Gateway LIT Ordinance Upload User Guide

Instructions on Uploading a LIT Ordinance to Gateway

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To upload a signed LIT ordinance via the Gateway for Government Units ("Gateway"), visit https://gateway.ifionline.org/login.aspx. Users will need to log in to Gateway with a username and password. If you do not have a log-in or need assistance, please send requests to gateway@dlgf.in.gov.

Once logged in, from the Select Application menu, select the "Budgets" option to enter the Gateway Budget Forms application.
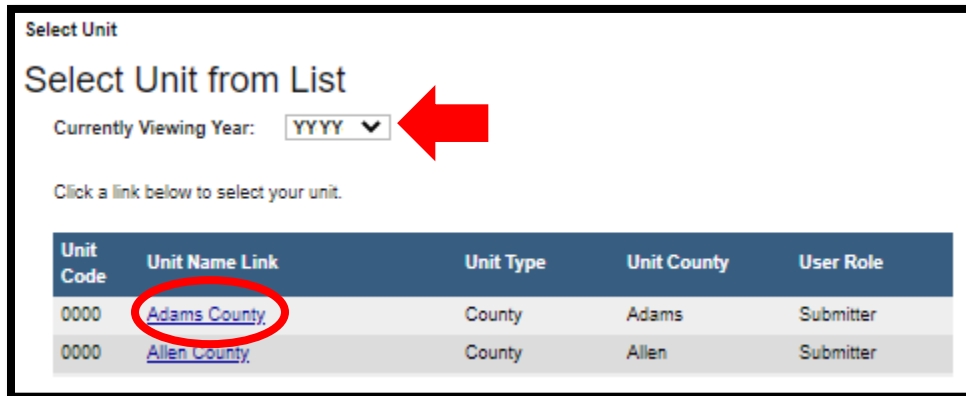

After entering the budget application, select your unit of government. Make sure to select the current year from the drop-down menu.
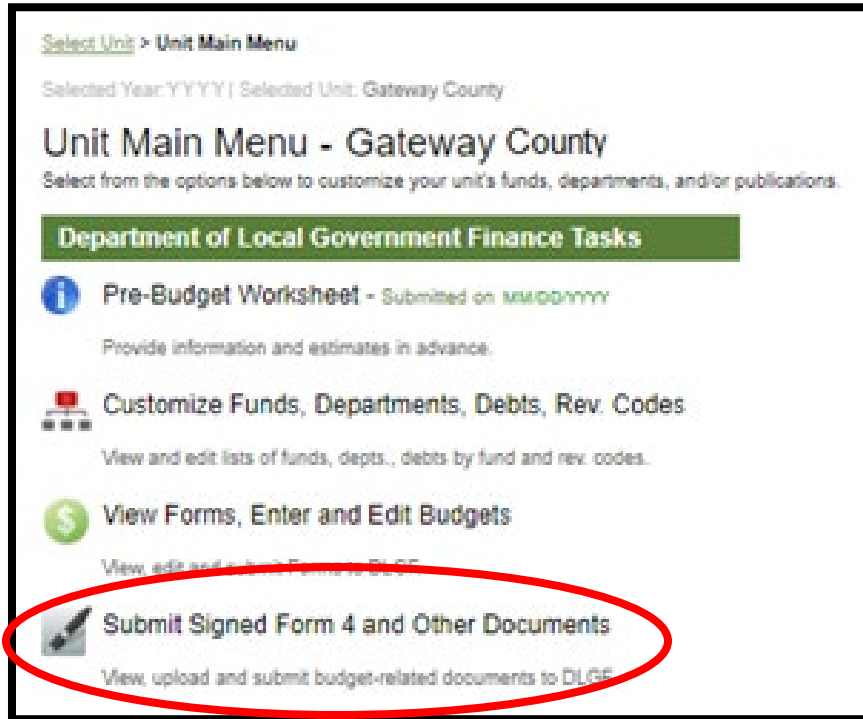
Once on the Unit Main Menu, click "Submit Signed Form 4 and Other Documents," as pictured below.

