



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

Gateway User Guide

1782 Notice Recipients



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How Do I Get the Application Screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units, users will have a username and password that will allow access the program. The username is the e-mail address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact gateway@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

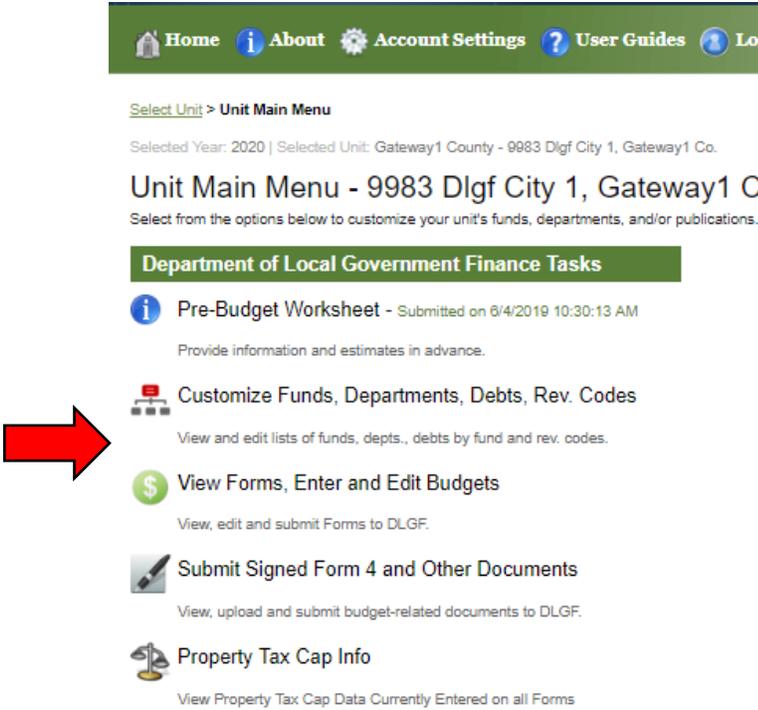
1782 Recipients Overview

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. It is strongly recommended to list two individuals to receive this notice.

Accessing 1782 Recipient Overview?

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



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[Select Unit](#) > **Unit Main Menu**

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

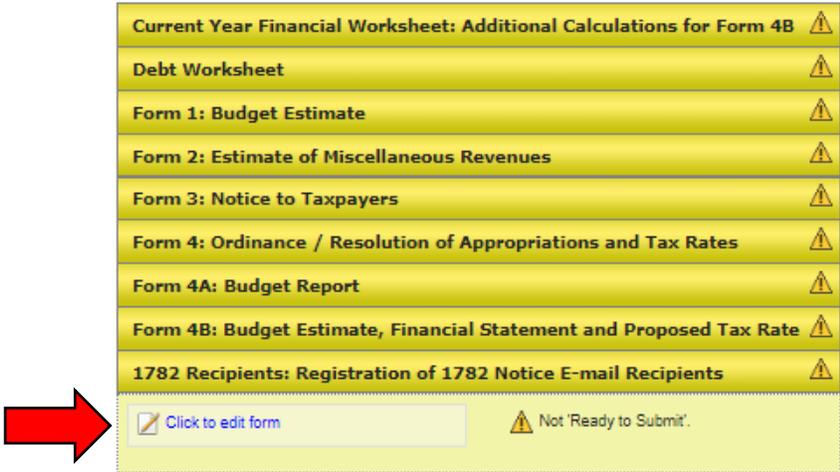
Unit Main Menu - 9983 Dlgf City 1, Gateway1 C

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks

-  **Pre-Budget Worksheet** - Submitted on 6/4/2019 10:30:13 AM
Provide information and estimates in advance.
-  **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.
-  **Submit Signed Form 4 and Other Documents**
View, upload and submit budget-related documents to DLGF.
-  **Property Tax Cap Info**
View Property Tax Cap Data Currently Entered on all Forms

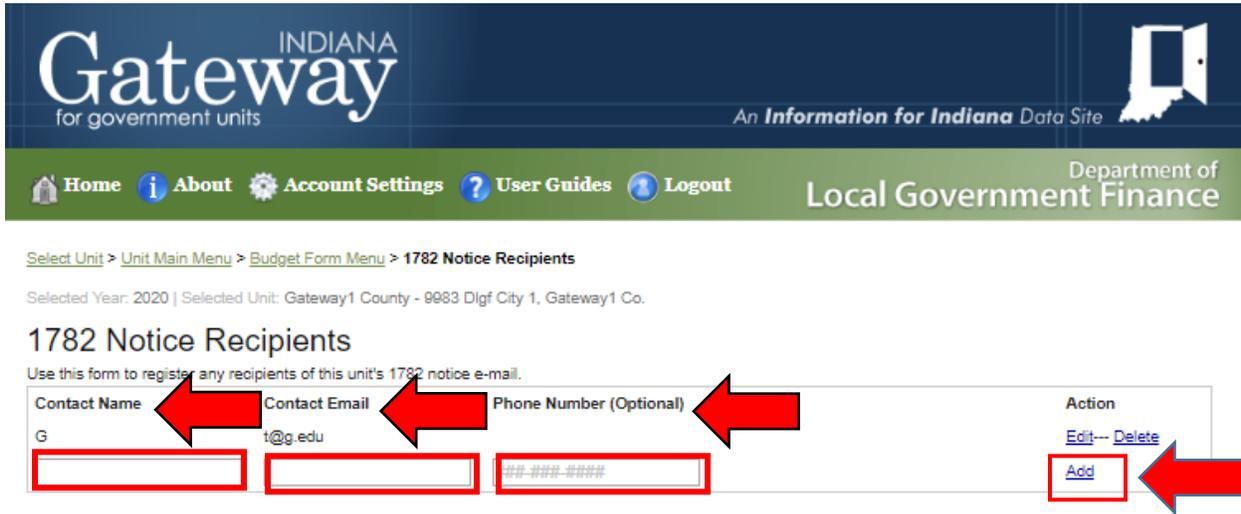
Next, click in “1782 Recipients: Registration of 1782 Notice E-mail Recipients” and then select the “Click to edit form” link. This will load the form



