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Gateway User Guide

DEBT MANAGEMENT



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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 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.

Debt Management Overview

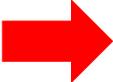
For the last several years, the Department of Local Government Finance (“Department”) has utilized Gateway Debt Management to fulfill debt reporting requirements under IC 5-1-18-9(b). Under IC 5-1-18, the following debts must be reported in Gateway Debt Management: All bond issuances. All loans, with the exception of temporary loans payable from current revenues. Lease rentals of real property (buildings and other permanent structures). Any piece of equipment that is under a lease-to-own arrangement. Political subdivisions are not required to report short-term leases of equipment such as copiers and vehicles. Any debts incurred by municipal utilities or redevelopment commissions that must be reported by the establishing city, county, or town. Every year, the Department will again require units to complete an annual review and verify the accuracy of the debt information in Gateway. All political subdivisions are required to complete this report no later than March 1.

Accessing Gateway Debt Management

After you sign in, you will select the “Debt Management” option to proceed.

Select Application

Department of Local Government Finance (DLGF)	Deadline
New* Additional Appropriations	Details
Abstract	Details
Assessor Reports	Mar 31
Budgets	Details
Data Entry for CNAV and Form 22	Details
Debt Management	Details



Next, a list of units that have been assigned to your account will appear. For most users, this will be only your unit. Some units may appear if you have been permitted to enter information on behalf of another unit.

Select Unit

Select Unit from List

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0416	Auburn Civil City	City/Town	DeKalb



Annual Affirmation Statement

Gateway’s Debt Management is an annual report, however, all debt submitted through Gateway will remain and will not need to be reentered. Users will want to make sure any new debt is reported within 30 days of incurring the debt and any retired debt is marked as retired on the Select Unit Menu. Other sections of this guide can walk you through doing so step-by-step, but if all the information in Debt Management is complete and accurate, or if your unit does not have any debt, you can continue.

At the beginning of each year, units will need to log in and sign a statement affirming that the information in Gateway Debt Management has been thoroughly and accurately reported for all debt reporting requirements.

After you have selected your unit, you will be taken to the Select Debt page. At the top will be



the “Debt Affirmation” section along with a list of any reported debts below. Once you are ready, you may check the box adjacent to the affirmation statement. Once checked, you will enter your name, title, four-digit PIN, and click the “Sign and Submit” button to finalize the submission of the annual affirmation requirement. Please note that to submit the affirmation statement, there can be no un-submitted reports. Un-submitted reports can be spotted by the delete option to the right of the retired checkbox.

Select Unit > Select Debt

Debt Affirmation Due March 1

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date
MM/DD/YYYY

Once submitted, the section will turn green to indicate that it has been submitted.

Select Unit > Select Debt

Debt Affirmation Due March 1

This unit has successfully completed the annual verification due March 1

Name

Title

Signature/PIN

Date
MM/DD/YYYY

This form has been submitted. [Unlock Affirmation](#)

If you happen to later uncover that not all reporting requirements have been met, simply uncheck the box to revoke your affirmation statement. To uncheck the box, you will simply click on the checked box. Please note that you will need to recheck the box once your debt is thoroughly and correctly reported.

Reporting Debt Information

The first screen that you see after selecting a unit is a list of debts that have already been reported. If you have not reported any debt in the past, you will only see the affirmation statement along with an “Add New Debt” option.

If your unit has no outstanding debt, simply check the box affirming this fact and complete the signature information. Once you click “Sign and Submit” and the yellow menu turns green, you have no further reporting requirements.

Select Unit > Select Debt

Debt Affirmation Due March 1 

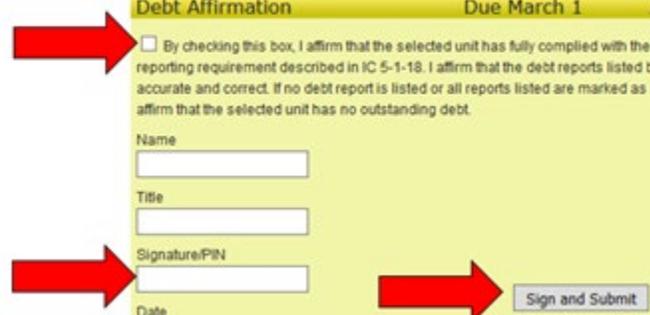
By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date



If your unit does have one or more debts to report, you will click the button that says “Add New Debt” to access the reporting form.




