



# Gateway User Guide

**DECAF**

**Form 22 Component**

**Data Entry - CNAV And Form 22**



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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, users will have a username and password that will allow access the program. The 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 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 [gateway@dlgf.in.gov](mailto:gateway@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.



The first page users will see is the login page. Users may enter their username, which is typically the user’s email address, and account password before clicking “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.

For forgotten passwords, click the “Forgot your password?” link. Users will be prompted to enter their username/email address.

Upon entering a username and clicking "Submit," a new password will be emailed to the email address on file.

### Forgot Your Password

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



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

User Name:

Submit

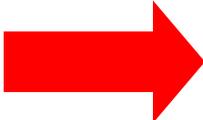
## Accessing the Data Entry - CNAV And Form 22 (DECAF) application

### General Information regarding DECAF and its purpose.

After signing in, the user will be asked to select an application. Some of the options include the Budgets, Debt Management, and the Other Post-Employment Benefits modules. Choose the green "Data Entry for CNAV and Form 22" option in the lower left corner to proceed.

Select Application

 Budgets	 Debt Management	 ECA Risk Report
 SB 131 Reporting for SWMDs	 TIF Management	 Annual Financial Report
 Property Files Upload	 Redevelopment	 100R
 Other Post-Employment Benefits	 Economic Development Reporting	 E-1 Entity Annual Report
 Public Transit Upload	 Local Development Agreement	 Collective Bargaining Reporting
 Data Entry for CNAV and Form 22		 CBR Contract Upload
		 Bargaining Status Form: Pre-Impasse



Each of the Gateway applications enables a local unit to submit its required forms, reports, or files to the appropriate state agency, which currently includes **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts), **IEERB** (Indiana Education Employment Relations Board) and **IGC** (Indiana Gaming Commission). If questions arise about a certain agency's form, reports, or files, please submit requests to the appropriate agency.



## Select County from List

Once “Data Entry for CNAV and Form 22” has been selected, users may select their county from the list provided.

Department of Local Government Finance - DECAF Home About Account Settings Help Logout

Select County

### Select County from List All Units

Select Reporting Year: 2015 ⓘ

Unit Code	Unit Name	Unit Type	Unit County
0000	ADAMS COUNTY	County	Adams

## Manage County Functions

Once the county is selected, users will be directed to a Manage County Functions screen. At this point, users may select between “Manage Units & Distributions,” which is largely associated with Form 22 data entry, or “Manage CNAV.”

Please note that users will use the “Manage Units & Distributions” section to add or remove funds for a taxing unit.

## Add and Edit Funds

Users may add and delete funds for units within the county using the “Manage Units and Distributions” page.

## Manage CNAV

Most functionality under “Manage CNAV” relates to CNAV data submission. Separate instructions for the CNAV component are available here:

<http://www.in.gov/dlgf/files/150630 - DECAF-CNAV User Guide.pdf>

The remainder of this guide will proceed with instructions related to the Form 22 portion of DECAF.



## Manage Distributions

### Step 1: Select “Manage Units and Distributions”

#### Manage County Functions

Warren County

Manage Units and Distributions

Last Activity at:

June Certified Pay 2015 Settlement Period

0 of 25 Units are Ready to Submit

\$0.00 in distributions entered for this County

December Certified Pay 2015 Settlement Period

0 of 25 Units are Ready to Submit

\$0.00 in distributions entered for this County

Please note that the text below the “Manage Units and Distributions” button relates to Form 22 functionality.

Manage Units and Distributions

Last Activity at:

June Certified Pay 2015 Settlement Period

0 of 25 Units are Ready to Submit

\$0.00 in distributions entered for this County

December Certified Pay 2015 Settlement Period

0 of 25 Units are Ready to Submit

\$0.00 in distributions entered for this County

## Step 2: Entering Distributions

Users have two options for entering distributions:

- Use the “Upload” feature, which will allow users to populate the fields automatically; **OR**
- Manually enter the data into the Distribution interface screen
  - See “Distribution Manual Entry” starting on page 11.