From the "Select file type" drop-down menu, select "LIT Ordinance."
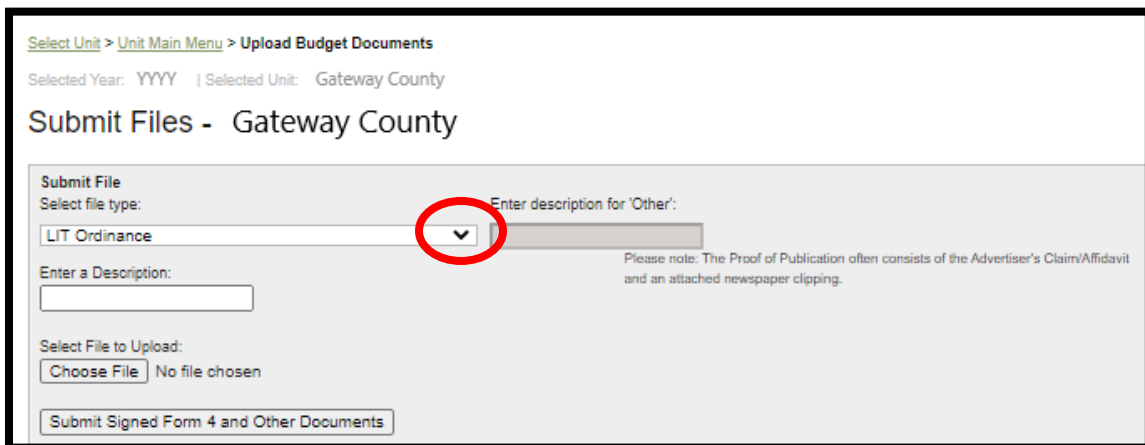
Next, click the "Choose File" button to select the signed LIT ordinance file. Gateway will accept PDFs and most image files. Locate your file with the File Upload window, and then click "Open."
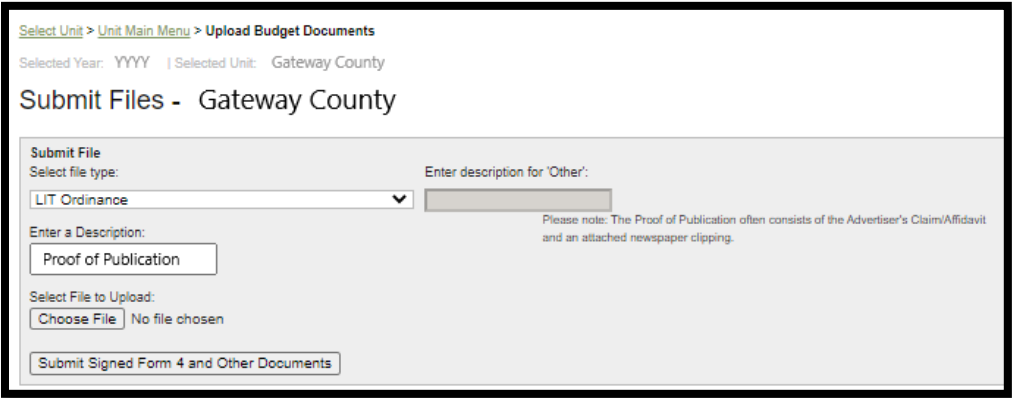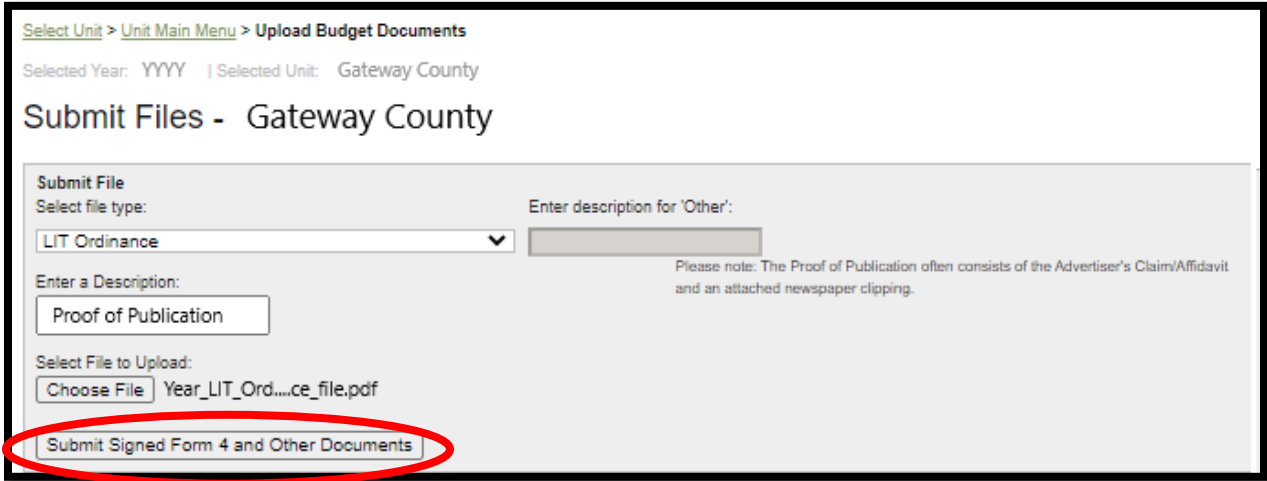