An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [User Guides](#) [Logout](#)
Department of Local Government Finance

Select Unit > Select Debt

Debt Affirmation Due March 1 

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

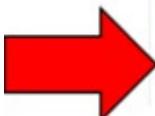
Title

Signature/PIN

Date

Gateway1 - Digf City 16
[Fix Upload](#)

Bond Name Link	Retired	Status	Verified
B21	<input type="checkbox"/>	Not Submitted - Delete	





Once a debt report has been saved, the debt will appear on the main menu. If you see the delete option, the report has not yet been submitted.

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series	<input type="checkbox"/>	Delete
GO Bond	<input type="checkbox"/>	Delete

[Add New Debt](#) 

Now that the “Select Debt” menu has been explained, it is time to begin reporting your first debt. Click the “Add New Debt” button to continue.

General Navigation

The form is divided into eight sections. At the bottom of each section, you have the option to save your work, to proceed to the next section, or to go back to the previous section.



Once you pass the first screen, a menu on the right-hand side of the screen displays the different sections of the form. This gives you a second option for navigating among screens.

Menu
Basic Debt Information
Code Cite
Debt Limitation
Date Information
Petition/Remonstrance
Debt Rating
Security on the Debt
Sources/Uses of Funds
Amortization Schedule
Review / Signature



Be sure to click the “Save” button at the bottom of the form frequently to ensure that your information is not lost. Note that clicking “Next” also saves the information you have already entered.



Required Fields

Although the Department strongly recommends units to enter as much information as possible, there will be certain fields that are either not applicable or that the information cannot be located for debt that was issued in the past.

Be sure to watch for *red asterisks* (*), as these indicate required fields that must be completed to submit this report. The red asterisks will be present throughout the user guide and the debt report in Gateway.

Basic Debt Information

The first page of the form is used to report basic information about the debt. First, you will need to enter a name for the debt. This is a description that you will give to the debt and should be as specific as possible.

Basic Debt Information / Code Cite / Debt Limitation

Gateway1 - Dlgf City 16 -

Basic Debt Information

Debt Name: * Required Field
First Mortgage Refunding Bond

Type of Indebtedness: * Required Field
Bond

Base CUSIP Number:

Is this debt exempt from the property tax caps? ⓘ * Required Field
 Yes No

Next, use the drop-down menu to specify the type of indebtedness.



Type of Indebtedness: * Required Field



- Bond
- Bond
- Loan
- Lease
- Common School Fund Loan
- Build America Bond
- Qualified Zone Academy Bonds
- Recovery Zone Facility Bond
- Public Works Loan
- Emergency Fire Loan
- Bond Anticipation Notes
- Qualified School Construction Bonds (QSCB)
- Tax Anticipation Warrants (TAW's)
- Claims and Judgments

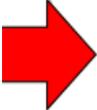
Next, enter the Base CUSIP number. The CUSIP number is a nine-digit number that identifies the issuer and the type of debt. The first six digits of the number form the base CUSIP, which is unique to the unit of government. This six-digit code should be reported in the third field. **Please note that not all debts will have a CUSIP number.**

Type of Indebtedness: * Required Field

Bond

Base CUSIP Number:

455421



Debts approved by referendum (voted on by taxpayers during elections) after 2008 are exempt. Debt not paid with property taxes is not exempt unless one of the specific exemptions is satisfied.

Base CUSIP Number:

455421

Is this debt exempt from the property tax caps?  * Required Field

Yes No 



The next section collects the Indiana Code citation which permits the debt to be incurred. This will often be found on your bond or loan documentation.

Code Cite

Code Cite Under Which Debt is Authorized: 

Code cite can typically be found in the bond resolution or ordinance.

The final part of this section asks about your unit's debt limitation. The Indiana Constitution prohibits a unit from becoming indebted beyond two percent of its assessed value. However, certain types of debt are not subject to this constraint. This portion requires you to indicate whether or not this debt is subject to the Constitutional limit. If you indicate "No," no further action is required. Generally, debt is subject to the debt limit if it is backed by property tax, income tax, or is a general obligation of the issuer.

Debt Limitation

Is this debt subject to the issuer's debt limit?  * Required Field

Yes No



If you indicate "Yes," then you may enter the name of the applicable issuer (in other words, the unit of government for which the constitutional or statutory limit is impacted), this issuer's current debt limit, and the current debt capacity after the issuance of the debt.