### Upload Form 22 Text File to Gateway

The DECAF application supports flat file uploads from users to populate Form 22 Data. Each county’s Tax & Billing vendor demonstrated the ability to generate Form 22 files during 50 IAC 26 software compliance testing. For questions on how to generate the Form 22 files, please contact the county’s Tax & Billing vendor.

Users who elect to upload Form 22 data through the “Upload” feature simply need to select the “Upload” button at the top of page.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#)

### Select Unit from List

Boone County



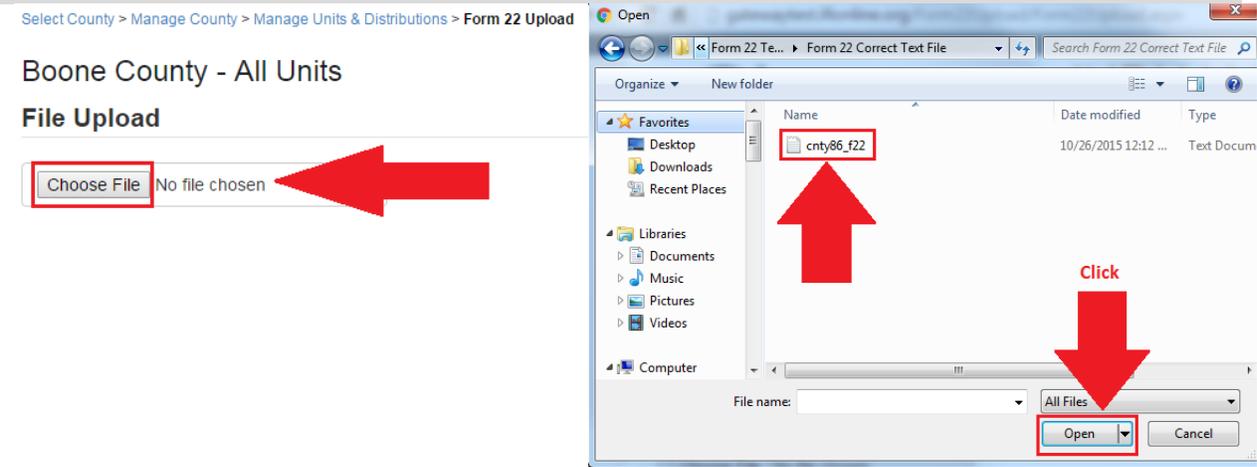
[Manage Unit Ready-to-Submit Status](#)
[Check for any warnings concerning your distributions](#)
[Submit June Distributions](#)
[Submit December Distributions](#)

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
-----------	-----------	------------------------------	------------------------	----------------------------------	----------------------------

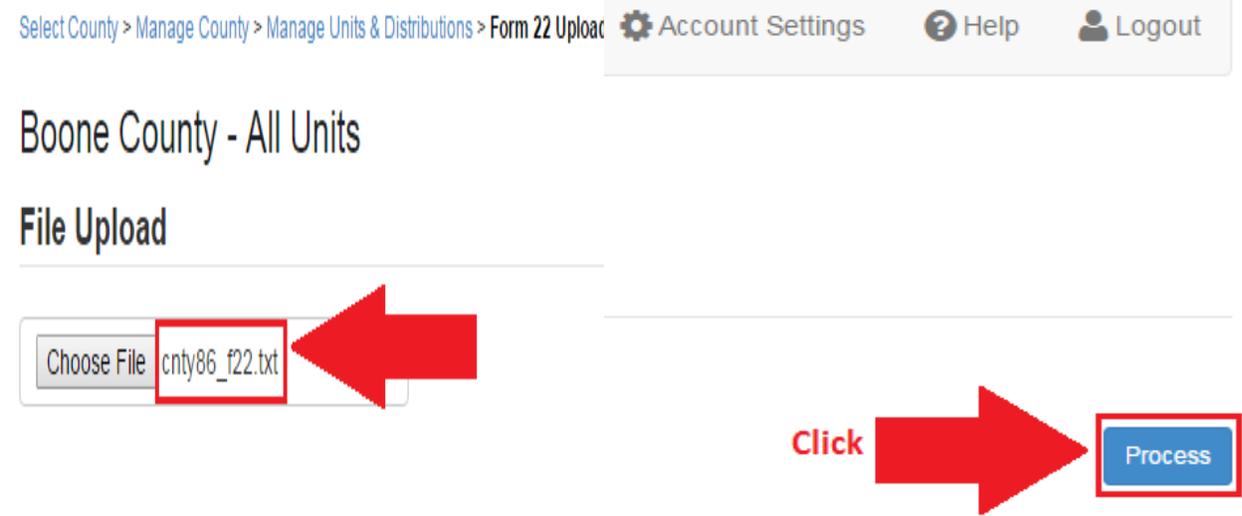
Once users select the “Upload” tool, the Form 22 text file that was provided by the county’s Tax & Billing system may be uploaded.

