



Indiana Gaming Commission Local Area Development Reporting

Gateway User Guide Annual Report Submission

February 2016 (revised)

Data Submission Deadline

Gateway is a web-enabled entry system you will use to enter your required annual data for 2015.

- Data Entry Opens January 1, 2016
- Final Submission Due by March 1, 2016

- Access is authorized by the Indiana Gaming Commission
- The Authorized person is the official of the Provider or Specified Recipient organization
- Username and password are assigned specifically to an individual and are not to be shared; if multiple staff are required to use the application, please request individual access codes
- Submission is the sole responsibility of the designated officer of the Provider or Specified Recipient, regardless of whether a staff-designee enters the data, the designated official is the only authorized Submitter.
- Contact for authorization: Natalie Raver lda@igc.in.gov

Access: Login

- As an authorized user, you will go to this URL to login, using your assigned username and password

<https://gateway.ifionline.org/login.aspx>

Gateway INDIANA
for government units

An Information for Indiana Data Site

This site works best in [Firefox](#) and [Chrome](#). Internet Explorer is not a supported browser.

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

Email

- [Technical Issues](#)
- [DLGF](#)
- [SBOA](#)

POWERED BY
Information
for Indiana

Access: If you have Browser issues

- Every attempt is made to make the Gateway application compatible with a variety of internet browsers
- However, older browser versions sometimes cause issues – we recommend using IE11, Firefox, or Chrome to access Gateway
- Sometimes, your local intranet/networking office may block “https” secure sites and you may need to contact them to allow use of this site
- If you do experience problems, please contact IBRCtech@iupui.edu to report the problem – including a screenshot can be very helpful!

Applications on gateway

- After logging into Gateway, you will see the application page.
- This guide will focus on the Reporting application

Select Application

 Budgets	 Debt Management	 Annual Financial Report
 SB 131 Reporting for SWMDs	 TIF Management	 100R
 Property Files Upload	 Redevelopment	 Collective Bargaining Reporting
 Other Post-Employment Benefits	 Economic Development Reporting	 CBR Contract Upload
 Public Transit Upload	 Local Development Agreement	 Bargaining Status Form: Pre-Impasse

Local Development Agreement reporting

- From the Select Application screen, click on the icon or text for Local Development Agreement. A Select Unit from List screen will appear. Click on your unit or entity name.

