



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

Gateway User Guide

TIF Management

For cities, towns, and counties without TIF districts



Table of Contents

Getting Started	3
Step 1: Customize Redevelopment Commission	4
Step 3: Redevelopment Commission Report	7
Finance Information.....	10
Final Step: Submission	11
Unlocking the TIF Management Report.....	13



Getting Started

Local officials can login to Gateway by visiting the Gateway public site at <http://gateway.ifonline.org>. Once there, navigate to the upper-right corner of the screen and click “Local Officials: Login Here.”

INDIANA
Gateway for government units

Home Report Builder Download Data Tools Learn More

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.

Local Officials: Login Here >
Conflict of Interest Upload Tool >

Click

Tax Increment Finance Districts
TIF District Viewer

Fiscal Health Indicators
Fiscal Health Indicators

When is your budget hearing?
When is your budget hearing?

Public employee compensation
Public employee compensation

Access local expenditures
Access local expenditures

Learn more about debt
Learn more about debt

Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click “Log In.” If you can’t login to Gateway, try the “Forgot your password?” tool. If you need further assistance, contact the Department at gateway@dlgf.in.gov.

Authorized Personnel Login

User Name: DaveMatthews@dlgf.in.gov

Password:

*After 5 failed attempts, account will be locked

Log In

Click

[Forgot your password?](#)



All cities, towns, and counties must complete this section of TIF Management. Answering these questions determines what data your unit of government needs to submit in TIF Management. The first page you should see after successfully logging into Gateway is the “Select Application” page. From here, you will click the “TIF Management” application icon located in the center of the page.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts), **IEERB** (Indiana Education Employment Relations Board) and **IGC** (Indiana Gaming Commission).

Select Application

The screenshot shows a grid of application icons. The 'TIF Management' icon, which depicts a building with a dollar sign, is highlighted with a red rectangular box. A large red arrow points from the right side of the page towards this icon.

Clicking this icon will take you to the “Select Unit” page. Click on your unit of government to proceed. If your unit doesn’t appear on this page, please contact the Department at gateway@dlgf.in.gov.

Select Unit

Select Unit from List

2016 ▼

Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
0000	BOONE COUNTY	Editor	County

The screenshot shows a table with four columns: Unit Code, Unit Name, Unit Type, and Unit County. The 'BOONE COUNTY' link in the Unit Name column is highlighted with a red rectangular box. A large red arrow points from the right side of the page towards this link.



Step 1a: Customize Redevelopment Commission

You should now be on the “Unit Main Menu.” From here, you can access all the steps in TIF Management. This user guide will teach you how to complete this TIF reporting requirement in sequential order, but the “Unit Main Menu” is useful for navigating to a particular section quickly. To begin, click “Step 1a: Customize Redevelopment Commission.”

Select Unit > Unit Main Menu

Unit Main Menu - BOONE COUNTY

Select the options below to customize your unit's TIF's, funds, expense, revenue, outstanding obligations, and parcels.

- [Click here for resources regarding TIF Management.](#)

TIF Management Functions

-  **Step 1a: Customize Redevelopment Commission**
Verify Redevelopment commission and enter commission name.
-  **Step 1b: Manage TIF Districts**
Manage TIF Districts.
-  **Step 2: Manage TIF Funds**
Report the expenses, revenues, and fund balances.
-  **NEW Step 3: Redevelopment Commission Report**
Report commissioner, employee, and disbursement information.
-  **Step 4: Link Debts to TIF**
Report which obligations are supported by TIF districts.
-  **Step 5: Report Debt Payments made in 2015**
Report amount paid on outstanding obligations.
-  **Step 6: Parcel Management**
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**
Manage the TIF submission status for this unit.

If your city, town, or county **does not have** a redevelopment commission and you are not a special unit:

Completing TIF Management is very easy. Simply answer “No” to both of the questions on the screen, and then click the “Save” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

Configure Unit

Does this unit have a Redevelopment Commission?

