



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

# Gateway User Guide

## OPEB Other Post-Employment Benefits Reporting



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## How do I get to 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 to 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](mailto: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.

Once you have logged in, you will be taken to the Select Application page in Gateway. Please select, "Other Post-Employment Benefits Report".

Select Application

 Budgets	 Debt Management	 Annual Financial Report
 SB 131 Reporting for SWMDs	 TIF Management	 100R
 Property Files Upload	 Redevelopment	 E-1 Entity Annual Report
 Other Post-Employment Benefits	 Economic Development Reporting	 Collective Bargaining Reporting
 Public Transit Upload	 Local Development Agreement	 CBR Contract Upload
 Data Entry for CNAV and Form 22	 SA5	 Bargaining Status Form: Pre-Impasse

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

Select Unit

## Select Unit from List

Subject year for report:

2018 ▼



Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County	User Role
9910	<a href="#">Training City 1</a>	City/Town	Gateway1	Submit
9917	<a href="#">Training City 8</a>	City/Town	Gateway1	Edit
9955	<a href="#">DLGF City 16</a>	City/Town	Gateway1	Submit



Upon clicking the name of your unit, you will be taken to the Unit Main Menu. To begin the report, select “Step 1: Initial Configurations.”

**OPEB Reporting Functions**

- 
**Step 1: Initial Configurations**  
Declare full-time employees and any health insurance plans.
- 
**Step 2: Health Insurance Plans**  
Enter health insurance plan(s)
- 
**Step 3: Expenses**  
Figures into expenses paid in the last year.
- 
**Step 4: Liability**  
Figures into liability and unfunded liability.
- 
**Step 5: Assets**  
Figures into assets and contributions to asset fund.
- 
**Final Step: Submission**  
Manage the OPEB submission status for this unit.



## Navigating the Report

The OPEB report is organized into multiple steps. To begin entering information into most steps, please click the red, “Click here to make changes to the form” button, on the top left-hand side of the page.



Throughout the report are blue “i” information icons. Moving your cursor over these icons will reveal additional information regarding the adjacent question.



When a step is completed, please be sure to click, “Save Figures” to ensure all data has been saved.



The next page can be accessed by selecting the next step on the top left-hand side of the page.



## Step 1 – Initial Configurations

Step 1 collects initial data that affect which information is requested in the remainder of this report.

## Units without Other Post-Employment Benefits

Units that do not offer any other post-employment benefits will likely answer “No” to the questions on Step 1. After answering the questions, it is important to click “Save Figures” to save the currently entered data. Upon saving, a “Skip to Submission” button will appear at the top of the page. This will redirect the user to the final submission portion of the report. Please navigate to the “Signing and Submitting the Report” section of this user guide for assistance in submitting this report.

>>>No figures to report. Skip to submission >>>



## Units with Other Post-Employment Benefits

As questions are answered in Step 1, the remainder of the report will be customized to fit the unit’s needs. For units that offer other post-employment benefits, there are two separate paths for this report.

### **Units that have completed an actuarial valuation**

The first path is for users that have recently completed an OPEB valuation under standard 45 of the Government Accounting Standards Board. The Department understands that some units may not be required to complete a valuation annually or that a valuation for 2015 may not be completed before the March 1 deadline. Therefore, the Department will accept a valuation completed within the last 5 years. If an actuarial valuation was completed, but there are significant changes to the plan liability, users will need to describe these changes. For units that have completed an actuarial valuation, the users may choose to enter the five statutory data points in Steps 3, 4, and 5. Users have the option of completing additional information, but is it not required for units that have completed an actuarial valuation.

### **Units that have not completed an actuarial valuation**

The second path is for users that have not completed an actuarial valuation of OPEB. For these users, the Department will collect qualitative data and will allow users to estimate some of the information typically calculated in an actuarial study. The Department understands that these will be estimates and the Department acknowledges that users who elect to enter these as a part of the filing are only entering a best guess without the paid help of an actuary.

Once the current step is completed, please be sure to click, “Save Figures” to ensure all data is saved. Step 2 may be accessed by selecting “Step 2 >>>” at the top left-hand side of the page.

Step 1 | [Step 2 >>>](#)



## Step 2 – Health Care Insurance Plans

Step 2 summarizes the unit’s health care plan offerings. Units need to enter plan information for plans offered to retirees, even if no retirees are currently enrolled. If the unit has plans that are only offered to active employees, those particular plans will also need to be reported. The Department requests that all tier data (individual, family, etc.) is collected, even if there are tiers without retirees in that particular tier. (i.e. Report family tier data, even if no retirees are receiving that tier’s coverage.)

To begin, the unit will first need to add the plans that retirees are eligible. On the top of this page, the user will select the appropriate plan type from the drop-down menu, enter a plan name, and then click the “Add” button on the right-hand side to save the plan.

Plan Type	Plan Name	Action
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="float: right;">▼</span>                     Health Insurance                 </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">                     Health Insurance                      Dental Insurance                      Vision Insurance                      Prescription Drug                      Hearing                      Life Insurance                      Long-Term Care Benefits                      Long-Term Disability Benefits                 </div>	<input style="width: 90%;" type="text" value="Plan Name Example"/>	<a href="#" style="color: #007bff; text-decoration: none;">Add</a>

Once all applicable plans are added, the next step is to enter the cost/enrollment information for each of the plans’ tiers. After entering the annual costs and enrollment information, click the “Add” button to save the entered data. Please note that there is a drop-down menu on the top left-hand side of this section that is used to navigate between each plan. At least one tier per plan must be entered.