Please note that the Form 22 file must follow specifications provided to the vendor by the DLGF. Using a file that was not produced by a certified Tax & Billing system will likely result in an upload error.

1. Select the file to upload
2. Click "Choose File" and Open the selected file



3. Verify the correct file is opened
4. Click the blue "Process" Button



Upon successfully uploading the file, the Form 22 Data will populate the bottom of the page.

[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > **Form 22 Upload**

Boone County - All Units: Reporting Year 2015

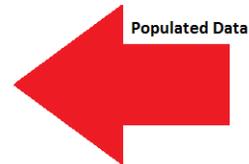
**File Upload**

No file chosen

**Processed Upload**

 This image denotes rows that will overwrite data already in the database for that Entity  
 This image denotes a row that will not be uploaded due to duplicate or erroneous data.

Upload Id	Year	County #	Taxing Unit (Unit Type - Unit Code)	Warrant Number	Entity Type	Entity Code	Distribution Code	Advance	Distribution Date	Amount
131	2015	06	1 - 0000	ACH	F	0101	P	No	Dec 31 2015	\$916,438.71
131	2015	06	1 - 0000	ACH	F	0101	L	No	Dec 31 2015	\$116,172.55
131	2015	06	1 - 0000	ACH	F	0124	P	No	Dec 31 2015	\$36,084.03
131	2015	06	1 - 0000	ACH	F	0124	L	No	Dec 31 2015	\$3,839.37
131	2015	06	1 - 0000	ACH	F	0790	P	No	Dec 31 2015	\$109,207.96
131	2015	06	1 - 0000	ACH	F	0790	L	No	Dec 31 2015	\$11,619.80
131	2015	06	1 - 0000	ACH	F	0801	P	No	Dec 31 2015	\$37,995.76
131	2015	06	1 - 0000	ACH	F	0801	L	No	Dec 31 2015	\$4,042.78
131	2015	06	1 - 0000	ACH	F	2391	P	No	Dec 31 2015	\$1,805.96



**Invalid Data: Possible Error Messages**

It is possible that after you click the blue "Process" button, you may receive a red error message at the bottom of the page. This is likely because the text file you attempted to upload had invalid data somewhere in it.

Some common examples are:

- Invalid Transmission Description
- Invalid Distribution Year
- Invalid County Code
- Invalid Unit Type Code
- Invalid Unit Code
- Invalid Distribution Code
- Invalid Entity Code

**Example: Invalid Transmission Description**

 **Error**

The transmission description field doesn't begin with the target month and year.  
Please check to make sure that all values are correct and match the target unit and year. Then please try to upload your file again.



**Note:**

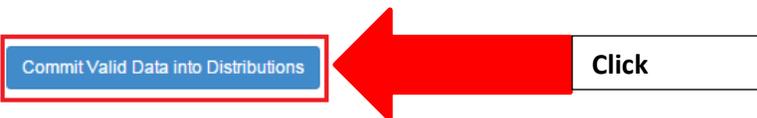
- This page is designed to allow the user to preview the data from the file to verify everything is correct, and then do a final commit to Gateway by clicking the “Insert valid data into distributions” button.
- Each fund should have a maximum of one final distribution per distribution type per period. There is no limit on the number of advances that may be reported.
- Advances will be considered part of the final distribution amount.

