



# 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.

A screenshot of the MyTax Illinois website. The top navigation bar includes links for "IDOR Home", "IDES Home", "Help", "Contact", and "Privacy Policy". Below the navigation is a blue header bar with "Menu", "Home", "Log Off", "Logout", and "Alerts" (which shows 7 unread letters). The main content area has tabs for "ACCOUNTS", "REQUESTS", "CORRESPONDENCE", "NAMES AND ADDRESSES", and "LOGONS". The "ACCOUNTS" tab is selected, showing a table with columns for "Account Type" (with "Individual" circled in green), "Account ID", "Balance", "Name", "Address", and "Cease Date". There are 2 rows of data. To the right is a sidebar titled "I Want To" with links for "Add Access to an Existing Tax Account", "Manage Payments and Returns", "Update Contacts", "Reopen an Existing Account", "Respond to a Levy", and "Power of Attorney Activities for UI Account".

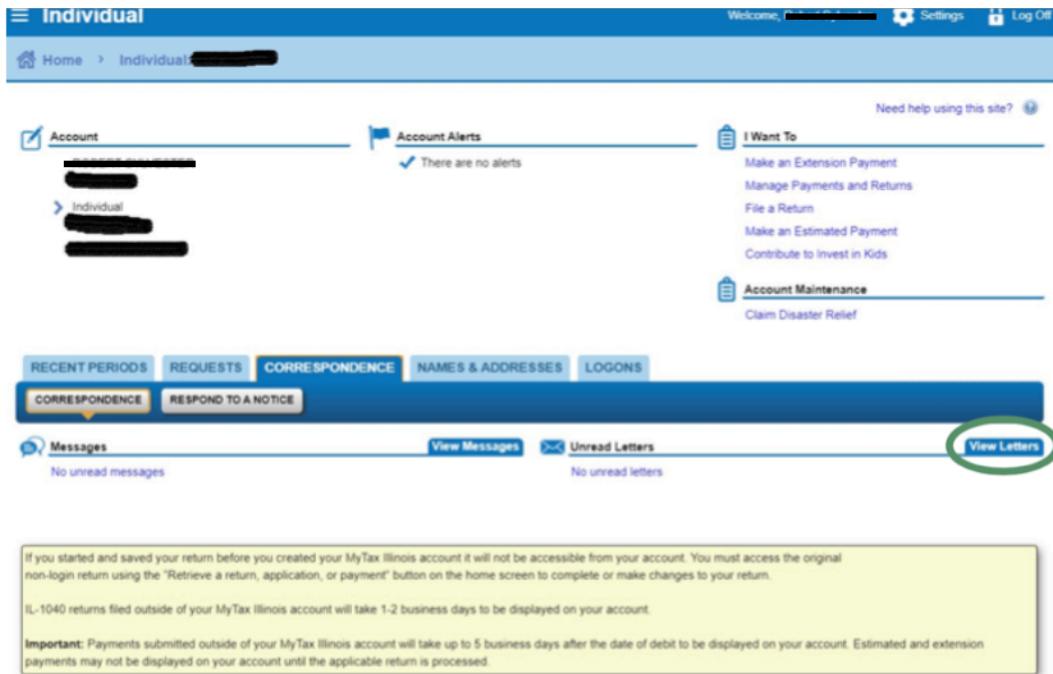
Account Type	Account ID	Balance	Name	Address	Cease Date
Individual					

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

A screenshot of the MyTax Illinois website, showing the "Individual" account page. The top navigation bar and sidebar are identical to the previous screenshot. The main content area shows the "CORRESPONDENCE" tab highlighted with a green oval. Below it is a table with columns for "Period", "Balance", "Return Status", and "Message". There are 3 rows of data. The table includes "View All..." and "Filter" buttons.

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

3. 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.

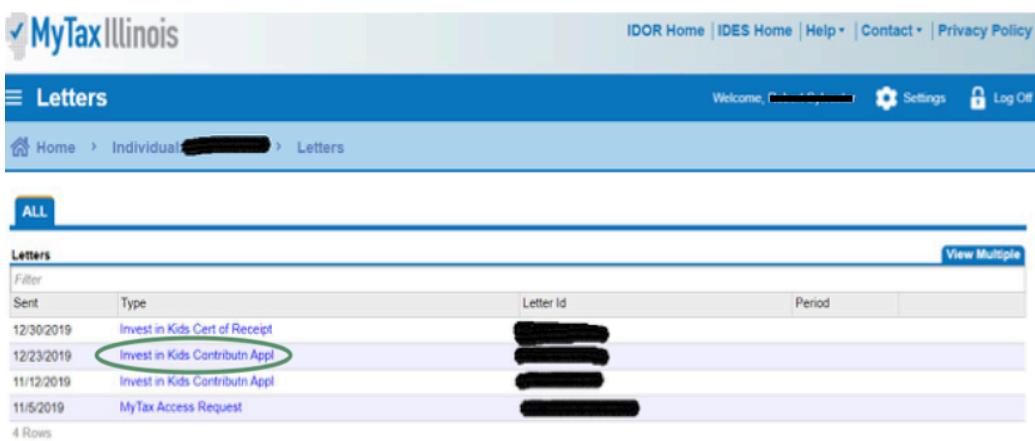


If you started and saved your return before you created your MyTax Illinois account it will not be accessible from your account. You must access the original non-login return using the 'Retrieve a return, application, or payment' button on the home screen to complete or make changes to your return.

IL-1040 returns filed outside of your MyTax Illinois account will take 1-2 business days to be displayed on your account.

**Important:** Payments submitted outside of your MyTax Illinois account will take up to 5 business days after the date of debit to be displayed on your account. Estimated and extension payments may not be displayed on your account until the applicable return is processed.

4. 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.



Filter	Letters	View Multiple	
Sent	Type	Letter Id	Period
12/30/2019	Invest in Kids Cert of Receipt	[REDACTED]	
12/23/2019	Invest in Kids Contribut Appl	[REDACTED]	
11/12/2019	Invest in Kids Contribut Appl	[REDACTED]	
11/5/2019	MyTax Access Request	[REDACTED]	

4 Rows

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.**

Upload File

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