GATEWAY ANNUAL REPORT
USER ACCOUNTS AND RIGHTS

Responsible Official

The official that is responsible for submission of the Annual Report is the unit's fiscal officer. This is the official that is responsible for the management of the local unit's financial affairs and accounting.

The executive officer is responsible for submitting the 100R, but this can be delegated to the fiscal officer.

The fiscal and executive officer for various types of units is shown below.

Unit Type	Fiscal Officer	Executive Officer
Counties	Auditor	President of the Bd of Commissioners
Cities	Clerk Treasurer or Controller	Mayor
Towns with Mayors	Clerk Treasurer	Mayor
Towns	Clerk Treasurer	Town Board President
Townships	Township Trustee	Township Trustee
Libraries	Treasurer	Library Board President
Special Districts	Treasurer/Controller	Board President
Schools	Treasurer/Controller	School Board President

User Rights

User Accounts to access the Gateway Annual Report and 100R will be setup with three separate options for user rights as outlined below:

- **Submission Rights:** Users with "Submission" rights will be allowed to enter information and submit the report. After completion of the report, only the Responsible Official at each unit will be allowed to execute the submission process. **Submission rights cannot be delegated.**
- **Edit Rights:** Users with "Edit" rights will be allowed to enter information, but will not be able to submit the report. These User Accounts will be used most often by your deputy, office staff, consultant, or software vendor. They will only be established with the consent of the Responsible Official by submitting a Limited Delegation of Authority form to SBoA. At this time, there is no capability to restrict access to specific portions of the Annual Report to specific users. Therefore, all users with Edit rights will be able to add/change/delete ALL Annual Report data. As a result, care must be taken by the Responsible Official in the assignment and management of users with Edit rights.
- **Read Only Rights:** Users with "Read Only" rights will be allowed to view the report, but they will not be able to enter information or submit the report. Read Only User Accounts may be setup with the consent of the Responsible Official by submitting a Limited Delegation of Authority form to SBoA. Users only need to be assigned a Gateway account with read only rights if they need to view the report prior to submission. Once the report is submitted, anyone can view the report on the Gateway Public site here https://gateway.ifionline.org/.

You should not share your User Account with others. Each person that needs access to the Gateway should have their own User Account. Each user will be responsible for any actions taken by someone using their User Account. The Responsible Official is responsible for the accuracy and completeness of the submitted Annual Report and/or 100R regardless of how the data was entered.

Please read the Gateway Authorized User Policy here https://gateway.ifionline.org/UserPolicy.aspx.

Requesting and Maintaining User Accounts
- If you do not have a User Account, you can request one by completing the form here https://gateway.ifionline.org/requestaccess.aspx.
- If you want to add a new user with Edit or Read Only rights, submit a Limited Delegation of Authority form to SBoA.

- If you want to remove a current user from Annual Report or 100R access, submit a [Limited Delegation of Authority](#) form to SBoA and change the user access to "NONE". Please note that removing a User Account from the Annual Report or 100R will not affect their access to the Budget system. Contact DLGF to remove User Accounts from the Budget system.
- If an employee or contractor does not work for the unit any longer and needs all of their Gateway access removed, submit a [Limited Delegation of Authority](#) form to SBoA and check the line next to Remove User under Type of Request.
- Only the Responsible Official can sign the SBoA Limited Delegation of Authority form.

Please send any questions to gateway@sboa.in.gov .