



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



Gateway Debt Management User Guide



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Basic Computer Literacy

If you have never used a computer before, you may benefit from a “computer use” tutorial before proceeding with the Gateway. Some options include:

Tutorial for using a computer (mouse, keyboard, etc.): <http://tech.tln.lib.mi.us/tutor/>

Tutorial for using the internet: <http://www.internet101.org/>

Accessing Gateway Debt Management

As an authorized user of the Indiana Gateway for Government Units, you will have a “Username” and “Password” that will allow you to access the program. Your “Username” is the e-mail address on file with the Department of Local Government Finance (DLGF). The DLGF will assign an initial password, which should be then be changed by you to something unique and confidential. *You will be responsible for all information entered into Gateway under your Username and Password.* If you do not have a Gateway account, please contact gateway@dlgf.in.gov.

Web Address (URL):

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

To access the Gateway program, open your internet browser and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on your keyboard.



The first page you will see is the login page. If you know your username (which is your email address) and your password, you may enter them in the login box and click “Log In.”



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

This is a screenshot of the "Authorized Personnel Login" form. The form has a blue header with the text "Authorized Personnel Login". Below the header, there are two input fields: "User Name:" with the value "myemailaddress@test.com" and "Password:" with a masked password represented by ten black dots. Below the password field is a warning message: "*After 5 failed attempts, account will be locked". At the bottom left of the form is a "Log In" button, and at the bottom right is a blue hyperlink labeled "Forgot your password?". A large red arrow points from the right towards the "Log In" button.

If you have forgotten your password, you may click the “Forgot your password?” link. This will direct you to enter your username (which is your email address).

This is another screenshot of the "Authorized Personnel Login" form, but with empty input fields. The "User Name:" and "Password:" fields are empty. The warning message "*After 5 failed attempts, account will be locked" is still present. The "Log In" button is on the left, and the "Forgot your password?" link is on the right. A large red arrow points from the left towards the "Forgot your password?" link.

Upon entering your username and clicking “Submit,” a new password will be emailed to you at the email address serving as your username.

Gateway INDIANA
for government units

An **Information for Indiana Data Site**

Welcome to Indiana's Gateway for Government Units

This login is for authorized personnel only. For information or questions about obtaining access, please contact the [Department of Local Government Finance](#) or [State Board of Accounts](#).

Use this gateway to access:

- SBOA Accounts
- DLGF County Assessor or Auditor Accounts
- SDF Online Applications

[Login Request Form](#)

[Return to Login](#)

Forgot Your Password?
Enter your User Name to receive your password.

User Name:

After you sign in, you will be asked to select what you would like to do in Gateway. Some of your options include Budgets, Debt Management and the Annual Financial Report. Choose the “Debt Management” option to proceed.

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) and **SBOA** (State Board of Accounts).

Select Application

Budgets
Select application to submit your budgets to the **DLGF**.

Debt Management
Select application to submit your debt to the **DLGF**.

Annual Financial Report
Select application to submit your Annual Financial Report to the **SBOA**.

SB 131 Reporting for SWMDs
Select application to submit your files to the **DLGF**.

Redevelopment Commissions
Select application to submit your files to the **DLGF**.

100R
Select application to submit your 100R files to the **SBOA**.

Once you log in, a list of units that have been assigned to your account will appear. For most users, this will be only your unit. Some units may appear if you have been given permission to enter information on behalf of another unit.

Use the mouse to point to the name of your unit, and then left click on the name of your unit to proceed.

Select Unit

Select Unit from List

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
	Auburn Civil City	City/Town	DeKalb

If you would like to learn more about the statute that establishes this report, you may research Indiana Code 5-1-18 or click on the following link: <http://www.in.gov/legislative/ic/code/title5/ar1/ch18.html>.

Annual Affirmation Statement

Gateway's Debt Management is an annual report, however, all debt submitted through Gateway will remain and will not need to be reentered. Users will want to make sure any new debt is reported within 30 days of incurring the debt and any retired debt is marked as retired on the Select Unit Menu. Other sections of this guide can walk you through doing so step-by-step, but if all the information in Debt Management is complete and accurate, or if your unit does not have any debt, you can continue.

At the beginning of each year, units will need to log in and sign a statement affirming that the information in Gateway Debt Management has been thoroughly and accurately reported for all debt reporting requirements.