Verify that the information displayed is correct.



**Click the blue “Commit Valid Data into Distributions” button at the bottom of the page.**

149	2015	01	3 - 0521	0	F	0101	E	No	Jun 30 2015	\$4,763.90
149	2015	01	3 - 0521	0	F	1301	P	No	Jun 30 2015	\$1,688.23
149	2015	01	3 - 0521	0	F	1301	E	No	Jun 30 2015	\$133.46
149	2015	01	3 - 0521	0	F	0708	P	No	Jun 30 2015	\$24,571.58
149	2015	01	3 - 0521	0	F	0708	E	No	Jun 30 2015	\$1,942.34
149	2015	01	6 - 1011	0	F	8210	P	No	Jun 30 2015	\$346,325.21
149	2015	01	6 - 1011	0	F	8210	E	No	Jun 30 2015	\$17,376.56



**Note:** The previously populated information will disappear.

## Clear June/ December Data for entire county/ year

This feature is designed to wipe out the distribution data for the county/ year/ period on the “Form 22 Upload” page, and any processed data waiting on the “Manage Units & Distributions” page.

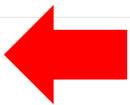
[Select County](#) > [Manage County](#) > [Manage Units & Distributions](#) > [Form 22 Upload](#)

Adams County - All Units: Reporting Year 2015

### File Upload

No file chosen

### Processed Upload



This image denotes rows that will overwrite data already in the database for that Entity  
 This image denotes a row that will not be uploaded due to duplicate or erroneous data.

Bottom

Upload Id	Year	County #	Taxing Unit (Unit Type - Unit Code)	Warrant Number	Entity Type	Entity Code	Distribution Code	Advance	Distribution Date	Amount
149	2015	01	1 - 0000	0	F	2391	P	No	Jun 30 2015	\$242,897.78
149	2015	01	1 - 0000	0	F	2391	E	No	Jun 30 2015	\$12,187.19

**Clears this data.**

- Note:** The buttons will not appear under the following scenarios:
1. If the user doesn't have permission (read-only);
  2. The county has submitted their data for that period; or
  3. The reporting period has closed.



## Distribution Manual Entry

After selecting “Manage Units and Distributions,” users may click the Unit Name hyperlink to update the list of funds applicable to a taxing unit.

Select County > Manage County > Manage Units & Distributions

Upload

### Select Unit from List

Boone County: Reporting Year 2015

Manage Unit Ready-to-Submit Status

Check for any warnings concerning your distributions

Submit June Distributions

Submit December Distributions

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 - BOONE COUNTY	1 - County	\$0.00		\$11,483,049.64	
0001 - CENTER TOWNSHIP	2 - Township	\$0.00		\$172,647.02	
0002 - CLINTON TOWNSHIP	2 - Township	\$0.00		\$37,350.78	
0004 - HARRISON TOWNSHIP	2 - Township	\$0.00		\$29,917.00	
0005 - JACKSON TOWNSHIP	2 - Township	\$0.00		\$92,014.36	

**Note:** To see a list of funds associated with the unit, users may select “Manage Funds.”

## Manage Unit

BOONE COUNTY: Reporting Year 2015



Manage Funds

11 Funds Configured for this Unit.

Manage Distributions

\$0.00 in June Distributions entered.

\$11,483,049.64 in December Distributions entered.

To add a fund, select the fund code and name from the drop-down list at the bottom of the table. After selecting the new fund, click the “Add” button to see the fund on the list.

**Funds**

Fund Code	Fund Name	CNAV	Form22
0061	RAINY DAY	<a href="#">Remove</a>	Active
0101	GENERAL	<a href="#">Remove</a>	Active
0840	TOWNSHIP ASSISTANCE	<a href="#">Remove</a>	Active
1111	FIRE	<a href="#">Remove</a>	Active
<input type="text" value="Select Fund"/>		<a href="#">Add</a>	

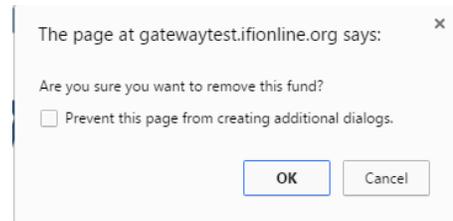
To delete a fund, simply click the “Remove” button to the right of a fund. Users will be prompted to verify that they want to remove the fund.

