



Visit Gateway at https://gateway.ifionline.org/login.aspx

Contract Upload

GATEWAY USER GUIDE





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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

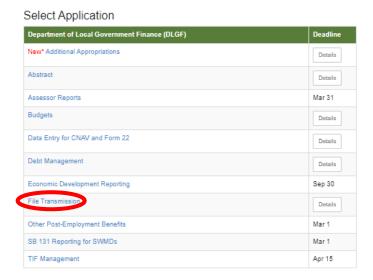
To access Gateway, open <u>Firefox</u> or <u>Google Chrome</u> and type <u>https://gateway.ifionline.org/login.aspx</u> into the browser, and then hit "Enter" on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.





Accessing the Contract Upload (File Transmission) Application

After signing in, the user will be asked to select an application. Some of the options include Budgets, Debt Management, and Economic Development Reporting. Choose the "File Transmission" option to proceed.



You should now be on the Select Unit page. Select the name of your unit to continue.



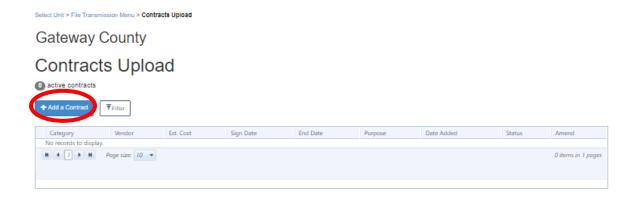
Uploading your Contracts

Upon clicking the name of your unit, you will be taken to the File Transmission Menu. To begin, select "Local Government Contracts."



After clicking on the "Local Government Contracts" link you will then be taken to the Contract Upload page.

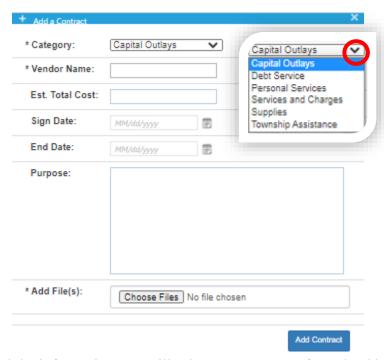
Once on the Contract Upload page, you may click on the "+Add a Contract" button to upload a contract.







This will open another dialog box. You will be asked to enter some information related to the contract you are about to upload. Begin by selecting the "Category" for your contract. Category and Vendor Name are mandatory fields. The remaining fields are optional, though users are encouraged to complete them where possible.



Once you have entered the information you will select your contract for upload by clicking on the "Browse" button. Select the contract to be uploaded from the saved location on your computer. The tool will accept pdf, image files, Microsoft Word documents, and various other file types. Once you have selected your file you will then click on the "Add Contract" button to upload the file.

Editing your Contracts

If you need to record a contract amendment or you made an error in uploading your contract, you may edit the information or delete the upload and start again.

After clicking the name of your unit, you will be taken to the File Transmission Menu. To begin, select "Local Government Contracts."



Clicking on the "Local Government Contracts" link, you will then be taken to the Contract Upload Page.

Find the contract you wish to edit. Once you have found the correct contract click on the "pencil" icon to enter edit mode.



Click on the "pencil" icon to open a new dialog box.





Add or modify any information as necessary. To delete files related to this contract you may click in the red "X" next to the particular file uploaded in error.



Once all corrections have been completed, click on the "Save Contract" button.







View File Upload History

You may review a history of contract uploads within the File Transmission application.

After clicking the name of your unit, you will be taken to the File Transmission Menu. To view the upload history, select "View File History."



Clicking on the "View File History" link will take you to the File Transmission History page.



The information listed within the box allows you to see what was uploaded, who uploaded the document, and when the document was uploaded.

If you have any questions, please contact the Department at <u>Support@dlgf.in.gov</u> or at (317) 234-4480.