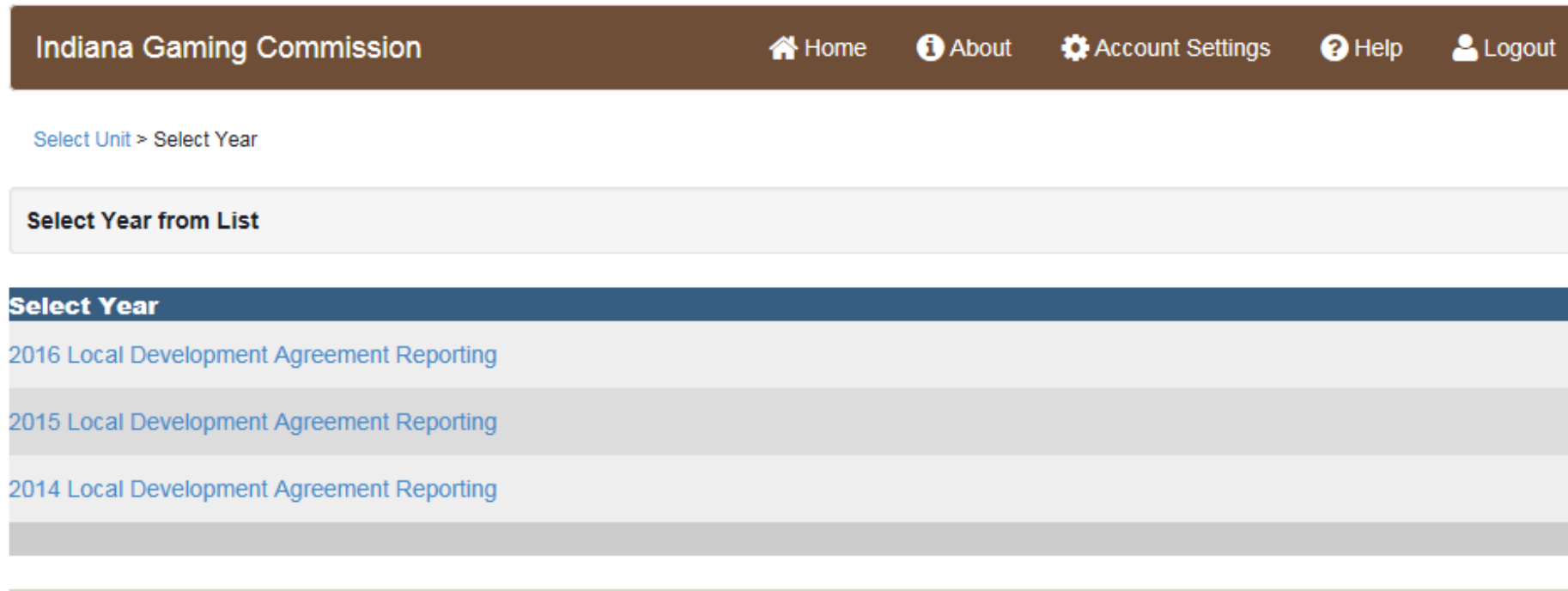


The screenshot displays the 'Gateway for government units' interface. At the top, the logo features the word 'Gateway' in blue, 'INDIANA' in orange above it, and 'for government units' in orange below it. To the right is a blue shield icon with a white outline of Indiana and an open door. Below the logo is a dark brown navigation bar with the text 'Indiana Gaming Commission' on the left and links for 'Home', 'About', 'Account Settings', 'Help', and 'Logout' on the right. The main content area has a 'Select Unit' header on the left and an 'All Units' link on the right. Below this is a 'Select Unit from List' section containing a table with the following data:

Unit Code	Unit Name Link	Unit Type	Unit County	Role
0900		PROVIDER	Dearborn	Submitter
0900		SPECIFIED RECIPIENT	Floyd	Submitter
0900		SPECIFIED RECIPIENT	Harrison	Submitter
0900		PROVIDER	Harrison	Submitter
1000		PROVIDER	Lake	Submitter
0900		SPECIFIED RECIPIENT	Lake	Submitter
0900		PROVIDER	Lake	Submitter
0900		PROVIDER	Lake	Submitter

Select Year

- Select 2015 Local Development Agreement Reporting.



The screenshot shows the Indiana Gaming Commission website interface. At the top is a dark brown navigation bar with the text "Indiana Gaming Commission" on the left and icons for "Home", "About", "Account Settings", "Help", and "Logout" on the right. Below the navigation bar is a breadcrumb trail: "Select Unit > Select Year". A light gray box contains the text "Select Year from List". Below this is a dropdown menu titled "Select Year" with a dark blue header. The menu lists three options: "2016 Local Development Agreement Reporting", "2015 Local Development Agreement Reporting", and "2014 Local Development Agreement Reporting". A large blue arrow points to the "2015 Local Development Agreement Reporting" option.

Main menu

- The Main Menu is the place where all of your work really begins. Because we use “breadcrumb” navigation, you can always get to the Main Menu from wherever you are in the application.

Indiana Gaming Commission Home About Account Settings Help Logout

Select Unit > **2014** > Main Menu

County: Horseshoe Foundation Of Floyd County
Corp: 2014
Year: 2014

Local Development Agreement Reporting Main Menu

The Specified Recipient Reporting section below is required to complete your report. To change any of the fields on the report, click on the Specified Recipient Reporting option on the menu.