**Manage Funds**

CENTER TOWNSHIP: Reporting Year 2015

**Funds**

Fund Code	Fund Name	CNAV	Form22
0061	RAINY DAY	<a href="#">Remove</a>	Active



**Note:**

- Any changes to the fund list made on the “Manage Funds” page will impact the fund list on the CNAV side of the application.
- Fund Status cannot be changed for Form 22 data. Funds available are based on the certified funds for the selected pay year. Contact [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) for any issues concerning funds currently configured.

To proceed with manual entry of Form 22 data, users should return to the Manage Unit Function using the “Manage Units” breadcrumb.

Select County > Manage County > Manage Units & Distributions > **Manage Units** > Manage Funds

**Manage Funds**

After clicking on the “Manage Units” breadcrumb, users can now select the “Manage Distributions” option and continue with the process.



## Manage Distributions

Select County > Manage County > Manage Units & Distributions > Manage Units

### Manage Unit

CENTER TOWNSHIP: Reporting Year 2015

Manage Funds

4 Funds Configured for this Unit.



Manage Distributions

\$0.00 in June Distributions entered.

\$0.00 in December Distributions entered.

Select Appropriate Settlement Period (June or December)

## Manage Distributions

BOONE COUNTY: Reporting Year 2015

Select Settlement Period

June

December



You may choose to manually enter your distribution data. In order to manually enter your distribution data, you will need to have six pieces of information:

- |                      |                           |
|----------------------|---------------------------|
| 1. Warrant Number    | 4. Entity Code            |
| 2. Distribution Type | 5. Distribution Code      |
| 3. Entity Type       | 6. Amount of Distribution |

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## December Distributions

Upload

BOONE COUNTY: Reporting Year 2015

**Distribution Manual Entry**

County	06	<b>Step 1</b>
Taxing Unit	BOONE COUNTY	
Unit Code	0000	
Warrant Number	<input type="text"/>	<input type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount	<b>Step 2</b>
Entity Type	Fund	<b>Step 3</b>
Entity Code	Select Entity...	<b>Step 4</b>
Distribution Code		<b>Step 5</b>
Distribution Date	12/31/2015	
Previous Advances		
Amount	<input type="text"/>	<b>Step 6</b>
		<b>Step 7</b> <input type="button" value="Add Distribution"/>

Enter check number or click "Check for 'ACH'" box.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## December Distributions

Upload

BOONE COUNTY: Reporting Year 2015

**Distribution Manual Entry**

County	06
Taxing Unit	BOONE COUNTY
Unit Code	0000
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount
Entity Type	Fund
Entity Code	Select Entity...
Distribution Code	
Distribution Date	12/31/2015
Previous Advances	
Amount	<input type="text"/>
	<input type="button" value="Add Distribution"/>



From the dropdown next to “Distribution Type,” select “Final Amount” or “Advance.”

**Note:** User will not be able to later switch a distribution from “Advance” to “Final Amount.”

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

Upload

## December Distributions

BOONE COUNTY: Reporting Year 2015

**Distribution Manual Entry**

County	06
Taxing Unit	BOONE COUNTY
Unit Code	0000
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount  Step 2
Entity Type	Fund
Entity Code	Select Entity...
Distribution Code	
Distribution Date	12/31/2015
Previous Advances	
Amount	

Add Distribution



From the dropdown next to “Entity Type,” select “Fund”.

