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

Gateway
User Guide

1782
Notice Recipients

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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 Support@dlgf.in.gov to register.


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.

1782 Recipients Overview

Once all budget forms are submitted to the Department, the budget field representatives will review them and issue a 1782 Notice stating any changes that were made. The unit will then have 10 days to respond with any changes.

This form allows the official to add anyone they want to receive the 1782 notice via email and an optional phone number. It is strongly recommended to list two individuals to receive this notice.
Accessing 1782 Recipient Overview

First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, enter; and Edit Budgets.”

Next, click on “1782 Recipients: Registration of 1782 Notice E-mail Recipients” and then select the “Click to edit form” link. This will load the form.
Entering Information in 1782 Recipients

To add recipients for the 1782 Notice, enter his or her contact name, email, and optional phone number. Then simply click “add.”

Signing the Form Electronically

At the bottom of 1782 Notice recipients, there is a box for users to place an electronic signature on the form. 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 has been sent, via email, to the person with submission rights. You may contact the Department at Support@dlgf.in.gov or at (317) 234-4480 in the event that you have lost or not received a Pin code. Once you select “Sign and Date Form”, today’s date will automatically populate.

Once you see the red text stating “Form signature values saved,” you have successfully signed Form 4B.

**Marking the Form “Ready to Submit”**

At the bottom of the form, you will notice the “Ready to Submit” status box. Before you complete the form, you will notice a grey box titled “Not Ready to Submit.”

The budget forms have a feature, called validation, built-in. This does not allow the form to be marked as “Ready to Submit,” or be submitted until the required fields are completed. Validation will help prevent some commonly found errors from previous years. Under a closer look, you will notice that the box states,

“You will be able to mark this form as ‘Ready to Submit’ once an email address has been added, and the form has been signed.
Once at least one email address has been added and you have signed the form with your PIN, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box.

Once this is checked, the box will turn green, and the form will now be marked as Ready to Submit. The 1782 Notice Form can still be edited until it is submitted.

Note that after the 1782 Notice Recipients form has been marked as “Ready to Submit,” it will show a green submit option.

Once the form is complete and no further changes will be needed, click on the green “Click to submit completed form to DLGF” button. A pop-up box will appear confirming the submission of the form. If you are ready to submit, simply press “OK.”

Congratulations! You have successfully submitted your 1782 Recipients: Registration of 1782 Notice Email Recipients. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at Support@dlgf.in.gov or at (317) 234-4480.