



**Please note: These instructions are for those who do not have an active account on MyTax.Illinois.Gov. If you already have an active account you are ready to go!

Preparing for Illinois Tax Credit Scholarship Donations

Visit MyTax.Illinois.Gov

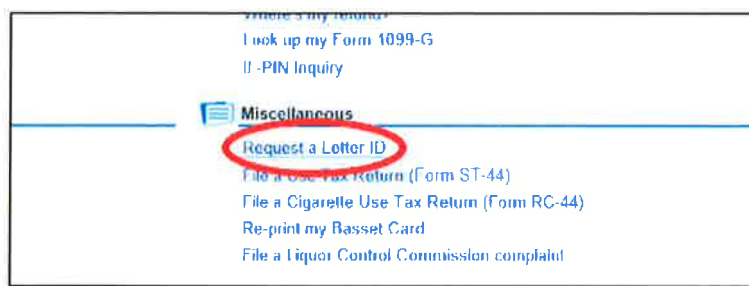
1.

Select "Individuals"



2.

Click on "Request a Letter ID"



3.

Enter your Social Security Number and one of the following:

- IL-PIN
- 2016 Adjusted Gross Income
- IL Driver's License
- IL State ID Number

<u>IIT Letter ID Request</u>	
Complete the information below to request your Letter ID and click submit. If you have not currently filed IL-1040 tax return. If your address has changed since filing your current year's MyTax Illinois account using the "Request a Letter ID" option. If you want to request a Letter ID for a previous year's tax return, you must first file that year's tax return.	
Note: You will not receive your letter id to activate a MyTax Illinois account if	
1.	Social Security Number
2.	Please enter <u>ONE</u> of the following
	<input type="checkbox"/> IL-PIN
	<input type="checkbox"/> Prior Year Adjusted Gross Income
	<input checked="" type="checkbox"/> Illinois Drivers License Number <input type="text" value=""/>
	<input type="checkbox"/> Illinois State Identification Number

4. Click “Submit” and enter, then confirm your email address.

The screenshot shows the MyTax Illinois website interface. At the top, there is a navigation bar with 'Menu', 'Login', 'Individuals', and 'Request'. Below this, there is a 'Request' form area with a 'Submit' button and a 'Cancel' button. A modal dialog box is overlaid on the form, titled 'Submit this request?'. The dialog contains the text: 'You are requesting a Letter ID Request. Please confirm you wish to submit this request.' Below this text are two input fields: 'Email' and 'Confirm Email'. The 'Email' field contains 'CONF@IL.TAX'. The 'Confirm Email' field contains 'CONF@IL.TAX'. There is a 'Resend' button next to the 'Confirm Email' field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

5. After you submit and confirm your email address and click “OK” you will see your confirmation screen.

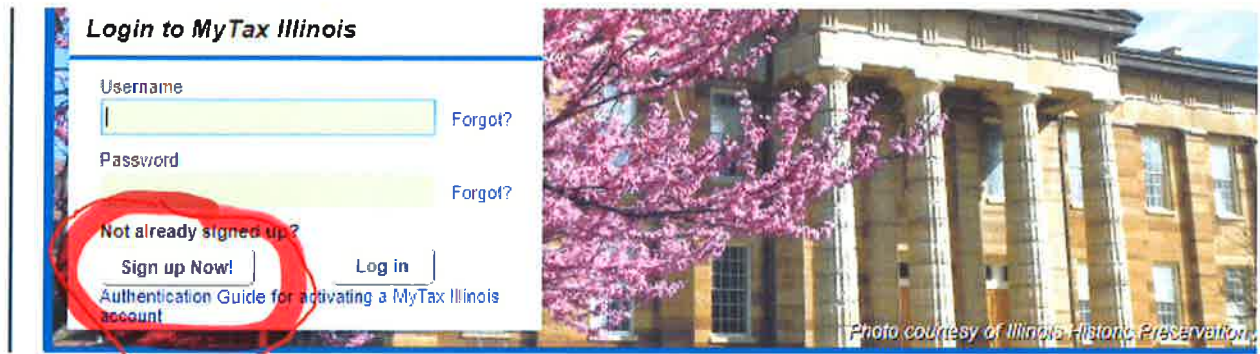
The screenshot shows the MyTax Illinois website interface. At the top, there is a navigation bar with 'Menu', 'Login', 'Individuals', 'Request', and 'Confirmation'. Below this, there is a 'Confirmation' section with a confirmation icon. The text reads: 'Congratulations! You have submitted your Letter ID request. Please note that your request will be processed by the Department of Revenue. Service in 7 to 10 days.' Below this text is the text: 'Your confirmation number is:'. Below this text is the text: 'Submitted On: 11/10/2017 3:35:05 PM (Central Time) Request Type: IT Letter ID Request'. Below this text is the text: 'You may print this page for your records. This confirmation screen will not be accessible record of this request.' Below this text is the text: 'If you have questions, please visit our website at tax.illinois.gov or call us at 1-800-733-3333.' Below this text is a 'Printable Confirmation' button. At the bottom of the page is an 'OK' button.

You should receive your ID number via US Postal Service in 7-10 business days.

