

## 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. Our scholarship granting organization is CHILDREN’S TUITION FUND OF ILLINOIS. Enter contribution amount and confirmation.
  - You should save or print out the application confirmation page. You will be sent an email when your certificate is approved, which is usually within a few minutes.
  - Click on the *Correspondence* tab. Under *Unread Letters*, you will find your “Invest in Kids Contribution Application” which you should download and save on your computer (or print to a pdf). The second page of that application contains your authorization certificate which you need for step #4.

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

- Go to the website [https://ctf-il.gosgo.co/users/sign\\_up](https://ctf-il.gosgo.co/users/sign_up)
- Sign up for an account.
- Click on “donate now”.
- Choose donor type.
- Enter personal information.
- When asked to “Choose File”, attach the authorization certificate file saved in step #3.
- Select “Wheaton Christian Grammar School” from drop down menu.
- Enter contribution amount and payment type.
- Click on “Submit donation”.