



## Welcome to GLACIER Tax Prep via GLACIER

Your institution has licensed **GLACIER Tax Prep (“GTP”)** for you to use in the preparation of your U.S. income tax return. Your institution also uses **GLACIER Online Tax Compliance Software**, in which you have previously completed an Individual Record. You will be able to access **GTP** by going through **GLACIER**. To do so, you’ll simply access **GLACIER** using your existing *UserID* and *Password* and **GLACIER** will transfer certain data to **GTP** – making your tax return preparation even easier!

**How Do I Get Started?** You may access **GTP** through **GLACIER** from any computer with internet access from anywhere in the world! Simply log into **GLACIER** at <https://www.online-tax.net/glogin.asp> and enter your **GLACIER** login information. If you have forgotten your login information, simply click on “Forgot Login”.

**What Documents and Information Do I Need BEFORE I Login?** Some of the information you will need for **GTP** will already have been entered in **GLACIER** and will be transferred. Please make sure you have the following documents and information available BEFORE you log into **GTP** via **GLACIER**:

- Academic Institution or Host Sponsor Information (name/address/phone for Academic Director); and  Forms W-2, 1042-S and/or 1099 (if you received any).

**How Do I Log Into GTP Through GLACIER?** To access **GTP** through **GLACIER**, simply log into your **GLACIER** Individual Record at <https://www.online-tax.net/glogin.asp> and enter your UserID and Password. Continue to the **GLACIER** activities menu and select “Complete my U.S. tax return using **GLACIER Tax Prep**” and click “Next”. You must first verify information contained in **GLACIER** before you continue to **GTP**. If the information in **GLACIER** requires edits, you must first update the information in your **GLACIER** record and repeat the previous steps. When the information in **GLACIER** is complete and correct, select “Yes” and click “Next” to continue to the “**Welcome to GTP**” screen where you can complete your U.S. income tax return. **GLACIER** will transfer some of your information into **GTP** so you will not have to enter all of your personal information again. Please review this information carefully to ensure that it is accurate and up-to-date.

**Note: if you have never accessed Glacier before, then you may need more than just the above-mentioned items. You will need to update your information in Glacier using immigration information before you complete your U.S. income tax returns.**

What documents and information do I need to have available BEFORE I login to GTP if I have never used Glacier?

- Passport;
- Visa/Immigration Status information, including Form DS-2019 (if J status) or Form I-20 (if F status);
- Social Security Number or Individual Taxpayer Identification Number (if you have been assigned one);
- U.S. Entry and Exit Dates for current and all past visits to the U.S.; and
- Forms W-2, 1042-S and/or 1099 (if you received any).

**How Can I Get Help?** If you have questions:

- Select **FAQ** at the top of any screen;
- Click on **More Info** at the side of data entry screens to get specific information relating to the topic on that screen.
- Contact the **GTP** Support Center via the **Help** link at the top of any screen if you have a technical issue or question. You may then send a question, along with encoded information about your situation directly to the **GTP** Support Center. We will send a response to the email address in your **GTP** Record.

**Please note that ALL questions are handled via the Help link; no phone calls regarding GTP Support are accepted. We hope you find GTP simple to use and easy to understand!**