Debt Limitation

Is this debt subject to the issuer's debt limit?  * Required Field

Yes No

Applicable Issuer:

Current Debt Limit:

Current Debt Capacity (after issuance of this debt):



Now that this page of the debt report is complete, you will want to save the information entered by clicking "Save" on the bottom left-hand side of the page. Now that the page is saved, click "Next" to continue to the Date Information section of the report.



Current Debt Limit: \$3,053,107

Current Debt Capacity (after issuance of this debt): \$2,053,107



Date Information

The second screen collects information about the dates of certain requirements for issuing debt. For each date, you may click on the “calendar” icon to bring up a month-by-month calendar. You may select the date from the calendar or type the date directly into the box in the format MM/DD/YYYY.

Required Field

Date of Debt Closing - This is the date that the issuer receives the proceeds/funds from the debt issuance.

Date Information

Date of Preliminary Determination: 01/07

Date of Publication of Preliminary Determination: 01/12

Newspaper(s): Auburn Evening Star

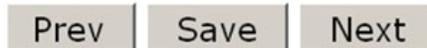
Date of Public Hearing: 02/04

Date of Final Approval/Lease Execution: 02/17

Date of Appropriation Resolution: 02/28

Date of Debt Sale: 03/01

Date of Debt Closing: 03/31 * Required Field



Petition/Remonstrance

The next screen collects information about petition/remonstrance and referendum processes.

First, indicate whether the debt is subject to petition/remonstrance requirements. (These requirements are outlined in IC 6-1.1-20-3.1). If you select “No,” you may proceed to the next question.



Petition / Remonstrance

Petition / Remonstrance

Was this debt subject to petition/remonstrance?

Yes No

If you select “Yes,” another question will appear asking whether the petition/remonstrance was conducted.

Was this debt subject to petition/remonstrance?

Yes No

Was a remonstrance conducted?

Yes No

If you select “No,” you may proceed to the next question. If you select “Yes,” boxes will appear for you to indicate the votes in favor and the votes against.

Was a remonstrance conducted?

Yes No

Votes in favor debt:

Votes against debt:

Next, indicate whether the debt is subject to a referendum. (These requirements are outlined in IC 6-1.1-20-3.2.) If you select “No,” you may proceed to the next question.

Was this debt subject to referendum?

Yes No

Votes in favor debt:

Votes against debt:

If you select “Yes,” boxes will appear for you to indicate the votes in favor and the votes against.



Bond Rating

The next screen collects the bond rating(s) applicable to the debt.

Debt Rating

Debt Rating

Debt is not Rated

Type of Rating Issuer Credit Rating (ICR) ▼

Rating Agency Fitch ▼

Rating

Prev Save Next

First, use the drop-down menu to indicate the type of rating.

Debt Rating

Debt Rating

Debt is not Rated

Type of Rating Issuer Credit Rating (ICR) ▼

Rating Agency State Intercept Program Rating

Insured Rating

Use the second drop-down menu to indicate the issuing agency: Moody's, Fitch, or Standard & Poor.

Type of Rating Issuer Credit Rating (ICR) ▼

Rating Agency Fitch ▼

Rating

Prev Save Next

Use the last field to enter the debt’s rating. Then click “Save.”

Rating Agency

 Rating

Once you have clicked “Save,” the rating will display above the data entry fields.

Debt Rating

Type of Rating	Insurance	Agency	Rating
Delete <input type="button" value="Select"/>	Issuer Credit Rating (ICR)	Fitch	AAA

Type of Rating

 Rating Agency

 Rating

To edit the rating, click “Select” and change the data entry fields that appear below, then click “Update.”

Debt Rating

Debt Rating

Type of Rating	Insurance	Agency	Rating
Delete <input type="button" value="Select"/>	Issuer Credit Rating (ICR)	Fitch	AAA

Type of Rating

 Rating Agency

 Rating



To delete the rating that was entered in error, click “Delete.”

Debt Rating

Debt Rating

Type of Rating	Insurance	Agency	Rating
Delete Select Issuer Credit Rating (ICR)		Fitch	AAA



To add an additional rating, simply fill in the data entry fields for the second rating, click “Save,” and the second rating will appear underneath the first.