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	
<input type="checkbox"/> 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.”



Gateway INDIANA
 for government units An Information for Indiana Data Site

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[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **1782 Notice Recipients**

Selected Year: 2020 | Selected Unit: Gateway1 County - 9983 Dlgf City 1, Gateway1 Co.

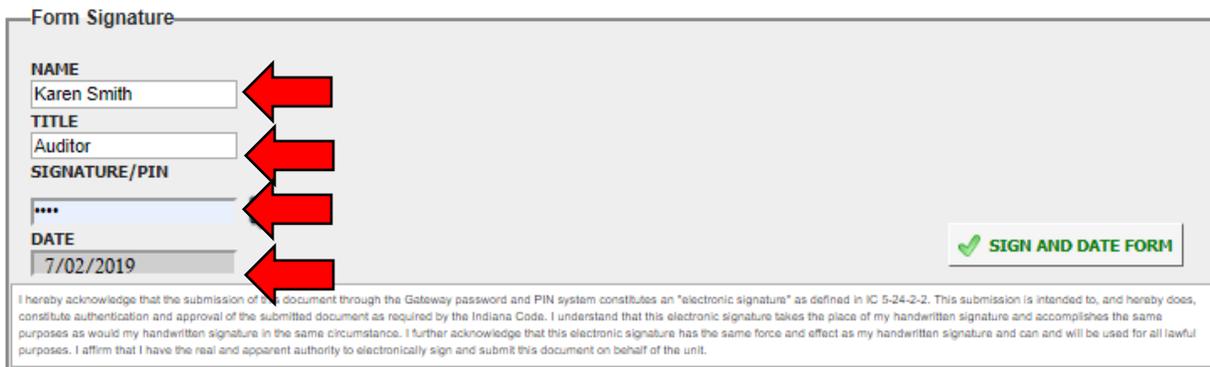
1782 Notice Recipients

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

Contact Name	Contact Email	Phone Number (Optional)	Action
G	t@g.edu	###-###-####	Edit Delete Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="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

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.

Form Signature

NAME
Karen Smith

TITLE
Auditor

SIGNATURE/PIN

DATE
7/02/2019

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.

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.”

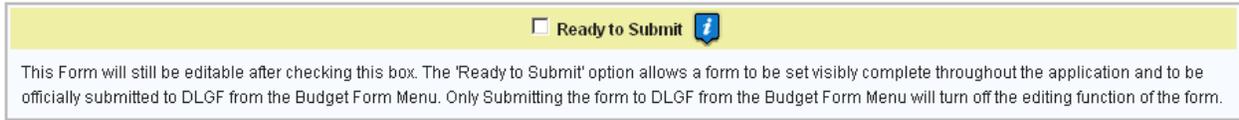
The budget forms have a feature, called validation, built in. This does not allow the form to be marked as “Ready to Submit,” or be submitted until the required fields are completed. Validation will help prevent some commonly found errors from previous years. Under a closer look, you will notice that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

“You will be able to mark this form as ‘Ready to Submit’ once at least on 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.

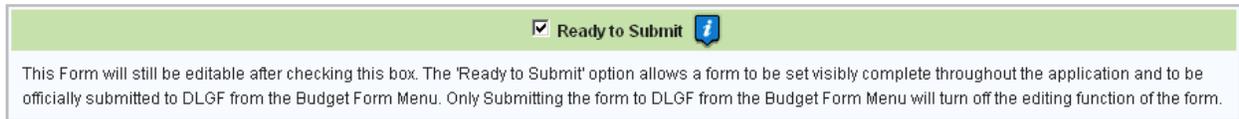
Once at least one email address has been added and you have signed the form with your PIN, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box.



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.

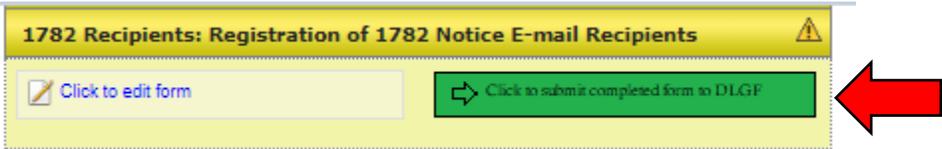
Once this is checked, the box will turn green and the form will now be marked as Ready to Submit. The 1782 Notice Form can still be edited until it is submitted.



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.”





Are you sure you want to submit this form?

Cancel OK

Congratulations! You have successfully submitted your 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) 234-4480.