

Office of the State Auditor
DIANA DIZOGLIO

DLM SURVEY PORTAL NAVIGATION AIDE

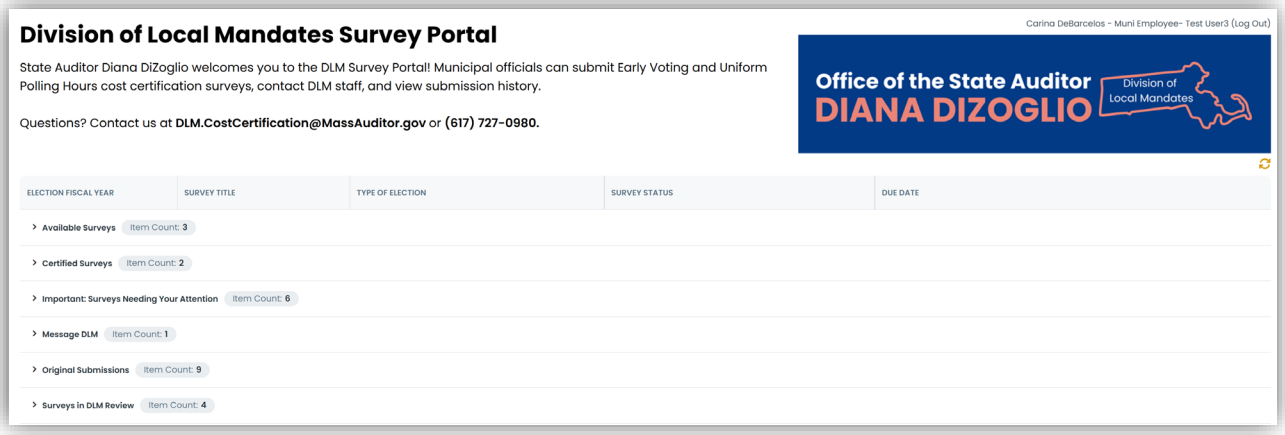
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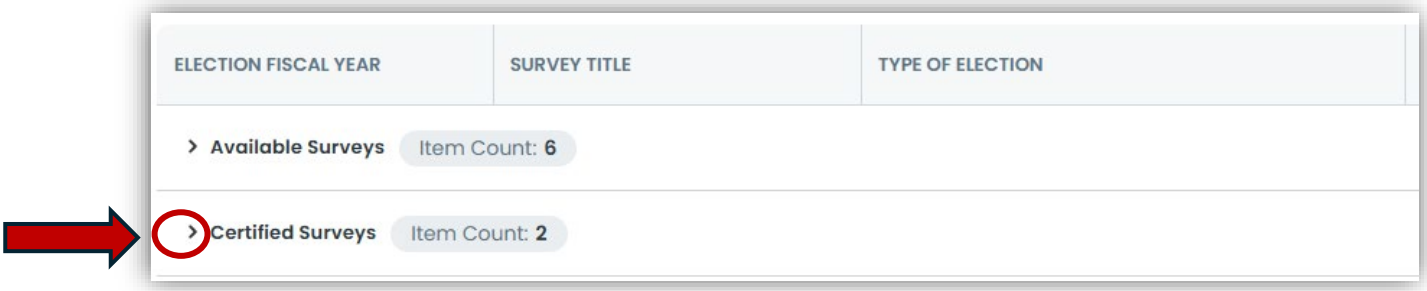
A. General Portal Navigation

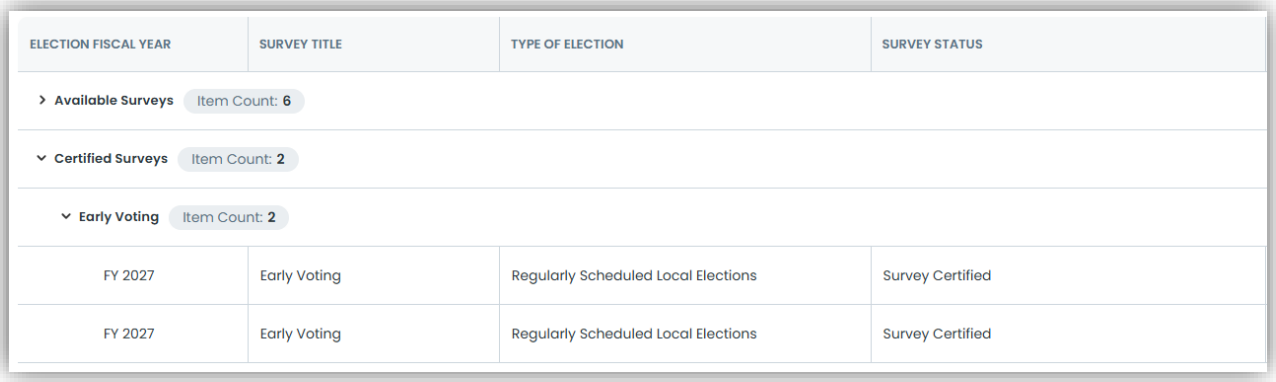
1. The DLM Survey Portal is organized by the following categories:

    a. Available Surveys
    b. Certified Surveys
    c. Important: Surveys Needing Your Attention
    d. Message DLM
    e. Original Submissions
    f. Surveys in DLM Review



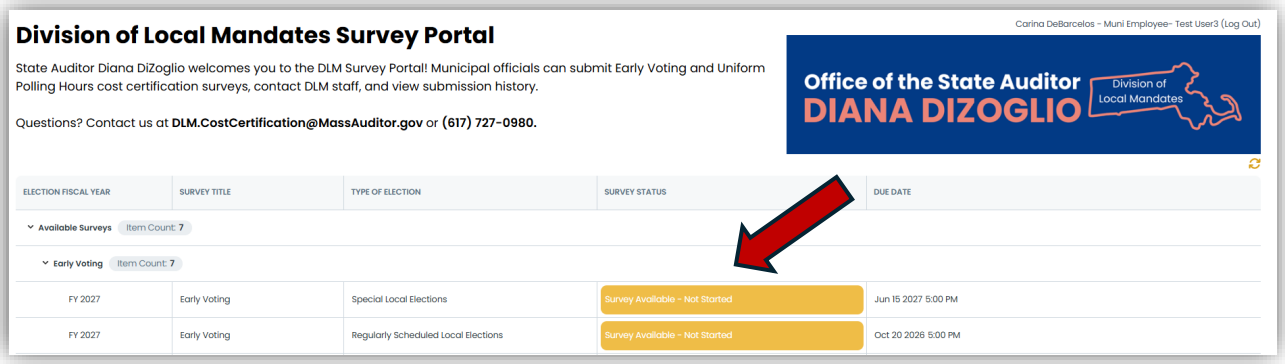
2. Use the carrot icon **(>)** to expand each category of the portal.





