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Gateway User Guide

1782

Notice Recipients



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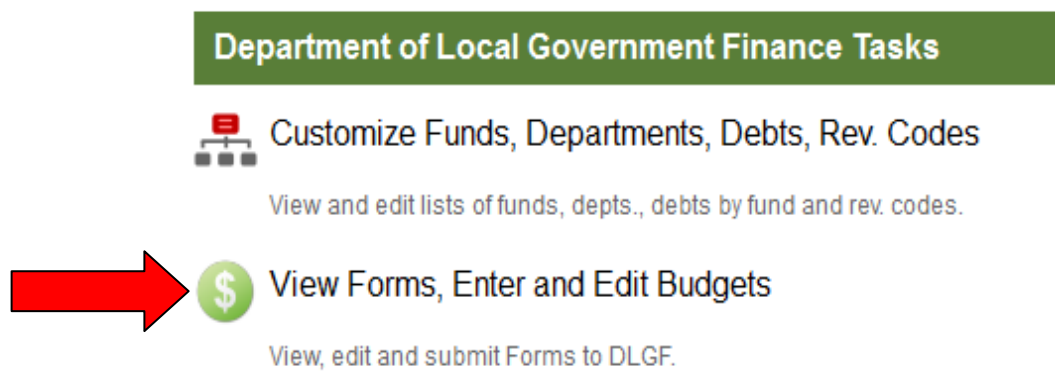
Introduction

Once all budget forms are submitted to the Department, the budget field representatives will review them and issue a 1782 Notice stating any changes that were made. The unit will then have 10 days to respond with any changes.




This form allows the official to add anyone they want to receive the 1782 notice via email and an optional phone number.

Accessing 1782 Recipients


First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”










Department of Local Government Finance Tasks

-  **Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.
-   **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.

Next, click on “1782 Recipients: Registration of 1782 Notice E-mail Recipients” and then select the “Click to edit form” link. This will load the form.



Current Year Financial Worksheet: Additional Calculations for Form 4B	
Debt Worksheet	
Form 1: Budget Estimate	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	
Form 4A: Budget Report	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	
1782 Recipients: Registration of 1782 Notice E-mail Recipients	

 [Click to edit form](#)  Not 'Ready to Submit'.

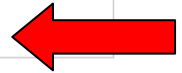
Entering Information in 1782 Recipients

To add recipients for the 1782 Notice, enter his or her contact name, email, and optional phone number. Then, simply click “Add.”

1782 Notice Recipients

Use this form to register any recipients of this unit's 1782 notice e-mail.

Contact Name	Contact Email	Phone Number (Optional)	Action
<input type="text" value="John Smith"/>	<input type="text" value="johnsmith@city.com"/>	<input type="text" value="317-555-5555"/>	Add



Signing the Form Electronically

At the bottom of 1782 Notice Recipients, there is a box for users to place an electronic signature on the form. Only the user with submission rights will see the signature box.


Form Signature


NAME

TITLE

SIGNATURE/PIN

DATE



 **SIGN AND DATE FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent, via email, to the person with submission rights. You may contact the Department at gateway@dlgf.in.gov or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select “Sign and Date Form”, today’s date will automatically populate the date field.

Form Signature

NAME

TITLE

SIGNATURE/PIN

DATE



Form signature values saved at 02:54 PM and 58 seconds.

 **SIGN AND DATE FORM**



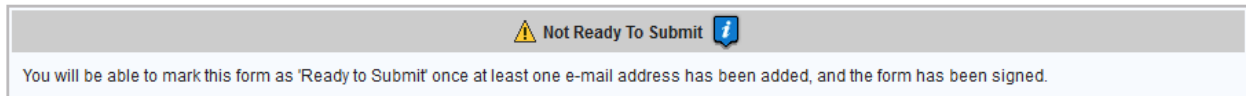
Once you see the red text stating “Form signature values saved,” you have successfully signed Form 4B.

Marking the Form “Ready to Submit”

At the bottom of the form, you will notice the “Ready to Submit” status box. Before you complete the form, you will notice a grey box titled “Not Ready to Submit.”

The budget forms have a feature, called validation, built in. This does not allow the form to be marked as “Ready to Submit,” or be submitted until the required fields are completed. Validation will help prevent some commonly found errors from previous years. Under a closer look, you will notice that the box states,

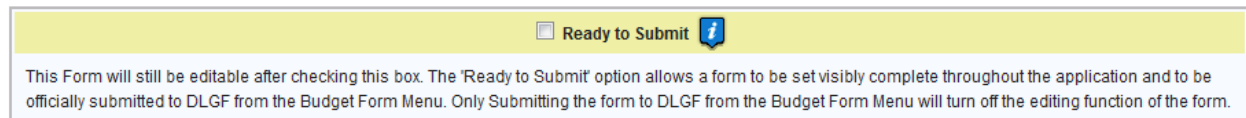
“You will be able to mark this form as 'Ready to Submit' once at least one e-mail address has been added, and the form has been signed.”



⚠ Not Ready To Submit ⓘ

You will be able to mark this form as 'Ready to Submit' once at least one e-mail address has been added, and the form has been signed.

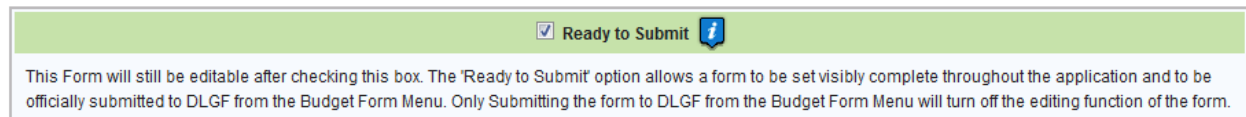
Once at least one email address has been added and you have signed the form with your PIN, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box.



Ready to Submit ⓘ ⚠

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

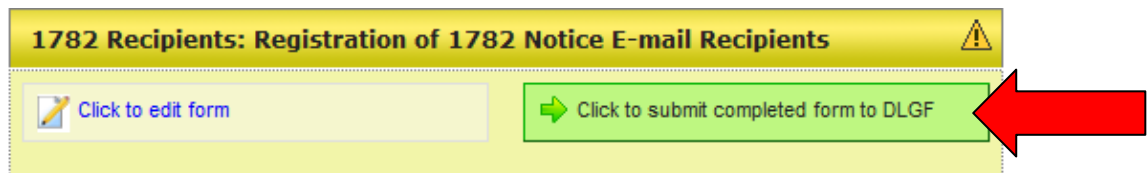
Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. The 1782 Notice Form can still be edited until it is submitted.





Ready to Submit ⓘ ⚠

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

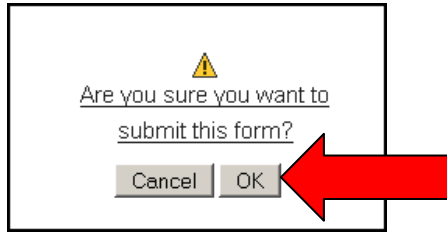
Note that after the 1782 Notice Recipients form has been marked as “Ready to Submit,” it will show a green submit option.



1782 Recipients: Registration of 1782 Notice E-mail Recipients ⓘ

 [Click to edit form](#)  [Click to submit completed form to DLGF](#)

Once the form is complete and no further changes will be needed, click on the green “Click to submit completed form to DLGF” button. A pop-up box will appear confirming submission of the form. If you are ready to submit, simply press “OK.”



Congratulations! You have successfully submitted 1782 Recipients: Registration of 1782 Notice E-mail Recipients. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.