



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

Gateway User Guide

Limited Delegation Authority (LDA) Application



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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: <https://gateway.ifonline.org/requestaccess.aspx>.

Web Address (URL): <https://gateway.ifonline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifonline.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.

LDA Application Overview

The online limited delegation of authority application is a quick and easy way for requesting and granting access to entering and editing data in the DLGF Gateway applications. This application replaces the previous process of filling out Limited Delegation of Authority forms and emailing them to request access to Gateway applications.

On the main page of the LDA application, users are greeted and presented with three different buttons.

Request Access to the DLGF Gateway applications. You can also see existing requests and your current approved LDAs.

Provide Access allows you to delegate your access to another user, such as a staff member or financial consultant.

Review Access Request allows you to review, approve, or reject pending LDA requests for your units. You may also revoke access from a user.



The screenshot shows the main interface of the Indiana Gateway LDA application. At the top, the logo reads "Gateway INDIANA for government units" with a map of Indiana icon. Below the logo is a navigation bar with "Department of Local Government Finance - LDA" on the left and "Home" and "Logout" on the right. A welcome message "Welcome, test13@test13.com!" is displayed. The main content area contains an introductory paragraph about LDA, followed by three sections: "Request Access" (describing how to request access and view existing requests), "Provide Access" (describing how to delegate access), and "Review Access Request" (describing how to review, approve, or reject requests). At the bottom of the content area are three blue buttons: "Request Access", "Provide Access", and "Review Access Request".



This section is to be completed by non-elected/appointed officials.

Request Access

First, navigate to and select the “Create” button.

INDIANA
Gateway for government units

Department of Local Government Finance - LDA [Home](#) [Logout](#)

jennytest@test.com's Request Access Dashboard [Create](#)

Pending LDA Requests

Current Approved LDAs

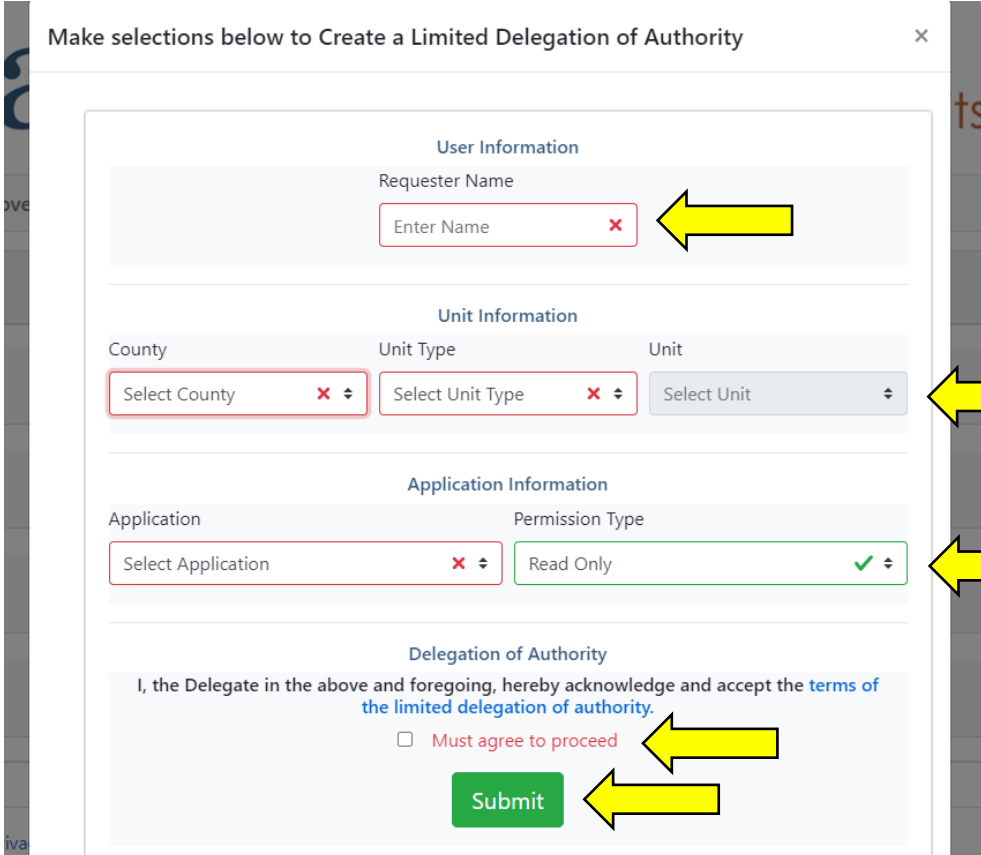
Rejected LDA Request

Next, a pop-up screen will appear. You will enter the information about yourself into each field. *A new LDA request will need to be submitted for each application where you desire access.*

- Requester Name: Enter your name.
- County: Select the county name that you are requesting permission to view/edit.
- Unit Type: Select the unit type that you are requesting permission to view/edit.
- Unit: Select the unit name that you are requesting permission to view/edit.
- Application: Select the DLGF Gateway application where you desire access. *A new LDA request will need to be submitted for each application where you desire access.*
- Permission Type: Select Read Only or Editor access for your desired permission type.

