



Office of the State Auditor

DIANA DIZOGLIO

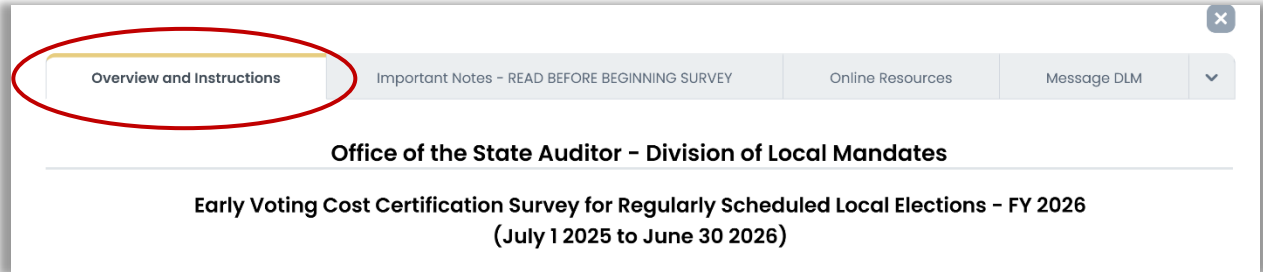
DLM SURVEY PORTAL NAVIGATION AIDE

Table of Contents

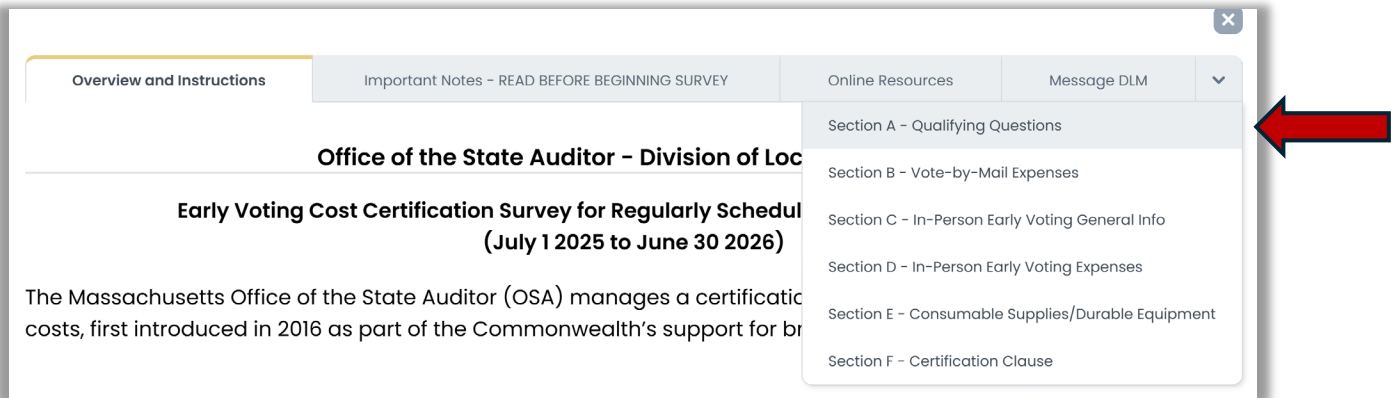
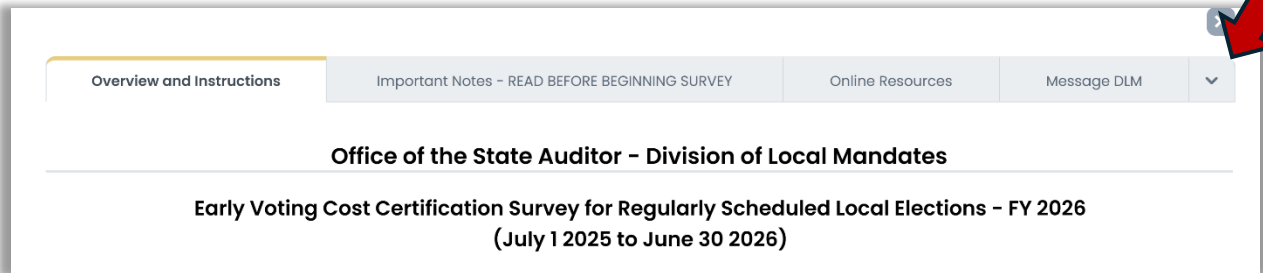
A. Navigating to Survey Sections.....	2
B. Navigating through Survey Sections.....	4
C. Saving Survey for Future Completion.....	6
D. Entering Data into Tables.....	7
E. Messaging DLM.	10
F. Submitting Survey.....	14
G. Correcting Errors.	16
H. Editing Survey During 24-Hour Post- Submission Review and Editing Window.	18
I. Accessing Original Submission After 24-Hour Post-Submission Review and Editing Window.....	20
J. Responding to DLM Requests for More Information.	22
K. Editing Survey During 48-Hour Post- Certification Review and Editing Window – FINAL OPPORTUNITY.....	26
L. Accessing Certification Letter After 48-Hour Post-Certification Review and Editing Window	28

A. Navigating to Survey Sections.

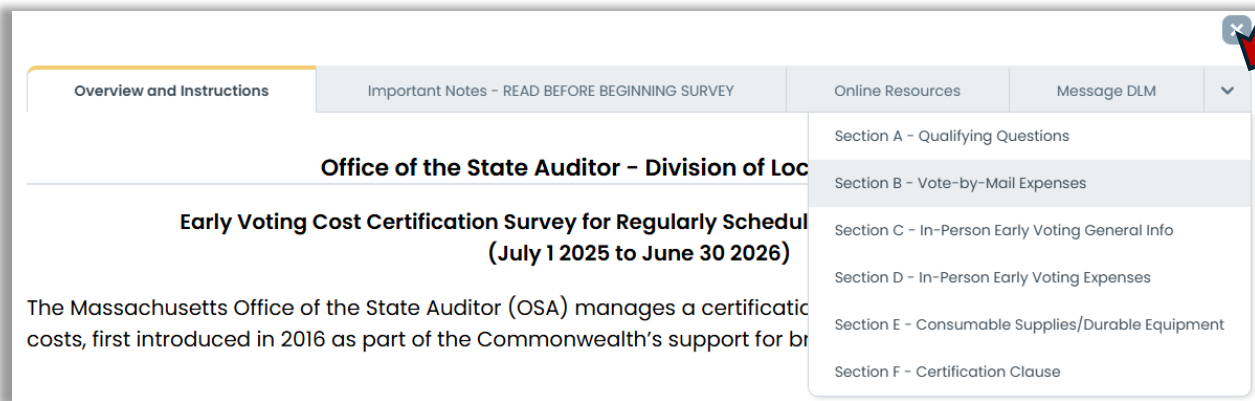
1. Within the survey, click on each tab to view content.



2. Once you have read through the *Overview and Instructions* and *Important Notes* tabs, click on the drop-down arrow at the far right to view additional survey sections. **All municipalities** should select *Section A - Qualifying Questions* to begin entering your survey response.



3. To move between survey sections, click on the drop-down arrow again and select the next applicable section.



Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

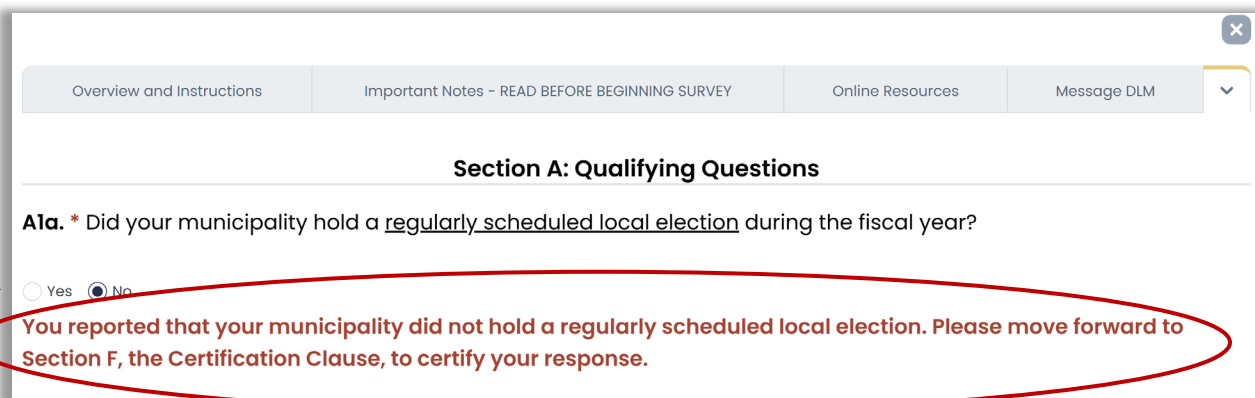
Office of the State Auditor - Division of Local Government Services

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections (July 1 2025 to June 30 2026)

The Massachusetts Office of the State Auditor (OSA) manages a certification survey for municipalities to report early voting costs, first introduced in 2016 as part of the Commonwealth's support for ballot access.

- Section A - Qualifying Questions
- Section B - Vote-by-Mail Expenses
- Section C - In-Person Early Voting General Info
- Section D - In-Person Early Voting Expenses
- Section E - Consumable Supplies/Durable Equipment
- Section F - Certification Clause

4. If the following section does not apply based on previous responses, you will see a notification message directing you to the next applicable section.



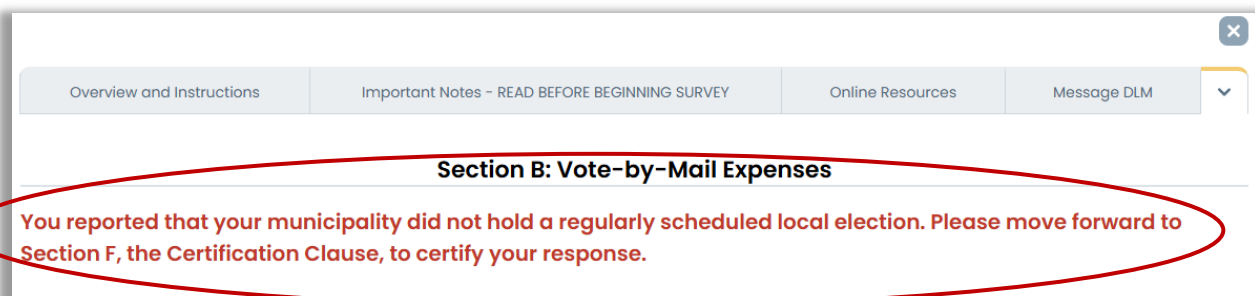
Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

Section A: Qualifying Questions

A1a. * Did your municipality hold a regularly scheduled local election during the fiscal year?

