



## 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**:

- x Academic Institution or Host Sponsor Information (name/address/phone for Academic Director); and
- x 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 [httpst update the information in](#)

**GLACIER** is complete and correct, select “Yes”  
complete your U.S. income tax return. **GLACIER**  
your personal information again. Please

on relating to the topic on that screen.  
you have a technical issue or question. You  
ion directly to the **GTP** Support Center. We

**Comments regarding GTP Support are accepted.**

**We hope you find GTP simple to use and easy to understand!**