



# 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.

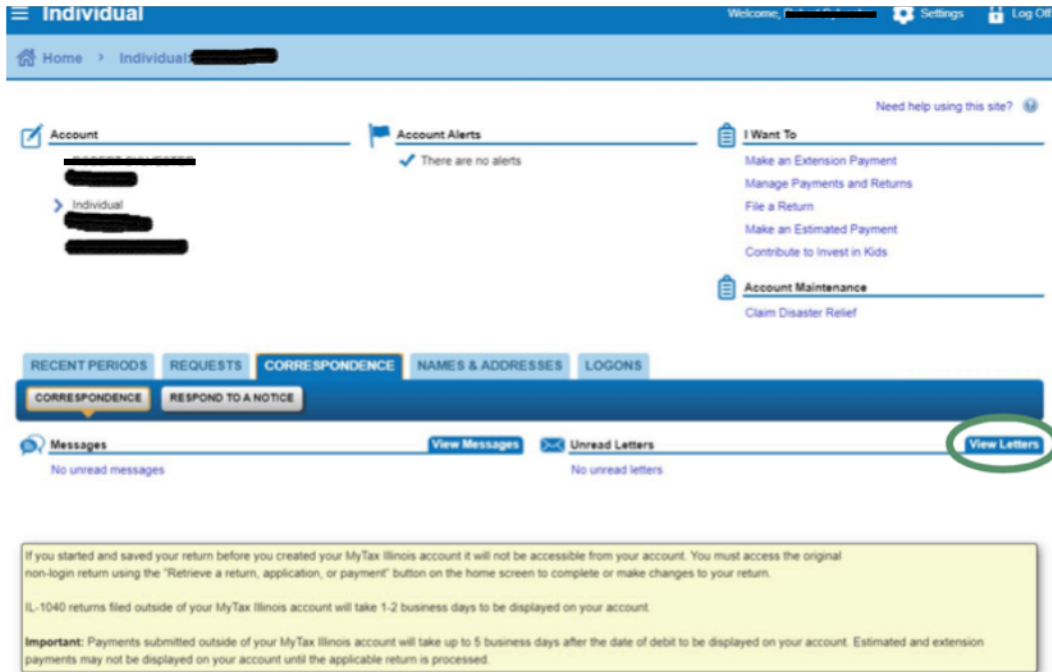
The screenshot shows the MyTax Illinois homepage. At the top, there's a navigation bar with links to IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below this is a blue header with 'Menu' and 'Home' buttons, and a 'Log Off' button. The main content area has a 'Ligon' button, 'Settings', 'Alerts'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

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

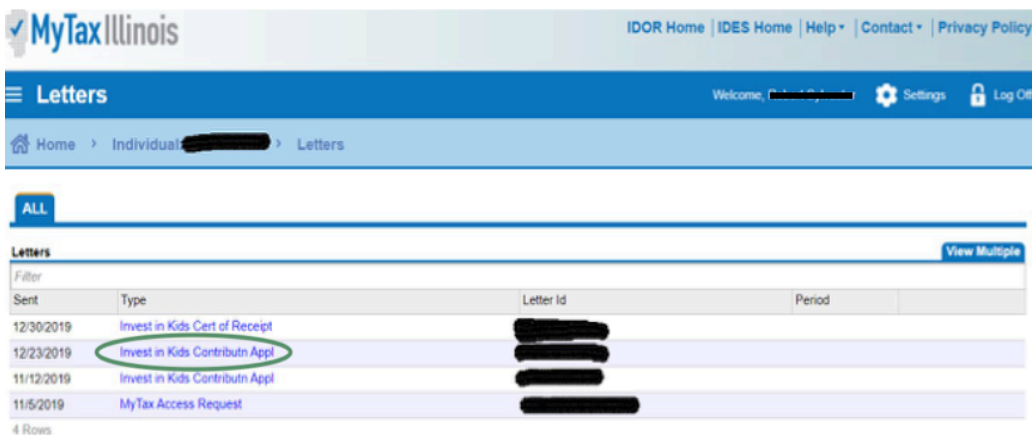
The screenshot shows the 'Individual' account page in MyTax Illinois. The top navigation bar includes 'IDOR Home', 'IDES Home', 'Help', 'Contact', and 'Privacy Policy'. The page header shows 'Individual' and a welcome message. Below this is a breadcrumb trail: 'Home > Individual: [redacted]'. The main content area has a left sidebar with 'Account' and 'Individual' links. The 'Individual' link is highlighted with a green circle. The 'Account Alerts' section shows 'There are no alerts'. The 'I Want To' section lists various actions like 'Make an Extension Payment', 'Manage Payments and Returns', 'File a Return', 'Make an Estimated Payment', and 'Contribute to Invest in Kids'. The 'Account Maintenance' section lists 'Claim Disaster Relief'. Below this is a tabbed interface with 'RECENT PERIODS', 'REQUESTS', 'CORRESPONDENCE', 'NAMES & ADDRESSES', and 'LOGONS'. The 'CORRESPONDENCE' tab is highlighted with a green circle. The 'RECENT PERIODS' section shows a table with columns: Period, Balance, Return Status, and Message. The table has 3 rows of data.

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



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.



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."