☐ Yes ☒ No

You reported that your municipality did not hold a regularly scheduled local election. Please move forward to Section F, the Certification Clause, to certify your response.



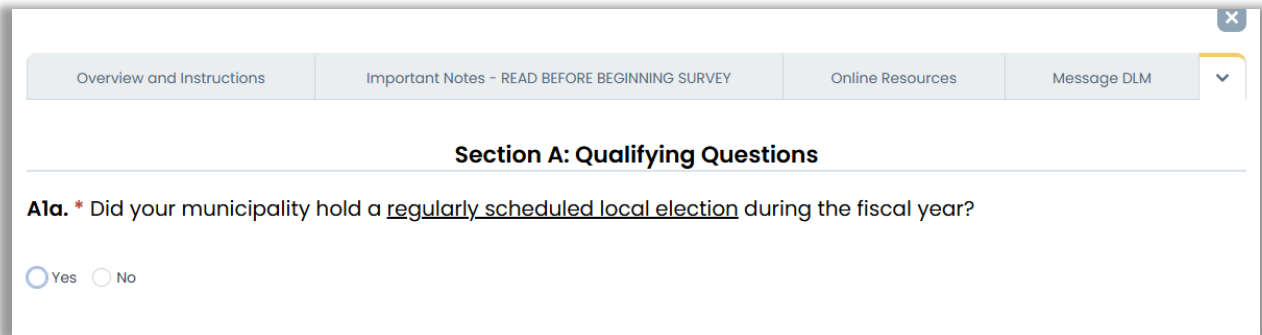
Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

Section B: Vote-by-Mail Expenses

You reported that your municipality did not hold a regularly scheduled local election. Please move forward to Section F, the Certification Clause, to certify your response.

B. Navigating **through** Survey Sections.

1. Each section of the survey contains multiple questions. Additional follow-up questions may populate depending on the response to a preceding question.

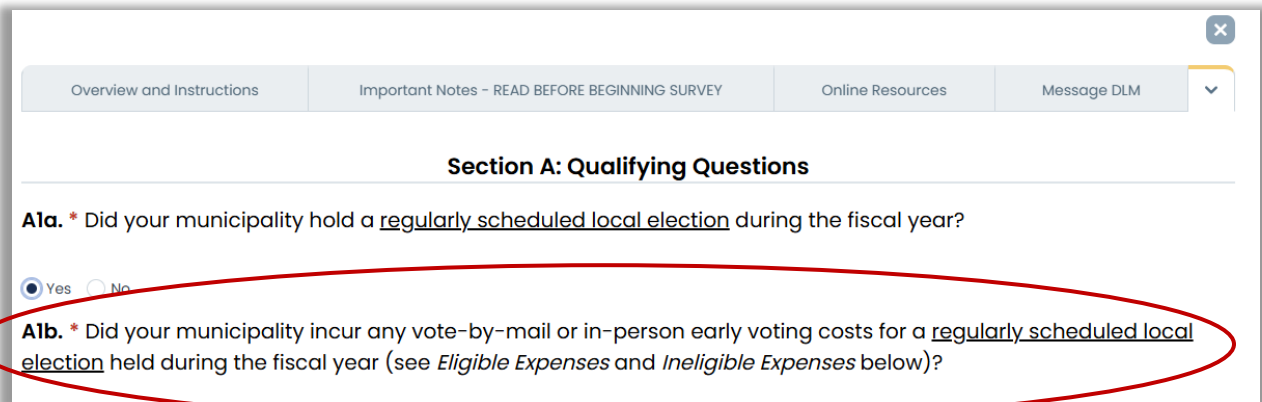


Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

Section A: Qualifying Questions

A1a. * Did your municipality hold a regularly scheduled local election during the fiscal year?

☒ Yes ☐ No



Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

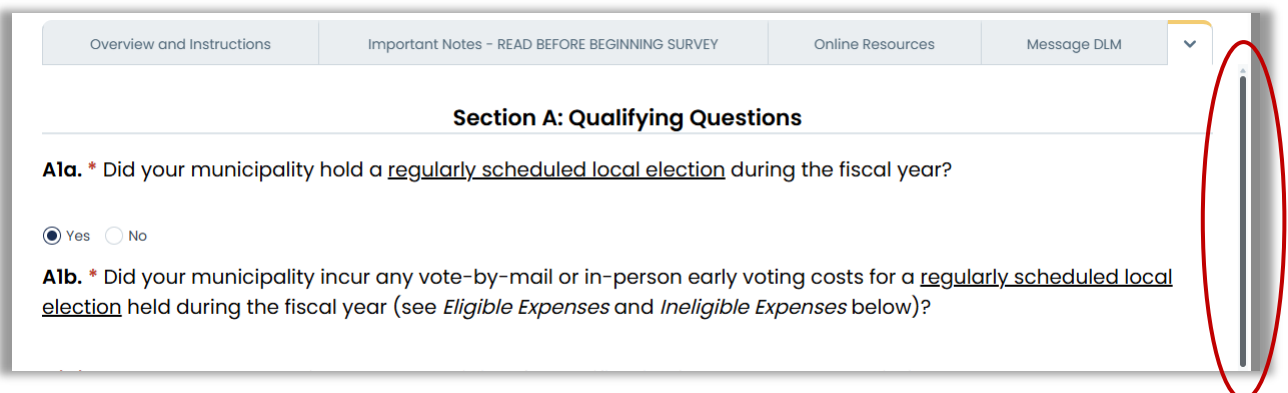
Section A: Qualifying Questions

A1a. * Did your municipality hold a regularly scheduled local election during the fiscal year?

☒ Yes ☐ No

A1b. * Did your municipality incur any vote-by-mail or in-person early voting costs for a regularly scheduled local election held during the fiscal year (see *Eligible Expenses* and *Ineligible Expenses* below)?

2. A scroll bar is located on the right side of the screen (or will appear as follow-up questions populate) to access the rest of the section. Please ensure that you scroll through the entirety of the section to respond to all applicable questions. If you miss a required response, the system may not generate an error until you try to submit your response to DLM.



Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

Section A: Qualifying Questions

A1a. * Did your municipality hold a regularly scheduled local election during the fiscal year?

☒ Yes ☐ No

A1b. * Did your municipality incur any vote-by-mail or in-person early voting costs for a regularly scheduled local election held during the fiscal year (see *Eligible Expenses* and *Ineligible Expenses* below)?

3. Once you have responded to all questions in the section, you will see a notification message directing you to the next section.

A4. List the date(s) of the local election(s) you are submitting for this survey.

Election Type	Date of Election
Local Election	11/4/2025

Type to add a row...

You have reached the end of Section A. Please navigate to Section B - Vote-by-Mail Expenses.

C. Saving Survey for Future Completion.

1. You may save the survey and continue to work on it at a later time. To save the survey, select the yellow “Save and Exit” button at the bottom of the screen.

The screenshot displays a survey window with a top navigation bar containing four tabs: "Overview and Instructions", "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", and "Message DLM". The "Important Notes" tab is active.

B11. * Did your municipality incur any expenses related to election workers for vote-by-mail duties for a regularly scheduled local election held during the fiscal year?

Reminder: *"election worker"* refers to **both** municipal employees and temporary workers performing election-related duties, unless otherwise specified.

☐ Yes ☐ No

B25. All expenses related to postage, rentals, and election workers for vote-by-mail should have been entered in the questions above (see questions B1 to B24). Include below any additional vote-by-mail expenses that your city or town incurred that you would like DLM to consider.

Note: Expenses related to consumable supplies and durable equipment should be entered in Section E.

Reminder: Expenses for meals, election worker transportation, voter registration, and ballot recounts are ineligible for certification.

Election Type	Total Cost	Reason for Expense
Type to add a row...		

Total VBM Additional Expenses:

At the bottom of the survey window, there is a row of four buttons: "Save and Exit" (yellow, circled in red), "Message DLM" (blue), "Click Here to Submit Survey" (green), and "Close" (grey).

D. Entering Data into Tables.

1. Some questions include tables for entering data.

E2. * Did your municipality incur any expenses to produce and print early voting ballots for a regularly scheduled local election held during the fiscal year?

☒ Yes ☐ No

E2a. * List expenses for early voting and absentee ballot printing and production (including applicable taxes and shipping) needed for the local election(s).

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
Type to add a row...						

Total Printing and Production Cost

E2b. * Upload the invoice(s) detailing the ballot production and printing expenses associated with the local election(s). Ballot production and printing expenses will not be certified if we do not receive an upload.

Upload File

Drag and drop files here to upload

2. Certain data fields contain drop-down menus. When you click into the data field (e.g., in the “Election Type” column, or the “Position Type” column for election worker questions), a drop-down arrow will appear.


E2a. * List expenses for early voting and absentee ballot printing and production (including applicable taxes and shipping) needed for the local election(s).

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
<input type="text"/>						

Total Printing and Production Cost

- Costs for a local election and, if applicable, a preliminary local election must be reported in separate lines. Please make the appropriate selection for the expense(s) you are reporting.

E2a. *List expenses for early voting and absentee ballot printing and production (including applicable taxes and shipping) needed for the local election(s).




Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
						
Preliminary Local Election						
Local Election						

Total Printing and Production Cost

voice(s) detailing the ballot production and printing expenses associated with the local

- There are no limits to the number of rows of expenses you can enter into a table. Extra rows will appear as you fill out your expenses.


E2a. *List expenses for early voting and absentee ballot printing and production (including applicable taxes and shipping) needed for the local election(s).

