



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

Gateway LIT Ordinance Upload User Guide

Instructions on Uploading a LIT Ordinance to Gateway

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To upload a signed LIT ordinance via the Gateway for Government Units (“Gateway”), visit <https://gateway.ifionline.org/login.aspx>. Users will need to log in to Gateway with a username and password. If you do not have a log-in or need assistance, please send requests to support@dlgf.in.gov.

Once logged in, from the Select Application menu, select the “Budgets” option to enter the Gateway Budget Forms application.



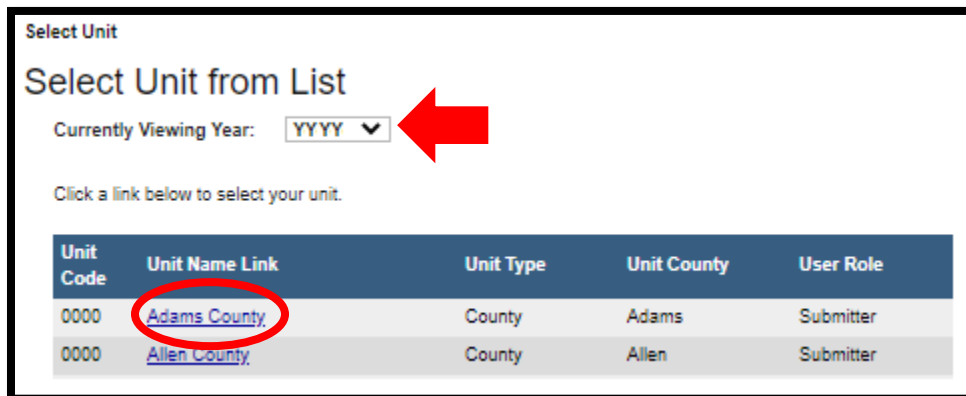
Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include Department of Local Government Finance, State Board of Accounts, Indiana Education Employment Relations Board and Indiana Gaming Commission.

Select Application


Department of Local Government Finance (DLGF)	Deadline	State Board of Accounts (SBOA)	Deadline
New* Additional Appropriations	Details	100R	Jan 31
Abstract	Details	Annual Financial Report	Details
Assessor Reports	Mar 31	Monthly and Annual Engagement Uploads	Details
Budgets	Details	Conflict of Interest Disclosure	15 days after final action

After entering the budget application, select your unit of government. Make sure to select the current year from the drop-down menu.



Select Unit

Select Unit from List

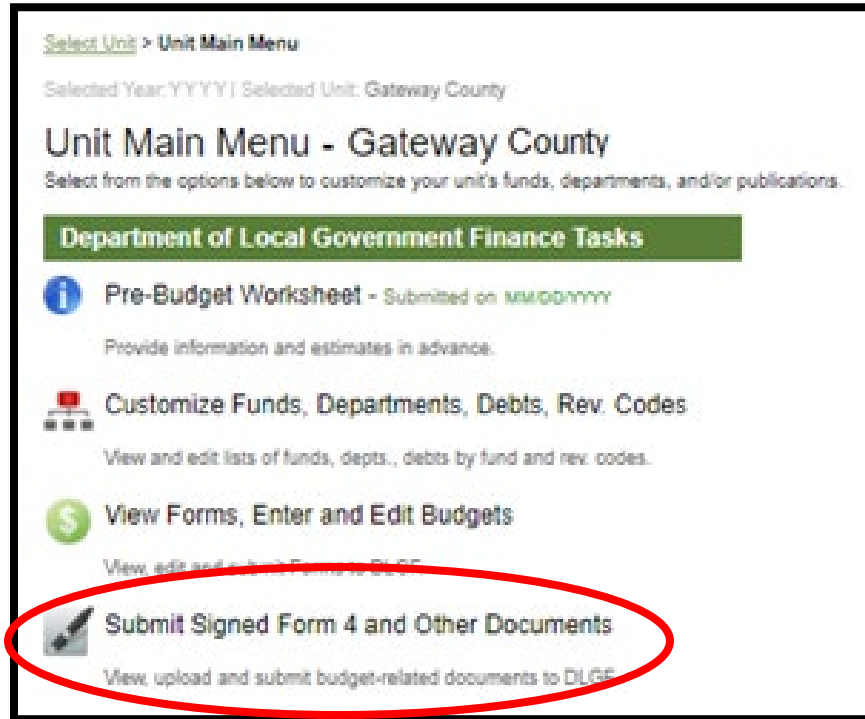
Currently Viewing Year: 

Click a link below to select your unit.

