

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

# Gateway User Guide

## Economic Development Payment Reporting (EDR)

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For Units without Economic  
Development Payments

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 is 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 by **September 30**.



## 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 to 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](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.

## Accessing the Economic Development Application

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

### Select Application

Department of Local Government Finance (DLGF)	Deadline
<b>New*</b> <a href="#">Additional Appropriations</a>	<a href="#">Details</a>
<a href="#">Abstract</a>	<a href="#">Details</a>
<a href="#">Assessor Reports</a>	<b>Mar 31</b>
<a href="#">Budgets</a>	<a href="#">Details</a>
<a href="#">Data Entry for CNAV and Form 22</a>	<a href="#">Details</a>
<a href="#">Debt Management</a>	<a href="#">Details</a>
<a href="#">Economic Development Reporting</a>	<b>Sep 30</b>
<a href="#">File Transmission</a>	<a href="#">Details</a>

You should now be on the Select Unit from the 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
9910	<a href="#">Training_City_1</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 without Economic Development Payments

The first field asks if your unit of government received any economic development payments under a local development agreement between July 1, 2019, and June 30, 2020.

[Select Unit and Year](#) > Economic Development Reporting

County: Gateway1 county  
Unit: DLGF City 1 unit  
Year: YYYY

Did your unit receive economic development payments under a local development agreement between July 1, 2019 and June 30, 2020?

Yes  No

If you select “No,” your last step is to sign and submit this form.

## Signing and Submitting the Report

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.

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



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**

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Congratulations! You have successfully submitted your Economic Development 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](mailto:gateway@dlgf.in.gov) or at (317) 234-4480.