**Note:** User will not be able to later change the type of distribution.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## December Distributions

Upload

BOONE COUNTY: Reporting Year 2015

### Distribution Manual Entry

County	06
Taxing Unit	BOONE COUNTY
Unit Code	0000
Warrant Number	ACH <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▼
Entity Type	Fund ▼ <b>Step 3</b>
Entity Code	Select Entity... ▼
Distribution Code	
Distribution Date	12/31/2015
Previous Advances	
Amount	<input type="text"/>

Add Distribution



From the dropdown next to "Entity Code," select the appropriate entity code.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

Upload

## Distributions

### Distribution Manual Entry

County	86
Taxing Unit	WARREN COUNTY
Unit Code	0000
Warrant Number	<input type="text"/> <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▼
Entity Type	Fund ▼
Entity Code	Select Entity... ▼
Distribution Code	0061 - RAINY DAY 0101 - GENERAL
Distribution Date	0102 - ELECTION/REGISTRATION 0124 - 2015 REASSESSMENT
Previous Advances	0706 - LOCAL ROAD & STREET 0790 - CUMULATIVE BRIDGE
Amount	0801 - HEALTH 2391 - CUMULATIVE CAPITAL DEVELOPMENT

Step 4

Add Distribution



From the dropdown next to “Distribution Code,” select the appropriate Distribution Code. The system enforces a maximum of one final distribution per distribution type per period.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

Upload

## Distributions

**Distribution Manual Entry**

County	86
Taxing Unit	WARREN COUNTY
Unit Code	0000
Warrant Number	<input type="text"/> <input checked="" type="checkbox"/> Check for 'ACH'
Distribution Type:	Final Amount ▼
Entity Type	Fund ▼
Entity Code	0101 - GENERAL ▼
Distribution Code	F - Financial Institution Tax ▼
Distribution Date	F - Financial Institution Tax L - License Excise P - Property Tax
Previous Advances	X - Commercial Vehicle Excise Tax E - Examination of Records
Amount	<input type="text"/>

**Step 5**

Add Distribution

In the box next to "Amount," enter in the amount of distribution.  
Click the gray "Add Distribution" box in the lower right corner.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## Distributions

Upload

**Distribution Manual Entry**

County: 86  
 Taxing Unit: WARREN COUNTY  
 Unit Code: 0000  
 Warrant Number:   Check for 'ACH'  
 Distribution Type: Final Amount  
 Entity Type: Fund  
 Entity Code: 0101 - GENERAL  
 Distribution Code: P - Property Tax  
 Distribution Date: 12/31/2015

Previous Advances

Amount:  **Step 6**

**Step 7**

Verify the information is correct.

Select County > Manage County > Manage Units & Distributions > Manage Unit > Manage Distributions > Distributions

## Distributions

Upload

**Distribution Manual Entry**

County: 86  
 Taxing Unit: WARREN COUNTY  
 Unit Code: 0000  
 Warrant Number:   Check for 'ACH'  
 Distribution Type: Final Amount  
 Entity Type: Fund  
 Entity Code: Select Entity...  
 Distribution Code:  
 Distribution Date: 12/31/2015

Previous Advances

Amount:

**Step 8**

---

**Previous Distributions**

Entity Code	Warrant Number	Distribution Code	Distribution Type	Distribution Date	Amount	
0101 - GENERAL ...	ACH	P - Property Tax	Final Amount	12/31/2015 12:00:00 AM	\$100,000.50	<a href="#">Edit</a> <a href="#">Delete</a>

Total: \$100,000.50

**Note:** If information is incorrect, the user may click “Edit” to edit the information or “Delete” to delete.

**Previous Distributions**

Entity Code	Warrant Number	Distribution Code	Distribution Type	Distribution Date	Amount	
0101 - GENERAL ...	ACH	P - Property Tax	Final Amount	12/31/2015 12:00:00 AM	\$916,438.71	<a href="#">Edit</a> <a href="#">Delete</a>

Total: \$916,438.71

**Note:** If user wishes to either a) switch a distribution from advance to final; or b) change the type of distribution, then they will need to delete the row and add a new one.

### Step 3: Ready to Submit Distribution Data

In the “breadcrumbs,” select “Manage Units & Distributions.”

