GLACIER Individual's Setup

- 1. Documents needed for the Glacier process
 - I-20, Passport, Social Security Card, and I-94
- 2. Click the link in your BGSU email to access Glacier.
 - The email is from support@online-tax.net
 - Check your junk/spam folder, if necessary
- 3. The link to get into Glacier is: https://www.online-tax.net/
- 4. Click: Login Now



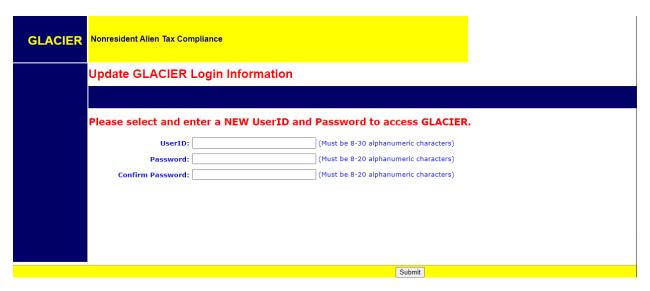
Click on the Image Above to Enter GLACIER or Login Now

Please direct any questions about using GLACIER to:support@online-tax.net

- 5. Use Temporary Username / Password given from the email
 - Click Submit



- 6. CREATE A NEW PERMANENT USERNAME AND PASSWORD (remember it or write this down).
 - Glacier will need to be accessed multiple times throughout the year.
 - ***If it does not save, please look at requirements for username and password
 - Click Submit



- 7. Resubmit using permanent username and password to confirm it.
- 8. Click Submit

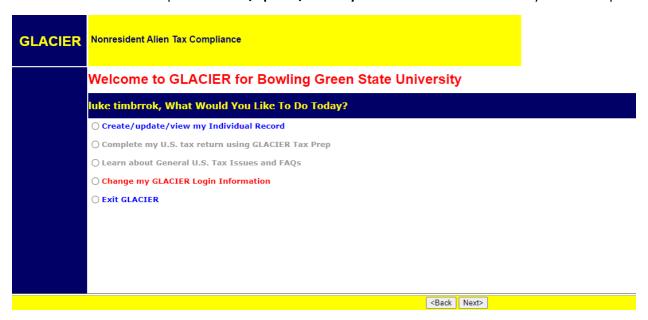


- 9. Review the user Agreement.
- 10. Click: I Accept.



This is Glacier's main page. (Any updates after initial setup)

• Click on the top link "Create/update/view my Individual Record" to create your Glacier profile



- 2. Select your relationship with BGSU
 - If you are a GA/TA select "Graduate Teaching or Research Assistant"
 - o If neither, select "Student Employee"
 - If you have a Scholarship/Fellowship, select that option as well
 - Click Next



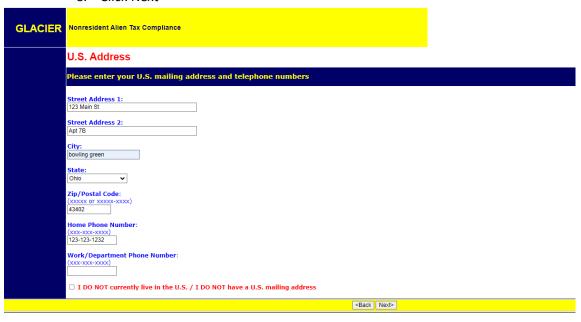
- 3. Based on what you had selected, your options may be different, but please select the options shown.
 - a. Student Employee, Graduate Teaching or Research Assistant, Post Doc, and Faculty/Staff all have income type as Compensation/Wages
 - b. Scholarship/Fellowship have the income type of Scholarship (Room & Board)
 - c. NEVER select "No Income"
 - d. Click Next



- 4. Input your personal information (some data maybe inputted for you)
 - a. If you have a U.S.-Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), put it in that section.
 - i. If not, please select that you do not have one or have already applied.
 - 1. Note: Glacier will not assist in anyway in applying for a SSN or ITIN
 - ii. Once you get the physical card, bring to Student Employment Services Immediately
 - b. Foreign Tax Identification Number given from your home country to you.
 - i. If do not have one, leave blank
 - c. Click next.



- 5. Enter your local US address.
 - a. Never Select "I DO NOT currently live in the U.S. / I DO NOT have a U.S. Mailing address."
 - b. If you do not have a US phone number, please include a reliable friend or family's US phone number.
 - c. Once you have a US number, update it
 - d. Please keep Work/Department phone number blank
 - e. Click Next

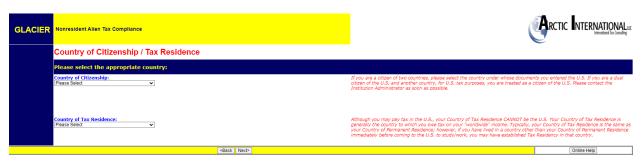


- 6. Enter your Permanent Foreign Address.
 - a. If not from Canada, leave province blank



7. Input Country of Citizenship / Tax Residence

a. Majority of the time, these two countries are the same.



