



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

# Abatement Upload and Submission

---

## GATEWAY USER GUIDE



## Table of Contents

How Do I Get the Application Screen in Gateway? .....	3
Overview .....	3
Selecting the Application .....	4
Select the Unit .....	4
Select Destination .....	5
Select Upload Report .....	5
Populating the Upload Abatement Report .....	6
Selecting Fiscal Year .....	6
Entering File Name .....	7
Entering File Description .....	7
Adding the File .....	7
Ensuring the file is uploaded in the “Add File” and Ready to click on the “Upload Report” .....	8
Ensuring that the report is “Successfully Submitted” .....	8



## How Do I Get 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](mailto: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.

## Overview

Annually before December 31, a county must publish abatement information, including a list of the real and personal property abatement applications that resulted in abatements being granted in Economic Revitalization Areas for the current year.

By way of example, if an abatement application is filed by May 10, 2020, and the applicable designating body grants the abatement for the 2020 pay 2021, 2021 pay 2022, and 2022 pay 2023 tax years, the county auditor must, by December 31, 2020, advertise certain information required by IC 6-1.1-12.1-8. Please note that this list does not include deductions like the Homestead Deduction, Mortgage Deduction, etc. It is only for deductions in an Economic Revitalization Area, such as abatements granted by a designating body (e.g. county council, city council, town council, etc.).



## Selecting the Application

Select and click on “File Transmission”.

### Select Application

Department of Local Government Finance (DLGF)	Deadline
<b>New*</b> Additional Appropriations	<a href="#">Details</a>
Abstract	<a href="#">Details</a>
Assessor Reports	Mar 31
Budgets	<a href="#">Details</a>
Data Entry for CNAV and Form 22	<a href="#">Details</a>
Debt Management	<a href="#">Details</a>
Economic Development Reporting	Sep 30
<b>File Transmission</b>	<a href="#">Details</a>



## Select the Unit

Select and click on the appropriate unit.

Select Unit

### Select Unit

[All Units](#)

Reporting Year: 2020

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
9000	DLGF county unit	County	Gateway1	Submit
9910	Training City 1	City/Town	Gateway1	Submit



## Select Destination

Select and click on “Annual Economic Revitalization Area Abatement Information Reports”.


Select Unit > File Transmission Menu

# File Transmission Menu

## DLGF County Unit

**Select Destination**

- Local Government Contracts
- Annual Economic Revitalization Area Abatement Information Reports
- Assessor Contracts
- View File History



## Select Upload Report

From the File Transmission Menu, select and click on “Upload Report”.

Select Unit > File Transmission Menu > Annual Economic Revitalization Area Abatement Information Report Upload

### DlGF County Unit

### Annual Economic Revitalization Area Abatement Information Report Upload

0 abatement reports

[+ Upload Report](#)

Year	File Name	Description	Date Submitted	Submitter	Download
No records to display.					



## Populating the Upload Abatement Report

### Selecting Fiscal Year

From the Upload Abatement Report Screen, on the \*Fiscal Year, click on the right corner extend arrow of the box.

Upload Abatement Report

\* Fiscal Year: Select a Year

\* File Name:

\* File Description:

\* Add File:  No file chosen

Select and click on the appropriate “Year”.

Upload Abatement Report

\* Fiscal Year: Select a Year

\* File Name:

\* File Description:

\* Add File:  No file chosen

### Entering File Name

Next to the File Name, click on the box to the right and type the Name of the File.

### Entering File Description

In the box to the right and type the File Description.

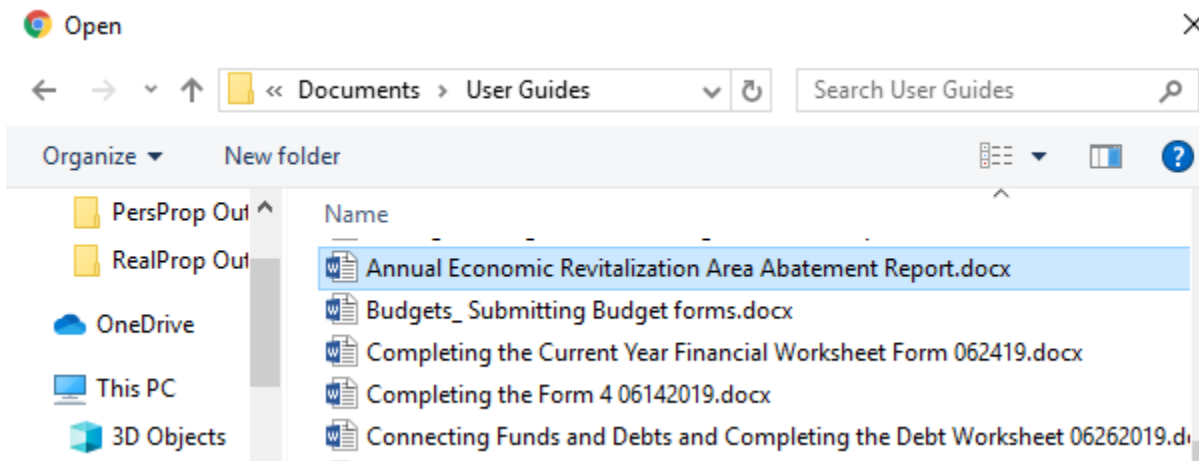
The screenshot shows a web form titled "Upload Abatement Report". It contains the following fields:

- \* Fiscal Year:** A dropdown menu with "2020" selected.
- \* File Name:** A text input field containing "Abatement 2020 Pay 2021".
- \* File Description:** A larger text input field containing "2020 Pay 2021 Abatement Publication".
- \* Add File:** A button labeled "Choose Files" next to a file selection area.

Red boxes and arrows highlight the "File Name", "File Description", and "Add File" fields, indicating where the user should enter information.

### Adding the File

Then select and click on the "Choose Files" this will open Windows Document and locate the appropriate file to upload.



## Ensuring the file is uploaded in the “Add File” and Ready to click on the “Upload Report”

The file name will appear from the right of the Choose Files box. Then select and click on the “Upload Report”.

**+ Upload Abatement Report** ✕

\* Fiscal Year:

---

\* File Name:

---

\* File Description:

---

\* Add File:  Annual Economic...nt Report.docx ←

---

→

## Ensuring that the report is “Successfully Submitted”

The table on Abatement reports will show the Year, File Name, Description, Date/Time Submitted, the submitter’s email, and the Download Icon that appears in the abatement report’s box.

Department of Local Government Finance - File Transmission 
[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Select Unit > File Transmission Menu > Annual Economic Revitalization Area Abatement Information Report Upload

### Annual Economic Revitalization Area Abatement Information Report Upload

1 abatement reports

Year	File Name	Description	Date Submitted	Submitter	Download
2020	Abatement 2020 Pay 2021	2020 Pay 2021 Abatement Publication	MM/DD/YYYY	Submitter’s Email	





Congratulations! You have successfully uploaded your annual abatement report. 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](mailto:Support@dlgf.in.gov) or at (317) 234-4480.