Once your information is entered, please review the terms of the limited delegation of authority.

After you have reviewed the terms, please check the box next to “Must agree to proceed” and select “Submit”.



Make selections below to Create a Limited Delegation of Authority

User Information

Requester Name

Unit Information

County	Unit Type	Unit
<input type="text" value="Select County"/>	<input type="text" value="Select Unit Type"/>	<input type="text" value="Select Unit"/>

Application Information

Application	Permission Type
<input type="text" value="Select Application"/>	<input checked="" type="text" value="Read Only"/>

Delegation of Authority

I, the Delegate in the above and foregoing, hereby acknowledge and accept the [terms of the limited delegation of authority](#).

Must agree to proceed



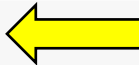
View Pending LDA Requests

This will show your pending LDA Requests.

Users may select to edit their own submission, view their requests, or delete their requests.

Department of Local Government Finance - LDA Home Logout

jennytest@test.com's Request Access Dashboard [Create](#)

[Pending LDA Requests](#) 

Show entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Current Approved LDAs

Rejected LDA Request



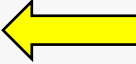
Current Approved LDAs

This will show your approved LDA Requests.

Department of Local Government Finance - LDA [Home](#) [Logout](#)

jennytest@test.com's Request Access Dashboard [Create](#)

Pending LDA Requests

[Current Approved LDAs](#) 

Show entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Rejected LDA Request

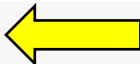


Rejected LDA Requests

This will show your rejected LDA Requests.

Pending LDA Requests

Current Approved LDAs

Rejected LDA Request 

Show entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Expired LDAs




Expired LDAs

This will show your expired LDA Requests.

Current Approved LDAs

Rejected LDA Request

[Expired LDAs](#) 

Show entries Search:

Application	Unit	User Role	User Controls
No data available in table			

Showing 0 to 0 of 0 entries Previous Next



This section is to be completed by elected/appointed officials.

Provide Access

Provide Access allows you to delegate your access to another user, such as a staff member or financial consultant.

The screenshot shows the Indiana Gateway website interface. At the top, the logo reads "INDIANA Gateway for government units". Below the logo is a navigation bar with "Department of Local Government Finance - LDA" on the left and "Home" and "Logout" on the right. A welcome message "Welcome, test13@test13.com!" is displayed. The main content area contains three paragraphs of text: "LDA or Limited Delegation of Authority is for requesting and granting access to entering and editing data in the DLGF Gateway applications.", "Request Access to the Indiana Gateway website DLGF applications. You can also see your existing request, your current approved request (Limited Delegations of Authority or LDA), etc.", and "Provide Access allow you to delegate your access to a unit to another user." Below the text are three buttons: "Request Access", "Provide Access" (highlighted with a red box), and "Review Access Request".



Request Access

First, navigate to and select the “Create” button.



Department of Local Government Finance - LDA

[Home](#) [Logout](#)

jennytest@test.com's Request Access Dashboard [+ Create](#)



Pending LDA Requests

Current Approved LDAs

Rejected LDA Request



Next, a pop-up screen will appear. You will enter the information about your delegate and yourself into each field. *A new LDA request will need to be submitted for each application where you desire access.*

- Delegate Email: Enter the email for the person you wish to grant permission to view/edit your unit.
- Delegate Name: Enter the name of the person you wish to grant permission to view/edit your unit.
- County: Select the county name for the delegate that you wish to grant permission to view/edit.
- Unit Type: Select the unit type that you are requesting permission to view/edit.
- Unit: Select the unit name that you are requesting permission to view/edit.
- Application: Select the DLGF Gateway application where you desire access. *A new LDA request will need to be submitted for each application where you desire access.*
- Permission Type: Select Read Only or Editor access for your desired permission type.
- Delegator Name: Enter your name.

Once your information is entered, please review the terms of the limited delegation of authority.

After you have reviewed the terms, please check the box next to “Must agree to proceed” and select “Submit”.



User Information

Delegatee Email	Delegatee Name
<input style="border: 1px solid red;" type="text" value="Enter Email"/>	<input style="border: 1px solid red;" type="text" value="Enter Name"/>

Unit Information

County	Unit Type	Unit Code
<input style="border: 1px solid red;" type="text" value="Select County"/>	<input style="border: 1px solid red;" type="text" value="Select Unit Type"/>	<input type="text" value="Select Unit"/>

Application Information

Application	Permission Type
<input style="border: 1px solid red;" type="text" value="Select Application"/>	<input style="border: 1px solid red;" type="text" value="Select Permission"/>

Delegator Name

Delegation of Authority

I, the Delegate in the above and foregoing, hereby acknowledge and accept the [terms of the limited delegation of authority](#).

