



NAME:

ACCESS CODE:

You are a few simple steps away from completing your U.S. federal tax forms in an easy and efficient way! Your institution has licensed **GLACIER Tax Prep (“GTP”)** to assist you in this process. Following is some information to assist you in getting started.

What documents and information do I need to have available BEFORE I login to GTP?

- 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 do I access GTP? You may access **GTP** via the internet from any computer in the world! www.glaciertax.com/login

- **IF you used GTP last year**, simply enter your UserID and Password. If you do not remember your UserID and Password, select “Forgot Login” to receive an email with a link to reset your login information. The email will be sent instantly. If you do not receive it, please be sure to check your spam filter. Once you have successfully logged into **GTP**, you will be prompted to enter the one-time use Access Code assigned to you by your **GTP** Primary Contact. You **must** have a new Access Code for this new tax year.
- **IF you did not use GTP last year and this is your FIRST time logging into GTP this year**, select “**Create New Account.**” You will then be prompted to enter the one-time use Access Code assigned to you by your **GTP** Primary Contact. Create your **GTP** User Account by selecting a Password and UserID. Be sure to remember your Password and UserID as you will use them to access **GTP** if you need to login again.
- If you need to modify or reprint your tax return, simply access **GTP** at www.glaciertax.com/login using the Password and UserID you selected at the time you created your **GTP** User Account;. **Do not create a new account.** To ensure that your information remains private and secure, **DO NOT** share your Password or UserID with anyone. Please use a valid and current email address. If you forget your Password and UserID, it can only be retrieved by you via an email to the email address in your **GTP** User Account. We do not sell or share your email address or any of your information with any third party.

What if I have trouble logging in? If you experience any issues while trying to set up your **GTP** User Account or login again, please select “Having Trouble Logging In” for assistance.

For how long is my GTP User Account accessible to me? You may use the one-time use Access Code only initially to set up your **GTP** User Account. Each time you return to **GTP**, you will use the Password and UserID you selected when you initially established your **GTP** User Account. In subsequent tax years, you may again access to your **GTP** User Account to retrieve a copy of past tax returns and to enter the new tax year’s information. **Please note that for each new tax year, you must obtain a new Access Code to reactivate your GTP User Account if you wish to complete a tax return for the new year.** A new Access Code may be obtained from your institution (if it has purchased a **GTP** Group Use License) or directly from **GTP** by purchasing an Individual License.

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 GLACIER Tax Prep simple to use and easy to understand!