Gateway User Guide

Gateway Abstract

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How do I get to the application screen in Gateway?

Each user has a specific username and password that will allow access to Gateway. The username is the email address on file with the Department of Local Government Finance (DLGF). Users without a Gateway account may contact gateway@dlgf.in.gov to register.

Web Address (URL):
https://gateway.ifionline.org/login.aspx

Please note that Gateway works best using **Firefox** or **Google Chrome**.

Accessing the Gateway Abstract application

After signing in, users will see the "Select Application" Gateway page. Choose the "Abstract" option.

Select Application

Department of Local Government Finance (DLGF)	Deadline
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

On the Select County page, users should select their unit.

Select County:

Select County from List

Tax Year 2017 ▾

County Code	Unit Name	User Role
01	Adams	Submit

Pre-Abstract Survey

The Pre-Abstract Survey must be completed prior to uploading any files. Users may access the Pre-Abstract Survey by clicking the "Pre-Abstract Survey" link in the upper-left corner of the Gateway Abstract application.

The Pre-Abstract Survey consists of two (2) "Yes/No" questions and four (4) "I understand/I do not understand" questions, which are very similar to the questions user were asked to answer in prior year versions of the pre-abstract survey.

For those counties that offer property tax relief credits, users will need to enter their Final PTRC Balance as of December 31 of the previous calendar year and the current allocation percentages for the various property tax relief credits: All Property, 1%, 2%, 3%, Residential, and Former Qualified Residential. In the event the user does not know the current allocation percentages for their county's property tax relief credits, they should click the "I don't know" option.

Additionally, users will be asked to verify and enter information pertaining to Phase-In and MTE (Municipal Tax Exemption) state assigned taxing districts. The Pre-Abstract Survey will be pre-populated with a list of state assigned taxing districts that were listed as either a Phase-In or MTE based on data reported in the previous year's abstract. Users should verify that the pre-populated list is still accurate and make any necessary edits, such updating the Phase-In year for the applicable state assigned taxing district. Furthermore, if a Phase-In or MTE state assigned taxing district is new for the current pay year, users will need to add that district's information under the "Add a new MTE or Phase-In taxing district" section by selecting the appropriate taxing district from the drop down menu and clicking "Add" button.

After an option has been selected for each question, a "Submit Survey" button will appear at the bottom of the screen. User should press this button in order to transmit their survey information to the State.

File Upload

Please note that the Pre-Abstract Survey must be completed and submitted in Gateway prior to the county uploading any of their abstract files.

Once the county is selected, users will be directed to the Unit Main Menu page. To access the File Upload, the user should select "File Upload" on the left side of the page.

There are a total of seven files that can be uploaded. They consist of the TAXDATA, ADJMENTS, ABTAXSUPP, ABCERTRATE, TIFSUMM, TIFTAX, and TIFTAXSUPP files. The 7 files may be uploaded individually, or together as 1 zip file. All 7 files must be successfully uploaded before the system will begin performing calculations. If you receive an error with your file upload, please contact your local software vendor.

Please note that if you have previously uploaded a set of Gateway Abstract files and have performed calculations on those files, doing another iteration of uploading the Gateway Abstract files and running the calculations will overwrite the results from the previous round of calculations.

Once users select the blue "Upload" button, the Gateway Abstract files that were provided by the county's tax and billing system may be uploaded.

All 7 files must be successfully uploaded before an authorized user may click the blue "Run Calculations for Upload" button. This button populates the data for each section on the left toolbar.
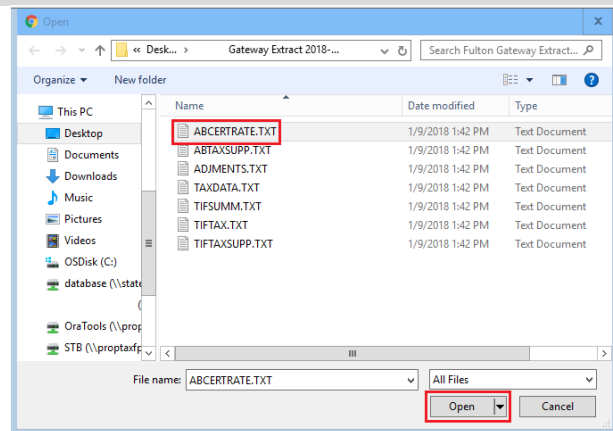
Current Upload:

7 of 7 files loaded. **Run Calculations for Upload**

TAXDATA	Demo	Details
ADJMENTS	Demo	Details
ABTAXSUPP	Demo	Details
ABCERTRATE	Demo	Details
TIFSUMM	Demo	Details
TIFTAX	Demo	Details
TIFTAXSUPP	Demo	Details

Please note that the Gateway Abstract files must follow specifications provided to the tax and billing software vendors by the DLGF. Using a file that does not follow the prescribed specifications will likely result in an upload error.