From here, select the appropriate location and then select the file. With the desired file highlighted, click "Open."
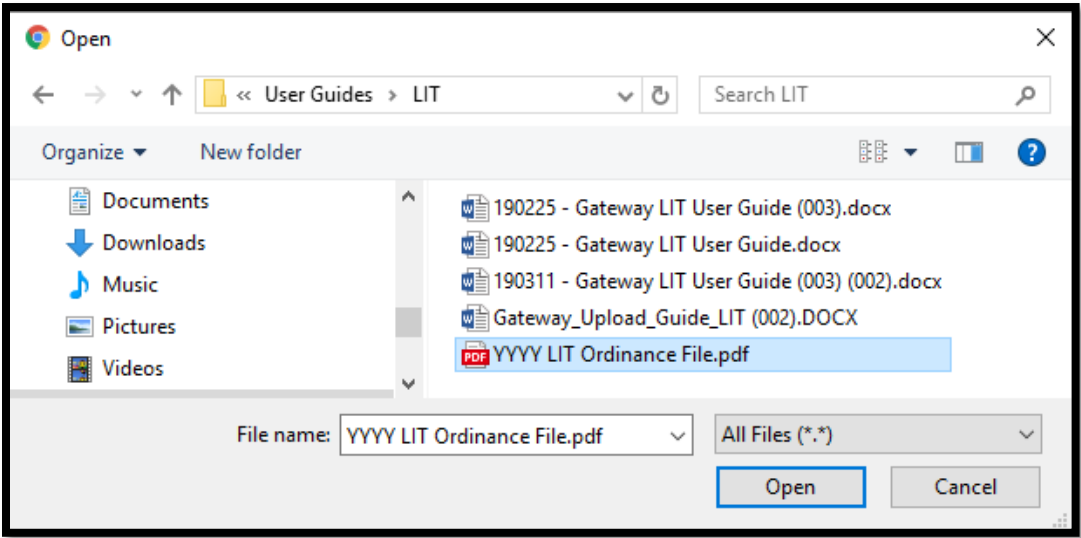
You will now notice the file path appears to the left of the browse button.

Finally, click the "Submit Signed Form 4 and the Other Documents" button to finish uploading the ordinance. The file submission should be visible below this button if the upload were successful.
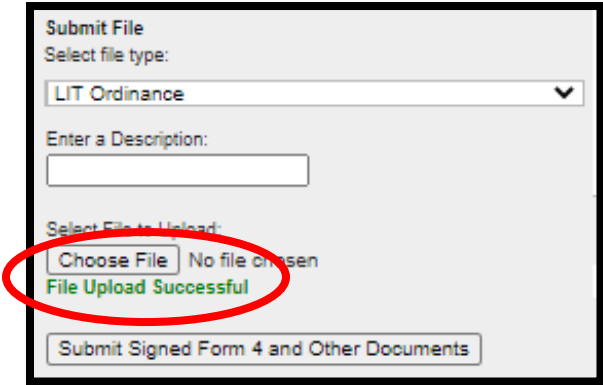
To know if the file was successfully uploaded, a "File Upload Successful" in the green font will show below the Choose File box.

If the upload was not successful, you will see the following message in a red font that will direct you to the next step.

Enter a Description:

Proof of Publication

Select File to Upload:

Choose File | No file chosen
Please choose a file to upload

Submit Signed Form 4 and Other Documents

Once successfully uploaded, you should see all uploaded files appear below. If you wish to verify that the correct document was uploaded, click on the blue underlined file name, which will open the uploaded file.

Successfully Submitted Documents			
Publication File Name	**File Type**	**File Description**	**File Upload Date**
YYYY LIT Ordinance.pdf	LIT Ordinance	**YYYY LIT Ordinance**	MM/DD/YY hh:mm:ss

Congratulations! You have successfully submitted your LIT ordinance. Please see our other user guides for assistance with different forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.