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
Preliminary Loc... 	5	10	15	50	\$100	\$83.33
Local Election 	10	20	30	100	\$200	\$166.67
						

Total Printing and Production Cost

- If the table column headings cannot be viewed in their entirety, the table can be expanded by selecting the expansion arrows at the far right of the table.

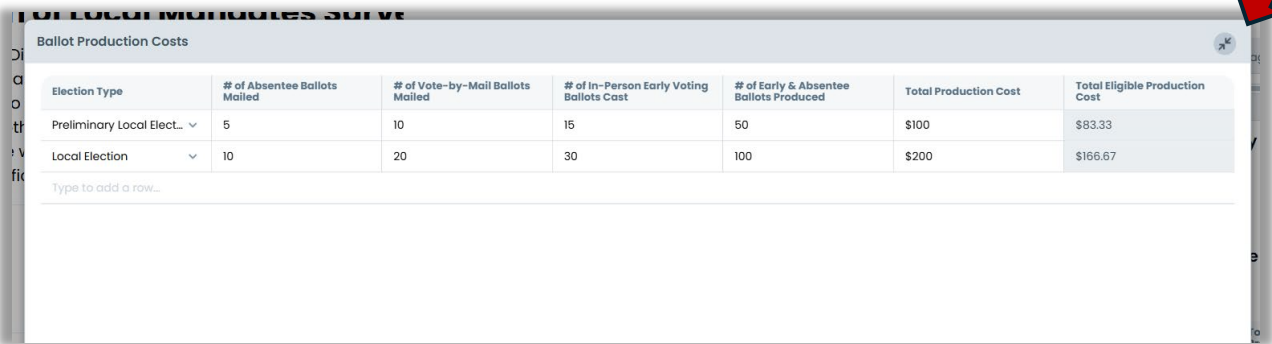
E2a. *List expenses for early voting and absentee ballot printing and production (including applicable taxes and shipping) needed for the local election(s).

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots...	Total Production Cost	Total Eligible Production Cost
						
Preliminary Local Election						
Local Election						

Total Printing and Production Cost

voice(s) detailing the ballot production and printing expenses associated with the local

6. You can return to the main survey screen by clicking on the arrows in the expanded view.



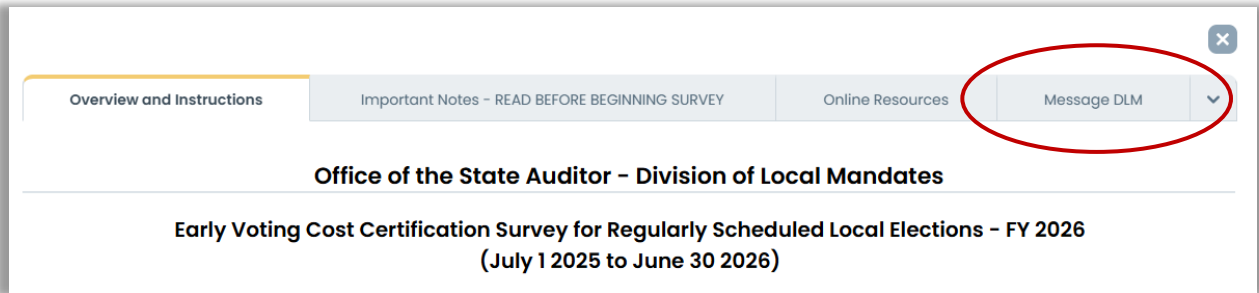
The screenshot shows a web application interface for 'Ballot Production Costs'. A red arrow points to the top right corner of the table area, indicating a navigation button. The table has two columns with dropdown menus, and two columns with calculated values. Below the table is a text input field for adding new rows.

Election Type	# of Absentee Ballots Mailed	# of Vote-by-Mail Ballots Mailed	# of In-Person Early Voting Ballots Cast	# of Early & Absentee Ballots Produced	Total Production Cost	Total Eligible Production Cost
Preliminary Local Elect. ▾	5	10	15	50	\$100	\$83.33
Local Election ▾	10	20	30	100	\$200	\$166.67

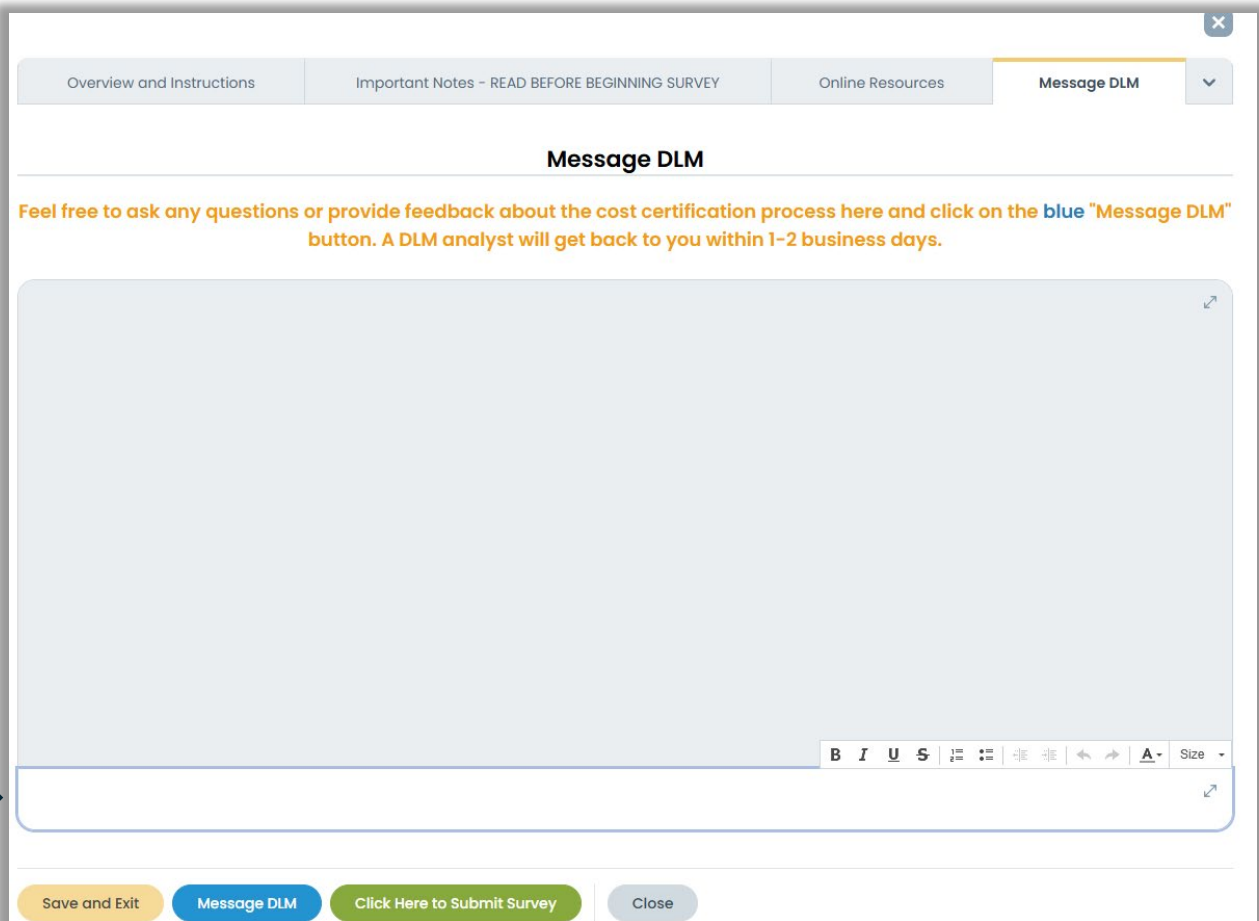
Type to add a row...

E. Messaging DLM.

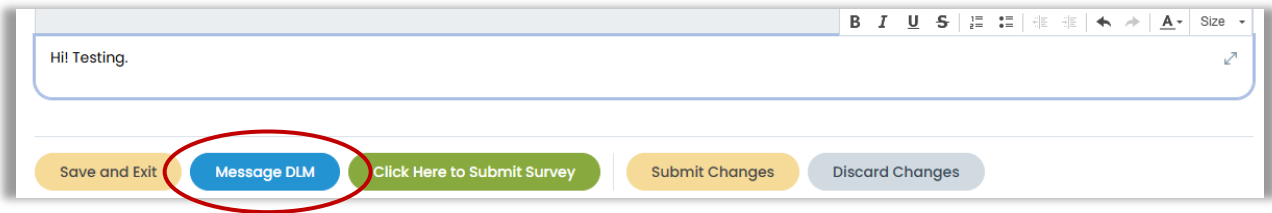
1. We ask that you send inquiries regarding the survey to the DLM team through the portal. To message DLM, begin by selecting the *Message DLM* tab.



