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!

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