Debt Rating

Debt Rating

Type of Rating	Insurance	Agency	Rating
Delete Select Issuer Credit Rating (ICR)		Fitch	AAA
Delete Select Issuer Credit Rating (ICR)		Moody's	A2

Type of Rating: Issuer Credit Rating (ICR)

Rating Agency: Fitch

Rating:





Security on the Debt

The next screen requests information about the security of the debt. Most debts have a primary and a secondary source of repayment. Simply click on the circle next to the applicable selection to indicate the primary and secondary sources of repayment. For all others, the circle for “N/A” should be selected. A primary source of repayment is required.

Security on the Debt
* Required Field
General Obligation Bond

Security on the Debt - Source of Repayment

	N/A	Primary	Secondary		N/A	Primary	Secondary
Property Tax	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	TF Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
COIT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Motor Vehicle Highway/ Local Road & Street	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAGIT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stormwater Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CEDIT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electric Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wastewater Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does this debt refinance or refund any previously outstanding debt? No

* Required Field

If you indicated on the initial screen that this is a lease, then you will be asked to provide the name of the lessor in the next box. If this is not a lease, this question will not appear.

Grant Revenue Other

Name of Lessor (Building Corporation/Hold Corporation)
Auburn Civil City Building Corporation

Does this debt refinance or refund any previously outstanding debt? No

* Required Field

The next question asks whether this debt is partially or fully refunding an existing loan. Use the drop-down menu to make your selection.

Does this debt refinance or refund any previously outstanding debt? No

* Required Field

No
Fully Refunds Previous Debt
Partially Refunds Previous Debt

If you indicate that this debt is refunding another, Gateway presumes that the debt being refunded has already been reported through Gateway. When you indicate that debt is refunding

another, a list will appear of all debt currently reported through Gateway. Please select the debt that is being refunded if applicable.

Does this debt refinance or refund any previously outstanding debt? Fully Refunds Previous Debt

* Required Field

Name of Debt refunded

Lease Sample 

Sources and Uses

The next screen collects information about the purpose of the issuance of the debt and the overall financial information for the project as a whole.

In the first box “Purpose of the Debt”, please use a short phrase or sentence to provide an overview of why the debt is being issued and then indicate the total project cost in the box labeled “Total Project Cost.” The total project cost should be the amount being financed from all sources, not just the proceeds of the debt.

Purpose/Cost

Purpose of Debt: Municipal building repairs /Citywide ADA compliance upgrades * Required Field

 Total Project Cost: \$2,000,000 * Required Field

The next section asks you to provide all the sources of funds that will support this project. This should include the proceeds from this debt as well as any other financing sources (e.g., local option income tax, grants, etc...). The total of all items entered into this box should equal the total project cost indicated above.

To add a source, please enter a description into the first field and the dollar amount into the second, then click “Add Source.”

Sources

Please Enter Information Below

Source: Bond Issuance Amount: 1000000 [Add Source](#) 

TOTAL SOURCES OF FUNDS: \$0.00

The information will be posted to the chart above and a new blank box will appear underneath.

Sources of Funds	Amount		
Bond Issuance	\$1,000,000.00	Delete	Edit
Source: <input type="text"/>	Amount: <input type="text"/>	Add Source	

Continue adding lines until all sources have been added. To delete a source, click the “Delete” link to the right of the information.

Sources of Funds	Amount		
Bond Issuance	\$1,000,000.00	Delete	Edit
Federal Grant	\$1,000,000.00	Delete	Edit

To edit a source, click the “Edit” link, alter the information, then click “Update.”

Sources of Funds	Amount		
Bond Issuance	\$1,000,000.00	Delete	Edit
<input type="text" value="Federal Grant"/>	<input type="text" value="\$1,000,000.00"/>	Delete	Update Cancel

The next task is to detail the uses of the funds that are being raised to support the project. This should include all components of the project. The total of all lines entered into this box should equal both the project cost indicated above and the sum of the lines entered into the “Sources” section.

The entry of “Uses” items functions exactly the same as the addition of “Sources” line items. Please be sure to provide an itemized cost of issuance along with project expenditures. Enter a description and amount for each use that is added.

Uses

Please Enter Information Below

Use: Amount: [Add Use](#)



Once you are done, the total uses, total sources, and project cost should all be the same amount.

