

Glacier

When sending an email letting someone know they are going to need to complete Glacier, please use the following guidelines.

1. Only include yourself and the person needing to complete Glacier. Including anyone else only adds confusion.
2. Once you receive the confirmation email back from Sandy that either Glacier has been submitted **OR** they already have a Glacier account, please use the following templates in your response to the person completing Glacier.
 - **For someone who DOES NOT have a Glacier account already:**

“Recipient Name”, you should receive an email from support@online-tax.net (please be sure to check your spam/junk mail if you do not receive it in your regular email). The email will contain a temporary log in and password along with the information you need on how to log in.

You will need to select:

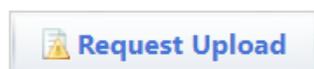
- Sch Liv Allow/Non-empl. Reimb/Prize/Award/HumSubj
- When you get to the screen regarding SSN, if you do not have one please select “I do NOT have a US-issued SSN or ITIN; I would like to apply for an SSN”
 - By selecting this it will allow you to continue. You do not need to apply for an SSN for this payment.
- **For someone who ALREADY HAS a Glacier account:**

“Recipient Name”, It appears that you currently have a glacier account, so you will need to go in and complete a new document. If you do not remember your account information you will need to go to www.online-tax.net and click on “FORGOT Login”. You’ll want to select the following:

- Welcome: select “Create/update/view my Individual Record”
- Relationship: select “Sch. Liv Allow/Non-empl. Reimb/Prize/Award/HumSubj”
- Income Type: select “Scholar Liv Allow or Non-empl. Reimbursement”
- For **Purdue Students**, please add the following note:
Please complete Glacier online, and you DO NOT need to submit any documents
- For **Non-Purdue Students and Guests**, please add the following note:
Please submit all required documents to “Admin Asst.’s Name” via Filelocker. DO NOT MAIL
 - if they are not a Purdue student or employee, you will need to send them a link from Filelocker for them to upload their documents
 - To send a link, use the “Request Upload” tab that’s located towards the bottom of the right side of the Filelocker website.

Need a file from someone?

If you need a file from someone who doesn't have a Filelocker account, you can email them an Upload Request.



- For a single upload, you can enter the email address of the person receiving the link and click “create request”.
- For multiple uploads, you can click on all the boxes, create a password, and then click “create request”. (Password tip: you can use the same password every time, use something simple, ex. BOILERUP). You can add the password in the message box before you send the link.

- The person will receive an email with the Filelocker link (and a message including the password if that option is chosen).
- If for some reason they don’t get the email from Filelocker, you can email them the link and include the password. Sometimes the Filelocker emails go into their spam folder. There is a tab at the bottom of the Filelocker page labeled (Upload Requests). This is your list of sent upload requests.

Upload Requests (1)				
Link	Single/Multi use	Virus Scan?	Expires	Actions
View Link	Single	Yes	07/14/2024	

- Click on “View Link” and a screen will pop up with the link.

- Copy link and send that, with the password if applicable, to them in an email.