1. Select the file to upload.	2. Click "Choose File" and Open the selected file.
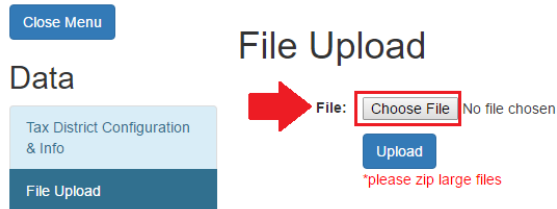
3. Verify the correct file is opened.	4. Click the blue "Upload" Button.

Immediately after uploading the file, a yellow box will appear in both the "Current Upload" and "All Upload" status boxes for the uploaded file(s), notifying the user that the file has been uploaded and is currently processing.

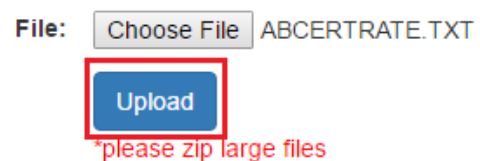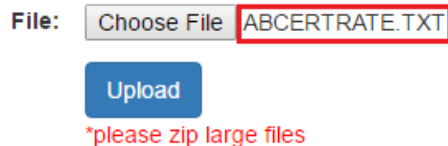After the file has been processed, the yellow box in the "File Status" column under "All Uploads" will either turn green or red. The green box indicates that the file has been successfully processed, while the red box indicates that there are error(s) in the row data.

All Uploads:

File Name	File Status		Number of Records	Number of Errors	Timestamp	
TIFSUMM	🟩	Completed	5	0	1/8/2018 11:42:03 AM	Details
TAXDATA	🟥	Error(s) in row data.	19736	19734	1/8/2018 11:42:03 AM	Details

If, after 5 minutes, the File Status has not changed, please click on "File Upload" under the "Data" section on the left of the application.

In the event "Errors(s) in row data" appears under the "File Status" column, users may click on the "Details" button to the right in order to see the list of records that are resulting in a file processing error and to see what the nature of the error is. This information will be helpful to share with the county's tax and billing software vendor when the user contacts the vendor to help troubleshoot the upload errors with the file.

Please note that the "Run Calculations for Upload" option should not be selected until all seven files have been successfully processed (i.e., the File Status states "Completed" and the box appears green for each of the seven files).

Review Signature

Review

Review Signature

County Review

Before the Auditor is able to submit the Gateway Abstract, all five (5) sections 1) Net Assessed values, 2) Tax Rates and Levies, 3) Total Taxes, 4) TIF, & 5) Taxing District Summaries) of the Abstract application must first be reviewed.

If a section still has an area or areas that have not yet been reviewed, that section will display in red on the "Confirmation of Reviews and Signature" page.

Confirmation of Reviews and Signature

Net Assessed Values   Section 1 of 5
- Net Assessed Value Summary
- Gross Assessed Values
- Adjustments
- TIF Assessed Value
- District Net Assessed Values

Sections that have not yet been reviewed will be indicated by a yellow exclamation point icon. Units may click the blue hyperlink next to the icon to review that section.

⚠ Sections that have not yet been reviewed

Navigate to these sections

✅ View Rate & Levy Summary
⚠ View Detail by District
⚠ View Detail by Unit/Fund

If all areas of a section have been reviewed, that section will display in green on the "Confirmation of Reviews and Signature" page.

Taxing District Summaries   Section 5 of 5
- Taxing District Summaries

Sections that have been reviewed will be indicated by a green checkmark icon. Units may click the blue hyperlink next to the icon to review that section.

Navigate to these sections

✅ District Summaries

After all areas in a particular section have been reviewed (i.e., each area has the green checkmark icon next to it), then a box will appear under that section that the authorized user must click to confirm the accuracy of the data contained in those areas.

After the confirmation box has been checked, the text underneath that section will change from "Awaiting Review" to "Confirmed".

After the confirmation box has been checked for all 5 sections of the abstract, a box will appear at the bottom of the page that must be checked acknowledging that all sections of the Abstract have been reviewed and confirmed and the Abstract is ready to be submitted.

Submission

Once all the data has been reviewed and any required explanations have been provided for the various review checks, the county auditor will need to personally enter their name, title, and specific Gateway PIN number to submit the information as the last step in the abstract submission process. If the auditor cannot remember their 4 digit PIN number, please have the auditor personally email gateway@dlgf.in.gov and request that their PIN number be sent to them.

☑ I acknowledge that all the Abstracts sections have been reviewed and confirmed and the Abstract is ready to be submitted.

Form Signature

NAME

TITLE

Required Field - Please input a value
SIGNATURE/PIN

Required Field - Please input a value

DATE

SIGN AND SUBMIT FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Questions

Questions related to the submission of the Gateway Abstract application may be directed to the Gateway Support Team at gateway@dlgf.in.gov or (317) 234-4480.

Questions related to errors received while uploadling the files should be directed to your local tax and billing software vendor.