Uses

Uses of Funds	Amount		
Bond Counsel Fees	\$7,000.00	Delete	Edit
Underwriters	\$13,000.00	Delete	Edit
Building Repairs Contract	\$900,000.00	Delete	Edit
ADA Repairs Contract	\$1,080,000.00	Delete	Edit
Use: <input type="text"/>	Amount: <input type="text"/>	Add Use	

TOTAL USES OF FUNDS: \$2,000,000.00

As a final step on this screen, you will indicate dates relevant to the project: the date the initial bid was received, the date the construction began, and the date of substantial completion. You may click on the calendar icon and select the date from the pop-up calendar, or you may enter the date directly into the box using the MM/DD/YYYY format.

Dates

Date Bids Received: 

Date Construction Started: 

Estimated Date of Substantial Completion: 



Amortization Schedule

The final screen for data entry collects the amortization schedule. You have two options for completing this section. First, you may enter the information directly through the screen. Alternatively, you may upload a Microsoft Excel file containing the information.

Date	Principal	Interest Rate	Interest	Period Total	Capitalized Interest	Fiscal Total	Trustee Fee	Lease Payments	Federal Tax Credit	Remaining Balance
1		%								
2		%								
3		%								
4		%								
5		%								
6		%								
7		%								
8		%								
9		%								
10		%								
Total										

To enter the data directly, simply type the relevant information into the boxes on the chart. You may use the “Tab” key to proceed to the next box. Please be sure to save often to avoid the chance of being logged out for inactivity.

You will want to include all payments from the first to the projected last. The one exception is a State Revolving Fund loan that has not yet had its draws completed, in which you would list the payments until the most recent payment.

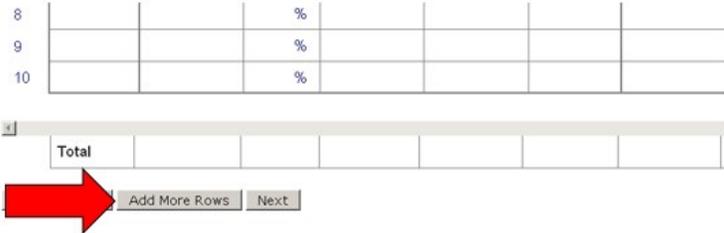
Leases

At a minimum, for all debts classified as leases, you will want to be sure to include the date, principal, interest, lease payment, and remaining balance amounts in the amortization schedule.

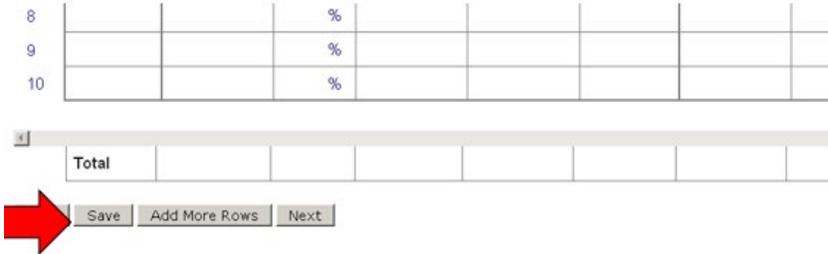
All Other Types of Debt

At a minimum, you will want to be sure to include the date, principal, interest, period total, and remaining balance amounts in the amortization schedule. You will also want to be sure to enter any other applicable fields as well, such as trustee fees.

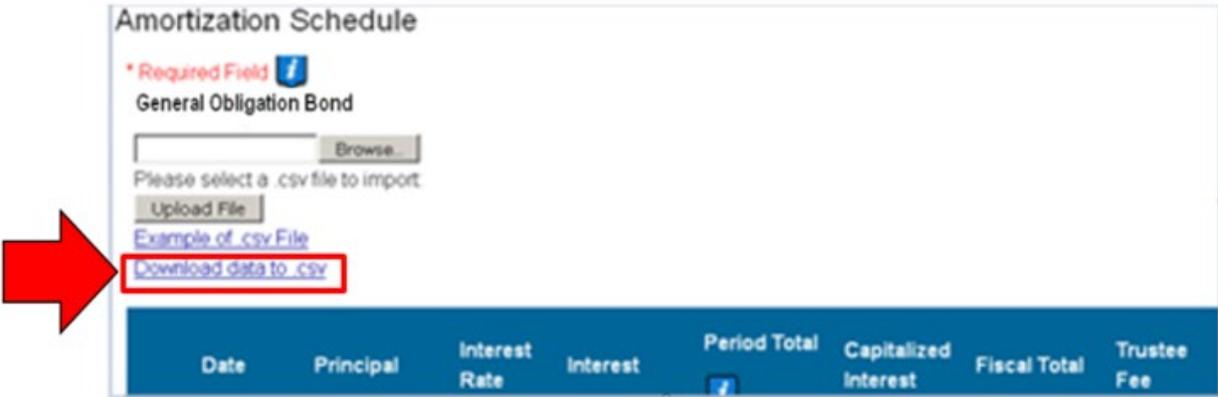
If you need more rows, click the “Add more rows” button at the bottom of the chart. A new row will appear within the chart.



