



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.

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!