Must agree to proceed



Existing LDAs

Under **Existing LDAs** you will see a table that contains all LDAs for your units. You can revoke access to the units for that user by selecting the revoke button. You can select the button “View” on any of the LDAs in the table to bring up a new window that will display the detail.

Selecting **Revoke** will populate this window:

Are you sure you want to reject this LDA request?

LDA Information

Requester Email	Approved By	Permission Type	Status
gateway1@test.com	rlee@dlgf.in.gov	Editor	Approved
County Name	Unit Type	Unit Code	Application
Adams	School	ADAMS CENTRAL COMMUNITY SCHOOL CORPORATION	Economic Development Reporting
Created Date	Approval Date	Expires	Revoke Date
6/13/2022 3:27:49 PM	6/13/2022 3:27:49 PM	6/13/2023 3:27:49 PM	

Revoke Comment

Comment

Reason for revoking...

Revoke | Back to List

The user will be required to enter the reason for revoking access to the unit for that user. Once that field has been filled, the user will select “Revoke” to remove the LDA/permission.



Selecting **Create** will populate this window:

Make selections below to Create Limited Delegation of Authority

User Information

Delegatee Email	Delegatee Name
<input type="text" value="Enter Email"/>	<input type="text" value="Enter Name"/>

Unit Information

County	Unit Type	Unit Code
<input type="text" value="Select County Code"/>	<input type="text" value="Select Unit Type"/>	<input type="text" value="Select Unit"/>
<ul style="list-style-type: none">Select County CodeAdamsBartholomewDuboisElkhart		

Application Information

Permission Type	
<input type="text" value="Select Application"/>	<input type="text" value="Select Permission"/>

Delegator Name

<input type="text" value="Enter Your Name"/>
--

Delegation of Authority

I, the Delegate in the above and foregoing, hereby acknowledge and accept the [terms of the limited delegation of authority](#).

Must agree to proceed

ree@dlgf.in.gov File Transmission JEFFERSON TOWNSHIP Editor



Users will make selections from these drop downs to enter in the User, Unit, & Application information for the user they would like to delegate access to. The only data that populates in the **Provide Access** Create drop-downs are for units that the logged-in user has submitter access to. The user then must agree to the terms of the form before being able to create the LDA. Once the submission has been made you will receive a pop-up advising the LDA has been created. The LDA should now be visible under **Existing LDAs** in the Get Access section of the application.



Review Access Requests



Department of Local Government Finance - LDA

[Home](#) [Logout](#)

Welcome, jennytest@test.com!

LDA or Limited Delegation of Authority is for requesting and granting access to entering and editing data in the DLGF Gateway applications.

Request Access to the DLGF Gateway applications. You can also see your existing request, your current approved request (Limited Delegations of Authority or LDA), etc.

Provide Access allow you to delegate your access to a unit to another user.

Review Access Request allows you to review, approve, or reject pending LDA request for units you have submitter access to. You may also revoke access from a user by revoking their LDA, if you currently have submitter access to that same unit.

[Request Access](#)

[Provide Access](#)

[Review Access Request](#)



Review Access Request allows you to review, approve, or reject pending LDA requests for units you have submitter access to. You may also revoke access from a user by revoking their LDA if you currently have submitter access to that same unit.

Selecting **Review Access Request** on the home page will bring you here (Top of page):



Make selections below to filter Limited Delegation of Authority by Unit

Submitter Access

County Code: ✓

Unit Type Code: ✓

Unit Code: ✕

Select Unit

ADAMS COUNTY

Pending LDA Request

Show entries Search:

Requester	Application	Unit	User Role	User Controls
gateway1@test.com	File Transmission	BAINBRIDGE TOWNSHIP	Read Only	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
gateway1@test.com	File Transmission	CLAY TOWNSHIP	Read Only	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
test24@test24.com	Budget	ADAMS COUNTY	Editor	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Showing 1 to 3 of 3 entries Previous Next

Existing LDAs

Under **Submitter Access** you will see three separate drop-downs, here you can make selections to cycle through the units you currently have access to.

Under **Pending LDA Request** you will see a table that contains all the LDA requests that are still pending. You can review, approve, or reject pending LDA requests for units to which you have submitter access.

Selecting **Review Access Request** on the home page will bring you here (Bottom of page):



Existing LDAs

Here are all LDAs for units you have submitter access to.