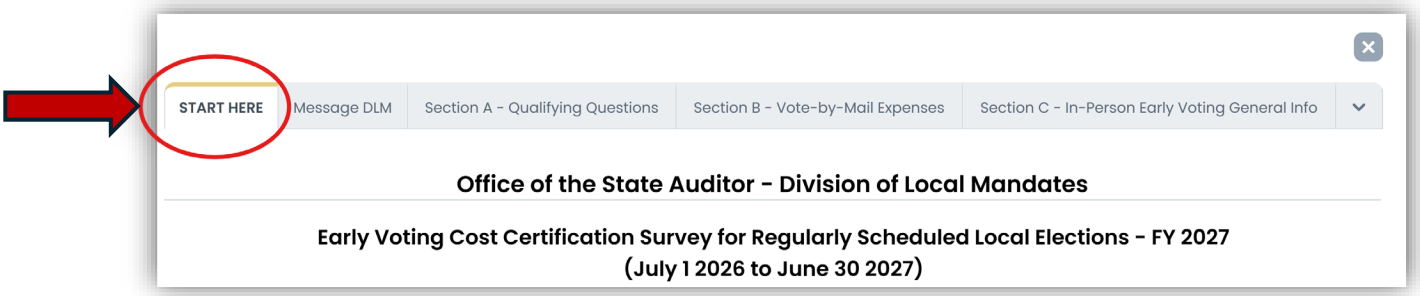
B. Starting a New Survey Submission

1. To start a new survey submission, click on **“Available Surveys.”** You will see a list of survey forms available to you labeled **yellow** with the status **“Survey Available – Not Started.”** Click on one of the surveys to begin.



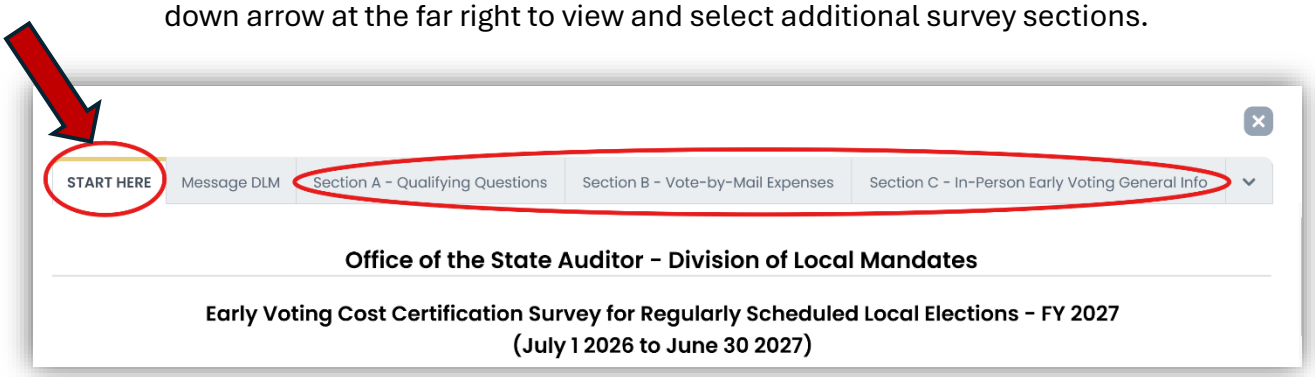
C. Navigating **to** Survey Sections.

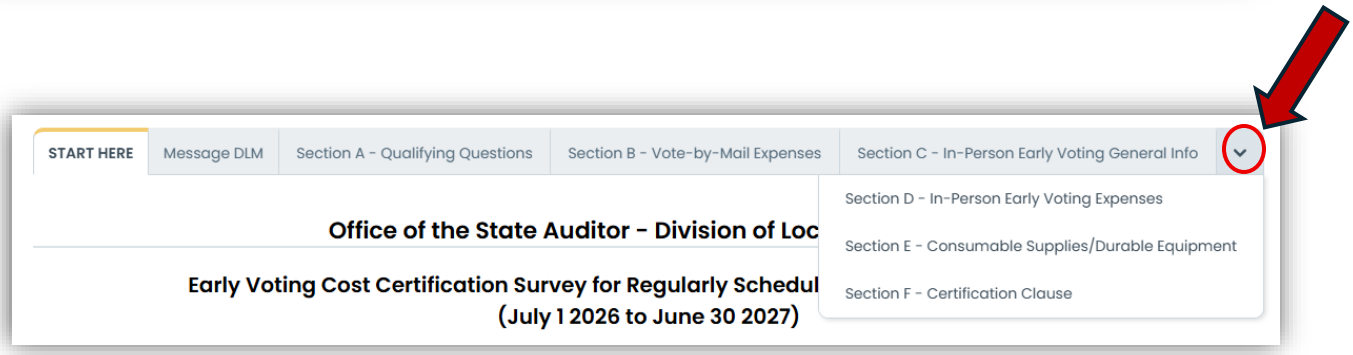
1. Within the survey, click on each tab to view content. Review the instructions provided in the *START HERE* tab before beginning the survey.



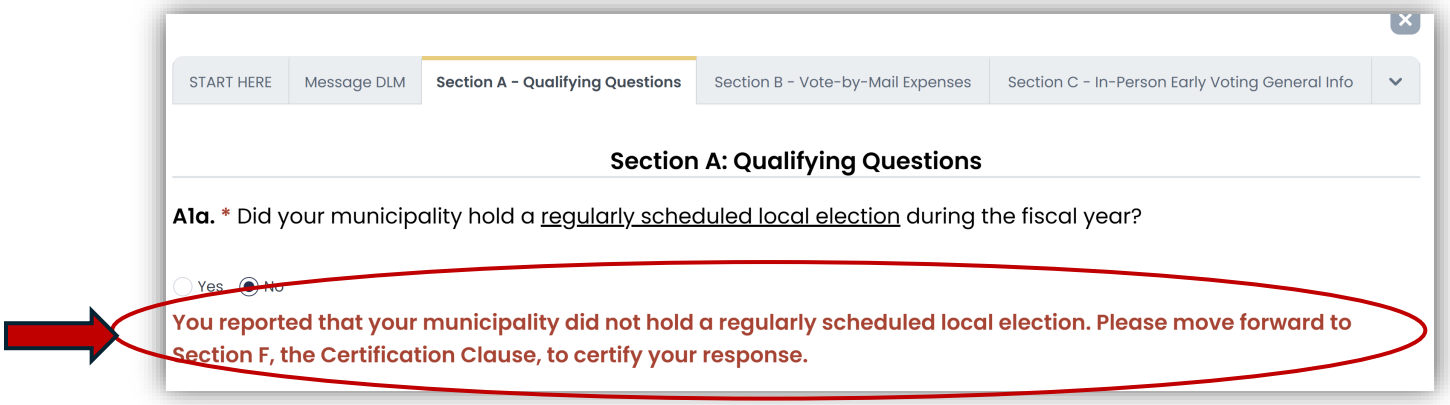
2. Once you have read through the *START HERE* tab, select *Section A – Qualifying Questions* to begin entering your survey response.