After you have selected your unit, you will be taken to the Select Debt page. At the top will be the "Debt Affirmation" section along with a list of any reported debts below. Once you are ready, you may check the box adjacent to the affirmation statement.

Once checked, you will enter your name, title, four digit PIN, and click the "Sign and Submit" button to finalize the submission of the annual affirmation requirement. Please note that in order to submit the affirmation statement, there can be no unsubmitted reports. Unsubmitted reports can be spotted by the delete option to the right of the retired check box.

Select Unit > **Select Debt**

Debt Affirmation Due March 1, 2013 ⚠

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

[File Upload](#)

Bond Name Link	Retired	Delete
Waterworks Revenue Bond Series 1994	<input type="checkbox"/>	

Once submitted, the section will turn green to indicate that it has been submitted.

Debt Affirmation Due March 1, 2013 ✓

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name
Rod Serling

Title
Clerk-Treasurer

Signature/PIN

Date
1/9/2013

This form has been submitted.

If you happen to later uncover that not all reporting requirements have been met, simply uncheck the box to revoke your affirmation statement. To uncheck the box you will simply click on the checked box. Please note that you will need to recheck the box once your debt is thoroughly and correctly reported.

Reporting Debt Information

The first screen that you see after selecting a unit is a list of debts that have already been reported. If you have not reported any debt in the past, you will only see the affirmation statement along with an “Add New Debt” option.

If your unit has no outstanding debt, simply check the box affirming this fact and complete the signature information. Once you click “Sign and Submit” and the yellow menu turns green, you have no further reporting requirements.

[Select Unit](#) > **Select Debt**

Debt Affirmation Due March 1, 2013 ⚠

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

If your unit does have one or more debts to report, you will click the button that says “Add New Debt” to access the reporting form.

Debt Affirmation Due March 1, 2013 ⚠

By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

[File Upload](#)

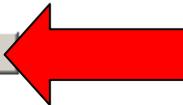
Once a debt report has been saved, the debt will appear on the main menu. If you see the delete option, the report has not yet been submitted.

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds, 2012	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series 1994	<input type="checkbox"/>	Delete
GO Bond of 2012	<input type="checkbox"/>	Delete

Add New Debt



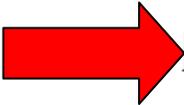
Now that the “Select Debt” menu has been explained, it is time to begin reporting your first debt. Click the “Add New Debt” button to continue.

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds, 2012	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series 1994	<input type="checkbox"/>	Delete
GO Bond of 2012	<input type="checkbox"/>	Delete

Add New Debt

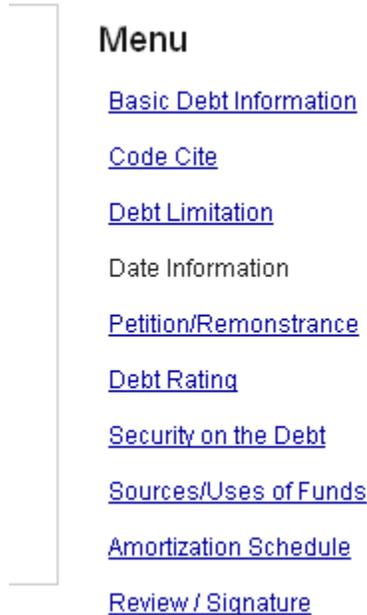


General Navigation

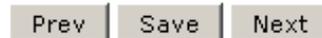
The form is divided into eight sections. At the bottom of each section, you have the option to save your work, to proceed to the next section, or to go back to the previous section.



Once you pass the first screen, a menu on the right-hand side of the screen displays the different sections of the form. This gives you a second option for navigating among screens.



Be sure to click the “Save” button at the bottom of the form frequently to ensure that your information is not lost. Note that clicking “Next” also saves the information you have already entered.



Required Fields

Although the Department strongly recommends units to enter as much information as possible, there will be certain fields that are either not applicable or that the information cannot be located for debt that was issued in the past.

Be sure to watch for **red asterisks** (*), as these indicate required fields that must be completed in order to submit this report. The red asterisks will be present throughout the user guide and the debt report in Gateway.



Basic Debt Information



The first page of the form is used to report basic information about the debt. First, you will need to enter a name for the debt. This is a description that you will give to the debt, and should be as specific as possible.