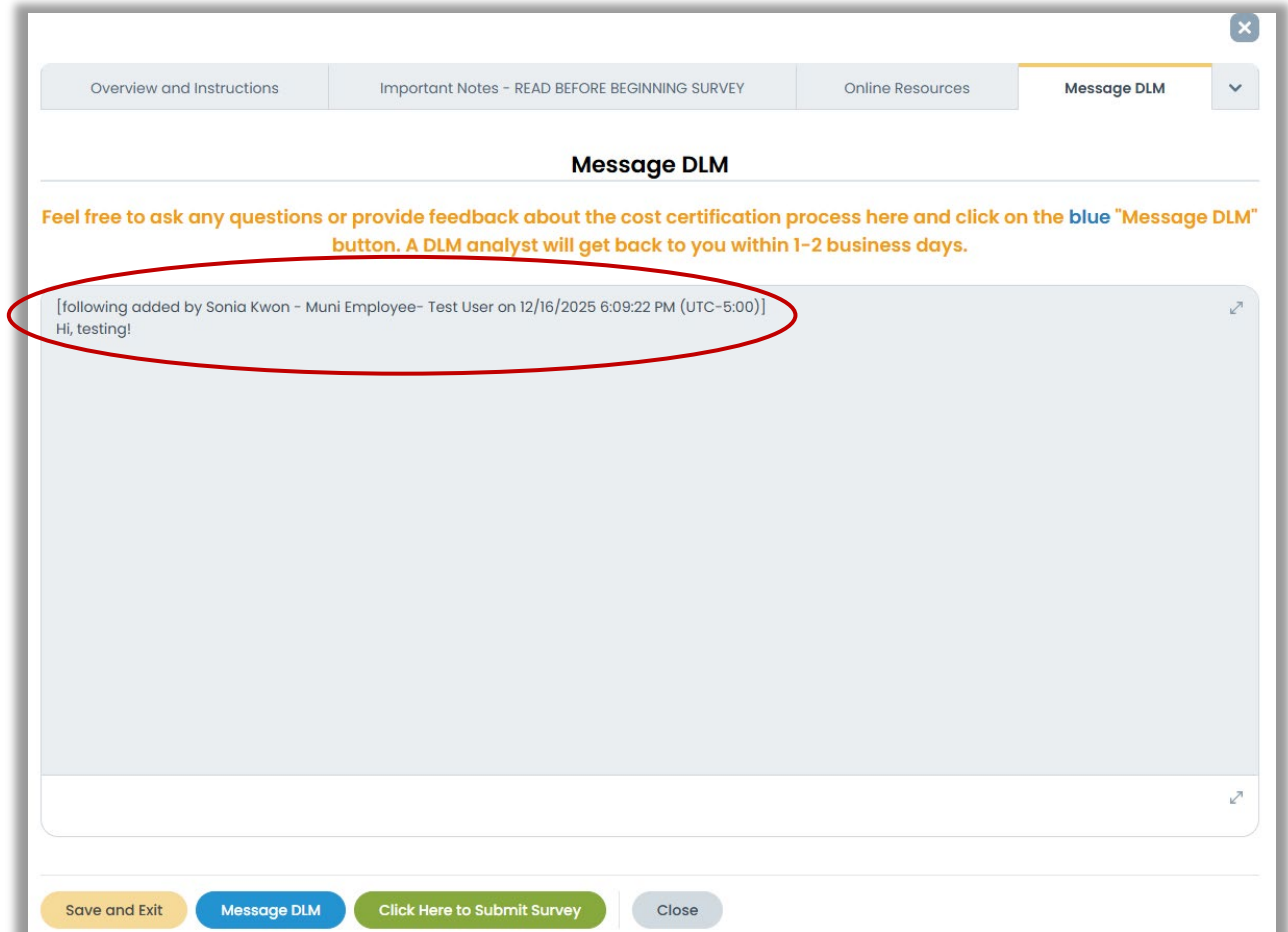
2. Compose your message in the **white** text box at the **bottom** of the screen. Sent and received messages will be located in the grey section of the *Message DLM* tab.



3. Once you have finished composing your message, select the blue “Message DLM” button at the bottom of the screen to send your message.



4. Your sent message will be located in the grey section of the *Message DLM* tab.

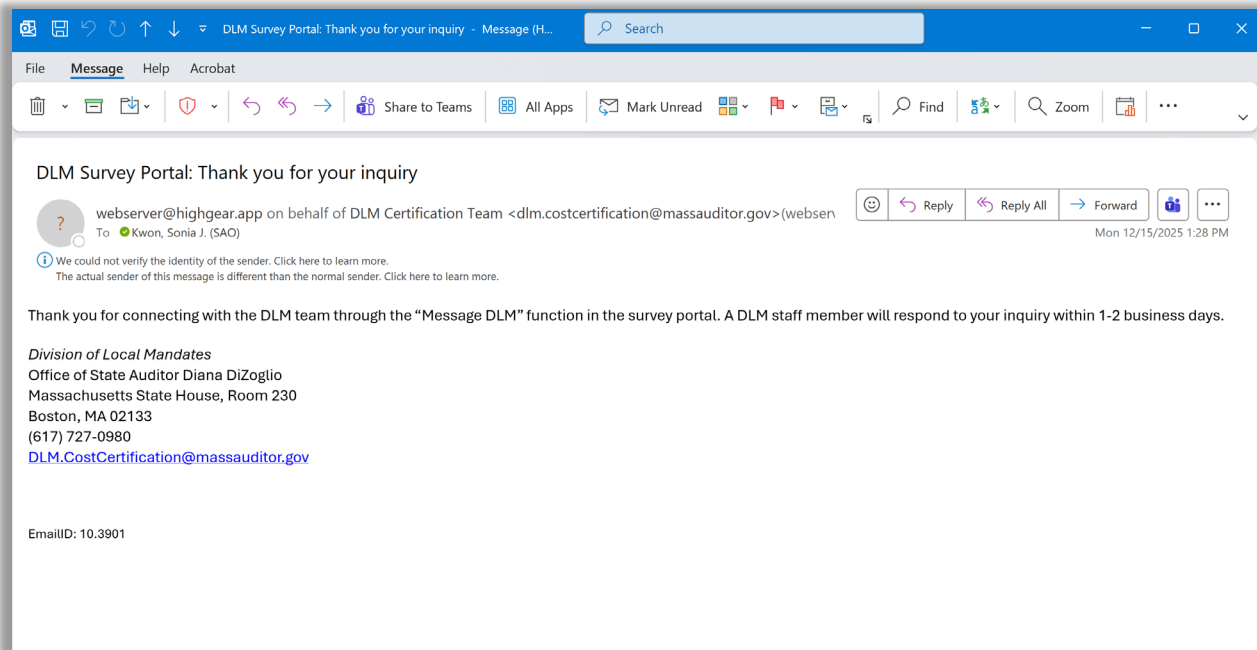


5. Once you have submitted your message, you will receive an email notification (outside of the portal) acknowledging receipt.

DLM Certification Team

DLM Survey Portal: Thank you for your inquiry

Mon 1:28 PM

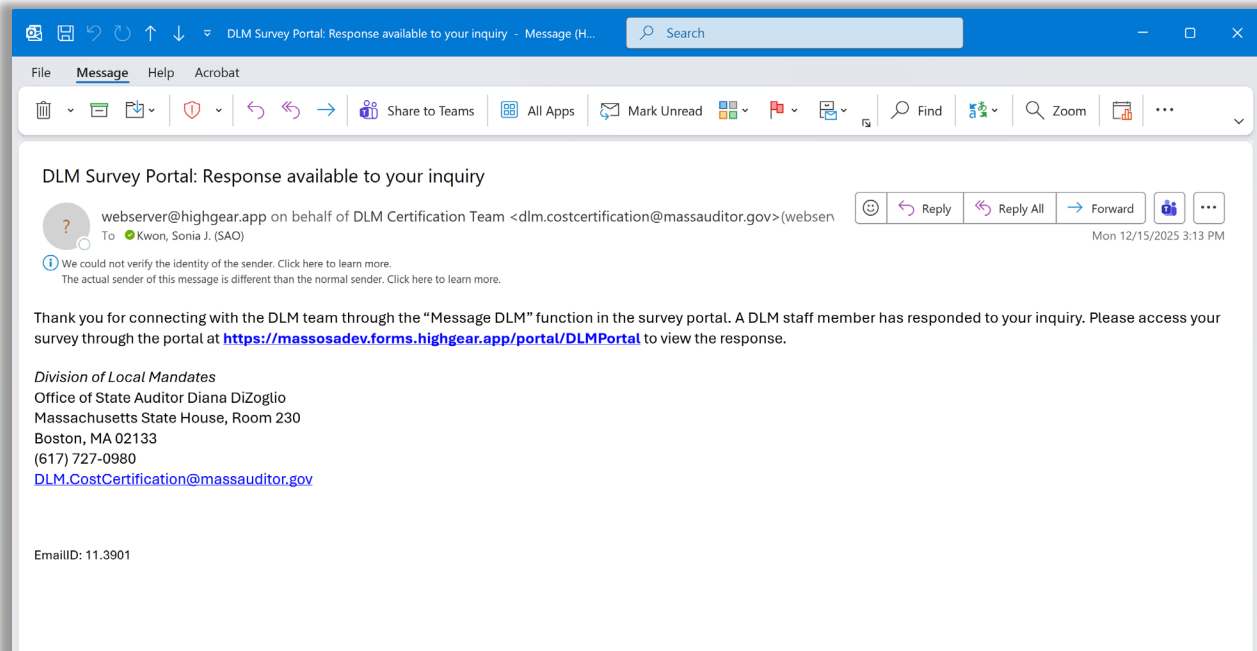


- When a member of the DLM team has responded to your inquiry, you will receive an email notification (outside of the portal) that a response (within the portal) is available.

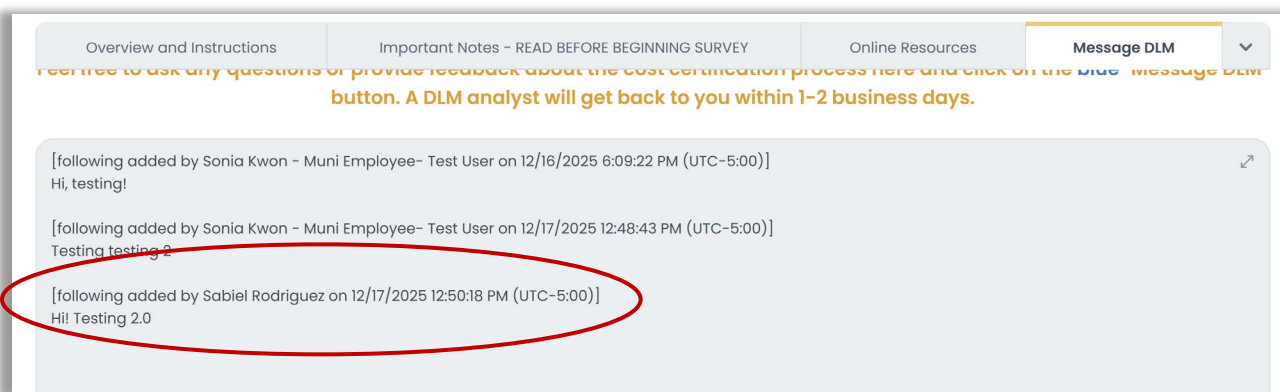
DLM Certification Team

DLM Survey Portal: Response available to your inquiry

Mon 3:13 PM



- The DLM response to your message will be located in the grey section of the *Message DLM* tab.