   To move between survey sections, click on each tab in view. Click on the drop-down arrow at the far right to view and select additional survey sections.



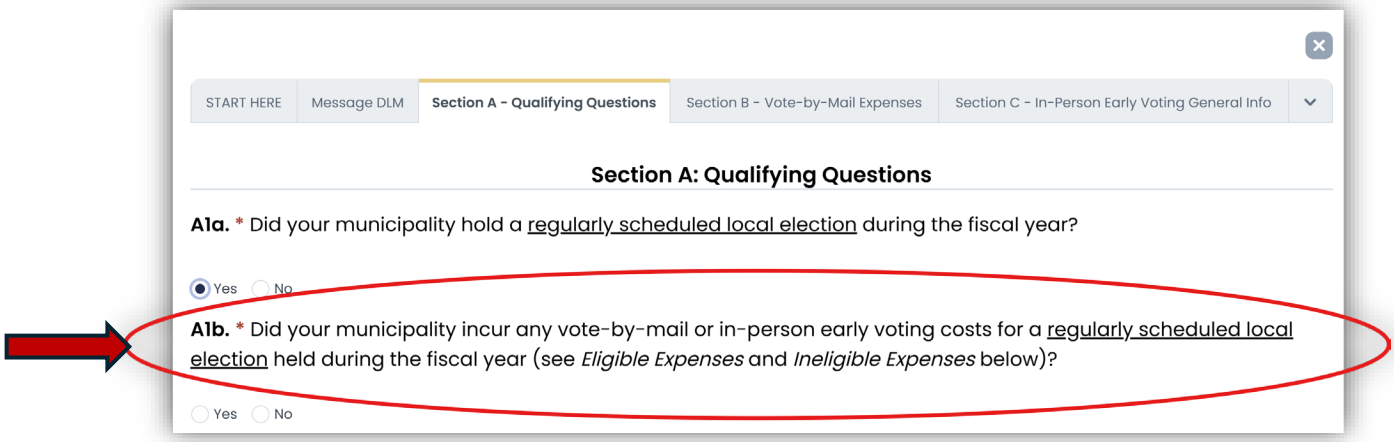


3. If the following section does not apply based on previous responses, you will see a notification message directing you to the next applicable section.

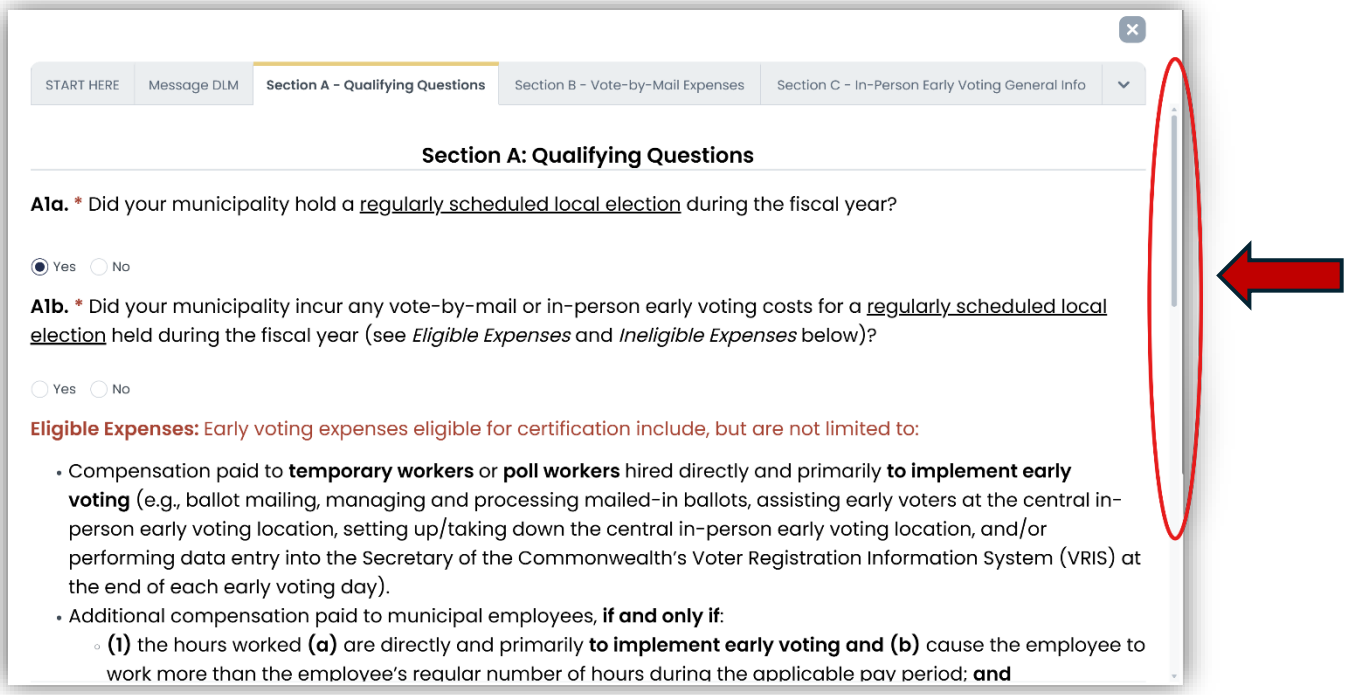


D. Navigating **through** Survey Sections.

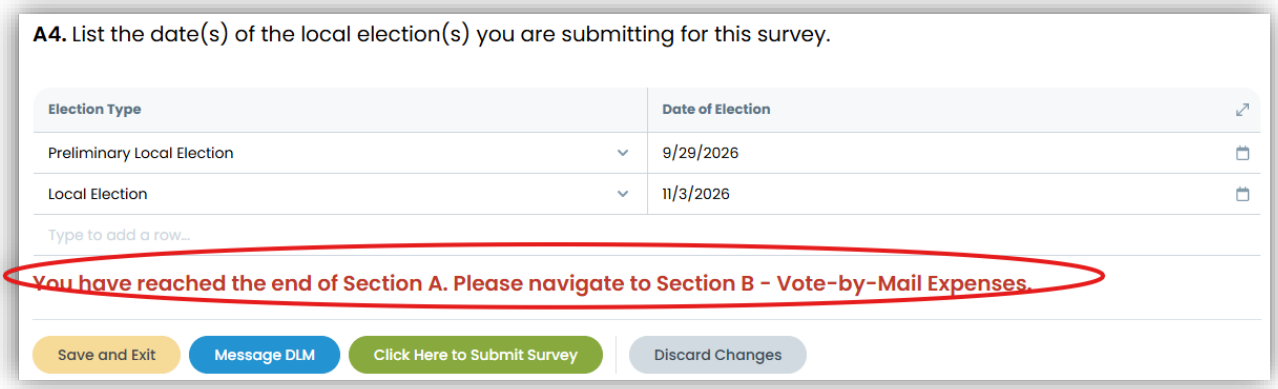
1. Each section of the survey contains multiple questions. Additional follow-up questions may populate depending on the response to a preceding question.