Specified Recipient Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Ready to Submit
Upload Additional Files	Upload additional files here (PDF format)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Main menu

- There are three components to the application and their purpose is explained on the menu. Your first task is to use the Reporting (it will either say Provider Reporting or Specified Recipient Report, which is where you will enter all of the required data.

Indiana Gaming Commission

Home About Account Settings Help Logout

Select Unit > Select Year > Main Menu

County: Horseshoe Foundation Of Floyd County
Corp: Horseshoe Foundation Of Floyd County
Year: 2014

Local Development Agreement Reporting Main Menu

The Specified Recipient Reporting section below is required to complete your report. To change any of the fields on the report, click on the Specified Recipient Reporting option on the menu.

Specified Recipient Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Ready to Submit
Upload Additional Files	Upload additional files here (PDF format)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Main menu

- After you have entered information into the entry component, you can also view that information in a “report” format by clicking on Report Outputs.

Indiana Gaming Commission Home About Account Settings Help Logout

Select Unit > Select Year > Main Menu

County:
Corp: Horseshoe Foundation Of Floyd County
Year: 2014

Local Development Agreement Reporting Main Menu

The Specified Recipient Reporting section below is required to complete your report. To change any of the fields on the report, click on the Specified Recipient Reporting option on the menu.

Specified Recipient Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Ready to Submit
Upload Additional Files	Upload additional files here (PDF format)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Main Menu

- You can upload additional files that you want to provide to the IGC, as well.

Indiana Gaming Commission Home About Account Settings Help Logout

Select Unit > Select Year > Main Menu

County:
Corp: Horseshoe Foundation Of Floyd County
Year: 2014

Local Development Agreement Reporting Main Menu

The Specified Recipient Reporting section below is required to complete your report. To change any of the fields on the report, click on the Specified Recipient Reporting option on the menu.

Specified Recipient Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Ready to Submit
Upload Additional Files	Upload additional files here (PDF format)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Upload additional files

You may upload additional files by clicking on Upload in the Main Menu. Click on + Add New File and follow the steps in the form below.

Upload Additional Files (PDF format)

+ Add New File


FILE NAME	DOWNLOAD FILE	USERNAME	TIMESTAMP	DESCRIPTION
-----------	---------------	----------	-----------	-------------

Description:

Upload File:

Providers - Entering your data

- Provider entries will differ from those of Specified Recipients. The next few slides are specific to Providers, followed by slides for the Specified Recipients.
- From the main menu, click on the Reporting section to begin.

Local Development Agreement Reporting Main Menu		
The Provider Reporting section below is required to complete your report. To change any of the fields on the report, click on the Provider Reporting option on the menu.		
		
Provider Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Ready to Submit
Upload Additional Files	Upload additional files here (PDF format)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Providers

- Fill out the information in section 1 – report information

Development Provider Annual Local Development Agreement Form

I. Report Information			
Development Provider:		<input type="text"/>	
Legal name and information of person submitting this report			
First Name:	<input type="text"/>	Position:	<input type="text"/>
Middle Initial:	<input type="text"/>	Email:	<input type="text"/>
Last Name:	<input type="text"/>		

Providers

- Section II requires you to provide the total amount paid
- Then click the Save button

II. Total Amounts

Total amount of economic development
payments paid during report period:

Save

providers

- Section III is where you provide details on the payments – click on Add New Record.



III Details of Economic Development Payments

+ Add New Record

RECIPIENT NAME	ORGANIZATION NAME	STREET	CITY	STATE	ZIP	PHONE OR CELL
No records to display.						

providers

- Once you click Add New Record, you will get a form to fill out
- Once complete, click SAVE and then Add New Record to go onto the next payment.
- Once finished, return to the main menu.