F. Submitting Survey.

1. Once you complete the survey and are ready to submit your response to the DLM team for review, select the green “Click Here to Submit Survey” button at the bottom of the screen.

Overview and Instructions Important Notes - READ BEFORE BEGINNING SURVEY Online Resources Message DLM

Office of the State Auditor - Division of Local Mandates

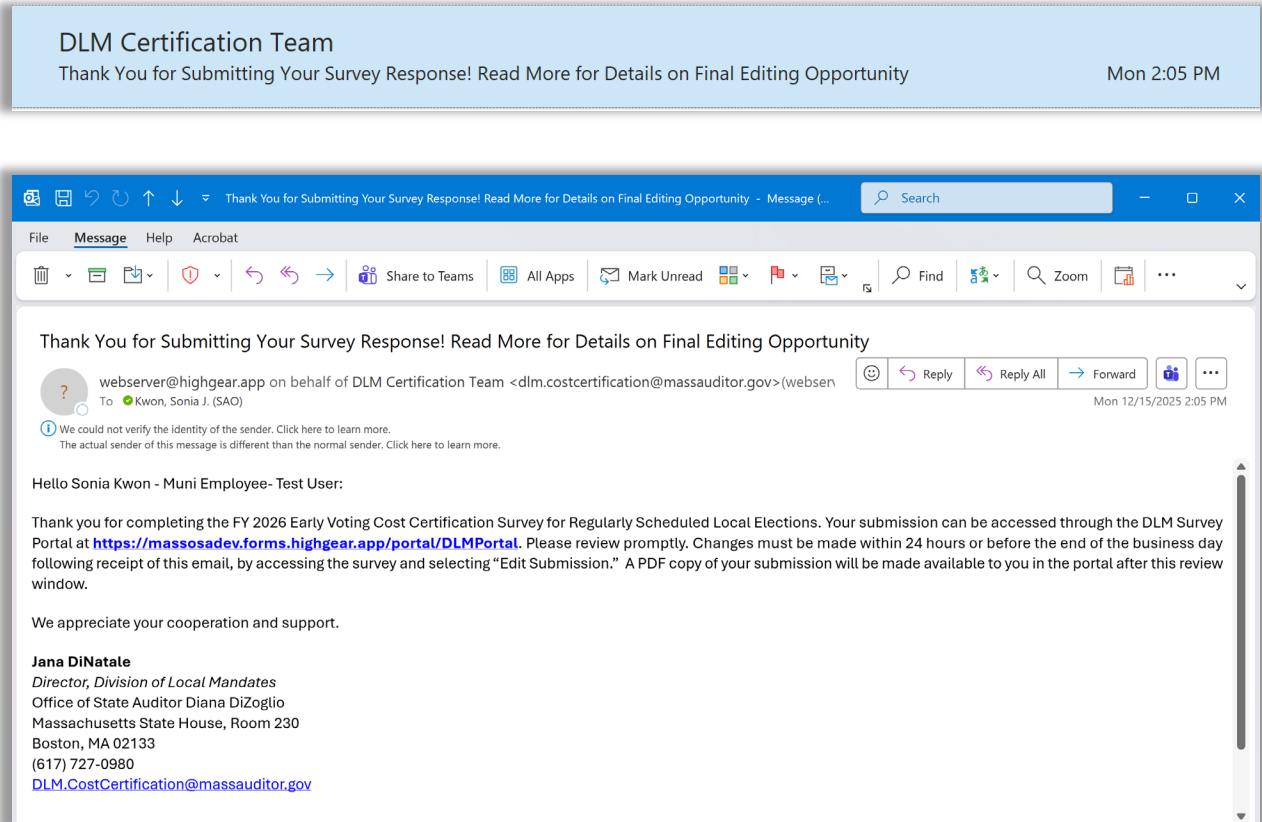
Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

The Massachusetts Office of the State Auditor (OSA) manages a certification process for municipalities' early voting costs, first introduced in 2016 as part of the Commonwealth's support for broader voter participation.

The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

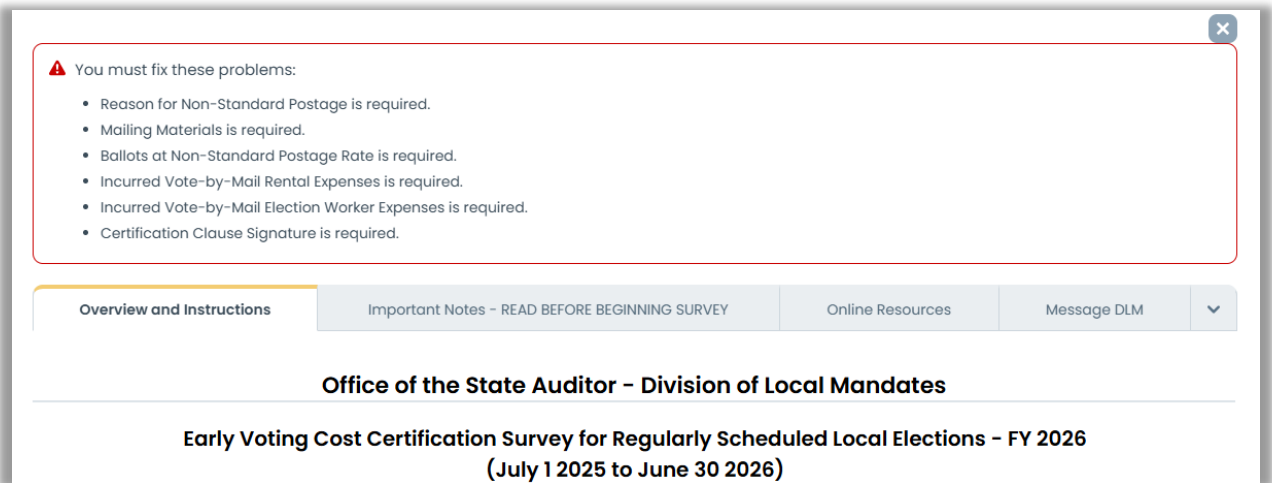
Save and Exit Message DLM **Click Here to Submit Survey** Close

2. Once you have submitted your survey response, you will receive an email notification (outside of the portal) acknowledging receipt and starting the clock on the 24-hour review and editing window.



G. Correcting Errors.

1. Once you select the green “Click Here to Submit Survey” button, if you have missed any required fields, including required uploads, you will receive an error message at the top of your screen.



This screenshot shows the top of the survey interface with an error message. The error message is in a red-bordered box with a warning icon and states: "You must fix these problems:" followed by a list of six required fields. Below the error message is a navigation bar with four tabs: "Overview and Instructions" (active), "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", and "Message DLM". Below the navigation bar is the header "Office of the State Auditor - Division of Local Mandates" and the title "Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026 (July 1 2025 to June 30 2026)".

You must fix these problems:

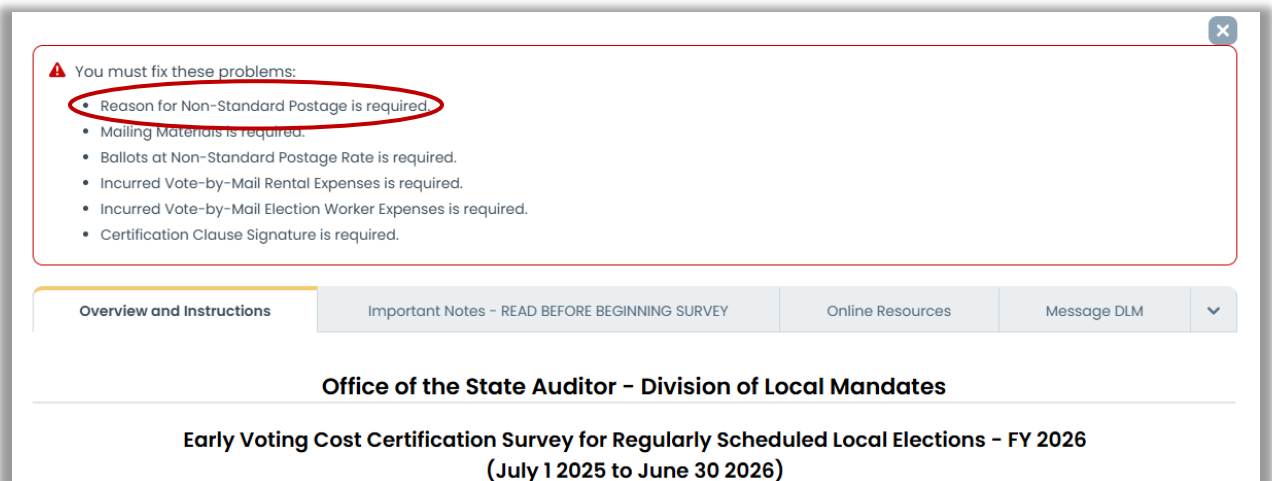
- Reason for Non-Standard Postage is required.
- Mailing Materials is required.
- Ballots at Non-Standard Postage Rate is required.
- Incurred Vote-by-Mail Rental Expenses is required.
- Incurred Vote-by-Mail Election Worker Expenses is required.
- Certification Clause Signature is required.

Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

2. To make corrections, click on each error and you will be taken to the question that must be corrected.



This screenshot is identical to the one above, but with the first item in the error list, "Reason for Non-Standard Postage is required.", circled in red to indicate it is the first error to be corrected.

You must fix these problems:

- Reason for Non-Standard Postage is required.
- Mailing Materials is required.
- Ballots at Non-Standard Postage Rate is required.
- Incurred Vote-by-Mail Rental Expenses is required.
- Incurred Vote-by-Mail Election Worker Expenses is required.
- Certification Clause Signature is required.