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.

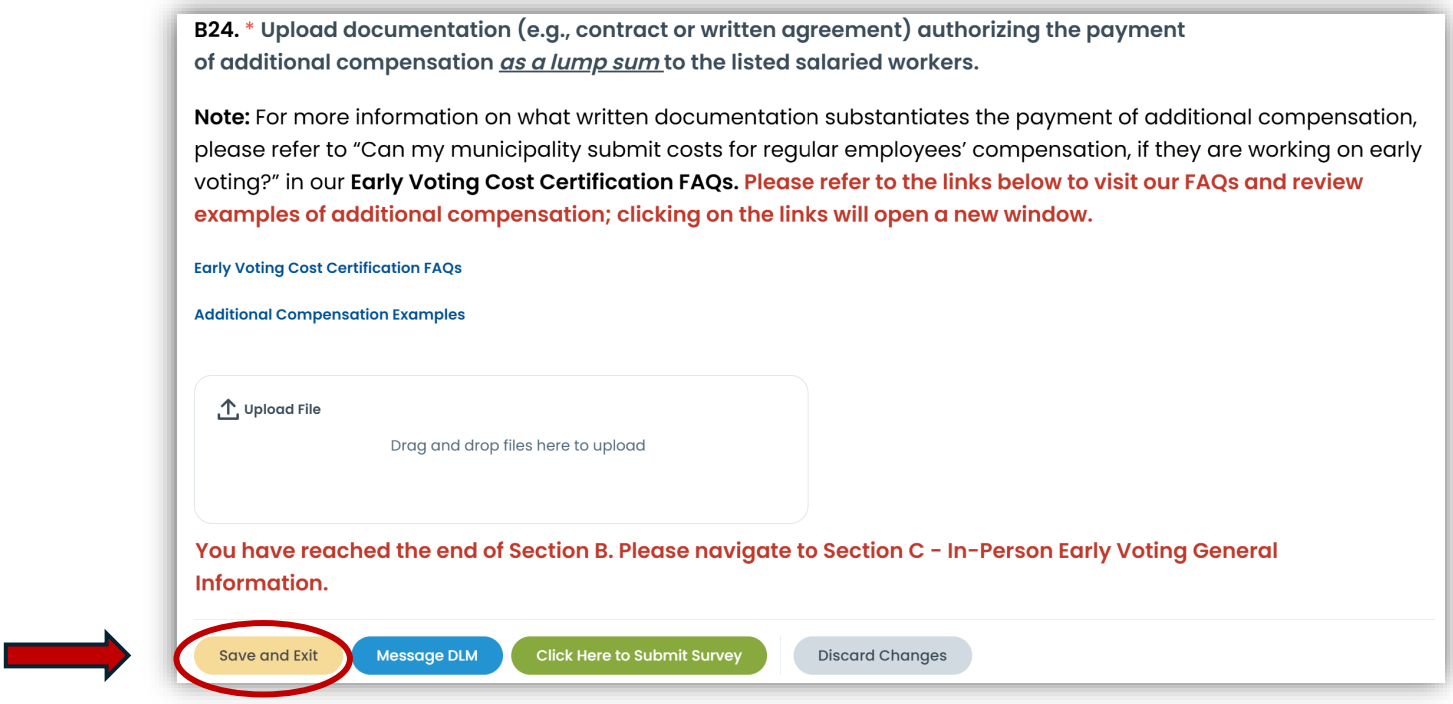


3. Once you have responded to all questions in the section, you will see a notification message directing you to the next section.

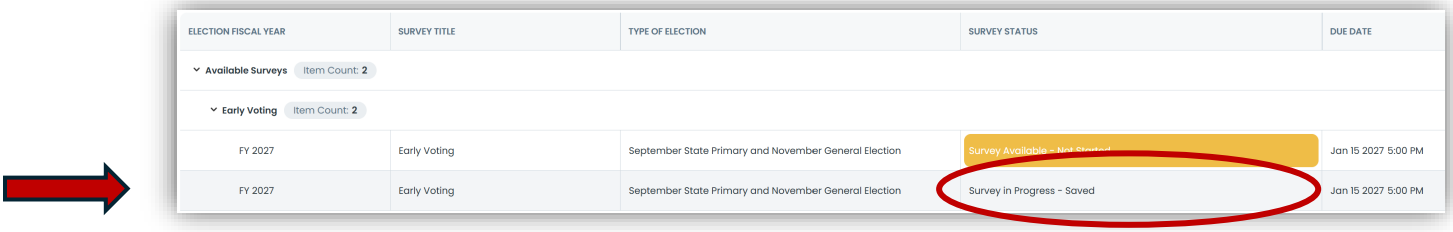


E. Saving Survey for Future Completion.

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

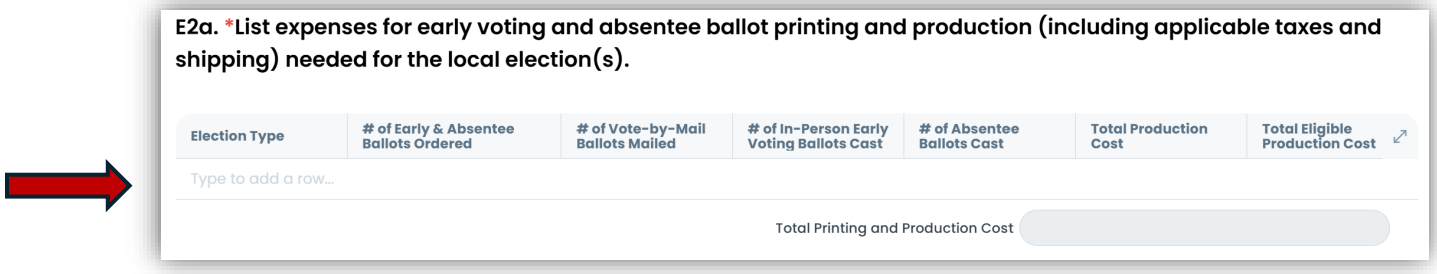


2. The survey will be available to you with the status "Survey in Progress – Saved" under the category **"Available Surveys."** To return to your survey, click on the survey with that status.

