

Instructions on Uploading LOIT Ordinance to Gateway

To upload signed LOIT ordinances 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.

Select Application

Annual Financial Report



Select application to submit your Annual Financial Report files to the SBOA.

Budgets



Select application to submit your budget forms to the DLGF.

Debt Management



Select application to submit your debt management forms to the DLGF.

Property Files Upload



Select application to submit your property files to the DLGF.

After entering the budgets application, select your unit of government. Make certain the current year is chosen from the drop-down menu.

Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0000	Adams County	County	Adams

Once on the Unit Main Menu, click “Submit Proof of Publication and Signed Ordinance,” as pictured below.

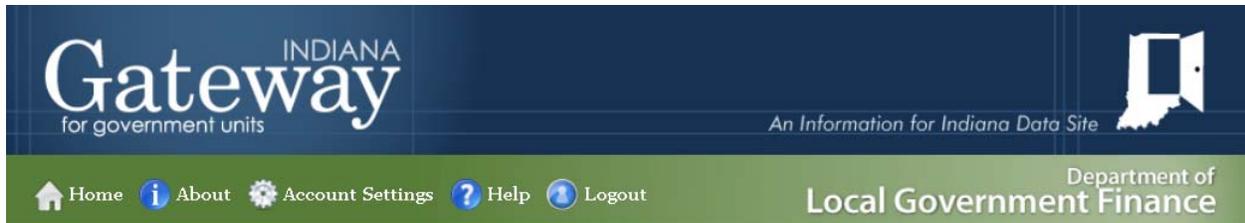


Submit Proof of Publication and Signed Ordinance

View, upload and submit proof of publication to DLGF.

From the “Select file type” drop-down menu, select “Signed LOIT Ordinance.”

Click the “Browse…” button to select the signed LOIT ordinance file. Gateway will accept PDFs and most image files. Locate your file with the File Upload window, and then click “Open.”



[Select Unit](#) > [Unit Main Menu](#) > **Submit Publication and Ordinance**

Selected Year: 2013 | Selected Unit: Harrison County - 0000 Harrison County

Submit Files - 0000 Harrison County

Submit File

Select file type: Enter description for 'Other':

Enter a Description:

Select File to Upload:

Date:

Supplemental Date, if Applicable:

Finally, click the “Upload File” button to finish uploading the ordinance. The file submission should be visible below this button if the upload was successful.