Select a plan to view/add/edit tiers below

▼
 Health Insurance - ABC Health Plan

Health Insurance - ABC Health Plan

▼
 Dental Insurance - Dental Plan Name Example

**Tiers**

Tier Name	Total Annual Premium Cost per Employee	Current Employees	Retirees	Enrollees	Action
Example Individual Plan	10000	Employer Paid portion of premiums 8000	Employer Paid portion of premiums 0	Employees 10	<a href="#" style="color: #ffc107; text-decoration: none;">Edit</a> <a href="#" style="color: #dc3545; text-decoration: none;">Delete</a>
		Individual Paid portion of premium 2000	Individual Paid portion of premium 10000	Retirees 2	
<input style="width: 90%;" type="text" value="Example Family Plan"/>	<input style="width: 90%;" type="text" value="15000"/>	Employer Paid portion of premiums <input style="width: 50px;" type="text" value="11000"/>	Employer Paid portion of premiums <input style="width: 50px;" type="text" value="0"/>	Employees <input style="width: 50px;" type="text" value="15"/>	<a href="#" style="color: #007bff; text-decoration: none;">Add</a>
		Individual Paid portion of premium <input style="width: 50px;" type="text" value="4000"/>	Individual Paid portion of premium <input style="width: 50px;" type="text" value="15000"/>	Retirees <input style="width: 50px;" type="text" value="0"/>	



Once all tiers, for all applicable plans, have been added, continue to Step 3.

## Step 3 – Expenses

Step 3 summarizes the expenses incurred in the last calendar year.

The first field collects the expenditures paid directly for current retiree benefits. Examples of expenditures paid directly for current retiree benefits include payments of premiums.

Expenditures paid by unit for retiree benefits in the last year 

The second field asks for the number of retirees currently receiving any other post-employment benefits.

Total number of retirees currently receiving any other post-employment benefits

The Department is also requesting an estimate of the higher premiums paid for current employees, because of the retirees in your insurance pool. If you have no current retirees purchasing health insurance, this number will be zero. For units that have not completed an actuarial valuation, please report an estimate of the higher premiums paid for current employees because of the retirees in your insurance pool.

Estimated additional expenditures from higher healthcare premiums for current employees due to retirees in the insurance group 

One of the most complicated aspects of OPEB is understanding, and calculating, the subsidies provided and liability outstanding from allowing retirees to purchase health insurance on the unit's group plan. In most cases, retirees pay the same premiums as active employees. As defined by the Government Accounting Standards Board, this can create an OPEB liability since it increases the overall risk of the plan. The true cost for retiree health coverage is usually higher than the cost for active employees. The retirees are older and more likely to require health care services. Therefore, this expense is a cost to the government unit, through its payment of higher premiums for current employees.

Lastly, Step 3 asks for the total OPEB expenses paid in the last year. This total represents expenses paid directly for current retirees and expenses incurred through higher premiums for current employees. This amount is typically the sum of the first and third questions in this step.



Expenses paid in the last year

Auto-Calculate



Total (As estimated by the unit)

Total (As calculated in the actuarial valuation)

## Step 4 – Liability

Step 4 reports factors that affect the overall OPEB liability. This step begins by collecting basic employee/retiree information followed by the last section that collects the total liability, as estimated by the unit or actuarial consultant.

In this last section of Step 4, if the unit has not completed an actuarial valuation of its OPEB liability, the Department understands that these will be estimates and the Department acknowledges that users who elect to enter these as a part of the filing are only entering a best guess without the paid help of an actuary.

Liability

Total

Total outstanding OPEB liability from all current and former employees.  
The Department will accept the unit's best estimate.

Total (As calculated in the actuarial valuation)

The unfunded liability represents the total liability, less any assets set aside to fund future OPEB liability.

Unfunded Liability



Total (As estimated by the unit)

Total (As calculated in the actuarial valuation)

Save Figures

Cancel

Last Saved: 1/05/2020 1:29:44 PM

Step 5 collects information regarding the funding of retiree benefits.

The first question asks if retiree benefits are being funded with assets designated for retirees.

Are retiree benefits being funded with assets designated for retirees?

YES

NO

The next question collects the total value of assets being saved to fund future OPEB liability. If there is not currently any assets being saved for future OPEB liability, please enter a zero.

Current value of Assets in Saving for future OPEB liability:

The last question of this report collects the total contributions during 2015 to fund future OPEB liability. If there were not any contributions in 2015, please enter a zero.

Contributions made in 2015 to this Asset Fund:

The Sign and Submit page may be accessed by selecting “Submission >>>” at the top of the page.



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

This form has not been submitted

**Form Signature**

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. The information reported is accurately represented and is without intentional misrepresentations.

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.

NAME

TITLE

SIGNATURE/PIN

DATE





**SIGN AND SUBMIT FORM**

The signature box will not appear 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, the 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 8/15/2019 9:17:23 AM

Form Signature

Congratulations! You have successfully submitted your OPEB Report. If you have any questions, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 234-4480.