http://www.revenue.state.il.us">www.revenue.state.il.us</a>                                       |
| Early January    | Phase II online portal available with donor processing functionality at <a href="http://www.EmpowerIllinois.org">www.EmpowerIllinois.org</a> |

# Tax Credit Scholarship Program

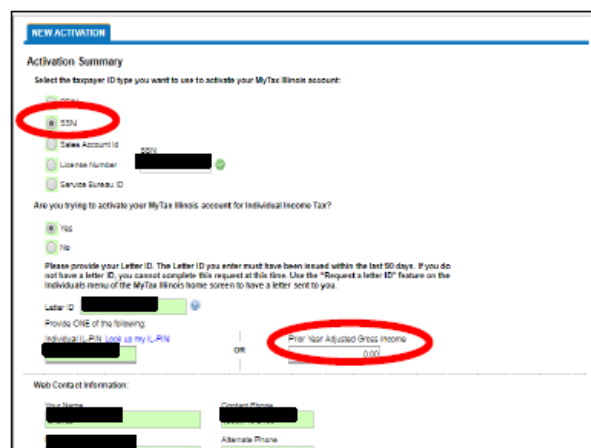
MyTax.Illinois.Gov—Activate Your Account

**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"

The screenshot shows a 'Request' window titled 'IL-PIN Inquiry'. It contains the following text: '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.' Below this are two numbered steps: 1. Social Security number (with a masked input field). 2. Please enter ONE of the following and confirm your entry using the checkbox. There are three radio button options: 'Adjusted Gross Income (from most recently filed return)', 'Illinois Driver's License Number' (which is selected), and 'Illinois State Identification Number'. A checkbox is checked with the text 'I confirm that this information is associated with my Social Security number.' At the bottom is a 'Conduct Inquiry' button.

This screenshot shows the same 'Request' window after the inquiry. The 'IL-PIN' field is now populated with a masked number and is circled in red. A 'Back' button is visible below the field.

**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

The screenshot shows the 'Web Contact Information' and 'Web Login Information' sections. 'Web Contact Information' includes fields for 'Your Name', 'Contact Phone', 'Email', and 'Alternate Phone'. 'Web Login Information' includes a 'Pick a username, you'll use this to login to MyTax Illinois:' field, a 'Pick your password:' field with a 'Password Rules' box (minimum 8 characters, no more than 30, must contain both letters and numbers, must be mixed case), and a 'In case you forget your password:' dropdown menu with a text input field. Below these are 'Confirm Important Information' fields for 'Confirm Email' and 'Confirm Password'.

The screenshot shows the MyTax Illinois 'Request' page. At the top right, there are links for 'IDOR Home | IDES Home | Help | Contact | Privacy Policy'. Below the navigation bar, there is a 'Submit' button circled in red. The page also contains an 'Activation Summary' section with a dropdown menu to 'Select the taxpayer ID type you want to use to activate your MyTax Illinois account.'

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

The screenshot shows a confirmation dialog box titled 'Are you trying to...'. It has 'Yes' and 'No' radio buttons. The 'Yes' option is selected. Below the buttons is a 'Submit Activation Summary for: Charles?' button, which is circled in red. There are also 'OK' and 'Cancel' buttons at the bottom right, with 'OK' circled in red.

The screenshot shows the MyTax Illinois 'Confirmation' page. It displays a 'Congratulations!' message: 'You have submitted all the necessary information for your MyTax Illinois account activation.' It includes a 'Your confirmation number:' field with a masked number, a 'Submitted on:' timestamp, and a 'Requested from:' field. At the bottom, there are 'Previous Confirmation' and 'OK' buttons.