Overview and Instructions | Important Notes - READ BEFORE BEGINNING SURVEY | Online Resources | Message DLM

Office of the State Auditor - Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026
(July 1 2025 to June 30 2026)

⚠ You must fix these problems:

- Reason for Non-Standard Postage is required.
- Mailing Materials is required.
- Ballots at Non-Standard Postage Rate is required.
- Incurred Vote-by-Mail Rental Expenses is required.
- Incurred Vote-by-Mail Election Worker Expenses is required.
- Certification Clause Signature is required.

Overview and Instructions
Important Notes – READ BEFORE BEGINNING SURVEY
Online Resources
Message DLM

B5. Did you use the standard 2-ounce USPS letter rate to mail out ballots for the local election(s)?

Note: Select “No” if you used a discounted rate from a postage meter.

☐ Yes ☒ No

B6b. * Select the reason(s) why a non-standard postage rate was used to mail ballots for the election(s).

☒ Discounted meter rate
☐ Bilingual ballot
☐ Multi-card ballot
☐ Other

B6c. * If a non-standard postage rate was used, list all materials that were included in the mailing of the vote-by-mail ballots.

3. Once all errors have been corrected, select the green “Click Here to Submit Survey” button to submit. Error messages will remain until all errors are corrected.

Overview and Instructions
Important Notes – READ BEFORE BEGINNING SURVEY
Online Resources
Message DLM

Office of the State Auditor – Division of Local Mandates

**Early Voting Cost Certification Survey for Regularly Scheduled Local Elections – FY 2026
(July 1 2025 to June 30 2026)**

The Massachusetts Office of the State Auditor (OSA) manages a certification process for municipalities’ early voting costs, first introduced in 2016 as part of the Commonwealth’s support for broader voter participation.

The OSA’s Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references “municipal elections,” this survey uses the commonly understood term “local elections,” and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality’s costs are considered for certification.

Save and Exit
Message DLM
Click Here to Submit Survey
Close

H. Editing Survey During 24-Hour Post-**Submission** Review and Editing Window.

1. After submitting your survey response, you will have 24 hours (one business day) to review your response and make edits. To make edits, reopen the survey within the portal and select the orange “Edit Submission” button at the bottom of the screen.

The screenshot shows a web interface for the 'Office of the State Auditor - Division of Local Mandates'. The title is 'Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026 (July 1 2025 to June 30 2026)'. The text explains that the OSA manages a certification process for municipalities' early voting costs. It states that the OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. **Certification does not guarantee reimbursement.** Municipalities are urged to exercise fiscal responsibility and proactively manage the incurrence of costs. DLM may ask for additional information and supporting documentation.

At the bottom, there are three buttons: 'Message DLM' (blue), 'Edit Submission' (orange, circled in red), and 'Close' (grey).

2. After clicking the “Edit Submission” button, you will see your survey as it appeared when the survey was first filled out. All questions in the survey are editable at this stage.
3. Once edits have been made, select the green “Click Here to Submit Survey” button to submit. If you have missed any required fields, including required uploads, you will receive an error message at the top of your screen. Follow instructions in Section G above to correct. Error messages will remain until all errors are corrected.

Overview and Instructions

Important Notes - READ BEFORE BEGINNING SURVEY

Online Resources

Message DLM

Office of the State Auditor – Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections – FY 2026
(July 1 2025 to June 30 2026)

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Save and Exit

Message DLM

Click Here to Submit Survey

Close

- After submitting your edits, your survey will be locked into read-only mode. If you need to make edits again, click on the orange "Edit Submission" button. You are permitted to make as many edits as needed until the editing period closes.

Overview and Instructions

Important Notes - READ BEFORE BEGINNING SURVEY

Online Resources

Message DLM

Office of the State Auditor – Division of Local Mandates

Early Voting Cost Certification Survey for Regularly Scheduled Local Elections – FY 2026
(July 1 2025 to June 30 2026)

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The OSA's Division of Local Mandates (DLM) will certify expenses related to **vote-by-mail and in-person early voting** for **regularly scheduled local elections** held in a given fiscal year (July 1 through June 30). While the statute references "municipal elections," this survey uses the commonly understood term "local elections," and references to regularly scheduled local elections should be understood to include preliminary local elections, if any. Promptly providing the early voting expense information requested in this survey will ensure your municipality's costs are considered for certification.

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Message DLM

Edit Submission

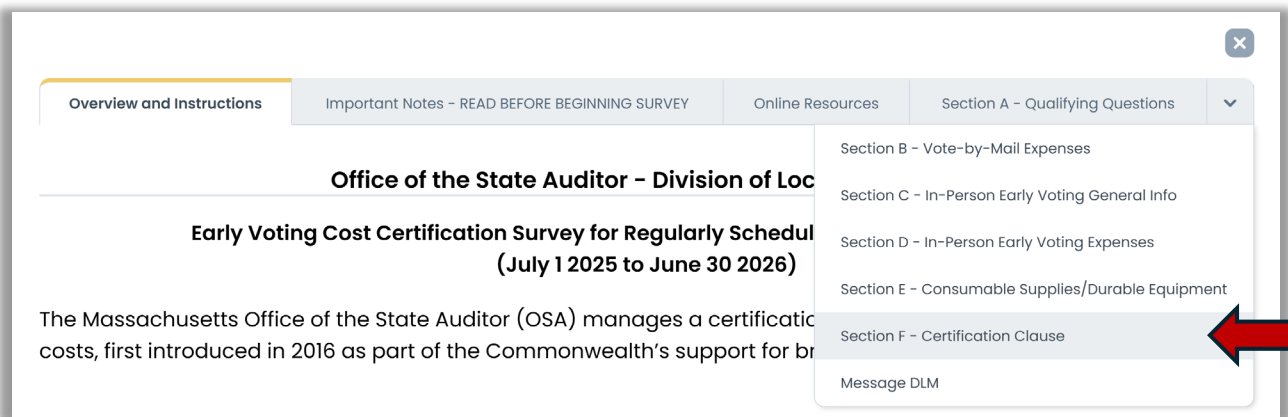
Close

I. Accessing Original Submission After 24-Hour Post-Submission Review and Editing Window.

1. Once you have submitted your survey response and the 24-hour review and editing window has passed, a read-only copy of your original submission, labeled “Original Submission,” will be available in the portal. You can review your original submission online at any time.

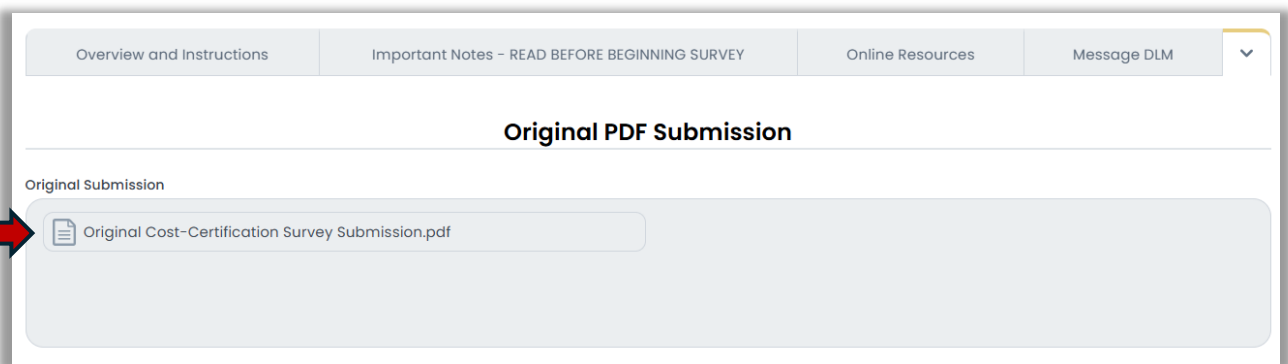
3903	Original Submission: FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - Sonia Sub...	Sonia Kwon - Muni Employee- Test User
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2. A PDF of your original submission will be available in the *Section F – Certification Clause* tab **above** the certification clause.



The screenshot shows the survey portal interface. The top navigation bar includes tabs: "Overview and Instructions", "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", and "Section A - Qualifying Questions". Below the navigation bar, the main content area displays the title "Office of the State Auditor - Division of Local Government Services" and "Early Voting Cost Certification Survey for Regularly Scheduled Local Elections (July 1 2025 to June 30 2026)". A dropdown menu is open, showing options: "Section B - Vote-by-Mail Expenses", "Section C - In-Person Early Voting General Info", "Section D - In-Person Early Voting Expenses", "Section E - Consumable Supplies/Durable Equipment", "Section F - Certification Clause" (highlighted with a red arrow), and "Message DLM".

3. You will have the option to download your original submission for your records by clicking on the PDF attachment.



The screenshot shows the "Original PDF Submission" section of the portal. The top navigation bar includes tabs: "Overview and Instructions", "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", and "Message DLM". Below the navigation bar, the main content area displays the title "Original PDF Submission". Underneath, there is a section labeled "Original Submission" containing a PDF attachment named "Original Cost-Certification Survey Submission.pdf" (highlighted with a red arrow).

4. After the “Original Submission” copy is generated, a new copy of your survey response will be generated to preserve the original submission. **DLM’s review, any requests for additional information, and any edits made by you or DLM will be conducted in the new copy labeled “DLM Review.”**

3977

DLM Review: FY 2026 Early Voting Cost Certification Survey for
Regularly Scheduled Local Elections - Sonia Sub Test Muni

Sonia Kwon - Muni
Employee- Test User

J. Responding to DLM Requests for More Information.

1. After the “Original Submission” copy is generated, a new copy of your survey response will be generated to preserve the original submission. **DLM’s review, any requests for additional information, and any edits made by you or DLM will be conducted in the new copy labeled “DLM Review.”** Your response may have statuses such as “Waiting for Verification” or “Verification in Progress” and will be locked from editing until DLM has a request for more information.

3977	DLM Review: FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - Sonia Sub Test Muni	Sabiel Rodriguez	Waiting for Verification
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2. During DLM’s review, if additional information is required, you will receive an email notification (outside of the portal).

DLM Certification Team	ATTENTION: More Information Needed	Mon 12/15
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ATTENTION: More Information Needed - Message (H...)

