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Gateway User Guide

Uploading your Signed Form 4 and Other Documents



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Upload Overview

Once your unit has formally adopted your budget, a copy of your signed Form 4 must be uploaded. County units and schools have other forms that they are required to upload as well. The upload section is the only acceptable form of submission. The Department does not accept required submissions of these documents through fax, email, or mail.

Scanning Your Documents

You will first need to scan your documents and save them in a location on your computer where you can find them. If you do not have a scanner, you will need to locate someone with one. Local libraries and sometimes other officials such as county auditors may offer assistance. A list of Gateway Help Centers that have volunteered to serve as a resource can be found at:

http://www.in.gov/dlgf/files/2012_DLGF_Gateway_Help_Centers.pdf.

Uploading Your Documents

Once you have scanned and saved your documents, please click on “Submit Signed Form 4 and Other Documents” on the Unit Main Menu.

Department of Local Government Finance Tasks

- Pre-Budget Worksheet - Submitted on 5/26/2017 12:52:58 PM
Provide information and estimates in advance.
- Customize Funds, Departments, Debts, Rev. Codes
View and edit lists of funds, depts., debts by fund and rev. codes.
- View Forms, Enter and Edit Budgets
View, edit and submit Forms to DLGF.
- Submit Signed Form 4 and Other Documents** ←
View, upload and submit budget-related documents to DLGF.
- Property Tax Cap Info
View Property Tax Cap Data Currently Entered on all Forms
- Optional Flat File Upload
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

Once you have located your scanned file on your computer, you are ready to proceed.

Submit File

Select file type: Enter description for 'Other':

Enter a Description:

Select File to Upload:

No file selected.

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

There are no files uploaded for this unit.

The first option, "Signed Budget Ordinance/Resolution (Form 4)" will already be selected. To view all upload types, click the arrow on the right side of the file type. For non-school units, the documents to upload include the Signed Budget Ordinance/Resolution (Form 4), and Appropriation Reduction Ordinance/Resolution, if applicable. Schools will also have the option to upload their School Bus Replacement Documentation and their School Capital Projects Fund Documentation.

Your first step is to select the type of document you are uploading.

Select file type:

- Signed Budget Ordinance/Resolution (Form 4) ▾
- Signed Budget Ordinance/Resolution (Form 4)
- Proof of Publication (Form 3)
- Appropriation Reduction Ordinance/Resolution
- Declaration of Excess TIF AV

Next, enter a description. You are welcome to choose any description that best describes the document you are uploading.

Submit File

Select file type: Enter description for 'Other':

Enter a Description:

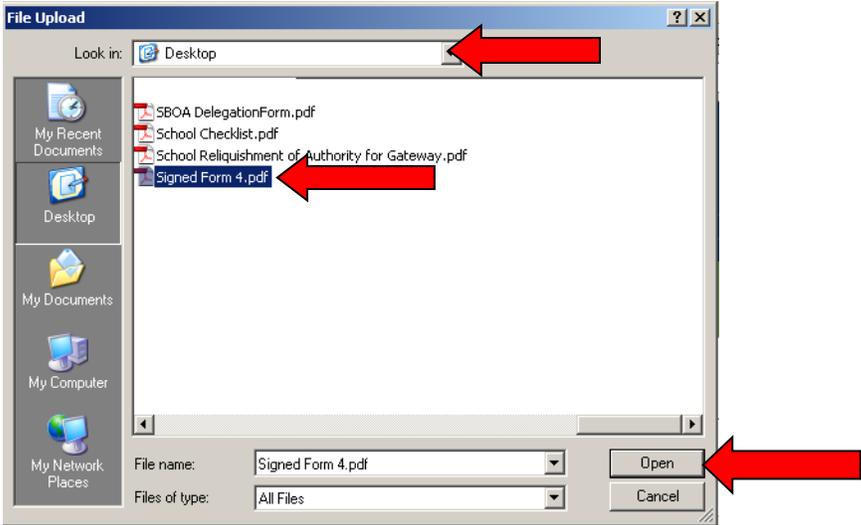
Select File to Upload:

No file chosen

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

You will then need to choose the file to upload. To locate the file, click on “Choose File.” A pop-up box will appear.

From here, select the appropriate location where you previously saved your document, and then select the file. With the desired file highlighted, click “Open.”



The file path will now appear to the right of the “Choose File” button.



The last step in uploading the document is to click the “Submit Signed Form 4 and Other Documents” button.



Verifying your Uploaded Files

Once successfully submitted, all the uploaded files will appear below. Please verify that the correct document was uploaded by clicking on the blue underlined file name. This will open the uploaded file.

Submit File

Select file type: Enter description for 'Other':

Signed Budget Ordinance/Resolution (Form 4)

Enter a Description:

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

Select File to Upload:

No file chosen

File Upload Successful

Successfully Submitted Document

Publication File Name	File Type	File Description	Action
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Form 4	Delete

Repeat the previous steps until your upload requirement has been fulfilled.

Congratulations! You have successfully uploaded your documentation. Please see our 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) 232-3777.