Show entries Search:

Requester	Application	Unit	User Role	User Controls
gateway1@test.com	Economic Development Reporting	ADAMS CENTRAL COMMUNITY SCHOOL CORPORATION	Editor	View Revoke
gateway1@test.com	Budget	ADAMS COUNTY	Read Only	View Revoke
gateway1@test.com	File Transmission	JEFFERSON TOWNSHIP	Read Only	View Revoke
rlee@dlgf.in.gov	SB 131 Reporting for SWMDs	MONROE TOWNSHIP	Editor	View Revoke
rlee@dlgf.in.gov	File Transmission	JEFFERSON TOWNSHIP	Editor	View Revoke
rlee@dlgf.in.gov	File Transmission	BAINBRIDGE TOWNSHIP	Editor	View Revoke
rlee@dlgf.in.gov	File Transmission	CLAY TOWNSHIP	Editor	View Revoke

Showing 1 to 7 of 7 entries Previous Next

Expired / Revoked LDAs

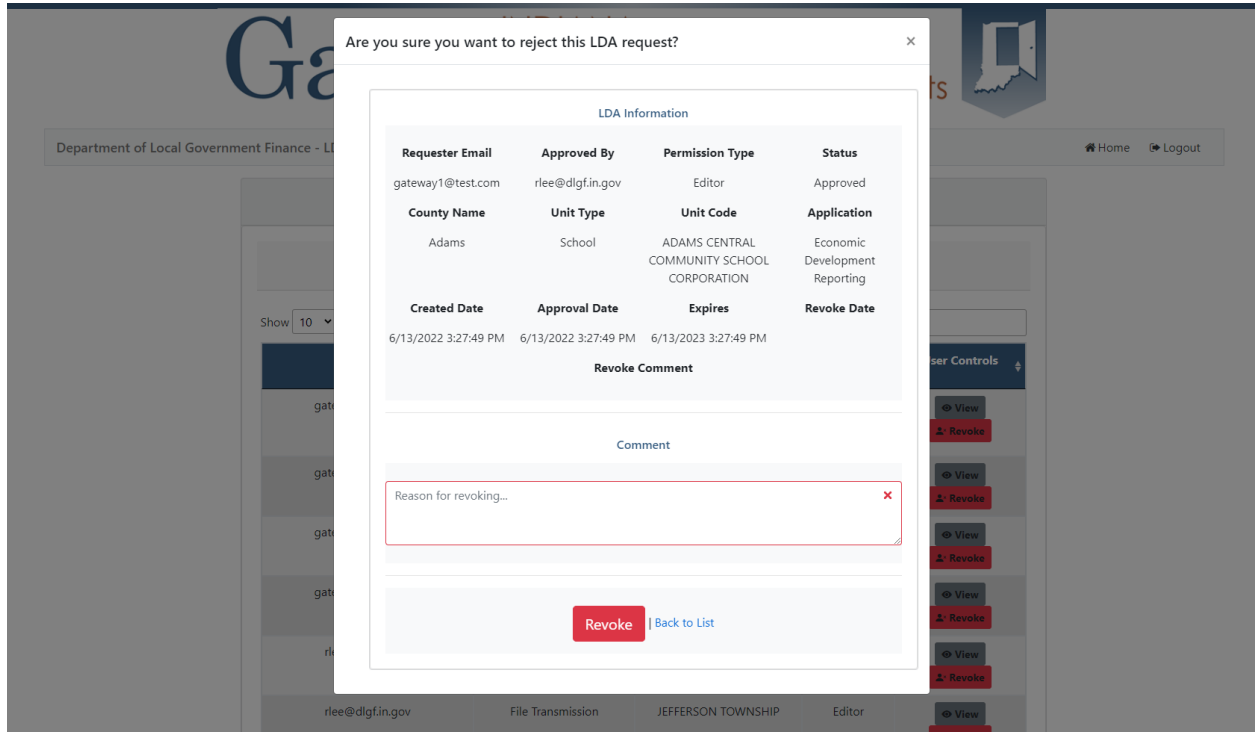
Show entries Search:

Requester	Application	Unit	User Role	Status	User Controls
gateway1@test.com	Budget	OLIVE TOWNSHIP	Editor	Revoked	View

Under **Existing LDAs** you will see a table that contains all LDAs for units you have submitter access to. You can revoke access to the units for that user by selecting the revoke button. You can select the button “View” on any of the LDAs in the table to bring up a new window that will display the details and an option to export your request to the State Form 56329 (R3 / 4-22) PDF.

Under **Expired/Revoked LDAs** you will see a table that contains all LDAs that have either expired (LDAs last for 1 year from when they were approved) or have been revoked. You can select the button “View” on any of the LDAs in the table to bring up a new window that will display the details and an option to export your request to the State Form 56329 (R3 / 4-22) PDF.

Selecting **Revoke** will populate this window.



The user will be required to enter the reason for revoking access to the unit for that user. Once that field has been filled the user will then be allowed to Revoke the LDA/permission.