III. Details of Economic Development Payments

+ Add New Record

RECIPIENT NAME	ORGANIZATION NAME	STREET
----------------	-------------------	--------

Detail of Economic Development Payment

Please fill in all the fields:

Recipient Name:

Organization Name:

Street:

City:

State:


Zip:

Phone or Cell:

Contact First Name:

Contact Last Name:

Contact Position:

Payment Date: 

Payment Amount:

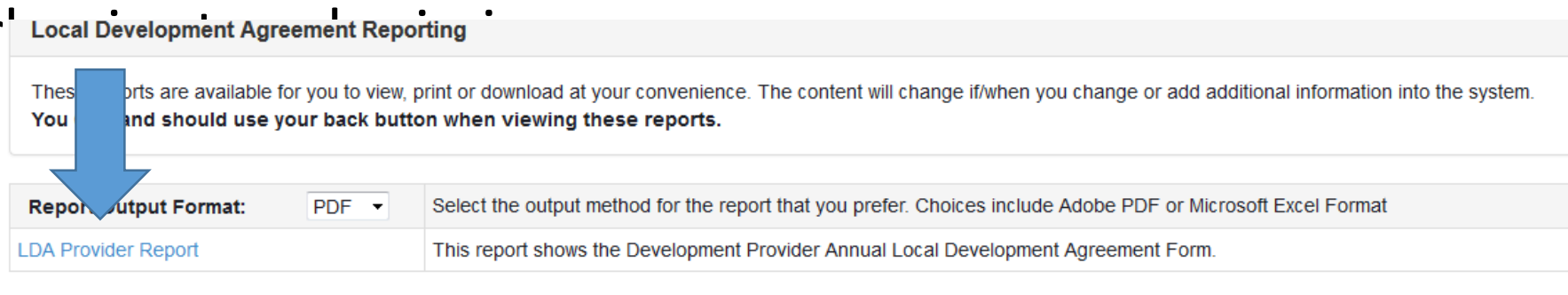
Comments:

providers

- Once you have entered all of your information, including all payments, return to the Main Menu.



- Click on Report Outputs so you can either print (or download in excel) what you have entered. This gives you an opportunity to check your work



Providers

Return to the Reporting section and if necessary make corrections to your entries.

Once you are ready, read the attestation at the bottom of the form and click on the “box” at the end of the statement. Then click Submit the

Under penalties of perjury, I declare that I am an officer of the organization listed in section I, and that I have examined this report and any accompanying documentation and to the best of my knowledge and belief, it is true, correct, and complete.



Submit the Provider Form

Provider Report output

- An example of the PDF report output is shown here.

Development Provider 2014 Annual Local Development Agreement Form	
I. Report Information	
Development Provider:	
Legal name and information of person submitting this report	
Name:	
Position:	
Email:	
II. Total Amounts	
Total amount of economic development payments paid during report period:	
III. Details of Economic Development Payments	

Specified recipients – entering your data

- From the main menu, click on the Reporting section to begin.

Local Development Agreement Reporting Main Menu

The Specified Recipient Reporting section below is required to complete your report. To change any of the fields on the report, click on the Specified Recipient Reporting option on the menu.



Specified Recipient Reporting	This process includes validation to ensure the information has been entered properly. You have permission to SUBMIT this form.	Not Ready to Submit
Upload Additional Files	Upload additional files here (PDF format)	Available
Report Outputs	Once you have entered your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available

Specified recipients

- Section I requires you to enter the following information

Development Provider Annual Local Development Agreement Form

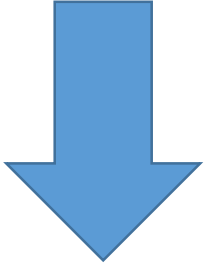
I. Report Information			
Development Provider:		<input type="text"/>	
Legal name and information of person submitting this report			
First Name:	<input type="text"/>	Position:	<input type="text"/>
Middle Initial:	<input type="text"/>	Email:	<input type="text"/>
Last Name:	<input type="text"/>		

Specified recipients

- Section II requires you to enter the total amount of payments received from providers AND disbursements during 2015. Be sure to click the save button.