Yes
 No

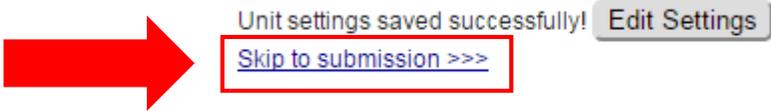
Redevelopment Commission Name:

Does this unit have a Redevelopment Authority?

Yes
 No

Redevelopment Authority Name:

After clicking the “Save” button, click the blue “Skip to submission>>>” hyperlink to skip to the Submission page (See page 11 of this User Guide).



Note: You will skip Step 1b: Manage TIF Districts – Step 6: Parcel Management.

If your city, town, or county *has* a redevelopment commission *with no* TIF districts and does *not* have a Redevelopment Authority:

Completing Gateway TIF Management is easy. Simply answer “Yes” to the first question, enter the name of your redevelopment commission, answer “No” to the second and third questions, and then click the “Save” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

Configure Unit

Does this unit have a Redevelopment Commission?
 Yes 
 No

Redevelopment Commission Name:

Does this unit have a Redevelopment Authority?
 Yes
 No 
 Redevelopment Authority Name:

Does this unit have any TIF districts?
 Yes
 No 



After clicking the “Save” button, click the blue “Skip to redevelopment commission report>>>” hyperlink to skip to the Redevelopment Commission Report page.



Note: You will skip Step 1b: Manage TIF Districts – Step 2: Manage TIF Funds.



Step 3: Redevelopment Commission Report

Enter the names and information of the qualified and acting commissioners of the Redevelopment Commission. Then, click the "Insert" button to add additional names to the list. Note: Must include a minimum of three (3) names.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

Municipal Redevelopment Commission Report

Personnel Information:

Commissioners:

Active Commissioners:

Commissioners Removed in prior year:

Please enter the names of the *qualified and acting commissioners* of the Redevelopment Commission.

Add a Commissioner Record

First Name	Last Name	Officer Title	Active at beginning of year	Active at end of year
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="President"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

Active Start Date:
Active End Date:

If you answered “No” to either “Active at beginning of year” or “Active at end of year”, please select the applicable start date or end date from the calendar.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

Municipal Redevelopment Commission Report

Personnel Information:

Commissioners:

Active Commissioners:

Commissioners Removed in prior year:

Please enter the names of the *qualified and acting commissioners* of the Redevelopment Commission.

Add a Commissioner Record

First Name	Last Name	Officer Title	Active at beginning of year	Active at end of year
<input type="text"/>	<input type="text"/>	None ▾	No ▾	No ▾

Active Start Date	Active End Date																																																																																																		
<input type="text" value="1/22/2016"/> ▾ <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">≤ January 2016 ≥</p> <table border="1"> <thead> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </tbody> </table> </div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	<input type="text"/> ▾ <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">≤ May 2015 ≥</p> <table border="1"> <thead> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </tbody> </table> </div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																													
27	28	29	30	31	1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
31	1	2	3	4	5	6																																																																																													
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																													
26	27	28	29	30	1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
31	1	2	3	4	5	6																																																																																													



Employees

Next, enter the names of regular employees and their fixed salaries or compensation. Click the “Add Employee” button to add additional employees to the list.

Employees:

Please enter the names of regular employees and their fixed salaries or compensation.

First Name	Last Name	Amount	Salary/Compensation
<input type="text" value="Butch"/>	<input type="text" value="Taylor"/>	<input type="text" value="\$ 30000"/>	<input type="text" value="Salary"/>

Total Number of Regular Employees:0

Once you have completed this, click the gray “Go to Part 2: Finances Section” button.