File Message Help Acrobat

webserver@highgear.app on behalf of DLM Certification Team <dml...>
To: Kwon, Sonia J. (SAO)
Cc: Kwon, Sonia J. (SAO)

Mon 12/15/2025 3:26 PM

ⓘ We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

Hello Sonia Kwon - Muni Employee- Test User,

Thank you for submitting a response to DLM's FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections. I am currently reviewing your submission and need additional information to determine if your early voting expenses are eligible for certification. Your submission can be accessed through the DLM Survey Portal at <https://masso-sadev.forms.highgear.app/portal/DLMPortal>.

Please review your submission to see what information is required of you and make any necessary changes. Once you are finished, click on the “Submit” button to return your submission back to the DLM team. If you have specific questions or concerns about the requested information, please use the provided text boxes next to each question in the survey, or use the “Message DLM” button within the survey; I will respond to your inquiries within 1-2 business days.

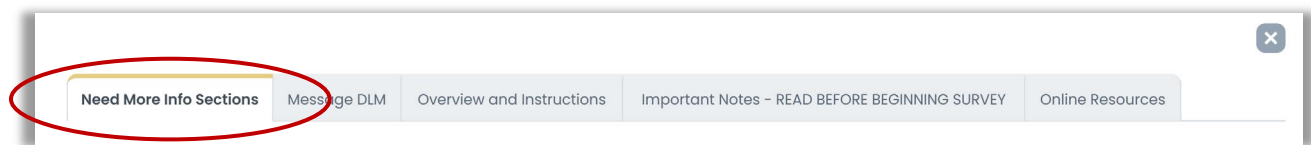
We appreciate your cooperation and support.

PJ Maresca - Ver Analyst - Test User
DLM Verification Analyst
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133

3. If you receive this email notification, return to your survey within the portal. Your submission will have a status labeled as “Returned to Municipality – Attention Needed.”

3977	DLM Review: FY 2026 Early Voting Cost Certification Survey for Regularly Scheduled Local Elections – Sonia Sub Test Muni	Sonia Kwon – Muni Employee- Test User	Returned to Municipality – Attention Needed
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4. After opening your submission, you will see a *Need More Info Sections* tab for you to attend to specific questions needing more information.



5. Each question needing more information will be identified with a message in large orange font and accompanied by a text box.

A screenshot of a survey question B6a. At the top, a message in large orange font reads: "Your response to Question B6a needs more clarification. Please use the textbox to respond to the analyst's request for more information." Below this message is a text box with the following content: "[following added by Carina DeBarcelos on 12/23/2025 3:22:35 PM (UTC- 5:00)] The ballot data appears to be small for your municipality – can you confirm this for us?". To the right of the text box is a dropdown menu labeled "B6a – Reason for More Information" with the selected option "Possible data entry error". At the bottom of the form are five buttons: "Save and Exit", "Message DLM", "Click Here to Submit Survey Response", "Submit Changes", and "Discard Changes". A red circle highlights the orange message and the text box.

- Note that the text box will include the analyst's reason for requesting more information as well as communications. Similar to the *Message DLM* function, compose your response in the **white** section at the **bottom** of the text box.

The screenshot shows a web interface for responding to a survey question. At the top, a yellow banner reads: "Your response to Question B6a needs more clarification. Please use the textbox to respond to the analyst's request for more information". Below this, there are two main sections. The left section, titled "B6a - Notes for Municipality", contains a message from Carina DeBarcelos dated 12/23/2025, stating: "The ballot data appears to be small for your municipality - can you confirm this for us?". The right section, titled "B6a - Reason for More Information", shows a dropdown menu with the selected option "Possible data entry error". A large red oval encircles both of these sections. Below them is a rich text editor with a toolbar containing options like Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Text Color, and Font Size. A red arrow points to the empty white text area at the bottom of the editor. At the very bottom of the interface are five buttons: "Save and Exit" (yellow), "Message DLM" (blue), "Click Here to Submit Survey Response" (green), "Submit Changes" (yellow), and "Discard Changes" (grey).

- Once all requests for more information have been addressed, select the green "Click Here to Submit Survey" button to submit.

The screenshot displays the "Overview and Instructions" page of a survey. The top navigation bar includes links for "Overview and Instructions", "Important Notes - READ BEFORE BEGINNING SURVEY", "Online Resources", and "Message DLM". The main heading is "Office of the State Auditor - Division of Local Mandates". Below this is the survey title: "Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026 (July 1 2025 to June 30 2026)". The text explains that the Massachusetts Office of the State Auditor (OSA) manages a certification process for municipalities' early voting costs. It further states that the OSA's Division of Local Mandates (DLM) will certify expenses related to "vote-by-mail and in-person early voting for regularly scheduled local elections" held in a given fiscal year (July 1 through June 30). The text clarifies that while the statute uses the term "municipal elections," this survey uses the term "local elections," which includes preliminary local elections if any. At the bottom of the page, there are four buttons: "Save and Exit" (yellow), "Message DLM" (blue), "Click Here to Submit Survey" (green), and "Close" (grey). A red oval highlights the "Click Here to Submit Survey" button.

8. The communication history will be stored in the grey section at the top of the text box.

Your response to Question B6a needs more clarification. Please use the textbox to respond to the analyst's request for more information.

B6a - Notes for Municipality

[following added by Carina DeBarcelos on 12/23/2025 3:22:35 PM (UTC-5:00)]
The ballot data appears to be small for your municipality - can you confirm this for us?

[following added by Sonia Kwon - Muni Employee- Test User on 1/7/2026 2:57:52 AM (UTC-5:00)]
The ballot data is correct.

B6a - Reason for More Information

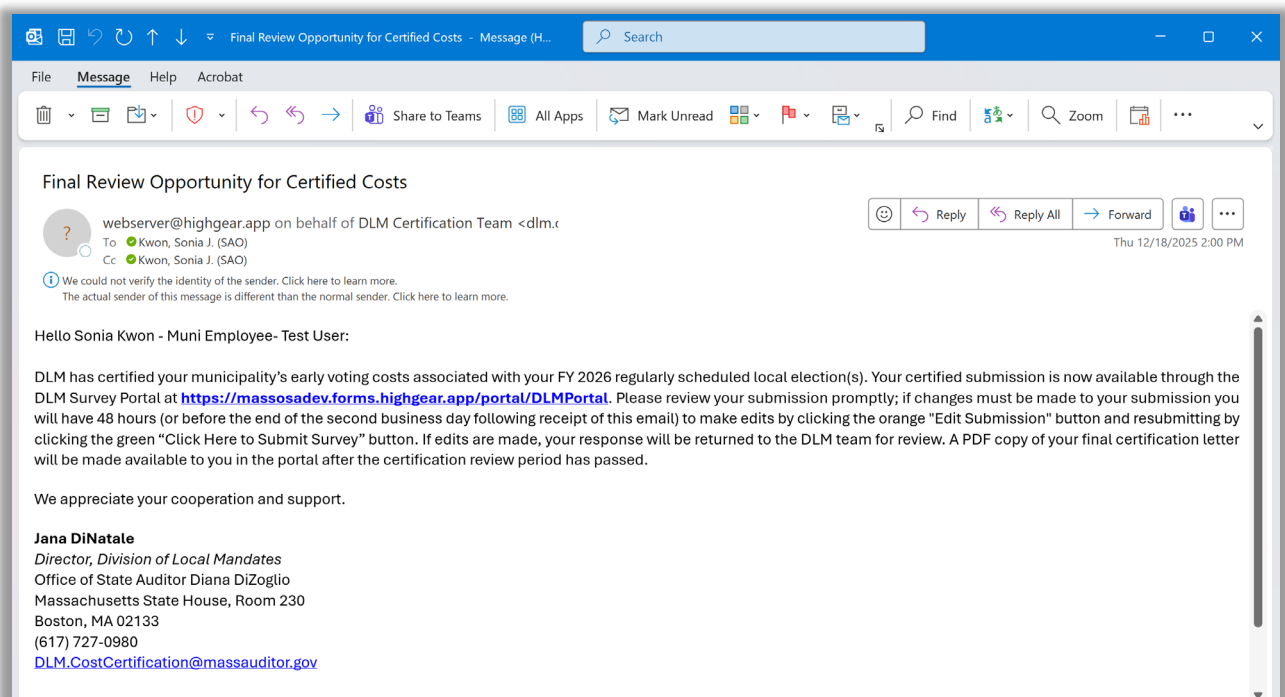
Possible data entry error

K. Editing Survey During 48-Hour Post-Certification Review and Editing Window – FINAL OPPORTUNITY

1. Once your survey response has been certified by DLM, you will receive an email notification (outside of the portal) starting the clock on the final 48-hour review and editing window.

DLM Certification Team
Final Review Opportunity for Certified Costs

12/18/2025



2. Upon receipt of the email, you will have 48 hours (two business days) to review DLM's proposed certification of your response and request edits. Your submission will be labeled as "DLM Review" with a status of "Certification Challenge Window."

3977

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Certification Challenge
Window

3. To request edits, reopen the survey within the portal and select the orange “Edit Submission” button at the bottom of the screen.