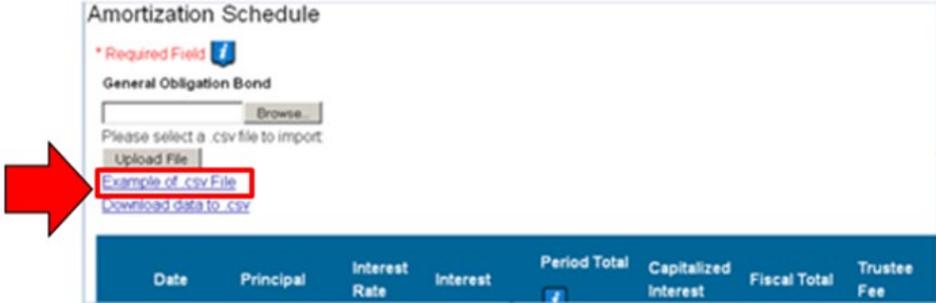
Be sure to click “Save” once all data have been entered.



If you wish to download the data you have entered into a Microsoft Excel file, click the link that says, “Download data to .csv.”



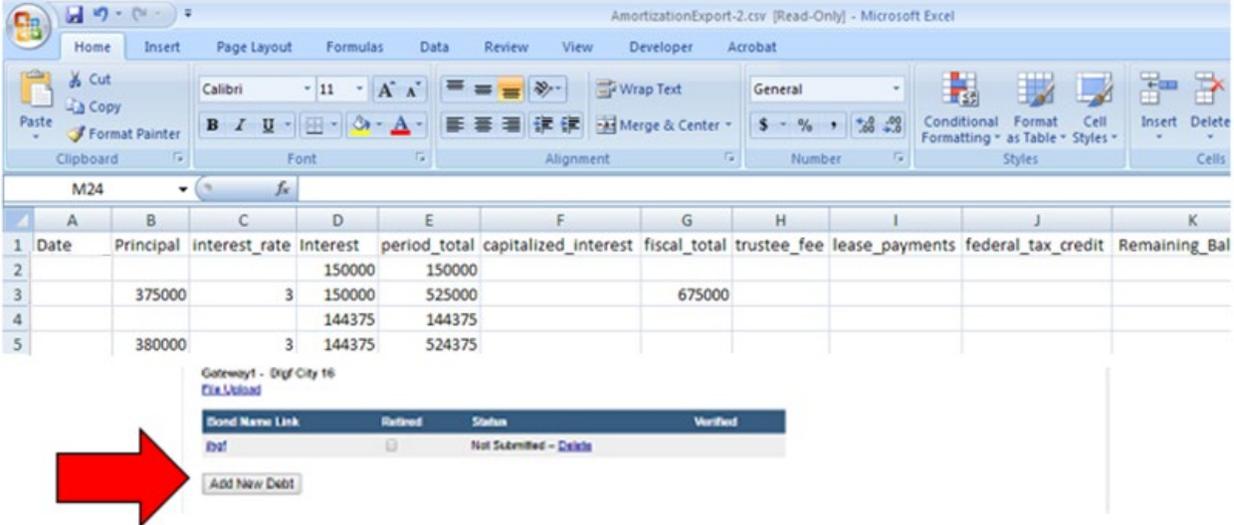
To use the Excel upload option, first, click on the link that says, “Example of .csv file” and save the example file to your computer.



You may download the “Amortization Schedule Upload Template” directly from the Department’s website (<http://in.gov/dlcf/9108.htm>). Just click “Amortization Schedule Upload Template” under “Upload Specs”.

The Excel file that is saved will be pre-populated with example data as shown below. You would enter your amortization schedule in the same format, being sure to remove the example data. Please note that once you complete the amortization schedule in Excel, it should be in the same format as the example amortization schedule that was downloaded.