Basic Debt Information

Debt Name: * Required Field

General Obligation Bond of 2012 

Type of Indebtedness: * Required Field

Bond



Next, use the drop-down menu to specify the type of indebtedness.

Type of Indebtedness: * Required Field

Bond

Bond

Loan

Lease

Common School Fund Loan

Build America Bond

Qualified Zone Academy Bonds

Recovery Zone Facility Bond

Public Works Loan

Emergency Fire Loan

Bond Anticipation Notes

Qualified School Construction Bonds (QSCB)

Tax Anticipation Warrants (TAW's)

Claims and Judgments

* Required Field

Next, enter the Base CUSIP number. The CUSIP number is a nine-digit number that identifies the issuer and the type of debt. The first six digits of the number form the base CUSIP, which is unique to the unit of government. This six-digit code should be reported in the third field. **Please note that not all debts will have a CUSIP number.** If you would like to learn more about CUSIP numbers, please visit <http://www.sec.gov/answers/cusip.htm> or <http://emma.msrb.org/Search/Search.aspx> to search for yours.

Type of Indebtedness: * Required Field

Bond

Base CUSIP Number:

455421

***** Next, indicate whether this debt is exempt from the property tax caps. Such debt would include voter-approved debt and debt issued in Lake and St. Joseph Counties before July 1, 2008.

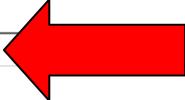
Base CUSIP Number:

Is this debt exempt from the property tax caps?  * Required Field

Yes No 

The next section collects the Indiana Code citation which permits the debt to be incurred. This will often be found on your bond or loan documentation.

Code Cite

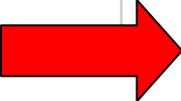
Code Cite Under Which Debt is Authorized: 

Code cite can typically be found in the bond resolution or ordinance.

***** The final part of this section asks about your unit's debt limitation. The Indiana Constitution prohibits a unit from becoming indebted beyond two percent of its assessed value. However, certain types of debt are not subject to this constraint. This portion requires you to indicate whether or not this debt is subject to the Constitutional limit. If you indicate "No," no further action is required. Generally, a debt is subject to the debt limit if it is backed by property tax, income tax, or is a general obligation of the issuer.

Debt Limitation

Is this debt subject to the issuer's debt limit?  * Required Field

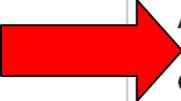
 Yes No

If you indicate "Yes," then you may enter the name of the applicable issuer (in other words, the unit of government for which the constitutional or statutory limit is impacted), this issuer's current debt limit, and the current debt capacity after the issuance of the debt.

Debt Limitation

Is this debt subject to the issuer's debt limit?  * Required Field

Yes No

 Applicable Issuer:

Current Debt Limit:

Current Debt Capacity (after issuance of this debt):

Now that this page of the debt report is complete, you will want to save the information entered by clicking "Save" on the bottom left-hand side of the page. Now that the page is saved, click "Next" to continue to the Date Information section of the report.

Current Debt Limit:

Current Debt Capacity (after issuance of this debt):



Save

Next

Form saved at 1/7/2013 2:30:14 PM

Date Information

The second screen collects information about dates of certain requirements for issuing a debt. For each date, you may click on the "calendar" icon to bring up a month-by-month calendar. You may select the date from the calendar, or type the date directly into the box in the format MM/DD/YYYY.



Required Field

Date of Debt Closing - This is the date that the issuer receives the proceeds/funds from the debt issuance.

Date Information

Date of Preliminary Determination:

Date of Publication of Preliminary Determination:

Newspaper(s):

Date of Public Hearing:

Date of Final Approval/Lease Execution:

Date of Appropriation Resolution:

Date of Debt Sale:

Date of Debt Closing: * Required Field

Prev

Save

Next

Petition/Remonstrance

The next screen collects information about petition/remonstrance and referendum processes.

First, indicate whether the debt is subject to petition/remonstrance requirements. (These requirements are outlined in IC 6-1.1-20-3.1). If you select “No,” you may proceed to the next question.

Petition / Remonstrance

Petition / Remonstrance

Was this debt subject to petition/remonstrance?

Yes No



If you select “Yes,” another question will appear asking whether the petition/remonstrance was conducted.

Was this debt subject to petition/remonstrance?

Yes No

Was a remonstrance conducted?

Yes No



If you select “No,” you may proceed to the next question. If you select “Yes,” boxes will appear for you to indicate the votes in favor and the votes against.

