

## Welcome to CINTAX (via GLACIER)

*Follow these simple steps and complete your U.S. income tax return in an easy and efficient way!*

Your institution has purchased a license agreement so that you can use **CINTAX** to prepare 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 **CINTAX** 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 **CINTAX** – making your tax return preparation even easier!

**How Do I Get Started?** You may access **CINTAX** 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 **CINTAX** 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 **CINTAX** via **GLACIER**:

- Academic Institution or Host Sponsor Information (name/address/phone for Academic Director);
- Forms W-2, 1042-S and/or 1099 (if you received any);
- Scholarship/fellowship grant letter you may have received (if any); and
- A copy of your 2007 federal income tax return (*Form 1040NR or 1040NR-EZ*), if you filed a federal income tax return last year.

**How Do I Log Into CINTAX Through GLACIER?** To access **CINTAX** through **GLACIER**, Simply log into **GLACIER** at <http://www.online-tax.net> and enter your **GLACIER** InstitutionID, Password and UserID, click on "I Accept" on the User Agreement page. 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 **CINTAX**. If the all of the information is complete and correct, click on "Yes". Review and edit (if necessary) the information on the **GLACIER Information Update or Verification** screen, then click "Next". You will see the "**Welcome to CINTAX**" screen and you can enter **CINTAX** to complete your U.S. income tax return. As you will see, **GLACIER** has already transferred some of your information into **CINTAX** 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 Long is My Information Maintained in CINTAX?** During your use of **CINTAX**, you will be asked whether you would like **CINTAX** to (i) save your information until June 16 (so that you may reprint or modify your return), or (ii) delete your information. Whether you select to "Save" or "Delete" your information, you simply log into **CINTAX** through **GLACIER**, as described above. Please note, if you select "Delete" your information, you must re-enter all your data when you re-access **CINTAX** through **GLACIER**.

**How Can I Get Help?** If you have questions about your *Password*, contact your Institution Administrator. If you need assistance with **CINTAX**, click on **Online Help** at the bottom of any screen; Online Help will provide specific information relating to the topic on that page. If you have a technical issue, contact the **CINTAX** Support Center at [support@cintax.us](mailto:support@cintax.us); all support questions are handled via email.

**We hope you find CINTAX simple to use and easy to understand.**

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