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. This year, 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 http://www.online-tax.net 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? Much 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 http://www.online-tax.net and enter your UserID and Password. Continue until you see the GLACIER activities menu (“What Would You Like To Do Today?”), select “I am ready to complete my tax return” and click “Next”. On the next screen, GLACIER will ask you to verify important information before you continue to GTP. If the information is complete and correct, select “Yes”; or edit (if necessary) the information on the GLACIER Information Update or Verification screen, then click “Next”. You will see the “Welcome to GTP” screen and you can enter GTP to complete your U.S. income tax return. As you will see, GLACIER has already transferred 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 about GLACIER, contact your GLACIER Institution Administrator. If you need assistance with GTP, click on Help at the top of any screen; More Info will provide specific information relating to the topic on that page. If you have a technical issue, contact the GTP Support Center at support@glaciertax.com all support questions are handled via email.

We hope you find GLACIER Tax Prep simple to use and easy to understand!

Questions? Contact support@glaciertax.com © ARCTIC INTERNATIONAL LLC All rights reserved.