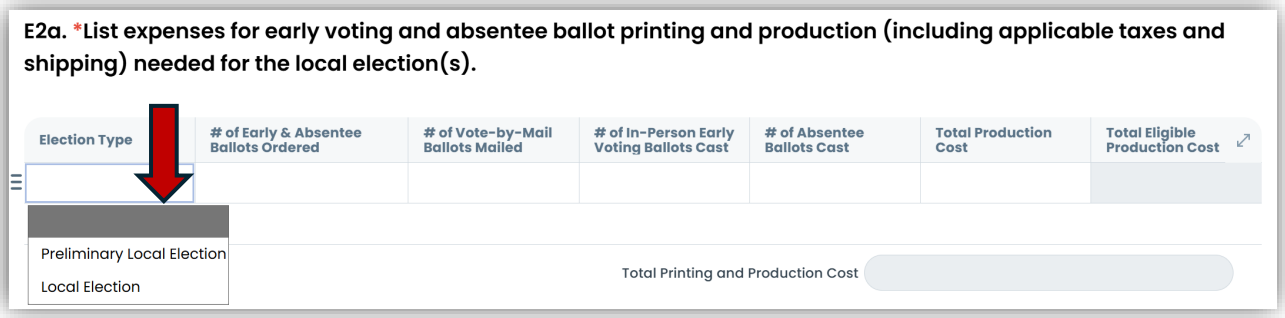


F. Entering Data into Tables.

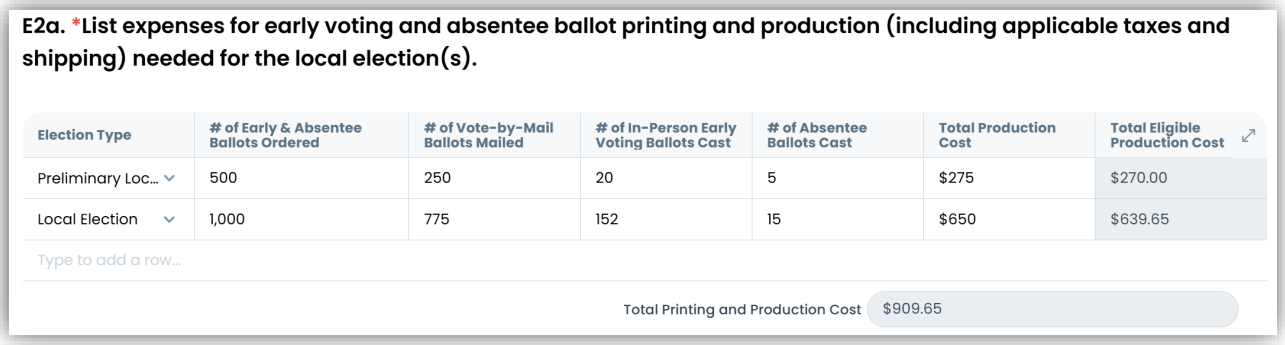
1. Some questions include tables for entering data.



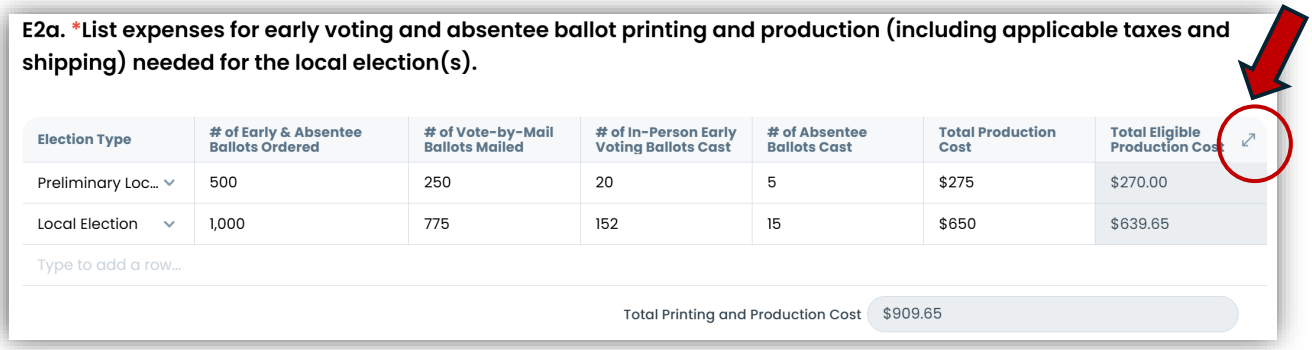
2. Certain data fields contain drop-down menus. When you click into the data field (e.g., in the "Election Type" column, or the "Position Type" column for election worker questions), a drop-down arrow will appear.



3. Costs for elections must be reported in separate lines. Please make the appropriate selection for the expense(s) you are reporting. 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.



4. 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.