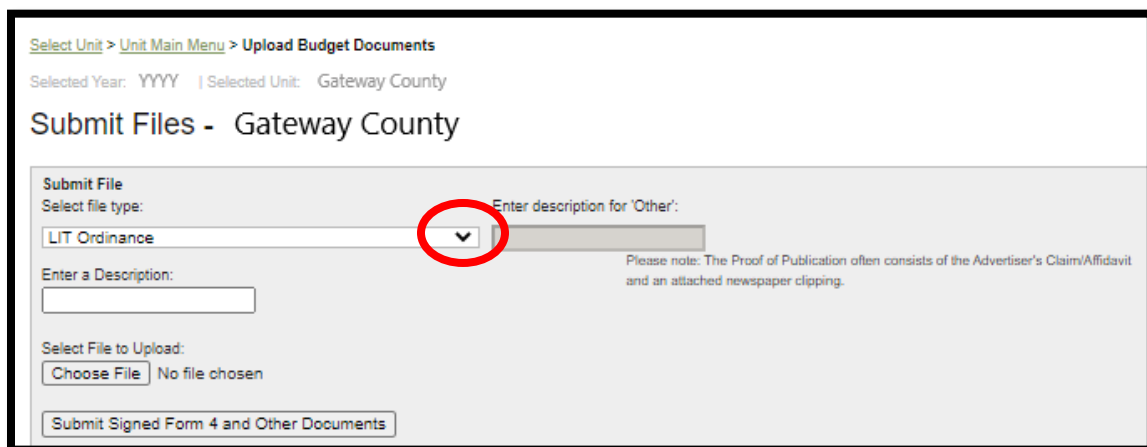
Unit Code	Unit Name Link	Unit Type	Unit County	User Role
0000	Adams County	County	Adams	Submitter
0000	Allen County	County	Allen	Submitter



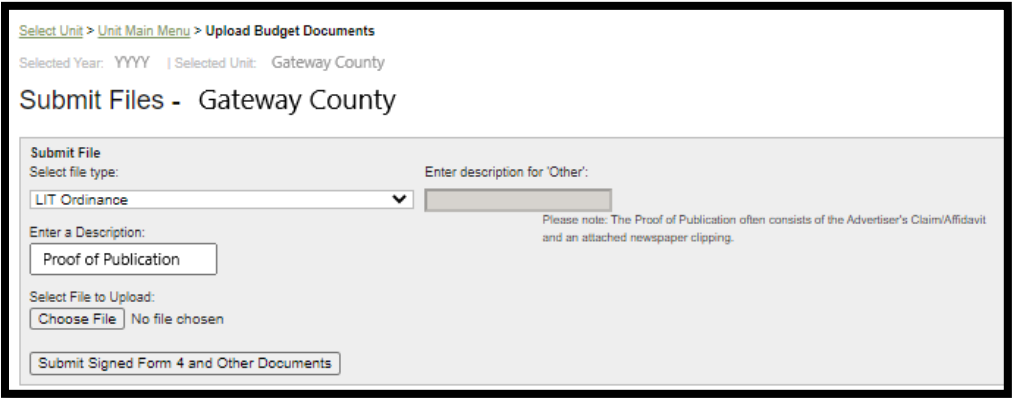
Once on the Unit Main Menu, click “Submit Signed Form 4 and Other Documents,” as pictured below.



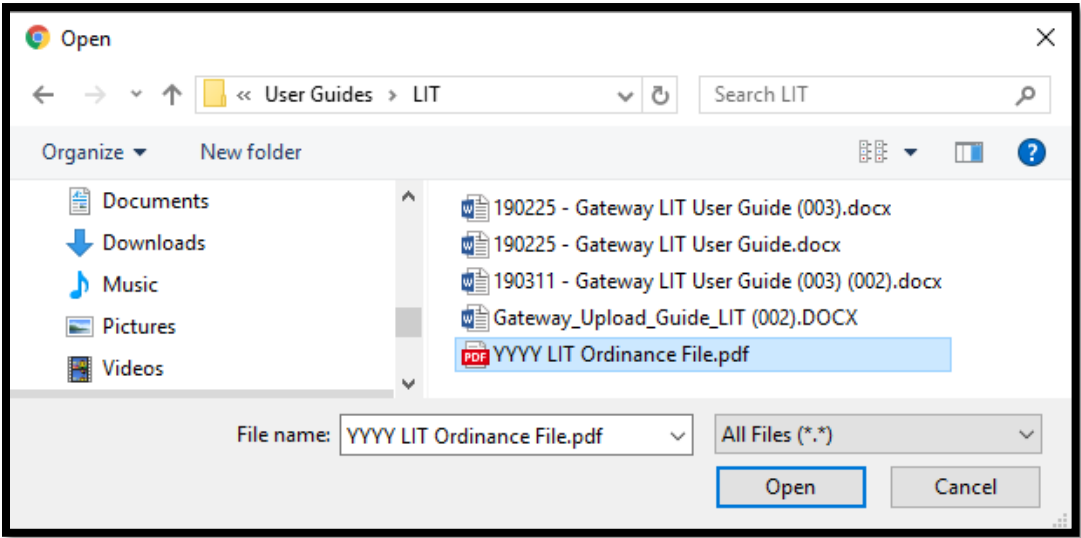
From the “Select file type” drop-down menu, select “LIT Ordinance.”



