The Gateway portal is a collaborative effort between many state agencies and IBRC, the Indiana Business Research Center at IU.

Officials at local government units are required to upload financial information for use by various agencies including by SBOA, DLGF, DOE, BMV, and the Indiana Gaming Commission.
The SBOA has 6 applications on Gateway:

- AFR-Annual Federal Report
- 100R-Employee Compensation
- E-1-Entity annual report
- ECA-Extracurricular accounts
- Conflict of Interest Disclosure
- Monthly and Annual Engagement Uploads

Access through internet browser:
- Google Chrome or Firefox are supported browsers
- Login: https://gateway.ifionline.org/login.aspx
- Username: email address
- To set up a user email the Helpdesk: Gateway@sboa.in.gov
- Can reset password yourself. But locked out after 5 bad attempts and must email Helpdesk at that point
• Userguides (search with "CTRL+F"):
  https://gateway.ifionline.org/help.aspx

• Submitter must submit the AFR/100R but can authorize an editor to assist. Complete Limited Delegation of Authority form and email to Helpdesk. Form found at:
• Due Date: January 31, 2021
• You will report total compensation on the 100R for all employees who receive a W-2 including directors
• You can enter employee information manually or through a direct upload.
• Data publicly available online

Submission email:

The Sboa City Unit 100R Report is Submitted
no-reply:ibrci@iu.edu
To: Karl, Alyson

**** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.****

The 2020 100R report for Sboa City Unit has been submitted on 1/14/2021 7:17:51 AM by akarl@sboa.in.gov.
### Sample CSV Upload File:

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<thead>
<tr>
<th>Year</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Dept</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Title</th>
<th>Comp</th>
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<td>Alexander</td>
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<td>100.00</td>
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<td>46204</td>
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<td>800.00</td>
</tr>
</tbody>
</table>

### AFR
• Due Date: **March 1, 2021**

• Provide information for financial statements

• Most data publicly available online

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Submission email:

The Sboa Township Unit Annual Report is Submitted

no-reply-ibrc@iupui.edu
To: Karl, Allison; mthollin

7:57 AM

**** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ****

The 2020 annual report for Sboa Township Unit has been submitted on 1/19/2021 7:57:22 AM by akarl@sboa.in.gov.
Only submitter can un-submit:

- **System Functions**
  - **Upload Files**: Uploading is an option for those government units with vendors who choose to populate a portion of their report by uploading files. Status: Uploaded
  - **Annual Report Outputs**: Reports may be viewed as PDFs or Excel spreadsheets. Status: Available
  - **Financial Statement/SEFA**: Download Financial Statements and SEFA in Excel. Status: Available
  - **Review Submission**: Review any submission errors or warnings. Status: Available
  - **Un-Submit Annual Report**: Un-submit the annual report to SBOA. Submitted by ekart@sboa.ln.gov on 1/19/2021 7:57:00 AM

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**ENGAGEMENT UPLOADS**
Changes effective December 2020:

Monthly Uploads:
• Bank Reconcilements, **Bank Statements**, and **Outstanding Check Lists**
• Approved Board Minutes
• Funds Ledger - summarizing total receipts, disbursements, beginning balances and ending balances by fund

Annual Uploads:
• Year-end Investment Statements
• Detail of Receipts for the year
• Detail of Disbursements for the year
• Current year Salary Ordinance and **Amendments**
• Annual Vendor History Report
New Annual Uploads:

• Annual Payroll History Report, without SS#

• Annual Funds Ledger

• For Cities/Towns with courts: Court Trust Fund Subsidiary Detail as of December 31

• Optional: Excel Data Capture/Data Dump (in lieu of Detail of Receipts and Disbursements)

Direct request email:

The State Board of Accounts requests that you upload a file to Gateway for 123 county unit in 5678 County. Please email your audit team after you upload the file to inform them that you have provided the requested information.

Requested File: Test direct request - all
Request Detail: please disregard, thanks for your patience

Please login to the Gateway here: https://gateway.in.gov/login.aspx.

- Select Monthly and Annual Engagement Uploads.
- Select your unit name.
- Select the year.
- Select "Direct Request" from the Upload Group dropdown box.
- Select the file requested in the File Type dropdown box.
- Click the Browse button to find the file on your computer to upload.
- Click the Submit this Upload button to upload the file.

For more detailed instructions with screenshots, please see the user guide.

We appreciate the opportunity to work with you as we continue to advance the tools available to us to keep our audits progressing. Please upload the requested information within seven days of the date of this request. If the requested information cannot be provided within the requested timeframe, please contact the audit team.

If you have any questions, email the help desk at gateway@in.gov.

Thanks,
5678 Engagement Strategies