You will also want to note that the interest rates are already in percent. For example, you will want to enter a 3 percent interest rate as “3” not “0.03.”





Once you have completed the Excel file, ensure that you have saved all the changes to the file. Then, click “Browse.”

Amortization Schedule

* Required Field ⓘ

General Obligation Bond

Browse...

Please select a .csv file to import

Upload File

[Example of .csv File](#)

[Download data to .csv](#)

Date	Principal	Interest Rate	Interest	Period Total	Capitalized Interest	Fiscal Total	Trustee Fee
------	-----------	---------------	----------	--------------	----------------------	--------------	-------------

This will allow you to browse your computer and indicate where the Excel file has been saved. Once you have specified the file path, click “Upload File.”

Amortization Schedule

* Required Field ⓘ

General Obligation Bond

C:\Documents and Browse

Please select a .csv file to import

Upload File

[Example of .csv File](#)

[Download data to .csv](#)

Date	Principal	Interest Rate	Interest	Period Total	Capitalized Interest	Fiscal Total	Trustee Fee
------	-----------	---------------	----------	--------------	----------------------	--------------	-------------

⚠ It is very important that you click “Save” after uploading the file. The upload Populates the chart, but does not save the data. ⚠

32	7/15/2027	\$55,000	4.75 %	2613	56306		
33	1/15/2028	\$55,000	4.75 %	1306	55000		
Total							

Prev Save Add More Rows Next

Review/Signature

The final screen presents a compilation of all the data entered on the previous screens. Please review this data for accuracy before submitting the form.

Underneath the summary, you will find an electronic signature box on the left. Only the user with submission rights will see the signature box. 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 will be sent to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov in the event that you have lost or not received a PIN code. The last field in the signature panel is pre-populated with the day's date.



1/15/2028 \$55,000 4.75 \$1,306 \$55,000

Please review all data above. **Please enter any notes here**

NAME:

TITLE: ←

SIGNATURE/PIN:

DATE:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "el hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that tr and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and su

Once you have added all the necessary information into the signature, you may save the signature information by clicking the “Save Signature” button at the bottom of the second column.







An Information for Indiana Data Site

Please review all data above. **Please enter any notes here:**

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 hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic sig accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signatur 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 o

Form saved at 1/9/2020 11:16:25 AM

If all the required fields have been completed, the form can now be submitted. For information on submitting the form, see the next section “Submitting the Form.”

Before you submit, you may want to provide some comments with your debt report. The right side of the bottom of the form contains an area to provide any additional notes or details not indicated on the previous screens. Please type any notes needed to explain the contents of this debt report.



Click the “Save Note” button to save any data entered in the notes section.

Submitting the Form

Submission occurs at the bottom of the Review/Signature page. Please make sure that all the required fields are completed prior to submitting the form. To submit the form, simply click the green button that says, “Click here to submit completed 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.

If you attempt to submit a debt report without all the required fields completed, the following error message will appear at the bottom of the page.

Error: Required Field(s)

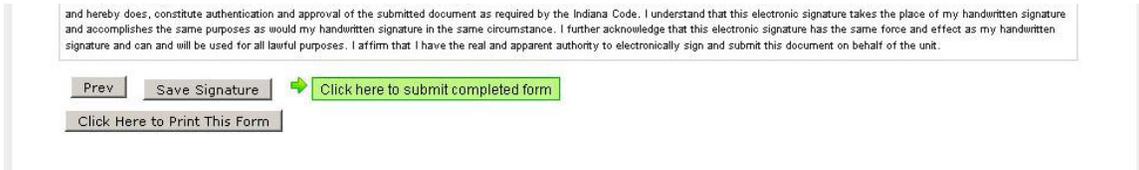
[Total Project Cost](#) is required field. Please click the link to go back to answer.

[Purpose of Debt](#) is required field. Please click the link to go back to answer.

This message will list the required fields that have not yet been completed. Once all the required fields have been completed the report should submit upon clicking the green submit button.

Viewing and Printing the Form

You may print the submitted form for your records by clicking the button that says, “Click Here to Print This Form.”



This will bring up your browser’s print confirmation box. Click “print.”

Retiring a Debt

The Department requests that past debt remain in the system but marked as retired. If a debt is being retired (in other words, paid in full), then you should click on the box that says “Retired.”

