



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

# Gateway User Guide

## Economic Development Payment Reporting



# Table of Contents

Introducing the Economic Development Report .....	3
Reporting for Units with Economic Development Payments .....	5
Fund Balances .....	5
Receipt Details .....	6
Disbursement Details .....	7
Signing and Submitting the Report .....	8

## Introducing the Economic Development Report

The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.

Indiana Code 4-33-23-17 requires any political subdivision receiving an economic development payment to annually complete and submit a report to the Department of Local Government Finance (Department). Units that do not receive economic development payments will still need to affirm this in Gateway.

Indiana Code 4-33-23-4 defines economic development payments as funds paid under a development agreement, received by a unit of government or person, and that are not paid in legitimate exchange for anything of value. According to IC 4-33-23-2, a development agreement is a written agreement between a person or a unit of government and a development provider that sets forth the financial commitments of a development provider to support economic development, including, without limitation, charitable or educational purposes in a specified location.

Please note that **all** units of government are required by the Department to submit this report through Gateway **before October 1**.



## Accessing the Economic Development Payments Report

The Gateway login page can be accessed through the Gateway public data output site at [gateway.ifionline.org](http://gateway.ifionline.org). Once on this site, please select the “Local Officials: Login Here” link on the top right-hand side of the page.




This will take you to the login page below. Please enter your username which is typically your email address and your password. Once done, please select “Log In.”

Authorized Personnel Login

User Name:

Password:

\*After 5 failed attempts, account will be locked




[Forgot your password?](#)

If you are having difficulties logging in you may contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) for assistance.

Once you have logged in you will be taken to the Select Application page in Gateway. Please select, "Economic Development Payment Report".

Select Application


- Budgets
- Debt Management
- Annual Financial Report
- SB 131 Reporting for SWMDs
- TIF Management
- 100R
- Property Files Upload
- Redevelopment
- Collective Bargaining Reporting
- Other Post-Employment Benefits
- Economic Development Reporting 
- Contract Upload
- Bargaining Status Form: Pre-Impasse

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

### Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
9951	<a href="#">DLGF City 12</a> 	City/Town	Gateway1
9950	<a href="#">DLGF City 11</a>	City/Town	Gateway1

Upon clicking the name of your unit, you will be taken to the first step of completing the Economic Development Payment Report.

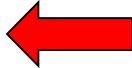
## Reporting for Units with Economic Development Payments

If you indicate that your unit has received economic development payments between July 1, 2014 and June 30, 2015, by selecting "Yes," the report will request more information.

Did your unit receive economic development payments under a local development agreement between July 1, 2014 and June 30, 2015?

Yes

No



After you select yes, you will see the additional fields appear below.

### Total Amounts Received/Disbursed

The next two fields ask for the total amount of economic development payments received and disbursed from July 1, 2014 through June 30, 2015. Please note that the total amount received is a required field. To enter these amounts simply click in the field and enter the amount.

Total amount received (7/1/2014 – 6/30/2015)	<input type="text" value="\$50,000.00"/>
Total amount disbursed (7/1/2014 – 6/30/2015)	<input type="text" value="\$37,251.00"/>

Once you have entered your amounts, you will want to click the save button on the bottom left-hand side of the form.

Save Form



### Fund Balances

The next field, which is also required, requests the June 30<sup>th</sup> fund balance for each fund that had economic payments deposited into it. To begin adding a fund and balance, please select "Add new fund"

Please list codes, names, and 6/30/2015 balances for any funds that received economic development payment deposits during the state's fiscal year:

Fund code	Fund name	Fund balance 6/30/2015
No records to display.		
<a href="#">+ Add new fund</a>		



Next, enter the fund code (optional), the fund name, and the fund balance. Once done, select the green checkmark to save your entry.

	Fund code	Fund name	Fund balance 6/30/2015
	123456	Example Fund Name	71,011.00

Once the green checkmark is clicked, your entry will be saved. You may click "Add new fund" to add any other funds, if applicable.

	Fund code	Fund name	Fund balance 6/30/2015
	123456	Example Fund Name	\$71,011.00
	Add new fund		

### Receipt Details

Gateway will accept receipt details for a complete reporting. Officials may submit reports if they complete only the total amount received and fund balances. To enter receipt information, please select "Add new receipt."

Receipt details:

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
No records to display.			
	Add new receipt		

Next select the appropriate fund from the drop down menu on the left hand side. Please also include the provider of the funds along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

	Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
	Example Fund Name	ABC Casino	Example description and purpose	30,000.00
	Select a fund			

Please complete the receipt details for all remaining receipts. Click the green checkbox to save each new revenue.

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total	
Example Fund Name	ABC Casino	Example description and purpose	\$30,000.00	
Example Fund Name	XYZ Casino	Example description and purpose	\$20,000.00	
Add new receipt				

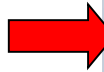
## Disbursement Details

Gateway will accept disbursement details for a complete reporting. Officials may still submit reports if they complete only the total amount received and fund balances. The Department needs distributions to other political subdivisions, to ensure that those units correctly report. The level of detail reported for disbursements is left up to the individual unit reporting.

To enter disbursement information, please select *“Add new disbursement.”*

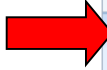
Disbursement details:

Fund	Recipient	Description and purpose	Total	
No records to display.				
Add new disbursement				



Next select the appropriate fund from the drop down menu on the left hand side. Please also include the recipient along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

Fund	Recipient	Description and purpose	Total	
<input checked="" type="checkbox"/> Example Fund Name	Example Recipient	Example description and purpose	31,011.00	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>



Please complete the disbursement details for all remaining disbursements. Click the green checkbox to save each new disbursement.

Disbursement details:

Fund	Recipient	Description and purpose	Total	
Example Fund Name	Example Recipient	Example description and purpose	\$31,011.00	
Example Fund Name	Example Recipient 2	Example description and purpose	\$40,000.00	
Add new disbursement				


## Signing and Submitting the Report


Your final step is to sign and submit this form. Please note that only users with submission rights will see the signature box.

**Form Signature**

NAME  
Steve McQueen

TITLE  
Clerk-Treasurer

SIGNATURE/PIN  
●●●● 

**SIGN AND SUBMIT 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](mailto: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 Submit Form," today's date will automatically populate the date field and the report will be submitted.

Once the form has been submitted, bold red text will state "This form has been submitted." There will also be an unlock button that can be used to manually un-submit the form.

**This form has been submitted.**

**Click here to unlock the form**

Submitted at 9/10/2015 11:57:14 AM

**Form Signature**

NAME  
Steve McQueen

If you have any questions while completing this form please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317)-232-3777.