1. Login to your EmpowerXChange school portal [here].

2. Your school’s School Participation Agreement (SPA) is listed under the School Forms tab, which is located directly below the Dashboard.
3. When you click on "School Forms" you will be taken directly to the School Participation Agreement section. Click "Get Started" to begin to complete your School Participation Agreement.

4. On the first page of the SPA, you will fill out information about your start and end dates, mailing address, and what grades you serve. Click "Continue" to move to the next step.
5. Read the agreement and click “Submit” to move on to the second page of the SPA.

6. On the second page of the SPA, you will complete the tuition and fees for each of the grades available at your school. Click ’Continue’ to move to the next step. If you are missing a grade that you serve on this page, please go back to step 1 and ensure the checkbox next to the grade is selected.

Tuition and Fees can include costs charged to all school families as part of your school’s stated cost. Costs covered by the tax credit scholarship must be associated with the cost to educate a student, such as, Tuition, Books, Required Supplies, Uniforms, Other Fees (for extra-curricular activities) and Testing. Any fees related to registration/enrollment/graduation one-time fees, refundable deposits, or fees otherwise related to the operation of the educational institution cannot be included and are the responsibility of the parent/custodian/guardian.
7. The final page of the SPA is the verification step, which explains the school’s responsibilities to participate in the *Invest in Kids Act* with Empower Illinois. Once you submit on this page, you have completed the SPA!