



## Illinois Tax Credit Scholarship Program MyTax Illinois.Gov – Activate Your Account

The **Illinois Tax Credit Scholarship Program (*Invest in Kids*)** will help students who would otherwise not be able to attend Christian Heritage Academy through redirecting your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the [mytax.illinois.gov](http://mytax.illinois.gov) website to apply for the tax credit on January 2<sup>nd</sup>. The steps below provide instructions for signing up and activating your account once you receive your Letter ID, the first step toward getting an account. Please contact Tim Dinkelman at 847-446-5252 or [taxcredit@christianheritage.org](mailto:taxcredit@christianheritage.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.

The screenshot shows the MyTax Illinois website interface. At the top, there are navigation links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below this is a blue navigation bar with 'Menu' and 'Login' options. A secondary navigation bar contains buttons for LOGIN, INDIVIDUALS, BUSINESSES, IFTA, and REGISTRATION. A maintenance notice states: 'MyTax Illinois will be unavailable at 8:00 a.m. on Saturday, December 16, for approximately 8 hours for scheduled maintenance. Please plan accordingly.' The main content area features 'Quick Links' (Start your IL-1040, Make an Individual Income Tax payment, Retrieve a return, application, or payment) and a 'Login to MyTax Illinois' section with fields for Username and Password, and a 'Sign up Now!' button circled in red. A 'Log in' button is also present. The background of the login section shows a photograph of a classical building with a dome.

**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.

The screenshot shows the 'NEW ACTIVATION' page on MyTax Illinois. It includes a 'Submit' and 'Cancel' button at the top right. A yellow message box says: '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.' The page title is 'NEW ACTIVATION'. Under 'Activation Summary', it asks to 'Select the taxpayer ID type you want to use to activate your MyTax Illinois account:' with radio buttons for FEIN, SSN (selected), Sales Account Id, License Number, and Service Bureau ID. The License Number field contains '\*\*\*-\*\*-5338'. Below this, it asks 'Are you trying to activate your MyTax Illinois account for Individual Income Tax?' with 'Yes' (selected) and 'No' radio buttons. A note states: 'Please provide your Letter ID. The Letter ID you enter must have been issued within the last 90 days. If you do not have a letter ID, you cannot complete this request at this time. Use the “Request a letter ID” feature on the Individuals menu of the MyTax Illinois home screen to have a letter sent to you.' The 'Letter ID' field is highlighted in yellow. Below it, it says 'Required: Provide ONE of the following:' with two options: 'Individual IL-PIN Look up my IL-PIN' (with a 'Required' field) and 'Prior Year Adjusted Gross Income' (with a 'Required' field), separated by 'OR'. At the bottom, there is a 'Web Contact Information' section with fields for 'Your Name', 'Email', 'Contact Phone', and 'Alternate Phone', all marked as 'Required'.

**Step 3:** If you choose to look up your Individual IL Pin click on “Look Up My IL PIN”. Enter your SSN and either your IL Driver’s License or your Adjusted Gross Income from 2016. Click “Conduct Inquiry”. COPY your IL PIN and click “Back”.

**Step 4:** Enter your Letter ID and IL PIN or 2016 AGI and when the screen expands, enter your contact information, username and password, security questions and answer, and your email and password.

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**Web Logon Information:**

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

Pick your password:

**Password Rules**

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

In case you forget your password:

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**Confirm Important Information:**

Confirm Email

Confirm Password

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

Step 5: Click “OK” to confirm. You should receive a confirmation that your account was activated.

You are now ready to use your [MyTaxIllinois.gov](https://mytaxillinois.gov) account!