

## GUIDE FOR CONTRIBUTING TO THE CHILDREN'S TUITION FUND

### #1—Activate your MyTax Illinois Account.

- Go to <https://mytax.illinois.gov>
- <Select> “Individual” (towards the top of the page)
- <Select> “Request a Letter ID” (under *Miscellaneous* on right side of the page);
  - Enter Social Security #, driver’s license #, and email address.
- You will receive a confirmation email and, within a few days, a mailed letter containing your My Tax Illinois ID #.

### #2—Create your account with your MyTax Illinois ID # and PIN.

- Go to <https://mytax.illinois.gov>
- <Select> “sign up now” (under Login Now)
  - Create an account with a User Name and Password.
    - You will need the ID # from the mailed letter, a Social Security #, other personal information, and a PIN.
      - To get the PIN: <Select> “Look up my pin”.

### #3—Make your contribution to the Children’s Tuition Fund. PLEASE READ THIS ENTIRE STEP BEFORE PROCEEDING!

- Login to your MyTax Illinois Account to receive the required authorization certificate that Children’s Tuition Fund needs for you to contribute to our region.
- On the Home Page, under Accounts
  - <Select> “Individual”
  - <Select> link “Contribute to Invest in Kids” (on the right side under “I Want To”)
  - Enter the information requested. We are REGION 2.
  - An electronic authorization certificate will be generated. BEFORE closing this window, DOWNLOAD AND SAVE TO YOUR COMPUTER (OR PRINT TO A PDF) the certificate.

### #4—Designate Wheaton Christian Grammar School for your donation following the steps below:

- Go to the website [https://acsi.formstack.com/forms/ctf\\_donation\\_form](https://acsi.formstack.com/forms/ctf_donation_form)
- Fill out your personal information
- <Select> Children’s Tuition Fund of IL (under “Specify Your Contribution”)
- When asked to “Choose File”, attach the authorization certificate file saved in step #3.
- <Select> “Individual” as *Contribution Type*
- <Select> “Designated School” as your *Preferred Method of Funding*
- <Select> Wheaton Christian Grammar school (*in the drop down box*)
- Enter contribution amount, and method of payment under Contribution Details.