Was a remonstrance conducted?

Yes No

Votes in favor debt:

Votes against debt:



Next, indicate whether the debt is subject to a referendum. (These requirements are outlined in IC 6-1.1-20-3.2.) If you select “No,” you may proceed to the next question.

Was this debt subject to referendum?

Yes No



If you select “Yes,” boxes will appear for you to indicate the votes in favor and the votes against.

Votes in favor debt:

Votes against debt:



Bond Rating

The next screen collects the bond rating(s) applicable to the debt.

Debt Rating

Debt Rating

Debt is not Rated

Type of Rating

Rating Agency

Rating

First, use the drop-down menu to indicate the type of rating.

Debt Rating

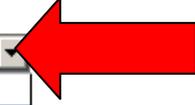
Debt Rating

Debt is not Rated

Type of Rating

Rating Agency

Rating

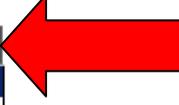


Use the second drop-down menu to indicate the issuing agency: Moody's, Fitch, or Standard & Poor's.

Type of Rating

Rating Agency

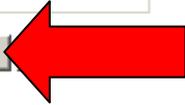
Rating



Use the last field to enter the debt's rating. Then click "Save."

Rating Agency

Rating



Once you have clicked "Save," the rating will display above the data entry fields.

Debt Rating

Type of Rating	Insurance	Agency	Rating
Delete Select	Issuer Credit Rating (ICR)	Fitch	AAA

Type of Rating

Rating Agency

Rating



To edit the rating, click "Select" and change the data entry fields that appear below, then click "Update."

Debt Rating

Debt Rating

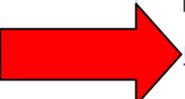
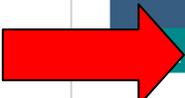
Type of Rating	Insurance	Agency	Rating
Select	Issuer Credit Rating (ICR)	Fitch	AAA

Type of Rating

Rating Agency

Rating

[Update](#) [Cancel](#)



Form saved at 12/5/2012 1:14:54 PM

To delete the rating that was entered in error, click “Delete.”

Debt Rating

Debt Rating

	Type of Rating	Insurance	Agency	Rating
	Delete Select	Issuer Credit Rating (ICR)	Fitch	AAA

To add an additional rating, simply fill in the data entry fields for the second rating, click “Save,” and the second rating will appear underneath the first.

Debt Rating

Debt Rating

	Type of Rating	Insurance	Agency	Rating
Delete Select	Issuer Credit Rating (ICR)		Fitch	AAA
Delete Select	Issuer Credit Rating (ICR)		Moody's	A2

Type of Rating

Rating Agency

Rating



Form saved at 12/5/2012 1:24:55 PM

Security on the Debt



The next screen requests information about the security on the debt. Most debts have a primary and a secondary source of repayment. Simply click on the circle next to the applicable selection to indicate the primary and secondary sources of repayment. For all others, the circle for “N/A” should be selected. A primary source of repayment is required.

Security on the Debt

* Required Field

General Obligation Bond of 2012

Security on the Debt - Source of Repayment

	N/A	Primary	Secondary		N/A	Primary	Secondary
Property Tax	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	TIF Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
COIT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Motor Vehicle Highway/ Local Road & Street	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAGIT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stormwater Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CEDIT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electric Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wastewater Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does this debt refinance or refund any previously outstanding debt?

* Required Field

If you indicated on the initial screen that this is a lease, then you will be asked to provide the name of the lessor in the next box. If this is not a lease, this question will not appear.

Grant Revenue Other

Name of Lessor (Building Corporation/Hold Corporation)

Does this debt refinance or refund any previously outstanding debt?

* Required Field

***** The next question asks whether this debt is partially or fully refunding an existing loan. Use the drop-down menu to make your selection.

Does this debt refinance or refund any previously outstanding debt? 

* Required Field

- No
- Fully Refunds Previous Debt
- Partially Refunds Previous Debt

If you indicate that this debt is refunding another, Gateway presumes that the debt being refunded has already been reported through Gateway. When you indicate that debt is refunding another, a list will appear of all debt currently reported through Gateway. Please select the debt that is being refunded if applicable.

Does this debt refinance or refund any previously outstanding debt?

* Required Field

Name of Debt refunded

Lease Sample 

Sources and Uses

The next screen collects information about the purpose for the issuance of the debt and the overall financial information for the project as a whole.