Next, click the “Choose File” button to select the signed LIT ordinance file. Gateway will accept PDFs and most image files. Locate your file with the File Upload window, and then click “Open.”

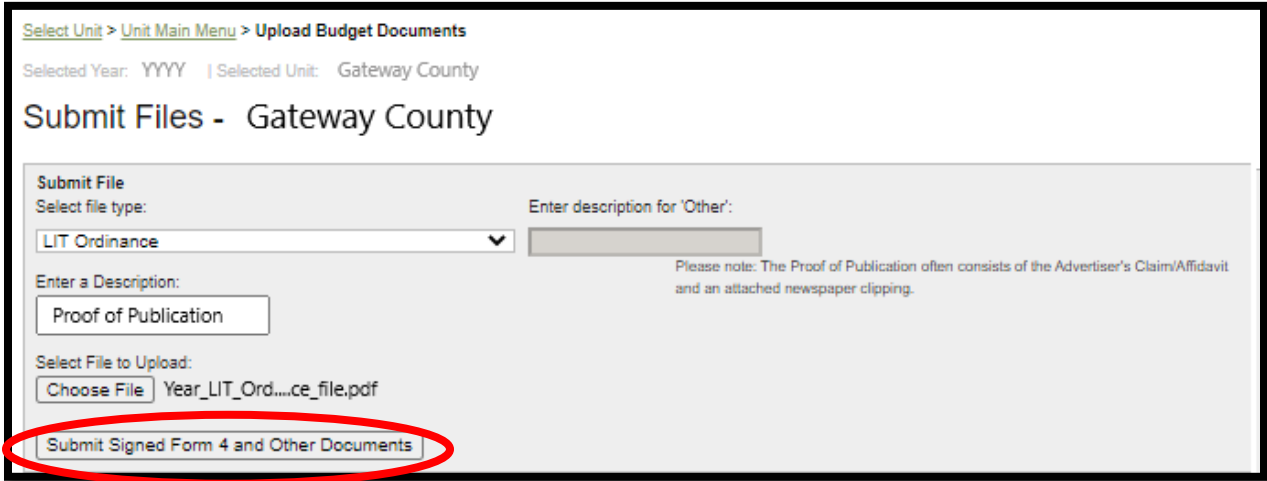


From here, select the appropriate location and then select the file. With the desired file highlighted, click “Open.”



You will now notice the file path appears to the left of the browse button.

Finally, click the “Submit Signed Form 4 and the Other Documents” button to finish uploading the ordinance. The file submission should be visible below this button if the upload were successful.



Select Unit > Unit Main Menu > Upload Budget Documents

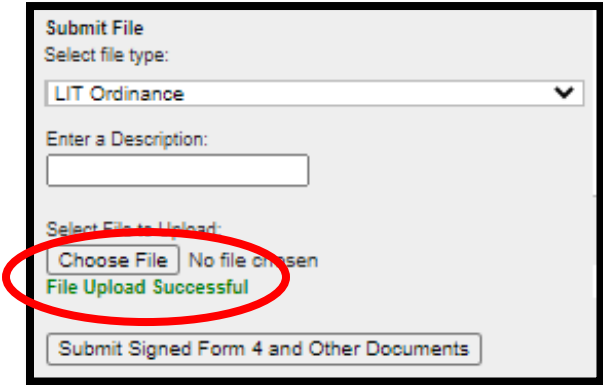
Selected Year: YYYY | Selected Unit: Gateway County

Submit Files - Gateway County

Submit File
Select file type: LIT Ordinance
Enter description for 'Other':
Enter a Description: Proof of Publication
Select File to Upload: Choose File | Year_LIT_Ord....ce_file.pdf
Submit Signed Form 4 and Other Documents

Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.

To know if the file was successfully uploaded, a “File Upload Successful” in the green font will show below the Choose File box.



Submit File
Select file type: LIT Ordinance
Enter a Description:
Select File to Upload: Choose File | No file chosen
File Upload Successful
Submit Signed Form 4 and Other Documents

If the upload was not successful, you will see the following message in a red font that will direct you to the next step.

Enter a Description:

Select File to Upload:

No file chosen

Please choose a file to upload

Once successfully uploaded, you should see all uploaded files appear below. If you wish to verify that the correct document was uploaded, click on the blue underlined file name, which will open the uploaded file.

Successfully Submitted Documents			
Publication File Name	File Type	File Description	File Upload Date
YYYY LIT Ordinance.pdf	LIT Ordinance	YYYY LIT Ordinance	MM/DD/YY hh:mm:ss

Congratulations! You have successfully submitted your LIT ordinance. Please see our other user guides for assistance with different forms. If you have any questions, please contact the Department at support@dlgf.in.gov or at (317) 232-3777.