



Tax Credit Scholarship Program MyTax.Illinois.Gov – Account Activation

The CPSA Tax Credit Scholarship Program (TCS) will help low income students receive a quality education while reducing or eliminating your State of Illinois income tax liability. The steps below provide instructions for requesting activating your Illinois MyTax account, after receiving a Letter ID. **Please contact Br Mohamad Abdallah from the CPSA TCS team at (708) 890-7850 or mohamadabdallah@uchicago.edu if you have any questions or need any assistance in applying for this program.**

STEP 1: Log on to 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 main navigation bar contains buttons for LOGIN, INDIVIDUALS, BUSINESSES, IFTA, and REGISTRATION. A message banner indicates that MyTax Illinois will be unavailable on Friday, November 24, for scheduled maintenance. Below the banner is a 'Quick Links' section with buttons for 'Start your IL-1040', 'Make an Individual Income Tax payment', and 'Retrieve a return, application, or payment'. The 'Login to MyTax Illinois' section includes fields for Username and Password, each with a 'Forgot?' link. The 'Sign Up Now' button is circled in red. A 'Log In' button is also visible. The background features a photograph of a classical building with a dome and columns.

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. The 'Activation Summary' section asks the user to select a taxpayer ID type. The 'SSN' option is selected and circled in red. Below this, there are fields for Sales Account Id, License Number, and Service Bureau ID. A question asks if the user is trying to activate their account for Individual Income Tax, with 'Yes' selected. A message states that the Letter ID must have been issued within the last 90 days. The 'Letter ID' field is filled with a masked value. Below this, the user is asked to provide either their 'Individual IL PIN' (circled in red) or their 'Prior Year Adjusted Gross Income' (circled in red). The 'Web Contact Information' section includes fields for Your Name, Contact Phone, and Alternate Phone.

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.

Are you trying to Submit Activation Summary for: Charles?

Yes

No

Please print out this information. 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 or call us at 217 785-3707.

Reference the confirmation number provided above.

Printable Confirmation

OK