Select County > Manage County > **Manage Units & Distributions** > Form 22 Upload

**Select Files**

Select File to Upload

No file chosen

**Previous Upload**

No data to upload.

**Note that the previously populated Form 22 data is now gone.**

Click the blue “Manage Unit Ready-to-Submit Status” button.

Select County > Manage County > **Manage Units & Distributions**

**Select Unit from List**

**BOONE COUNTY**

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 - BOONE COUNTY	1 - County	\$0.00		\$1,257,886.85	
0001 - CENTER TOWNSHIP	2 - Township	\$0.00		\$0.00	
0002 - CLINTON TOWNSHIP	2 - Township	\$0.00		\$0.00	
0004 - HARRISON TOWNSHIP	2 - Township	\$0.00		\$0.00	

**Note that the “Total Distributions” field has now populated.**

Select each box individually under the appropriate "Ready to Submit" column (June or December) or click "All".

Select County > Manage County > Manage Units & Distributions

Upload

## Select Unit from List

BOONE COUNTY

Click a link below to select your unit.

Units are not able to be marked as "Ready to Submit" if they issued advances without final amount distributions

Unit Name	Unit Code	Unit Type	Unit County	Ready To Submit June	Ready To Submit December
				<input type="checkbox"/> All	<input checked="" type="checkbox"/> All
BOONE COUNTY	0000	1 - County	06	<input type="checkbox"/>	<input type="checkbox"/>
CENTER TOWNSHIP	0001	2 - Township	06	<input type="checkbox"/>	<input type="checkbox"/>
CLINTON TOWNSHIP	0002	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HARRISON TOWNSHIP	0004	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JACKSON TOWNSHIP	0005	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JEFFERSON TOWNSHIP	0006	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MARION TOWNSHIP	0007	2 - Township	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>

After you have selected all units as "Ready to Submit," click the blue "Done Editing Units" box on the left side of the page.

ZIONSVILLE COMMUNITY SCHOOL CORPORATION	0630	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LEBANON COMMUNITY SCHOOL CORPORATION	0665	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SHERIDAN COMMUNITY SCHOOLS	3055	4 - School	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LEBANON PUBLIC LIBRARY	0015	5 - Library	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
THOMAS PUBLIC LIBRARY	0016	5 - Library	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELD MEMORIAL LIBRARY	0296	5 - Library	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BOONE COUNTY SOLID WASTE MANAGEMENT DISTRICT	1040	6 - Special	06	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## Step 4: Submit Distributions

Click the green “Submit (June or December) Distributions” box to get to the “Form 22 Submission” page.

Select County > Manage County > Manage Units & Distributions

Upload

### Select Unit from List

BOONE COUNTY

Manage Unit Ready-to-Submit Status

Check for any warnings concerning your distributions

Submit June Distributions

Submit December Distributions

Unit Name	Unit Type	Total Distributions for June	Ready To Submit - June	Total Distributions for December	Ready To Submit - December
0000 - BOONE COUNTY	1 - County	\$0.00		\$1,257,886.85	✓
0001 - CENTER TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0002 - CLINTON TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0004 - HARRISON TOWNSHIP	2 - Township	\$0.00		\$0.00	✓
0005 - JACKSON TOWNSHIP	2 - Township	\$0.00		\$0.00	✓

Note: A green checkmark should now appear next to each row.

### Submission: Form 22 Submission

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 DLGF forms, the Form Signature fields are completed by the DECAF Submitter using the four digit PIN supplied during the account creation.

Users who do not have their four digit PIN may contact [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) to receive a PIN reminder to the email address on file.

[Select County](#) > [Manage County](#) > **Submission**

### Form 22 Submission

Check for any warnings concerning your distributions

**Form Signature**

NAME	<input type="text"/>
TITLE	<input type="text"/>
SIGNATURE/PIN	<input type="text"/>
DATE	<input type="text"/>

**Enter in your:  
Name;  
Title; &  
4-Digit PIN**

**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.

Questions about the DECAF application may be directed to the Gateway support team at (317) 234-4480 or [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

For Form 22-related questions outside of data entry into Gateway, please contact your budget field representative.