II. Total Amounts

Total amount of economic development payments received from development providers during report period:	<input type="text"/>	Total amount of disbursement of economic development payment money that specified recipient made during report period:	<input type="text"/>
---	----------------------	--	----------------------



Specified recipients

- Section III will have at least one record added (or more) based on payments received from providers.

III. Details of Each Economic Development Payment Received


+ Add New Record

DEVELOPMENT PROVIDER NAME	DATE PAYMENT RECEIVED	PAYMENT AMOUNT	COMMENTS
---------------------------	-----------------------	----------------	----------

[Detail of Economic Development Payment Received](#)

Please fill in all the fields:

Development Provider Name:

Date Payment Received: 

Payment Amount:

Comments:

Specified recipients

- Section IV requires you to enter each disbursement. Each disbursement will be a record, so you click on Add New Record for each one and fill out the fields.
- Note that you will be indicating, in “status” what type of disbursement
- And for Category, you will choose one that best fits the purpose of the disbursement.

IV. Details of Each Disbursement Made

+ Add New Record

TAX ID	RECIPIENT NAME	ORGANIZATION NAME	STREET
--------	----------------	-------------------	--------

Detail of Disbursement Made

Please fill in all the fields:

Tax ID:

Recipient Name:

Organization Name:

Street:

City:

State:

Zip:

Phone or Cell:

Disbursement Date:

Status:

Category:

Category Description:

Project Title:

Disbursement Purpose:

Financial Institution:

Account Type:

Disbursement Amount:

Comments:

Save Cancel

- Operational Expense
- Community or Grant Disbursements
- Investment Activity

- Payroll
- Employee Benefits
- Board/Committee Stipends
- Board/Committee Expenses
- Office Supplies
- Repair/Maintenance Supplies (fill in description)
- Professional Services - Accounting
- Professional Services - Legal
- Professional Services - Other (fill in description)
- Communication
- Transportation
- Printing
- Advertising
- Insurance
- Utility
- Cleaning
- Rent
- Mortgage
- Dues/Membership
- Debt Payment
- Tax Payment
- Other (fill in description)

Specified recipients

You can select a payment frequency and enter the amount once if it is for the same amount and to the same group.

If one of these options is not selected, the date of the distribution must be entered.

IV. Details of Each Disbursement Made

+ Add New Record

TAX ID	RECIPIENT NAME	ORGANIZATION NAME	STREET
--------	----------------	-------------------	--------

Detail of Disbursement Made

Please fill in all the fields:

Tax ID:

Recipient Name:

Organization Name:

Street:

City:

State:

Zip:

Phone or Cell:

Disbursement Frequency:

Disbursement Date:

Status:

Category:

Category Description:

Project Title:

Disbursement Purpose:

Financial Institution:

Account Type:

Disbursement Amount:

Comments:

Save Cancel

Specified recipients

- Once you have reviewed your work and are confident it is accurate and complete, you can submit your report.
- You must read and then check the box at the end of the attestation, then you can click Submit the Specified Recipient Form.

Under penalties of perjury, I declare that I am an officer of the organization listed in section I, and that I have examined this report and any accompanying documentation and to the best of my knowledge and belief, it is true, correct, and complete.



Submit the Specified Recipient Form

Whom to contact

- Gateway is managed by the IU Business Research Center in partnership with multiple state agencies, including the Indiana Gaming Commission.
- The IBRC is responsible for the technical side, so please contact them with any issues you have with the system itself – email ibrctech@iupui.edu.
- The IGC is the agency to whom you submit and can handle questions you may have about content questions – email lda@igc.in.gov.

Gateway | Public

- Gateway also has a public facing portal that will provide access to these data once the reporting period is complete.
- The Local Development Agreement data will be made available here, <http://gateway.ifionline.org>

INDIANA Gateway for government units



[Home](#) [Report Builder](#) [Download Data](#) [Learn More](#)

[Local Officials: Login Here »](#)

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