***** In the first box “Purpose of the Debt”, please use a short phrase or sentence to provide an overview of why the debt is being issued and then indicate the total project cost in the box labeled “Total Project Cost.” The total project cost should be the amount being financed from all sources, not just the proceeds of the debt.

Purpose/Cost

 Purpose of Debt: * Required Field

Total Project Cost: * Required Field

The next section asks you to provide all the sources of funds that will support this project. This should include the proceeds from this debt as well as any other financing sources (e.g., local option income tax, grants, etc...). The total of all items entered into this box should equal the total project cost indicated above.

***** To add a source, please enter a description into the first field and the dollar amount into the second, then click “Add Source.”

Sources

Please Enter Information Below

Source: Amount: [Add Source](#)

TOTAL SOURCES OF FUNDS: \$0.00

The information will be posted to the chart above and a new blank box will appear underneath.

Sources of Funds	Amount		
Bond Issuance	\$1,000,000.00	Delete	Edit
Source: <input type="text"/>	Amount: <input type="text"/>	Add Source	

***** Continue adding lines until all sources have been added. To delete a source, click the “Delete” link to the right of the information.

Sources of Funds	Amount		
Bond Issuance	\$1,000,000.00	Delete	Edit
Federal Grant	\$1,000,000.00	Delete	Edit

To edit a source, click the “Edit” link, alter the information, then click “Update.”

Sources of Funds	Amount			
Bond Issuance	\$1,000,000.00	Delete	Edit	
<input type="text" value="Federal Grant"/>	<input type="text" value="\$1,000,000.00"/>	Delete	Update	Cancel

The next task is to detail the uses of the funds that are being raised to support the project. This should include all components of the project. The total of all lines entered into this box should equal both the project cost indicated above and the sum of the lines entered into the “Sources” section.

***** The entry of “Uses” items functions exactly the same as the addition of “Sources” line items. Please be sure to provide an itemized cost of issuance along with project expenditures. Enter a description and amount for each use that is added.

Uses

Please Enter Information Below

Use: Amount: [Add Use](#)



Once you are done, the total uses, total sources, and project cost should all be the same amount.

Uses

Uses of Funds	Amount		
Bond Counsel Fees	\$7,000.00	Delete	Edit
Underwriters	\$13,000.00	Delete	Edit
Building Repairs Contract	\$900,000.00	Delete	Edit
ADA Repairs Contract	\$1,080,000.00	Delete	Edit
Use: <input type="text"/>	Amount: <input type="text"/>	Add Use	

TOTAL USES OF FUNDS: \$2,000,000.00

As a final step on this screen, you will indicate dates relevant to the project: the date the initial bid was received, the date the construction began, and the date of substantial completion. You may click on the calendar icon and select the date from the pop-up calendar, or you may enter the date directly into the box using the MM/DD/YYYY format.

Dates

Date Bids Received: 

Date Construction Started: 

Estimated Date of Substantial Completion: 

Amortization Schedule



The final screen for data entry collects the amortization schedule. You have two options for completing this section. First, you may enter the information directly through the screen. Alternatively, you may upload a Microsoft Excel file containing the information.

Amortization Schedule

* Required Field

General Obligation Bond of 2012

Please select a .csv file to import:

[Example of .csv File](#)

[Download data to .csv](#)

Date	Principal	Interest Rate	Interest	Period Total	Capitalized Interest	Fiscal Total	Trustee Fee	Lease Payments	Federal Tax Credit	Remaining Balance
1		%								
2		%								
3		%								
4		%								
5		%								
6		%								
7		%								
8		%								
9		%								
10		%								
Total										

To enter the data directly, simply type the relevant information into the boxes on the chart. You may use the “Tab” key to proceed to the next box. Please be sure to save often to avoid the chance of being logged out for inactivity.

You will want to include all payments from the first to the projected last. The one exception is a State Revolving Fund loan that is has not yet had its draws completed, in which you would list the payments until the most recent payment.