Municipal Redevelopment Commission Report: Finance Information Expenditures:

Please enter the amount of expenditures made during the preceding year and their general purpose. Select the appropriate category from the dropdown under “Expenditure Category” and “Sub-Category.” Then, enter a description of the expenditure. Finally, enter in the amount of the expenditure in the “Amount” field.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Manage TIF Districts](#) > [Manage TIF Funds](#) > [Redevelopment Commission Report](#) > [Link Debts to TIF](#) > [Report Payments made in 2015](#) > [Parcel Upload](#) > [Submission](#)

Municipal Redevelopment Commission Report

Finance Information:

Expenditures:

Amount of Expenditures made during the preceding year and their general purpose.

Delete	Expenditure Category	Sub-Category	Expenditure Code	Description
X	Personal Services	Salaries and Wages	D101	<input type="text"/>

Amount

\$

Click the gray “Add Expenditure” button to add the expenditure.

Tax Increment Revenues

This section will say “No TIF Districts currently configured for this unit” because you indicated that your unit does not have any TIF Districts.

Final Note & Submission

In the space provided, please enter any other information necessary to disclose the activities of the commissioners and the results obtained. Next, click the gray “Save” button.

Back to “Unit Main Menu” page.

After you click “Save,” in the breadcrumbs at the top of the page, click “Unit Main Menu.”

Note: You will skip Step 4: Link Debts to TIF – Step 6: Parcel Management.



Final Step: Submission

From the “Unit Main Menu,” you have an opportunity to review the previously completed steps. It is recommended that you do this review before submitting your report in Gateway TIF Management.

When you are ready to submit your report in Gateway TIF Management, click the “Final Step: Submission” task on the “Unit Main Menu.”

Select Unit > Unit Main Menu

Unit Main Menu - BOONE COUNTY

Select the options below to customize your unit's TIFs, funds, expense, revenue, outstanding obligations, and parcels.

- [Click here for resources regarding TIF Management.](#)

TIF Management Functions

-  **Step 1a: Customize Redevelopment Commission**
Verify Redevelopment commission and enter commission name.
-  **Step 1b: Manage TIF Districts**
Manage TIF Districts.
-  **Step 2: Manage TIF Funds**
Report the expenses, revenues, and fund balances.
-  **NEW Step 3: Redevelopment Commission Report**
Report commissioner, employee, and disbursement information.
-  **Step 4: Link Debts to TIF**
Report which obligations are supported by TIF districts.
-  **Step 5: Report Debt Payments made in 2015**
Report amount paid on outstanding obligations.
-  **Step 6: Parcel Management**
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**
Manage the TIF submission status for this unit.

In this final section, you will sign the report by entering your name, title, and four-digit personal identification number (PIN). If you cannot remember your PIN, please contact the Department at gateway@dlgf.in.gov.

Once this information is entered, click the green “Sign and Submit Form” button.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF Submission - DLGF City 6

Form Signature

NAME
 ←

TITLE
 ←

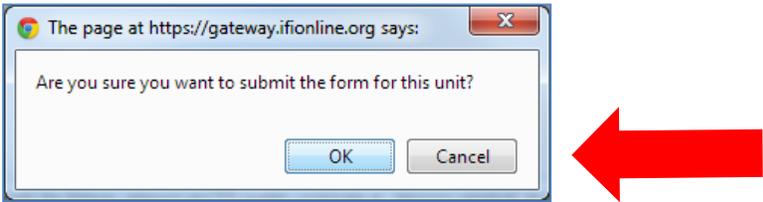
SIGNATURE/PIN
 ←

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.

In order to prevent accidental submissions, a pop-up box will appear. Click “OK” to submit the form, or “Cancel” to return to the “Submission” page.





Unlocking the TIF Management Report

Gateway TIF Management has been designed to allow users to unlock their TIF report submissions without Department assistance. If you discover that you made a mistake or omitted data in TIF Management after submitting, click the red “Click here to unlock the form” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF Submission - DLGF City 6

This form has been submitted.

Click here to unlock the form 

Submitted at 07-12-2013 09:05

Form Signature

NAME

TITLE

SIGNATURE/PIN


DATE

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.

Another pop-up box will appear. Click “OK” to unlock your TIF report. Click “Cancel” to leave the report submitted.

