



Visit Gateway at <https://gateway.ifonline.org/login.aspx>

Gateway User Guide

Uploading your Signed Form 4 And Other Documents



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How do I get to the application screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access to the program. The username is the email address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact Support@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Upload Overview

Once your unit has formally adopted your budget, a copy of your signed Form 4 must be uploaded. County units and schools have other forms that are required to be uploaded as well. The upload section is the only acceptable form of submission. The Department does not accept required submissions of these documents through fax, email, or mail.

Scanning Your Documents

You will first need to scan your documents and save them in a location on your computer where you can find them. If you do not have a scanner, you will need to locate someone with a scanner. Local libraries and sometimes other officials such as county auditors may offer assistance.

Uploading Your Documents

Once you have scanned and saved your documents, please click on “Submit Signed Form 4 and Other Documents” on the Unit Main Menu.

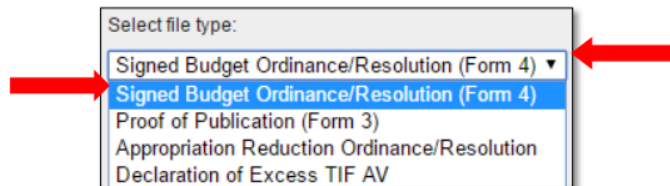
The screenshot shows the Gateway Indiana website interface. At the top, there is a navigation bar with the Gateway logo and the text "for government units" and "An information for Indiana Data Site". Below this is a green navigation bar with links for Home, About, Account Settings, User Guides, and Logout. The main content area is titled "Unit Main Menu - 9983 Dlgf City 1, Gateway1 Co." and includes a sub-header "Department of Local Government Finance Tasks". A list of tasks is displayed, with the "Submit Signed Form 4 and Other Documents" option highlighted by a red rectangular box and a red arrow pointing to it from the right. Other tasks include "Pre-Budget Worksheet", "Customize Funds, Departments, Debts, Rev. Codes", "View Forms, Enter and Edit Budgets", "Property Tax Cap Info", and "Optional Flat File Upload".

Once you have located your scanned file on your computer, you are ready to proceed.



The first option, “Signed Budget Ordinance/Resolution (Form 4)” will already be selected. To view all upload types, click the arrow on the right side of the file type. For non-school units, the documents to upload include the Signed Budget Ordinance/Resolution (Form 4), and Appropriation Reduction Ordinance/Resolution, if applicable. Schools will also have the option to upload their School Bus Replacement Documentation and their School Capital Projects Fund Documentation.

Your first step is to select the type of document you are uploading.

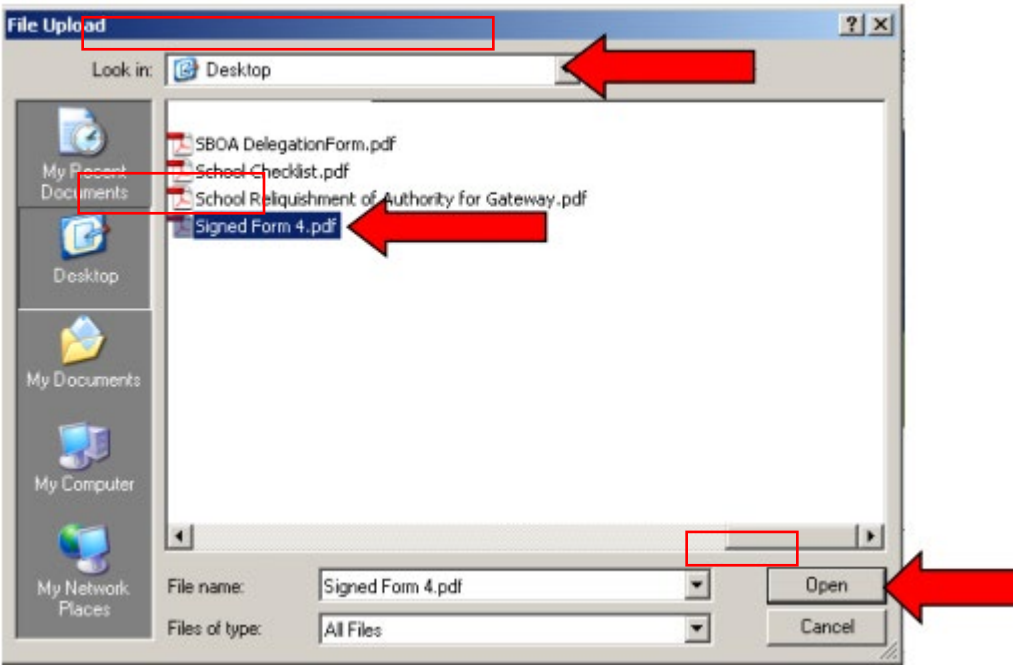


Next, enter a description. You are welcome to choose any description that best describes the document you are uploading.



You will then need to choose the file to upload. To locate the file, click on “Choose File.” A pop-up box will appear.

From here, select the appropriate location where you previously saved your document, and then select the file. With the desired file highlighted, click “Open.”



The file path will now appear to the right of the “Choose File” button.

The image shows a web form titled "Submit File". The "Select file type:" dropdown is set to "Signed Budget Ordinance/Resolution (Form 4)". The "Enter a Description:" field contains "Signed Form 4". The "Select File to Upload:" section has a "Choose File" button and the file path "Signed Form 4.pdf". A red arrow points to the file path. The "Submit Signed Form 4 and Other Documents" button is at the bottom.



Verifying Your Uploaded Files

Once successfully submitted, all the uploaded files will appear below. Please verify that the correct document was uploaded by clicking on the blue underlined file name. This will open the uploaded file.

Submit File

Select file type: Enter description for 'Other':
Signed Budget Ordinance/Resolution (Form 4)

Enter a Description: Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.

Select File to Upload:
 No file chosen

File Upload Successful

Successfully Submitted Document

Publication File Name	File Type	File Description	Action
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Form 4	Delete

Repeat the previous steps until your upload requirement has been fulfilled.

Congratulations! You have successfully uploaded your documentation. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.