Leases



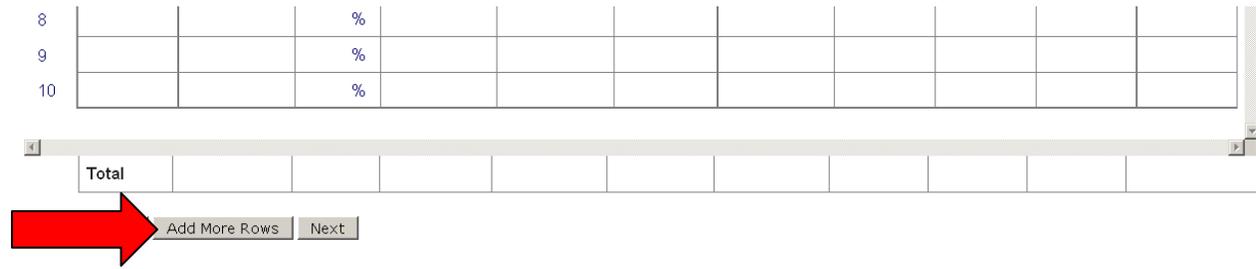
At a minimum, for all debts classified as leases you will want to be sure to include the date, principal, interest, lease payment, and remaining balance amounts in the amortization schedule.

All Other Types of Debt

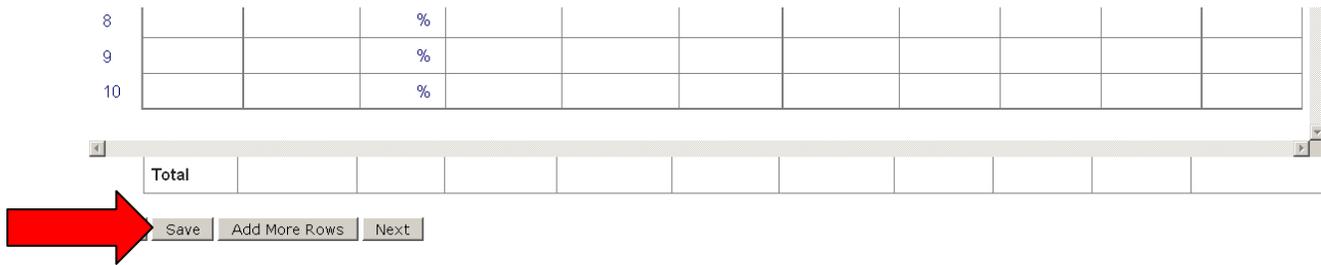


At a minimum, you will want to be sure to include the date, principal, interest, period total and remaining balance amounts in the amortization schedule. You will also want to be sure to enter any other applicable fields as well, such as trustee fees.

If you need more rows, click the “Add more rows” button at the bottom of the chart. A new row will appear within the chart.



Be sure to click “Save” once all data have been entered.



If you wish to download the data you have entered to a Microsoft Excel file, click the link that says “Download data to .csv.”



To use the Excel upload option, first click on the link that says “Example of .csv file” and save the example file to your computer.



The Excel file that saved will be pre-populated with example data as shown below. You would enter your amortization schedule in the same format, being sure to remove the example data. Please note that once you complete the amortization schedule in Excel, it should be in the same format as the example amortization schedule that was downloaded.

You will also want to note that the interest rates are already in percents. For example: you will want to enter a 3 percent interest rate as “3” not “0.03.”

The screenshot shows an Excel spreadsheet titled "AmortizationExport-2.csv [Read-Only] - Microsoft Excel". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Principal	interest_rate	Interest	period_total	capitalized_interest	fiscal_total	trustee_fee	lease_payments	federal_tax_credit	Remaining_Bal
2	7/1/2011			150000	150000						
3	1/1/2012	375000	3	150000	525000		675000				
4	7/1/2012			144375	144375						
5	1/1/2013	380000	3	144375	524375						

Once you have completed the Excel file, ensure that you have saved all the changes to the file. Then, click “Browse.”

Amortization Schedule

* Required Field

General Obligation Bond of 2012

Browse...

Please select a .csv file to import:

[Example of .csv File](#)

[Download data to .csv](#)

This will allow you to browse your computer and indicate where the Excel file has been saved. Once you have specified the file path, click “Upload File.”

* Required Field

General Obligation Bond of 2012

C:\Documents and Set Browse...

Please select a .csv file to import:

[Example of .csv File](#)

[Download data to .csv](#)



It is very important that you click "Save" after uploading the file. The upload populates the chart, but does not save the data.



32	7/15/2027	\$55,000	4.75 %	2613	56306								
33	1/15/2028	\$55,000	4.75 %	1306	55000								
Total													

Prev Save  Next

Review/Signature

The final screen presents a compilation of all the data entered on the previous screens. Please review this data for accuracy before submitting the form.

