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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors

**FROM:** Geoff Kuester, Assistant Director of Data Analysis

**SUBJECT:** Assessor-Edit Functionality for Sales Disclosure Forms

**DATE:** February 3, 2015

The Department of Local Government Finance (“Department”) is currently implementing changes to the submission of sales disclosure data by county assessors. In 2012, GatewaySDF (<http://gatewaysdf.ifionline.org>) replaced the Sales Disclosure Forms reporting process for counties using the state’s system as their single-form entry option. Counties using GatewaySDF as the single-form entry option (17 counties as of January 2015) have continued to administer assessor functions on Sales Disclosure Forms using an application founded on the predecessor website to GatewaySDF (<https://www.stats.indiana.edu/DLGFUPLOAD3/forms/assessors/sdflist.aspx>).

To improve user experience and meet software compliance requirements, the Department is pleased to announce that these functions have been transferred into the GatewaySDF application framework. Assessors can access the same functionality that was previously available by using the same user ID and password.

A user guide for logging in to the updated Assessor-Edit tool is available at: <http://www.in.gov/dlgf/8294.htm>. Assessor functions accessible from the predecessor website will no longer be available starting February 5, 2015. The user experience after the login screen is largely unchanged. In an effort to assist users, a detailed user guide for the system will also be posted to <http://www.in.gov/dlgf/8294.htm> in the coming days.

For quick reference, the relevant sites are:

- Legacy site (to be decommissioned February 5, 2015): <https://www.stats.indiana.edu/DLGFUPLOAD3/forms/assessors/sdflist.aspx>
- Updated login page: <http://gatewaysdf.ifionline.org/Assessor/login.aspx>

Transition of these assessor functions to GatewaySDF will improve the Department’s ability to support users of this system, as well as add requested functionality to the existing tools. If you have any questions about the project or suggested improvements for GatewaySDF, please contact Assistant Director of Data Analysis Geoff Kuester at [gkuester@dlgf.in.gov](mailto:gkuester@dlgf.in.gov), or call (317) 233-8347. If you encounter an error or need help with the application, please contact the Gateway SDF support team at [GatewaySDF@dlgf.in.gov](mailto:GatewaySDF@dlgf.in.gov).