8. Who sponsored your visit to US / current US immigration status?



9. Enter dates.

- a. The date you first entered in the US on your current immigration status. (I-94)
- b. Date Permission to stay in the US, use I-20, DS-2019, or I-94
- c. Date Permission to stay can be the same estimated date of final departure if you are unsure of what that date is.
 - i. Note: you may need to go back and update these dates in the future
- d. Click Next



- 10. Select the appropriate option.
 - a. Note: Majority of the time the immigration status will be the same. (Screenshots using that option)
 - b. Click Next

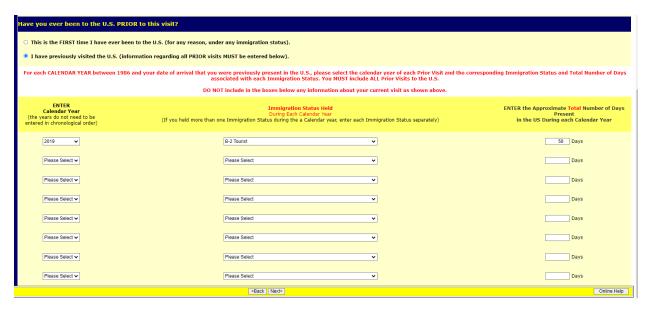


11. Based on the date your arrived, please enter how many days you were NOT in the US during the years provided.



(Bottom of the page will ask about Prior visits to US.)

- a. If you not been in US before, select the top option and click next.
- b. If you have ever visited the US before select, bottom option.
 - i. Put each year you have been in US with the immigration status at that point, and how may days you were IN the US.
 - 1. Use your best guess if not certain of the exact number of days
 - a. Example below states I was in US for 50 days in 2019
- c. Click Next



- 12. Summary of the dates you were in the US per Information provided
 - a. If something looks wrong, please click back and update
 - b. Click Next



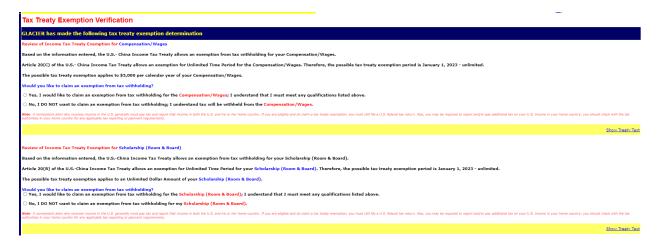
13. Click Next



- 14. Multiple options per the data provided
 - a. Note: May not be exact screen as shown below
 - b. Example 1-
- 15. Click Next



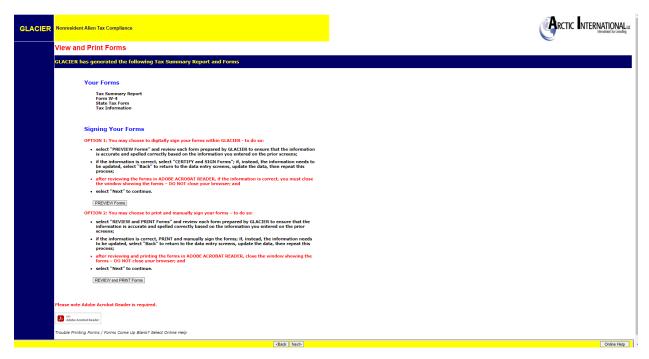
- a. Example 2
 - i. Answer the questions
- b. Click Next



- c. Answer the questions
- d. Click Next



- 16. Complete each screen until you get to this page.
 - a. Review and select the option that is the best.
 - b. Once you select an option, your computer will have a PDF download from Glacier.
 - c. Note: Any forms that have a "Preview Copy Only" will not be accepted.



- 17. If you selected Option 1 (Preview forms), the documents to turn in are located on the next screen.
 - a. Certify and sign are the forms you will turn in, (a separate PDF download)
- 18. Click Next



- 19. If you selected Option 2, the forms to turn in are located from the PDF file you downloaded
- 20. Click Next



21. Click Next



22. Click Exit when you are all done



- 23. Reminder, to turn your documents in
 - a. Turn documents in via one of the options below:
 - i. drop these signed forms to student employment services
 - 1. (225 Bowen-Thompson Student Union union)
 - ii. drop these signed forms to the payroll office
 - 1. (1851 N Research Dr)
 - iii. mail the forms to our payroll office
 - 1. (1851 N Research Dr)
 - iv. you cannot email these forms as they have your sensitive data on it.