Underneath the summary you will find an electronic signature box on the left. Only the user with submission rights will see the signature box. The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code will be sent to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov in the event that you have lost or not received a PIN code. The last field in the signature panel is pre-populated with the day's date.

1/15/2028	\$55,000	4.75	\$1,306	\$55,000
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Please review all data above.

Please enter any notes here:

NAME:	<input type="text" value="Rod Serling"/>	
TITLE:	<input type="text" value="Clerk-Treasurer"/>	
SIGNATURE/PIN:	<input type="text" value="...."/>	
DATE:	<input type="text" value="1/9/2013"/>	

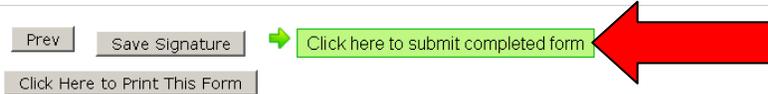
I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "el hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that th and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and su

Prev 

Submitting the Form

Submission occurs at the bottom of the Review/Signature page. Please make sure that all the required fields are complete prior to submitting the form. To submit the form, simply click the green button that says “Click here to submit completed 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.



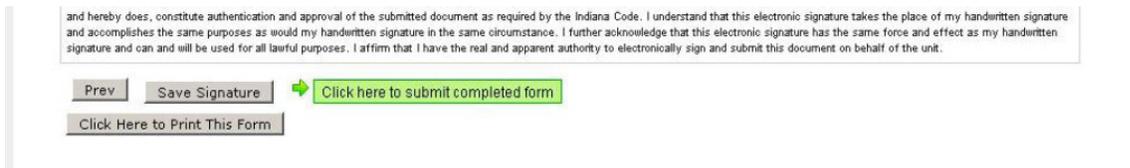
If you attempt to submit a debt report without all the required fields completed, the follow error message will appear at the bottom of the page.



This message will list the required fields that have not yet been completed. Once all the required fields have been completed the report should submit upon clicking the green submit button.

Viewing and Printing the Form

You may print the submitted form for your records by clicking the button that says “Click Here to Print This Form.”



This will bring up your browser’s print confirmation box. Click “print.”

Retiring a Debt

The Department requests that past debt remain in the system, but marked as retired. If a debt is being retired (in other words, paid in full), then you should click on the box that says “Retired.”

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds, 2012	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series 1994	<input checked="" type="checkbox"/>	
GO Bond of 2012	<input type="checkbox"/>	



Correcting a Debt Report

There may come a time when you need to amend or edit a previously submitted debt report, but submitted debt reports cannot be edited. In the case that you need to amend or edit a submitted debt report, the Department will simply need an email sent to gateway@dlgf.in.gov stating which unit you are with and the debt name of the report that you would like to be unsubmitted to allow you to make the necessary changes. An easy indicator of whether or not a debt is currently submitted is the presence of the delete option. Any submitted reports cannot be deleted. Once all necessary changes have been made simply resubmit the report via the Review/Signature page.

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds, 2012	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series 1994	<input checked="" type="checkbox"/>	
GO Bond of 2012	<input type="checkbox"/>	

Deleting a Debt Report

The Select Debt menu displays all debt that is entered in Debt Management. You may notice that a debt report has a delete option on the right-hand side. Any debt that has not been submitted may be deleted, but this should be used **only if the debt has been entered in error**. To delete a debt that was entered in error, click the “Delete” option to the right of the debt name.

[Select Unit](#) > **Select Debt**

[File Upload](#)

Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds, 2012	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series 1994	<input checked="" type="checkbox"/>	
GO Bond of 2012	<input type="checkbox"/>	



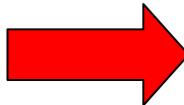
File Upload

The debt report also has the “File Upload” function that is used to upload documents into Debt Management and link them to a certain debt. On the main “Select Debt” screen click on “File Upload.”



[Select Unit](#) > **Select Debt**

[File Upload](#)



Bond Name Link	Retired	Delete
First Mortgage Refunding Bonds, 2012	<input type="checkbox"/>	Delete
Waterworks Revenue Bond Series 1994	<input type="checkbox"/>	
GO Bond of 2012	<input type="checkbox"/>	

[Add New Debt](#)

Now you will notice the File Upload Page appear. Please be sure that you have your documents saved onto your computer that you will be uploading. To begin, select the debt that pertains to the document that has been uploaded.

