



Gateway User Guide

Assessor Reports <u>Property Tax Assessment</u> <u>Board Of Appeals</u>





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How do I get to 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 request Gateway access by visiting: <u>https://gateway.ifionline.org/requestaccess.aspx</u>.

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

To access Gateway, open <u>Firefox</u> or <u>Google Chrome</u> and type <u>https://gateway.ifionline.org/login.aspx</u> 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.

Accessing the Assessor Reports application

General Information regarding Assessor Reports and its purpose.

After signing in, the user will be asked to select an application. Some of the options include the Budgets or Debt Management modules. Choose the green "Assessor Reports" option in the left column to proceed.

Each of the Gateway applications enables a local unit to submit its required forms, reports, or files to the appropriate state agency.

PTABOA Overview

Gateway Property Tax Assessment Board of Appeals ("PTABOA") Annual Report application allows assessors to submit reports for the calendar year as required by IC 6-1.1-28-12. Please note that the report must be submitted through Gateway. The report's contents are specified per IC 6-1.1-28-12. Assessors will provide data that identifies the number of appeals filed, the number of hearings conducted, the number of decisions issued, the number of appeals resolved through a preliminary information meeting, the appeals outstanding, and how appeals were resolved, among other items. The report must be filed annually before January 15.





Select County from List

Once "Assessor Reports" has been selected, users may select their county from the list provided.



Reporting Requirements

Once the county is selected, users will be directed to a Reporting Requirements screen. At this point, users may click the blue "PTABOA Report" button.







Click the blue "New" button.

Add new screen shot

Enter the applicable information. Then, click the blue "Save" button

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Enter in your: Name; Title; Signature/ PIN (4-Digit PIN), then click the green "Sign and Submit Form" button.

As is the case with other forms, the Form Signature fields are completed by the Assessor Reports Submitter using the four-digit PIN supplied during the account creation.

Users who do not have their four-digit PIN may contact <u>Support@dlgf.in.gov</u> to receive a PIN reminder to the email address on file.

ROPERTY TAX ASSESSMENT	BOARD OF APPEALS REPORT SUBMISS
Form Signature	
NAME	
TITLE	
Required Field - Please input a value SIGNATURE/PIN	
* Required Field - Please input a value DATE	
3/31/2020	SIGN AND SUBMIT FORM

Congratulations! You have successfully submitted your PTABOA report. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at <u>Support@dlgf.in.gov</u> or at (317) 234-4480.