The Tax Credit Scholarship Program (TCS) will help low income students receive a high quality education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit on January 2, 2018. The steps below provide instructions for signing up/activating your account once you receive your Letter ID. Please contact the TCS team at 773.273.6013 x400 for assistance.

**STEP 1:** Log on to mytax.illinois.gov and click on “Sign Up Now” on the lower left.

**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.
**STEP 3:** If you choose to look up your individual IL PIN click on “Look Up My 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”

**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
STEP 5: Click “OK” when the next screen pop’s up and you will receive a confirmation that your account was activated.