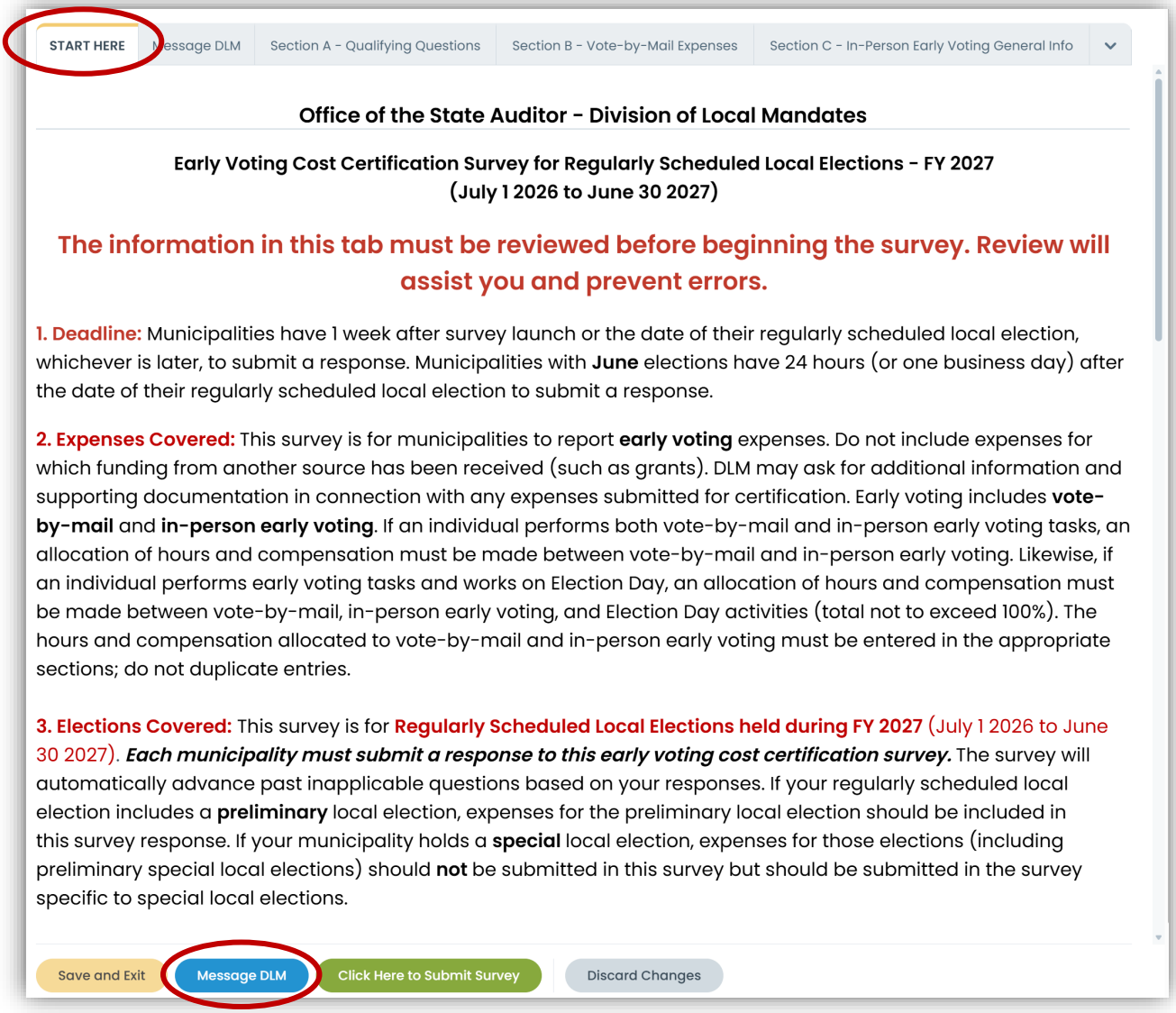


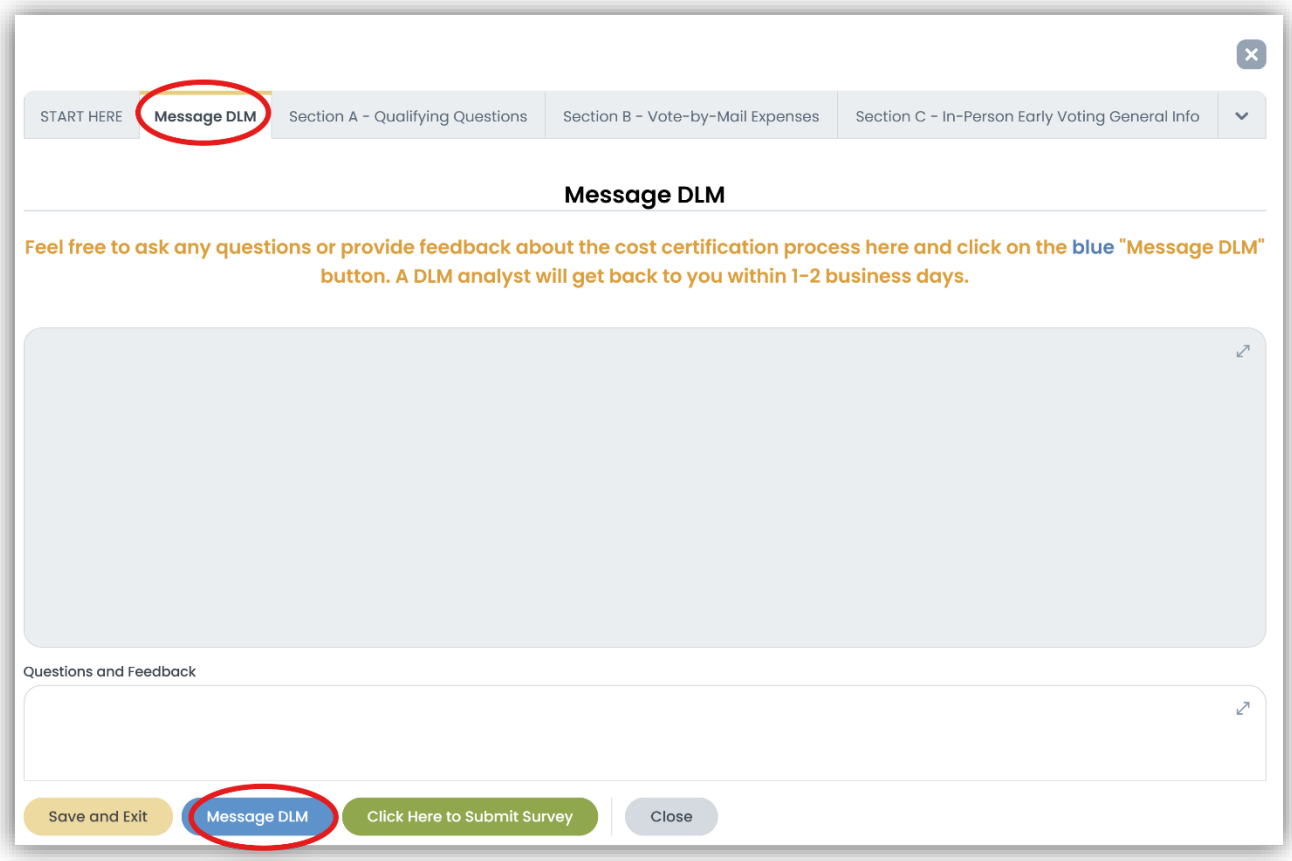
5. You can return to the main survey screen by clicking on the arrows in the expanded view.



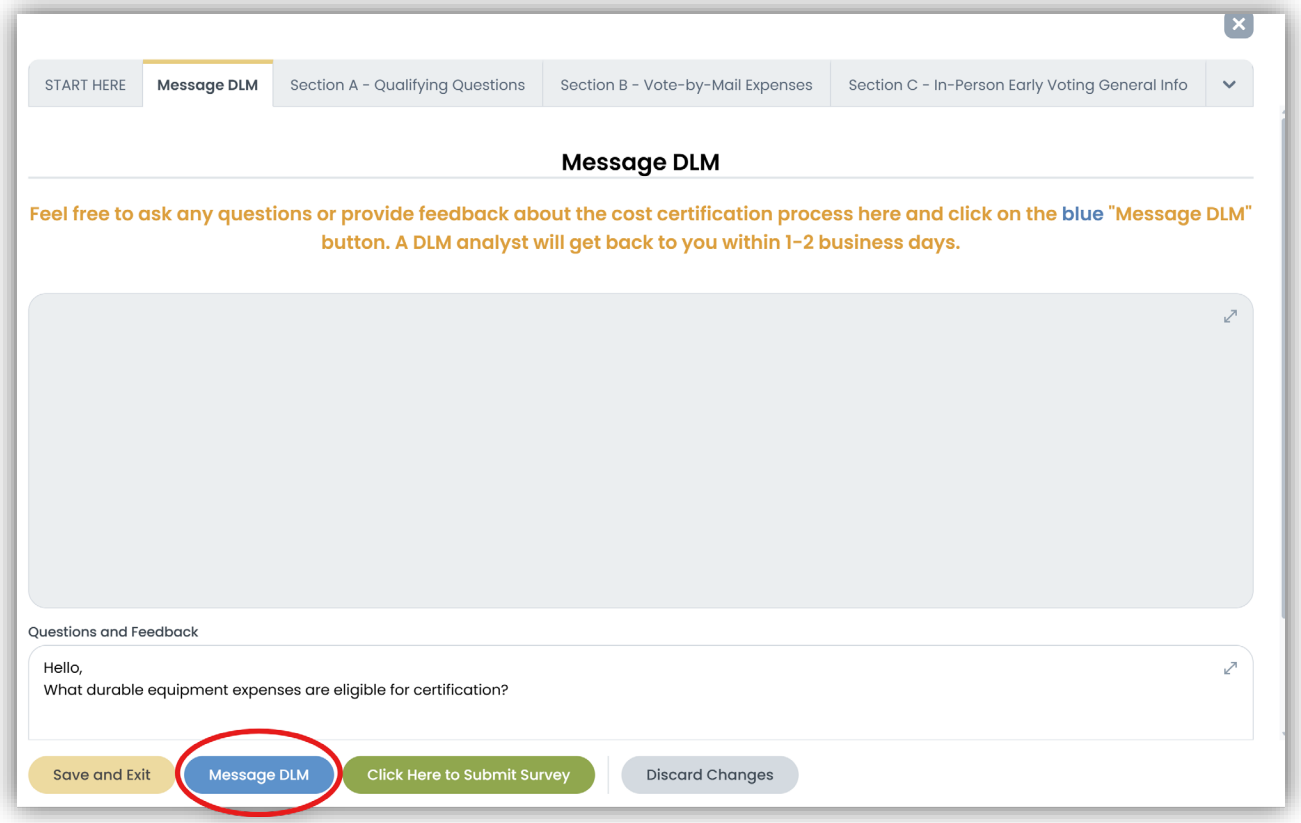
G. Messaging DLM.

