



DOWNLOADING AND UPLOADING YOUR CAC

1. Log on to your MyTax Illinois account and click the blue highlighted “Individual” link on the bottom left hand side of the screen.

The screenshot shows the MyTax Illinois home page. At the top, there is a navigation bar with links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below this is a blue header with a Menu icon, Home link, and Log Off button. The main content area includes a Ligon button, Settings, Alerts (with a notification for 7 unread letters), and an I Want To section with various options like 'Add Access to an Existing Tax Account'. Below these are tabs for ACCOUNTS, REQUESTS, CORRESPONDENCE, NAMES AND ADDRESSES, and LOGONS. The ACCOUNTS tab is active, showing a table with columns for Account Type, Account ID, Balance, Name, Address, and Cease Date. The 'Individual' link in the Account Type column is circled in green.

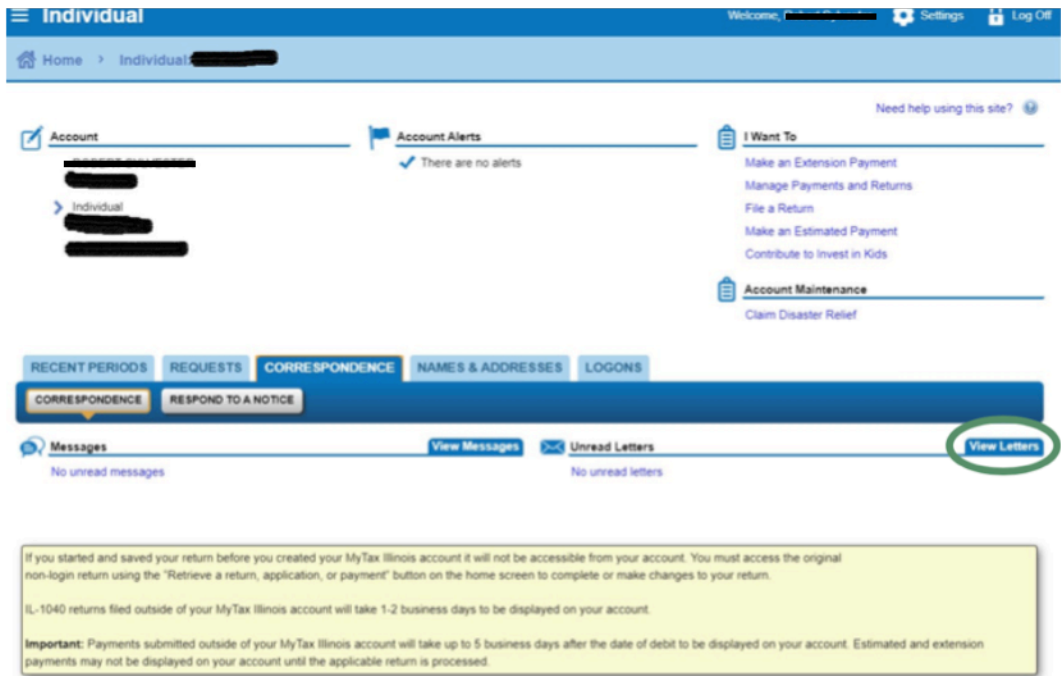
Account Type	Account ID	Balance	Name	Address	Cease Date
Individual					

2. Select the tab in the bottom-middle of your screen labeled “Correspondence.”

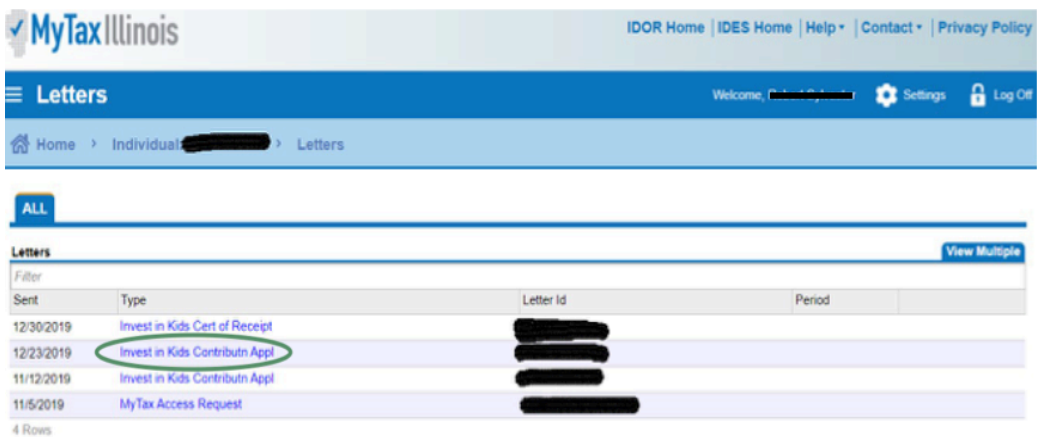
The screenshot shows the MyTax Illinois account page for an individual. The header includes the MyTax Illinois logo, navigation links, and a Welcome message. Below the header is a breadcrumb trail: Home > Individual: [redacted]. The main content area includes an Account section, Account Alerts (with a notification for no alerts), and an I Want To section with options like 'Make an Extension Payment'. Below these are tabs for RECENT PERIODS, REQUESTS, CORRESPONDENCE, NAMES & ADDRESSES, and LOGONS. The CORRESPONDENCE tab is circled in green. Below the tabs is a table with columns for Period, Balance, Return Status, and Message.

Period	Balance	Return Status	Message
12/31/2020	\$0.00		
12/31/2019	[redacted]	Processed	
12/31/2018	\$0.00	Processed	

- Select the blue “View Letters” link on the bottom right corner of your screen. It will show either “no unread letters” or “x unread letters,” depending on whether or not you have previously opened the files.



- Select the appropriate Invest in Kids Contribution Application or CAC. They should be sorted in chronological order. Remember, if you wish to designate to schools in multiple regions, you must have a CAC for each region.



5. Open and save the appropriate Contribution Authorization Certificate (CAC) as a PDF to the appropriate folder or Desktop.
6. Return to the CAC page of Empower Illinois' Donor Wizard.
7. Click "Upload File," and choose the CAC PDF that was just downloaded from MyTax Illinois.

Please upload both pages of your Illinois Department of Revenue Contribution Authorization Certificate.



8. Once your Contribution Authorization Certificate is successfully uploaded, click "Next."