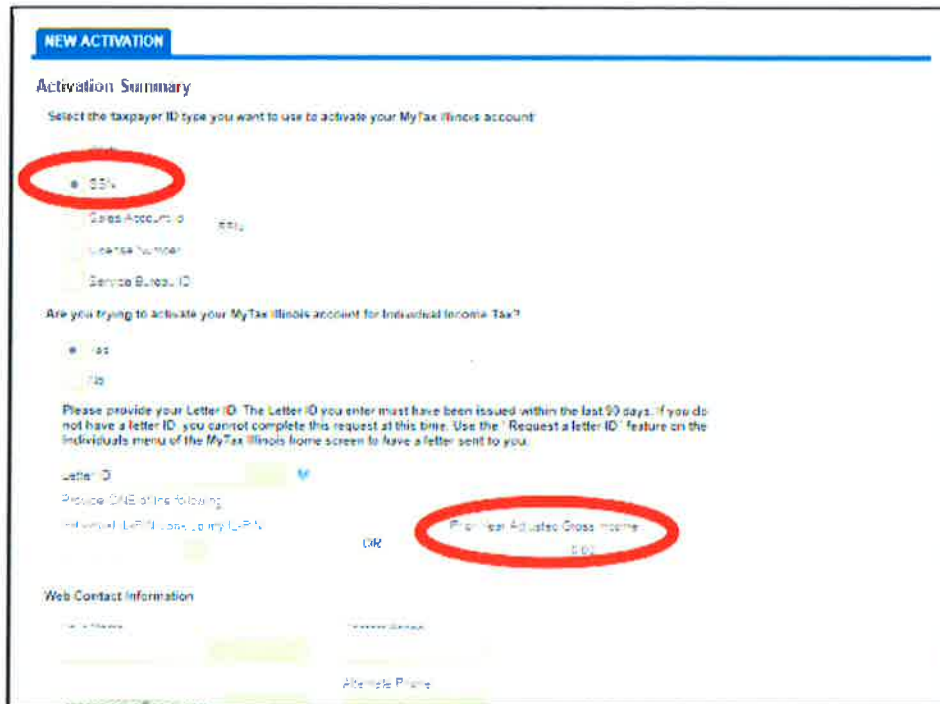
After you receive this number, following the next instructions to **ACTIVATE YOUR ACCOUNT** (next page).

To ACTIVATE YOUR ACCOUNT Visit MyTax.Illinois.Gov

1. Select "Sign Up Now."



2. Enter your Social Security Number and select "yes."



Enter your Letter ID and one of:

- 2016 Adjusted Gross Income (skip to step 4)
- Individual IL PIN (if you need to look up your IL PIN, go to step 3)

3. (To look up your IL-PIN)

Click “Look up my IL-PIN,” then enter your Social Security Number and one of:

- 2016 Adjusted Gross Income
- Driver’s License Number

Click “Conduct Inquiry.” Copy down your IL-PIN then hit “Back.”

The image shows two screenshots of the MyTax Illinois website. The left screenshot is the 'Request' page for an 'IL-PIN Inquiry'. It contains instructions: 'Enter the information below to get your IL-PIN. If you are married (or jointly), you will have to enter your spouse's information separately.' Below the instructions are two numbered steps: 1. Social Security number, and 2. Pick one (ONE) of the following, and confirm you're using the checkbox. Under step 2, there are three radio button options: '2016 Adjusted Gross Income (most recently filed return)', 'Illinois Driver's License Number', and 'Illinois State Identification Number'. The 'Illinois Driver's License Number' option is selected. At the bottom of the form is a 'Conduct Inquiry' button. The right screenshot is the 'IL-PIN Inquiry' page. It has a red circle around the 'IL-PIN' field. Below the field is a 'Back' button. At the bottom of the page, there are links for '2016 IL or 2015 payment' and '2016 IL or 2015 payment', and a 'Miscellaneous' section with links for 'Request a Letter ID' and 'See all the tax forms on our site'.

4. Enter your Letter ID and IL-PIN, then complete the form:

- Contact Information.
- Choose a user name and password.
- Choose a Security Question and Answer.
- Confirm Email and Password

Once your form is complete, hit “Submit” at the top of the page:

The image shows a screenshot of the MyTax Illinois website. The top navigation bar includes 'MyTax Illinois', 'IDOR Home | IDES Home | Help | Contact | Privacy Policy', and a 'Menu' button. Below the navigation bar is a 'Login' button and a 'Request' button. The 'Request' button is circled in red. Below the 'Request' button is a text input field with a placeholder text: 'If you are having trouble with any step, call Laura Curley at 847-779-8619.' Below the text input field is a 'NEW ACTIVATION' section with a 'NEW ACTIVATION' button. Below the 'NEW ACTIVATION' button is an 'Activation Summary' section with a 'Select the taxpayer ID type you want to use to activate your MyTax Illinois account' button.

5. Click “OK” on the pop-up screen. You are activated when you see “Congratulations.”

The image shows a screenshot of the MyTax Illinois website. The top navigation bar includes 'MyTax Illinois', 'IDOR Home | IDES Home | Help | Contact | Privacy Policy', and a 'Menu' button. Below the navigation bar is a 'Login' button and a 'Request' button. The 'Request' button is circled in red. Below the 'Request' button is a 'Confirmation' section with a 'Confirmation' button. Below the 'Confirmation' button is a 'Congratulations! You have submitted all the necessary information for your MyTax Illinois account activation.' message. Below the message is a 'Your confirmation number' field with a redacted number. Below the number field is a 'Submitted on: 11/14/2017 4:05:10 PM (Central Time)' message. Below the submitted on message is a 'Return to Home' button.

If you are having trouble with any step, call Laura Curley at 847-779-8619.