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 OR clicking the blue *Message DLM* button.

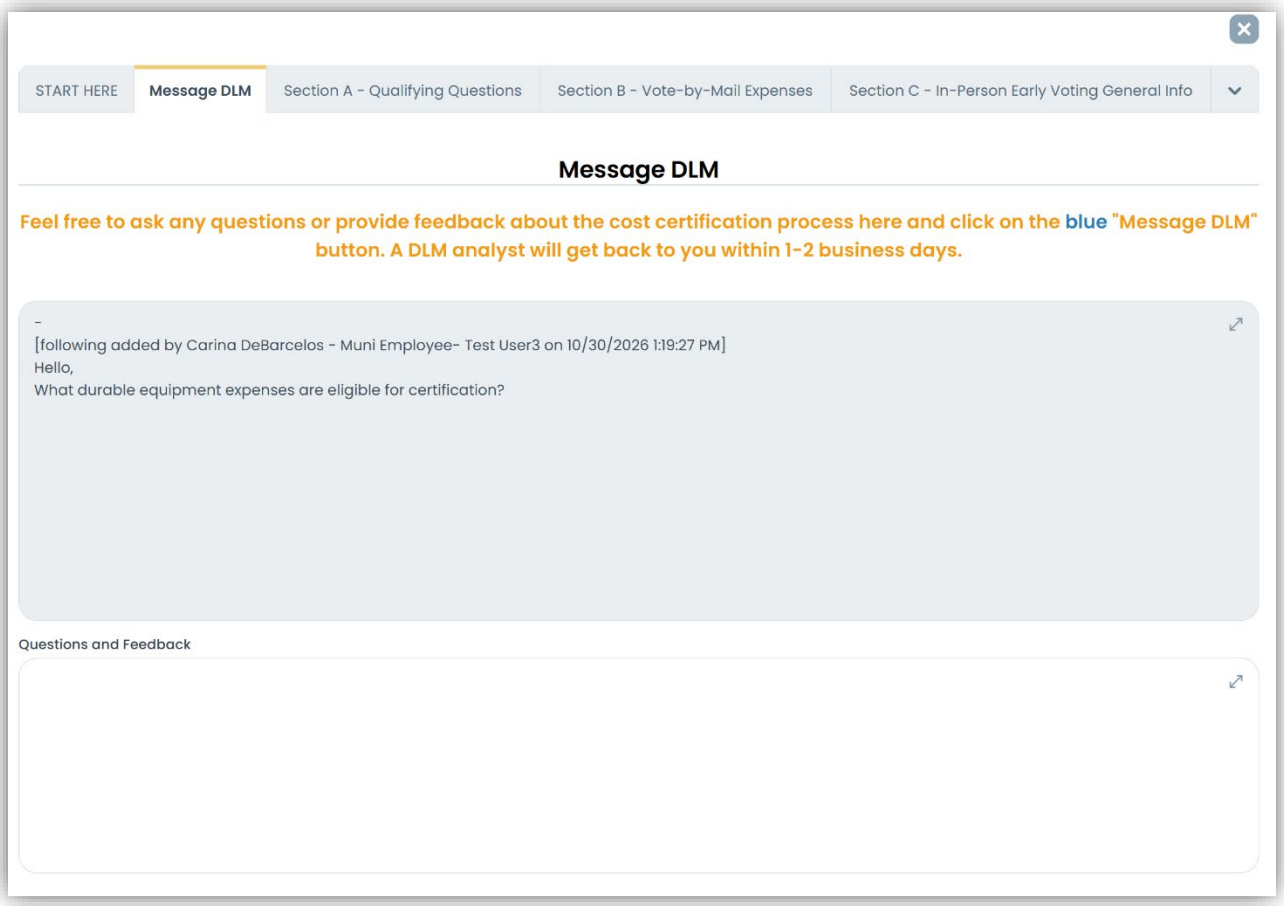



START HERE
Message DLM
Section A - Qualifying Questions
Section B - Vote-by-Mail Expenses
Section C - In-Person Early Voting General Info
Message DLM
Feel free to ask any questions or provide feedback about the cost certification process here and click on the blue "Message DLM" button. A DLM analyst will get back to you within 1-2 business days.
Questions and Feedback
Save and Exit
Message DLM
Click Here to Submit Survey
Close

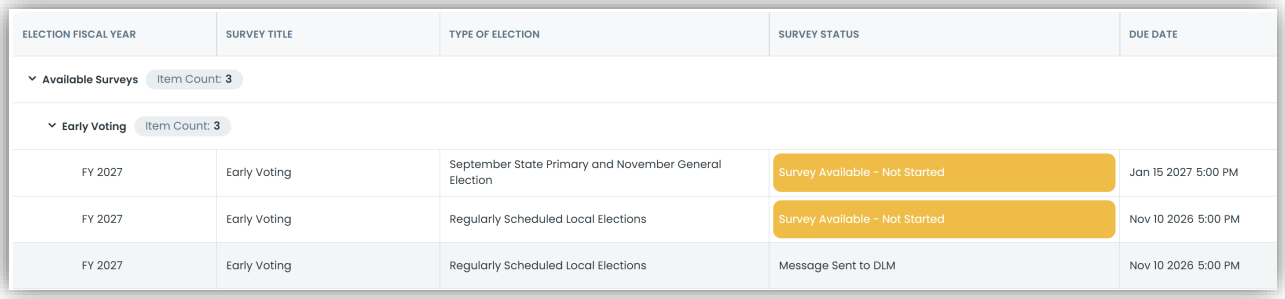
2. Compose your message in the **white** “Questions and Feedback” text box at the **bottom** of the screen. Once you have finished composing your message, select the **blue** “Message DLM” button at the bottom of the screen to send your message.



