



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

Gateway User Guide

Annual Abatement Upload and Submission



Table of Contents

How Do I Get the Application Screen in Gateway?	2
Overview	2
Selecting the Application	3
Select the Unit	3
Select Destination	4
Select Upload Report	4
Populating the Upload Abatement Report	5
Selecting Fiscal Year	5
Entering File Name	6
Entering File Description	6
Adding the File	7
Ensuring the file is uploaded in the “Add File” and Ready to click on the “Upload Report”	7
Ensuring that the report is “Successfully Submitted”	8



How Do I Get the Application Screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units (“Gateway”), users will have a username and password that will allow access the program. The username is the email 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.

Overview

Annually before December 31, a county must publish abatement information, including a list of the real and personal property abatement applications that resulted in abatements being granted in Economic Revitalization Areas for the current year.

By way of example, if an abatement application is filed by May 10, 2019 and the applicable designating body grants the abatement for the 2019 pay 2020, 2020 pay 2021, and 2021 pay 2022 tax years, the county auditor must, by December 31, 2019, advertise certain information required by IC 6-1.1-12.1-8. Please note that this list does not include deductions like the Homestead Deduction, Mortgage Deduction, etc. It is only for deductions in an Economic Revitalization Area, such as abatements granted by a designating body (e.g. county council, city council, town council, etc.).

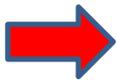


Selecting the Application

Select and click on “File Transmission”.

Select Application

Department of Local Government Finance (DLGF)	Deadline
Abstract	Details
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



Select the Unit

Select and click on the appropriate unit.

Select Unit

Select Unit

All Units

Reporting Year: 2019

Reporting year is only applicable to certain file submissions. The Contracts Upload will not be affected by the year selection.

Unit Code	Unit Name	Unit Type	Unit County	User Role
0000	ADAMS COUNTY	County	Adams	Read
9008	shoa county unit	County	SROA	Submit
9000	DLGF county unit	County	Gateway1	Submit



Select Destination

Select and click on “Annual Economic Revitalization Area Abatement Information Reports”.

Department of Local Government Finance - File Transmission

Home About Account Settings Help Logout

Select Unit > File Transmission Menu

File Transmission Menu

Gateway1 County - Dlgf County Unit

- Select Destination
- Local Government Contracts
- Annual Economic Revitalization Area Abatement Information Reports**
- View File History



Select Upload Report

From the File Transmission Menu, select and click on “Upload Report”.

Department of Local Government Finance - File Transmission

Home About Account Settings Help Logout

Select Unit > File Transmission Menu > Annual Economic Revitalization Area Abatement Information Report Upload

Dlgf County Unit - Gateway1 County

Annual Economic Revitalization Area Abatement Information Report Upload

0 abatement reports

- Upload Report**

Year	File Name	Description	Date Submitted	Submitter	Download
No records to display.					





Populating the Upload Abatement Report

Selecting Fiscal Year

From the Upload Abatement Report Screen, on the *Fiscal Year, click on the right corner extend arrow of the box.

+ Upload Abatement Report

* Fiscal Year: 

* File Name:

* File Description:

* Add File: No file chosen

Select and click on the appropriate “Year”.

+ Upload Abatement Report

* Fiscal Year: 

* File Name:

* File Description:

* Add File: No file chosen



Entering File Name

Next to the File Name, click on the Box to the right and type the Name of the File.

Entering File Description

The File Description click on the Box to the right and type the File Description.

+ Upload Abatement Report ×

* Fiscal Year:

* File Name: 

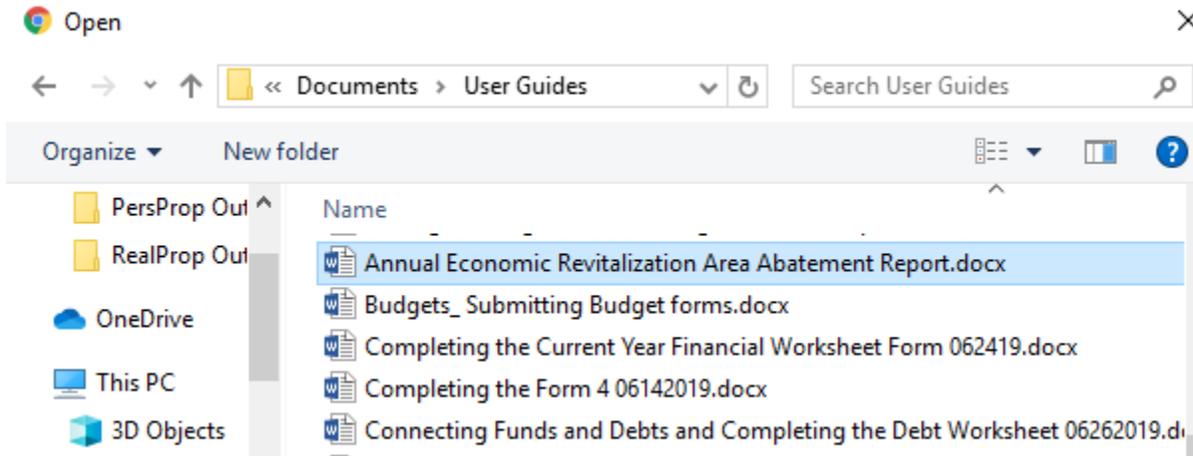
* File Description: 

* Add File:



Adding the File

Then select and click on the “Choose Files” this will open Windows Document and locate the appropriate file to upload.



Ensuring the file is uploaded in the “Add File” and Ready to click on the “Upload Report”

The file name will appear from the right of the Choose Files box. Then Select and click on the “Upload Report”.

+ Upload Abatement Report

* Fiscal Year: 2019

* File Name: 2019 Abatement

* File Description:

* Add File: Choose Files Annual Economic...nt Report.docx

Upload Report Clear Form



Ensuring that the report is “Successfully Submitted”

The table on Abatement reports will show the Year, File Name, Description, Date/Time Submitted, the submitter’s email and the Download Icon appears in the abatement report’s box.

Department of Local Government Finance - File Transmission Home About Account Settings Help Logout

Select Unit > File Transmission Menu > Annual Economic Revitalization Area Abatement Information Report Upload

Annual Economic Revitalization Area Abatement Information Report Upload

1 abatement reports

Year	File Name	Description	Date Submitted	Submitter	Download
2019	Abatement 2019 pay 2020	2019 Pay 2020 Abatement Publication	12/12/2019 11:10:07 AM	mgaas-james@dlgf.in.gov	

Congratulations! You have successfully uploaded your annual abatement report. 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.