



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

Contract Upload

GATEWAY USER GUIDE

Revised May 2021



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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 Support@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 Contract Upload (File Transmission) Application

After signing in, the user will be asked to select an application. Some of the options include Budgets, Debt Management, and Economic Development Reporting. Choose the “File Transmission” 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
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

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

Select Unit

Select Unit

Reporting Year: YYYY

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
7445	SOUTH SPENCER COUNTY SCHOOL CORPORATION	School	Spencer	Submit



Uploading your Contracts

Upon clicking the name of your unit, you will be taken to the File Transmission Menu. To begin, select “Local Government Contracts.”

Select Unit > File Transmission Menu

File Transmission Menu

Gateway County

Select Destination

- Local Government Contracts**
- Assessor Contracts
- View File History

After clicking on the “Local Government Contracts” link you will then be taken to the Contract Upload page.

Once on the Contract Upload page, you may click on the “+Add a Contract” button to upload a contract.

Select Unit > File Transmission Menu > Contracts Upload

Gateway County

Contracts Upload

0 active contracts

+ Add a Contract Filter

Category	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
No records to display.								
Page size: 10								0 items in 1 pages



This will open another dialog box. You will be asked to enter some information related to the contract you are about to upload. Begin by selecting the “Category” for your contract. Category and Vendor Name are mandatory fields. The remaining fields are optional, though users are encouraged to complete them where possible.

The screenshot shows a web form titled "Add a Contract". The form has several fields: "Category" (a dropdown menu currently showing "Capital Outlays" with a red circle around the dropdown arrow), "Vendor Name" (a text input field), "Est. Total Cost" (a text input field), "Sign Date" (a date input field with a calendar icon), "End Date" (a date input field with a calendar icon), "Purpose" (a large text area), and "Add File(s)" (a file upload section with a "Choose Files" button and "No file chosen" text). At the bottom right of the form is a blue "Add Contract" button.

Once you have entered the information you will select your contract for upload by clicking on the “Browse” button. Select the contract to be uploaded from the saved location on your computer. The tool will accept pdf, image files, Microsoft Word documents, and various other file types. Once you have selected your file you will then click on the “Add Contract” button to upload the file.



Editing your Contracts

If you need to record a contract amendment or you made an error in uploading your contract, you may edit the information or delete the upload and start again.

After clicking the name of your unit, you will be taken to the File Transmission Menu. To begin, select “Local Government Contracts.”

Select Unit > File Transmission Menu

File Transmission Menu

Gateway County



Clicking on the “Local Government Contracts” link, you will then be taken to the Contract Upload Page.

Find the contract you wish to edit. Once you have found the correct contract click on the “pencil” icon to enter edit mode.

Select Unit > File Transmission Menu > Contracts Upload

Gateway County

Contracts Upload

1 active contracts

+ Add a Contract

Filter

Category	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
Capital Outlays	Any Vendor Inc.	\$5,000,000.00	MM/DD/YYYY	MM/DD/YYYY		MM/DD/YYYY	Active	

Page size: 10

1 items in 1 page

Click on the “pencil” icon to open a new dialog box.



Add or modify any information as necessary. To delete files related to this contract you may click in the red “X” next to the particular file uploaded in error.

File Name	Download	Delete
fire.jpg		
Water.jpg		
school.png		

Once all corrections have been completed, click on the “Save Contract” button.

Save Contract



View File Upload History

You may review a history of contract uploads within the File Transmission application.

After clicking the name of your unit, you will be taken to the File Transmission Menu. To view the upload history, select “View File History.”



Clicking on the “View File History” link will take you to the File Transmission History page.

Select Unit > File Transmission Menu > File History

File Transmission

Training City 1 - Gateway1 County

3 files uploaded

Filter

Form Type	Year	Uploaded By	File	File Size	Last Modified
Contract	MM/DD/YYYY	mgas-james@dlgf.in.gov	school.png	33 KB	MMDD/YYYY hh:mm:ss
Contract	MM/DD/YYYY	mgas-james@dlgf.in.gov	Water.jpg	4 KB	MMDD/YYYY hh:mm:ss
Contract	MM/DD/YYYY	mgas-james@dlgf.in.gov	fire.jpg	13 KB	MMDD/YYYY hh:mm:ss
Total:	3 types	1 uploader(s)	3 files	50 KB	

The information listed within the box allows you to see what was uploaded, who uploaded the document, and when the document was uploaded.

If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.