
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, Auditors, and Information Technology Staff

FROM: Jeff Volz, Director of Operations

DATE: Thursday, September 11, 2008

RE: Edit Capabilities for Sales Disclosure Form

Effective immediately, the assessor verification portion of the online Sales Disclosure Form (SDF) Program has been enhanced to allow authorized users edit capabilities. Authorized users with a secured login will see these changes when they login to the assessor SDF site at www.stats.indiana.edu/DLGFUpload3/forms/.

Authorized users now will be able to make corrections to all portions of the SDF as it was submitted by the original filer. All of the original information is retained and displayed for the authorized user. Additionally, users will have the ability to edit any part of the form as many times as needed; however, the required fields for the SDF still apply. A "Save and Continue" button has been added to the bottom of the pages to allow users to intermittently save the work entered."

When users click on the above link, they will be prompted to enter your username and password. County IT administrators are responsible for creating these accounts. Director of Operations Jeff Volz will be contacting the Assessors in those counties that do not yet have an IT administrator to obtain the necessary information to set up users in each county.

If you have any questions, please contact Jeff Volz, Operations Director, at JVolz@dlgf.in.gov or Tim Jorczak, Assistant Director of Operations, at TJorczak@dlgf.in.gov.