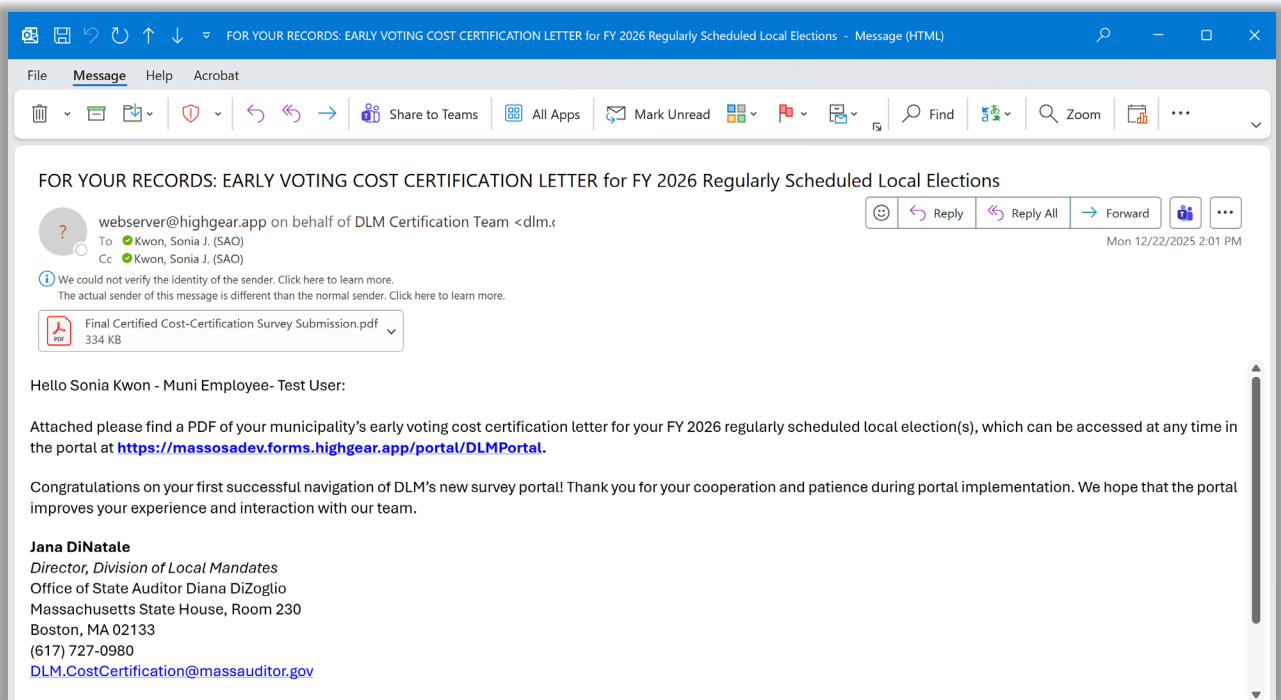
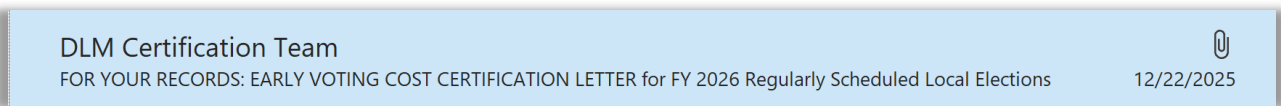
This screenshot shows the top portion of a web portal. At the top right is a close button (X). Below it is a navigation bar with four tabs: 'Overview and Instructions' (active), 'Important Notes - READ BEFORE BEGINNING SURVEY', 'Online Resources', and 'Message DLM'. The main heading is 'Office of the State Auditor - Division of Local Mandates'. Below this is the survey title: 'Early Voting Cost Certification Survey for Regularly Scheduled Local Elections - FY 2026 (July 1 2025 to June 30 2026)'. Two paragraphs of text follow, explaining the survey's purpose and scope. A bold notice states: 'PLEASE BE ADVISED that DLM is responsible solely for certifying costs and does not handle the disbursement of funds. Certification does not guarantee reimbursement. Municipalities are urged to exercise fiscal responsibility and proactively manage the incurrence of costs. DLM may ask for additional information and supporting documentation.' At the bottom, there are three buttons: 'Message DLM' (blue), 'Edit Submission' (orange, circled in red), and 'Close' (grey).

4. All questions in the survey are editable at this stage. Once edits have been made, select the green “Click Here to Submit Survey” button to submit.

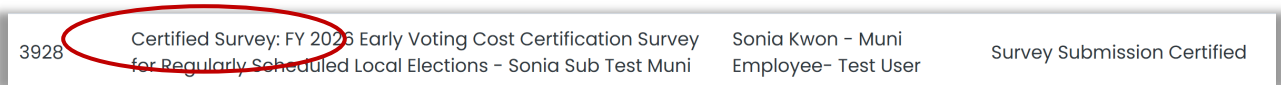
This screenshot shows the same survey portal as the previous one, but with the 'Click Here to Submit Survey' button circled in red. The navigation bar and survey title are identical. The text paragraphs are also the same. The bottom buttons are 'Save and Exit' (yellow), 'Message DLM' (blue), 'Click Here to Submit Survey' (green, circled in red), and 'Close' (grey).

L. Accessing Certification Letter After 48-Hour Post-Certification Review and Editing Window

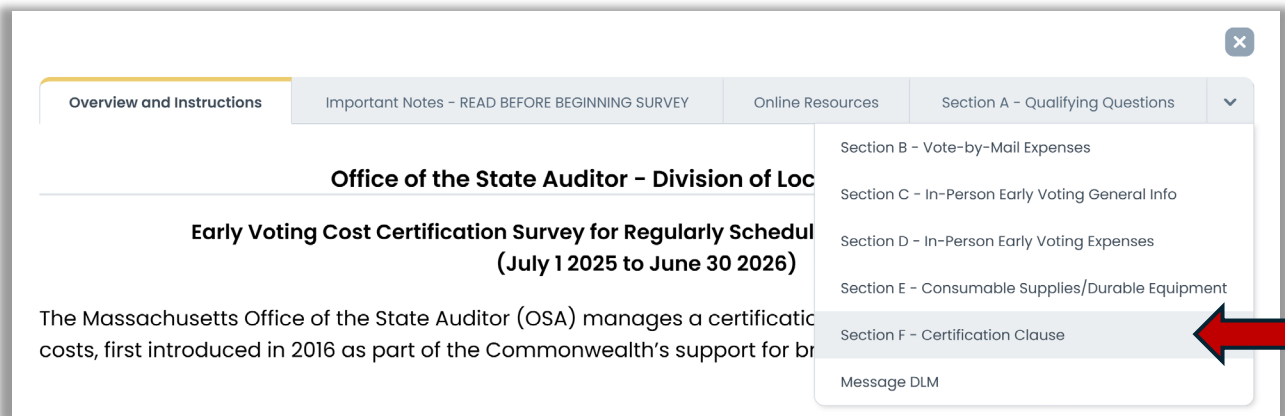
1. Once the 48-hour review and editing window has passed after your survey response has been certified, you will receive an email notification (outside of the portal) that your submission has been certified with a PDF attachment of your submission.



2. A read-only copy of your certified submission, labeled “Certified Survey,” will be available in the portal and can be accessed at any time.

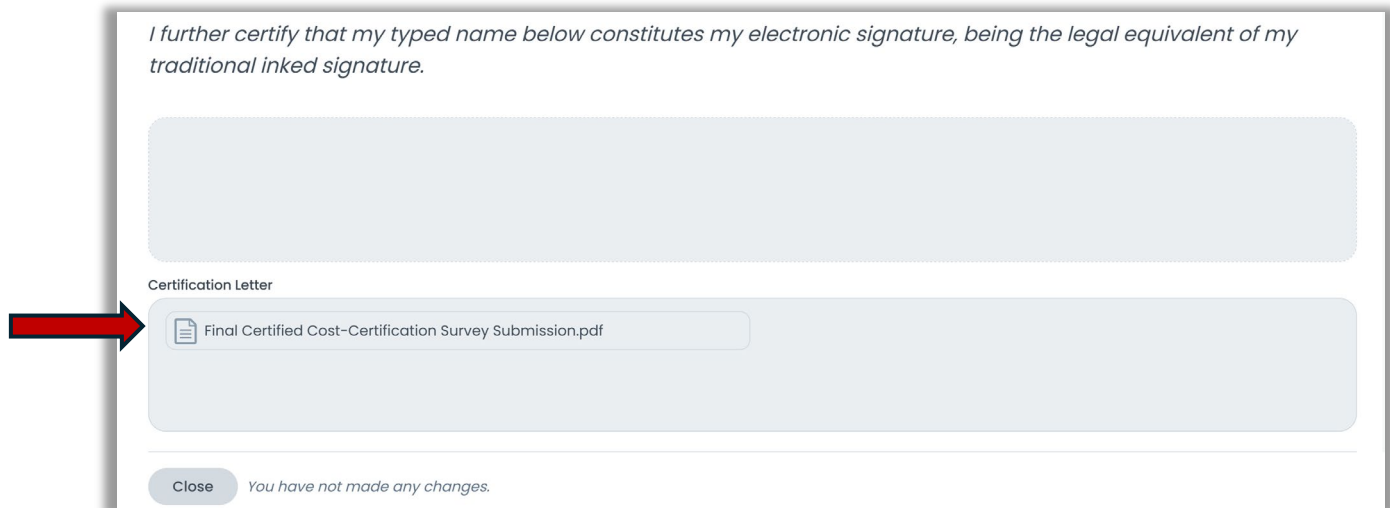


3. A PDF of your Certification Letter will be available in the portal in the *Section F – Certification Clause* tab **below** the certification clause.



The screenshot shows a web portal interface for the Office of the State Auditor - Division of Local Government Services. The main heading is "Early Voting Cost Certification Survey for Regularly Scheduled Elections (July 1 2025 to June 30 2026)". Below this, a paragraph states: "The Massachusetts Office of the State Auditor (OSA) manages a certification survey for early voting costs, first introduced in 2016 as part of the Commonwealth's support for..." The navigation menu on the right includes: "Section B - Vote-by-Mail Expenses", "Section C - In-Person Early Voting General Info", "Section D - In-Person Early Voting Expenses", "Section E - Consumable Supplies/Durable Equipment", "Section F - Certification Clause" (highlighted with a red arrow), and "Message DLM". The "Overview and Instructions" tab is currently selected.

4. You will have the option to download your Certification Letter for your records by clicking on the PDF attachment.



The screenshot shows a confirmation screen for the certification letter. It includes a statement: "I further certify that my typed name below constitutes my electronic signature, being the legal equivalent of my traditional inked signature." Below this is a large text input field. Under the heading "Certification Letter", there is a PDF attachment titled "Final Certified Cost-Certification Survey Submission.pdf" (indicated by a red arrow). At the bottom, there is a "Close" button and a message: "You have not made any changes."