



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

Gateway User Guide

Contract Upload



Table of Contents

Accessing the Contract Upload (File Transmission) Application.....	3
Uploading your Contracts	5
Editing your Contracts.....	7
View File Upload History	9



Accessing the Contract Upload (File Transmission) Application

The Gateway login page can be accessed through the Gateway public data output site at 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.”



This site works best in [Firefox](#) and [Chrome](#). Internet Explorer is not a supported browser.

Internet Explorer 8 (IE8) is not supported and should not be used at this time.

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

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 for assistance.



Once you have logged in, you will be taken to the Select Application page in Gateway. Please select, "File Transmission".

Select Application

Department of Local Government Finance (DLGF)	Deadline
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details
Economic Development Reporting	Sep 30
File Transmission	Details
Other Post-Employment Benefits	Mar 1
SB 131 Reporting for SWMDs	Mar 1
TIF Management	Apr 15

Indiana Education Employment Relations Board (IEERB)	Deadline
Bargaining Status Form I	Sep 30
Collective Bargaining Reporting	Dec 1
Collective Bargaining Contract Upload	Oct 2

State Board of Accounts (SBOA)	Deadline
100R	Jan 31
Annual Financial Report	Details
Conflict of Interest Disclosure	15 days after final action on the contract or purchase
E-1 Entity Annual Report	60 days after entity's fiscal year ends
ECA Risk Report	Aug 29
Indiana Gaming Commission (IGC)	Deadline
Local Development Agreement	Mar 1

Administrative Tools

- [User Guides](#)

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

Select Unit from List

2016

Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
0000	ADAMS COUNTY	County	Adams



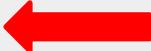
Uploading your Contracts

Upon clicking the name of your unit, you will be taken to the File Transmission Menu. To begin, select "Local Government Contracts."

File Transmission Menu

Gateway1 County - Dlgf City 1

Select Destination

[Local Government Contracts](#) 

[View File History](#)

After clicking on the "Local Government Contracts" link you will then be taken to the Contract Upload Page.

Once on the Contract Upload page you may click on the +Add a Contract button to upload a contract:

Dlgf City 1 - Gateway1 County

Contracts Upload

0 active contracts

[+ Add a Contract](#) [Filter](#)

County	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
No records to display.								
Page size: 10								
0 items in 1 pages								



This will open another dialog box. You will be asked to enter some information related to the contract you are about to upload. Begin by selecting the “Category” for your contract. Category and Vendor Name are mandatory fields. The remaining fields are optional, though users are encouraged to complete them where possible.

+ Add a Contract

* **Category:** Capital Outlays

* **Vendor Name:**

Est. Total Cost:

Sign Date: MM/dd/yyyy

End Date: MM/dd/yyyy

Purpose:

* **Add File(s):** Browse... No files selected.

Add Contract

Once you have entered the information you will select your contract for upload by clicking on the “Browse” button. Select the contract to be uploaded from the saved location on your computer. The tool will accept pdf, image files, Microsoft Word documents, and various other file types. Once you have selected your file you will then click on the “Add Contract” button to upload the file.



After you have uploaded the contract you will want to return to the Contract Upload page. On this page you will see a list of contracts that have been uploaded. Verify that your most recent upload is listed in this box:

Dlcf City 1 - Gateway1 County

Contracts Upload

1 active contracts

[+ Add a Contract](#) [Filter](#)

Category	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
▶ Capital Outlays	Any Vendor Inc.	\$5,000,000.00	01/01/2017	12/31/2022		06/30/2017	Active	

Page size: 10 1 items in 1 pages

Editing your Contracts

If you need to record a contract amendment or you made an error in uploading your contract you may edit the information or delete the upload and start again.

After clicking the name of your unit, you will be taken to the File Transmission Menu. To begin, select “Local Government Contracts.”

File Transmission Menu

Gateway1 County - Dlcf City 1

Select Destination

- [Local Government Contracts](#)
- [View File History](#)

Clicking on the “Local Government Contracts” link you will then be taken to the Contract Upload Page.



Find the contract you wish to edit. Once you have found the correct contract click on the “pencil” icon to enter edit mode:

Dlgf City 1 - Gateway1 County

Contracts Upload

1 active contracts

+ Add a Contract

Filter

Category	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
Capital Outlays	Any Vendor Inc.	\$5,000,000.00	01/01/2017	12/31/2022		06/30/2017	Active	

Page size: 10

Clicking on the “pencil” icon will open a new dialog box:

Amend (Edit) Contract

* **Category:** Capital Outlays

* **Vendor Name:** Supreme Vendors, Inc.

Est. Total Cost: \$11,050.00

Sign Date: 6/23/2016

End Date: 6/24/2017

Purpose: Testing

* **File(s):**

File Name	Download	Delete
water.jpg		
fire.jpg		
school.jpg		
upload_types.txt		

* **Add File(s):** No files selected.

Inactivate Contract



Add or modify any information as necessary. In order to delete files related to this contract you may click on the red "X" next to the particular file uploaded in error (see above).

Once all corrections have been completed, click on the "Save Contract" button.

View File Upload History

You may review a history of contract uploads within the File Transmission application.

After clicking the name of your unit, you will be taken to the File Transmission Menu. To view the upload history, select "View File History."

File Transmission Menu

Gateway1 County - Dlgf City 1

Select Destination

- Local Government Contracts
- View File History** ←

Clicking on the "View File History" link will take you to the File Transmission History page:

File Transmission

Dlgf City 1 - Gateway1 County

Form Type	Year	Uploaded By	File	File Size	Last Modified
Contract	2016	cgordon@dlgf.in.gov	LDA Form 55803 fill-in_2017-06-30_11_15_55_624.pdf	986 KB	06/30/2017 11:15:56 AM

The information listed within the box allows you to see what was uploaded, who uploaded the document, and when the document was uploaded.

If you have any questions while completing this form please contact the Department at gateway@dlgf.in.gov or at (317) 234-4480.