[Select Unit](#) > **File Upload**

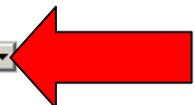
Bond Name:

Type:

File:

[Browse...](#)

[Upload File](#)



Next, you will select the type of file that pertains to the document that you uploaded. Statute requires that a copy of the official statement and bond covenant, if any, must be uploaded, other available options include: Authorizing Ordinance Resolution, Amortization Schedule, Proof of Publication, and other.

Select Unit > **File Upload**

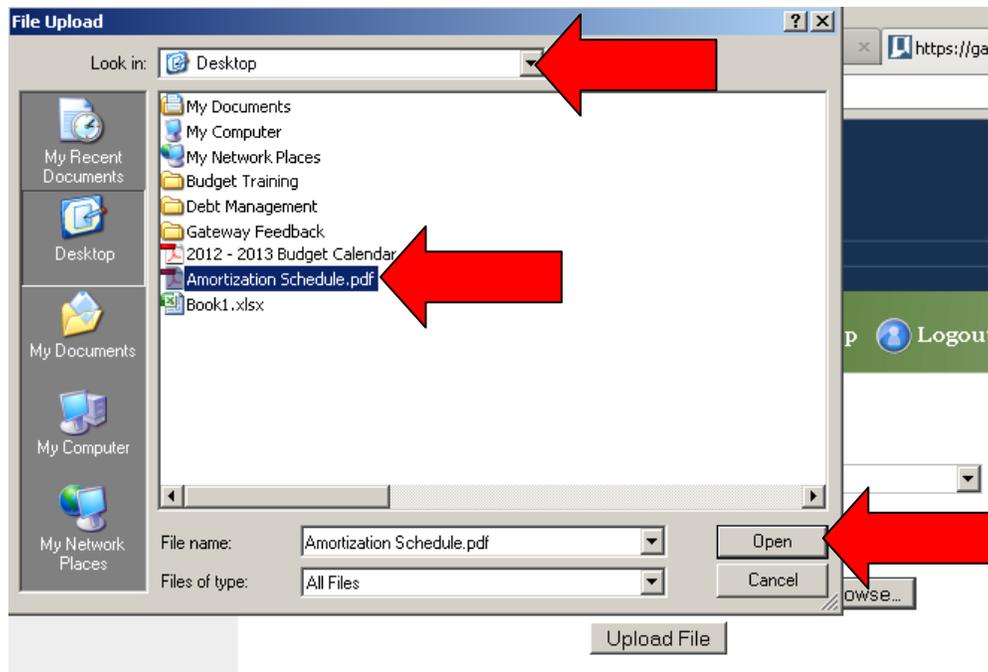
Bond Name:

Type:

File:

- Authorizing Ordinance/Resolution
- Amortization Schedule
- Proof of Publication
- Other
- Official Statement/Bond Covenant**

Once you click on browse, the following pop-up box should appear. Now you will need to think back as to where the documentation was saved on your computer. To view the location it was saved, please click on the “Look in:” drop down box to select the location, such as “Desktop” or “My Documents.” Next click on the file that contains the scanned image and it should now be highlighted in blue. The file name will appear towards the bottom of the page and you can now select “Open” to finalize your file selection.



Your final step to upload the file is to click on the “Upload File” button on the bottom right-hand side.

Select Unit > **File Upload**

Bond Name:

Type:

File:



Now that you have uploaded your file, you will see the information along with a clickable link to the file appear below in the table. You are more than welcome to click on the blue underlined file link to ensure the proper file was uploaded. If you uploaded another file by mistake, an upload can be deleted by clicking on the “Delete” option on the right-hand side of the table.

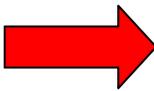
Select Unit > **File Upload**

Bond Name:

Type:

File:

Uploaded File Name: *Amortization Schedule.pdf*



Bond Name	Type	File Name	
GO Bond of 2012	Amortization Schedule	Amortization Schedule.pdf	Delete

Please be sure to upload documentation for debt that is reported. To upload additional documents, simply follow the same steps listed above.

Congratulations! You have successfully submitted your Gateway Debt Management debt report. If you have any questions, please email the Gateway inbox at gateway@dlgf.in.gov.