Select Unit > Select Debt

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series	<input checked="" type="checkbox"/>	
GO Bond	<input type="checkbox"/>	

Correcting a Debt Report

There may come a time when you need to amend or edit a previously submitted debt report but submitted debt reports cannot be edited. In the case that you need to amend or edit a submitted debt report, the Department will simply need an email sent to gateway@dlgf.in.gov stating which unit you are with and the debt name of the report that you would like to be un-submitted to allow you to make the necessary changes. An easy indicator of whether or not a debt is currently submitted is the presence of the delete option. Any submitted reports cannot be deleted. Once all necessary changes have been made simply resubmit the report via the Review/Signature page.



[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series	<input checked="" type="checkbox"/>	
GO Bond	<input type="checkbox"/>	

Deleting a Debt Report

The Select Debt menu displays all debt that is entered in Debt Management. You may notice that a debt report has a delete option on the right-hand side. Any debt that has not been submitted may be deleted, but this should be used **only if the debt has been entered in error**. To delete a debt that was entered in error, click the “Delete” option to the right of the debt name.

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series	<input checked="" type="checkbox"/>	
GO Bond	<input type="checkbox"/>	



Amortization Schedule Upload

The debt report also has the “File Upload” function that is used to upload documents into Debt Management and link them to a certain debt. On the main “Select Debt” screen click on “File Upload.”

Home
About
Account Settings
Help
Logout

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series	<input type="checkbox"/>	
GO Bond	<input type="checkbox"/>	

[Add New Debt](#)





Now you will notice the File Upload Page appear. Please be sure that you have your documents saved onto your computer that you will be uploading. To begin, select the debt that pertains to the document that has been uploaded.

[Select Unit](#) > **File Upload**

Bond Name: 

Type:

File:

Next, you will select the type of file that pertains to the document that you uploaded. Statute requires that a copy of the official statement and bond covenant, if any, must be uploaded, other available options include: Authorizing Ordinance Resolution, Amortization Schedule, Proof of Publication, and others.

[Select Unit](#) > **File Upload**

Bond Name:

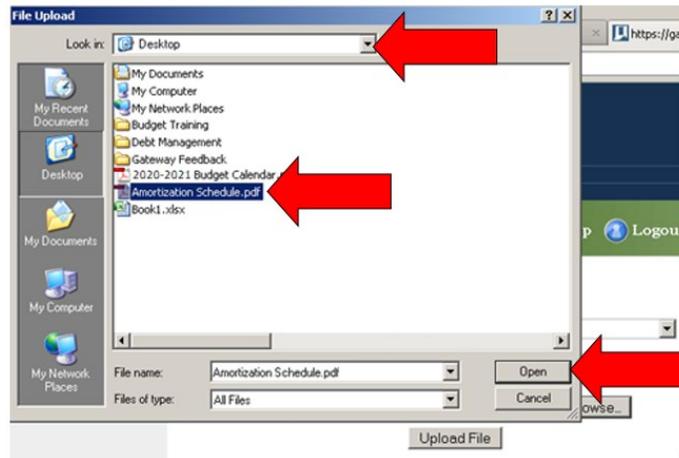
Type: 

File:

- Select One--
- Authorizing Ordinance/Resolution
- Amortization Schedule
- Proof of Publication
- Other
- Official Statement/Bond Covenant**



Once you click on browse, the following pop-up box should appear. Now you will need to think back to where the documentation was saved on your computer. To view the location it was saved, please click on the “Look in:” drop-down box to select the location, such as “Desktop” or “My Documents.” Next, click on the file that contains the scanned image and it should now be highlighted in blue. The file name will appear towards the bottom of the page and you can now select “Open” to finalize your file selection.



Your final step to upload the file is to click on the “Upload File” button on the bottom right-hand side.

[Select Unit](#) > **File Upload**

Bond Name:

Type:

File:



Now that you have uploaded your file, you will see the information along with a clickable link to the file that appears below in the table. You are more than welcome to click on the blue underlined file link to ensure the proper file was uploaded. If you uploaded another file by mistake, an upload can be deleted by clicking on the “Delete” option on the right-hand side of the table.

Select Unit > File Upload

Bond Name:

Type:

File:

Uploaded File Name: Amortization Schedule.pdf

Bond Name	Type	File Name	
GO Bond	Amortization Schedule	Amortization Schedule.pdf	Delete

Please be sure to upload documentation for debt that is reported. To upload additional documents, simply follow the same steps listed above.

Congratulations! You have successfully submitted your Debt Management 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.