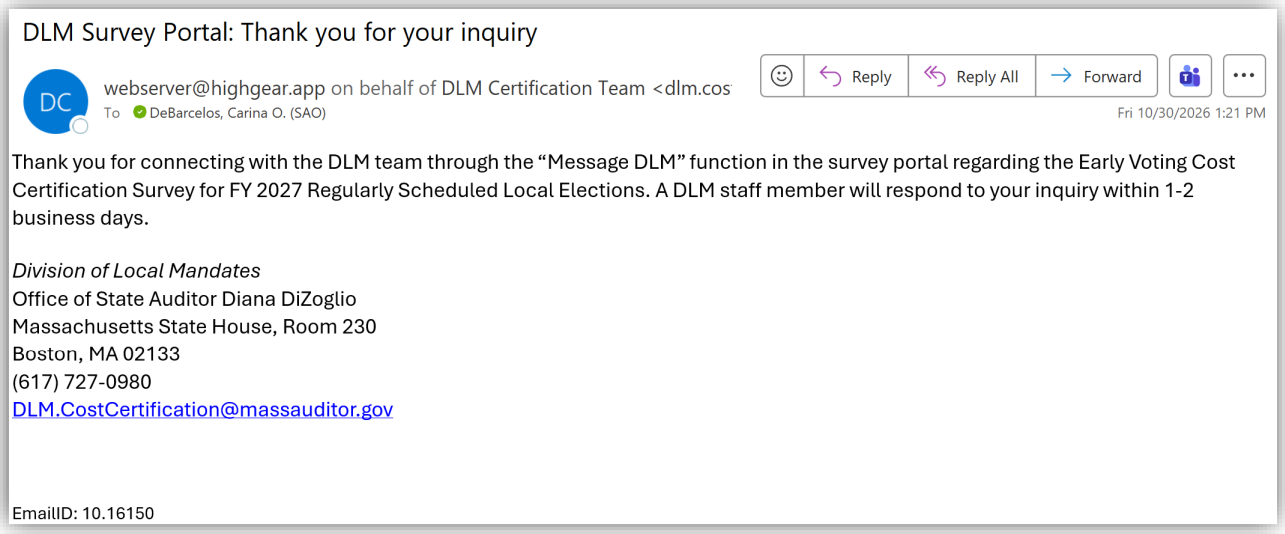
3. Sent and received messages will be recorded and displayed in a grey textbox in the *Message DLM* tab.



4. In the DLM Survey Portal, your submission will have the status **"Message Sent to DLM,"** noting that a message was sent to a DLM analyst.



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



DLM Survey Portal: Thank you for your inquiry

DC webserver@highgear.app on behalf of DLM Certification Team <dlm.cos

To DeBarcelos, Carina O. (SAO)

Reply | Reply All | Forward

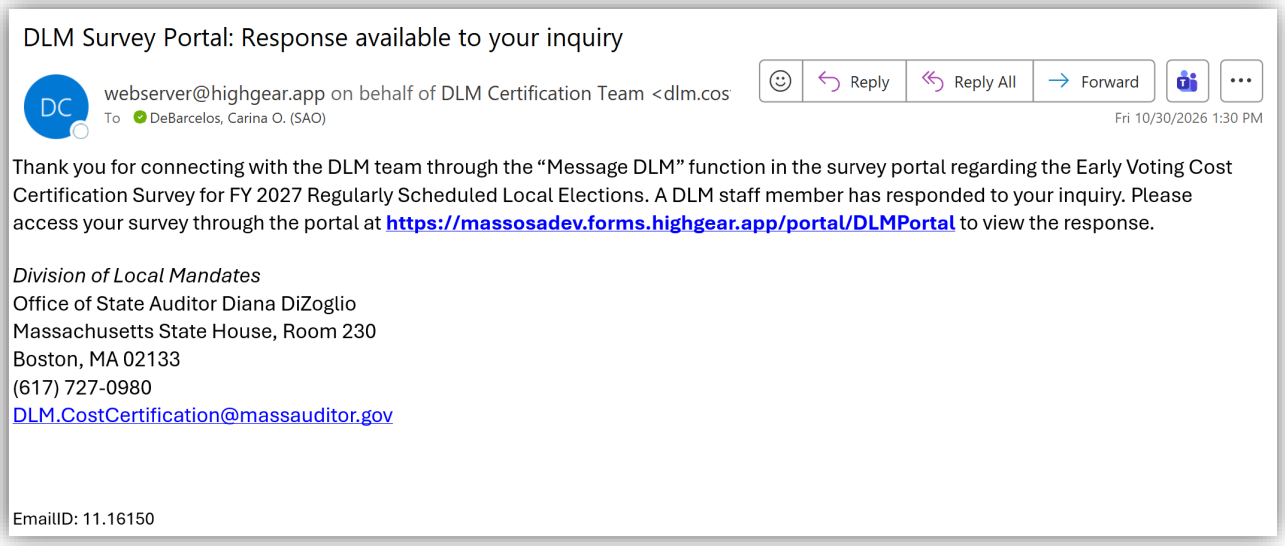
Fri 10/30/2026 1:21 PM

Thank you for connecting with the DLM team through the "Message DLM" function in the survey portal regarding the Early Voting Cost Certification Survey for FY 2027 Regularly Scheduled Local Elections. A DLM staff member will respond to your inquiry within 1-2 business days.

Division of Local Mandates
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

EmailID: 10.16150

6. 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 Survey Portal: Response available to your inquiry

DC webserver@highgear.app on behalf of DLM Certification Team <dlm.cos

To DeBarcelos, Carina O. (SAO)

Reply | Reply All | Forward

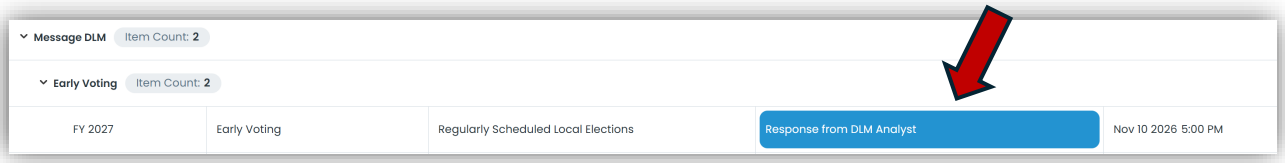
Fri 10/30/2026 1:30 PM

Thank you for connecting with the DLM team through the "Message DLM" function in the survey portal regarding the Early Voting Cost Certification Survey for FY 2027 Regularly Scheduled Local Elections. A DLM staff member has responded to your inquiry. Please access your survey through the portal at **https://massosadev.forms.highgear.app/portal/DLMPortal** to view the response.

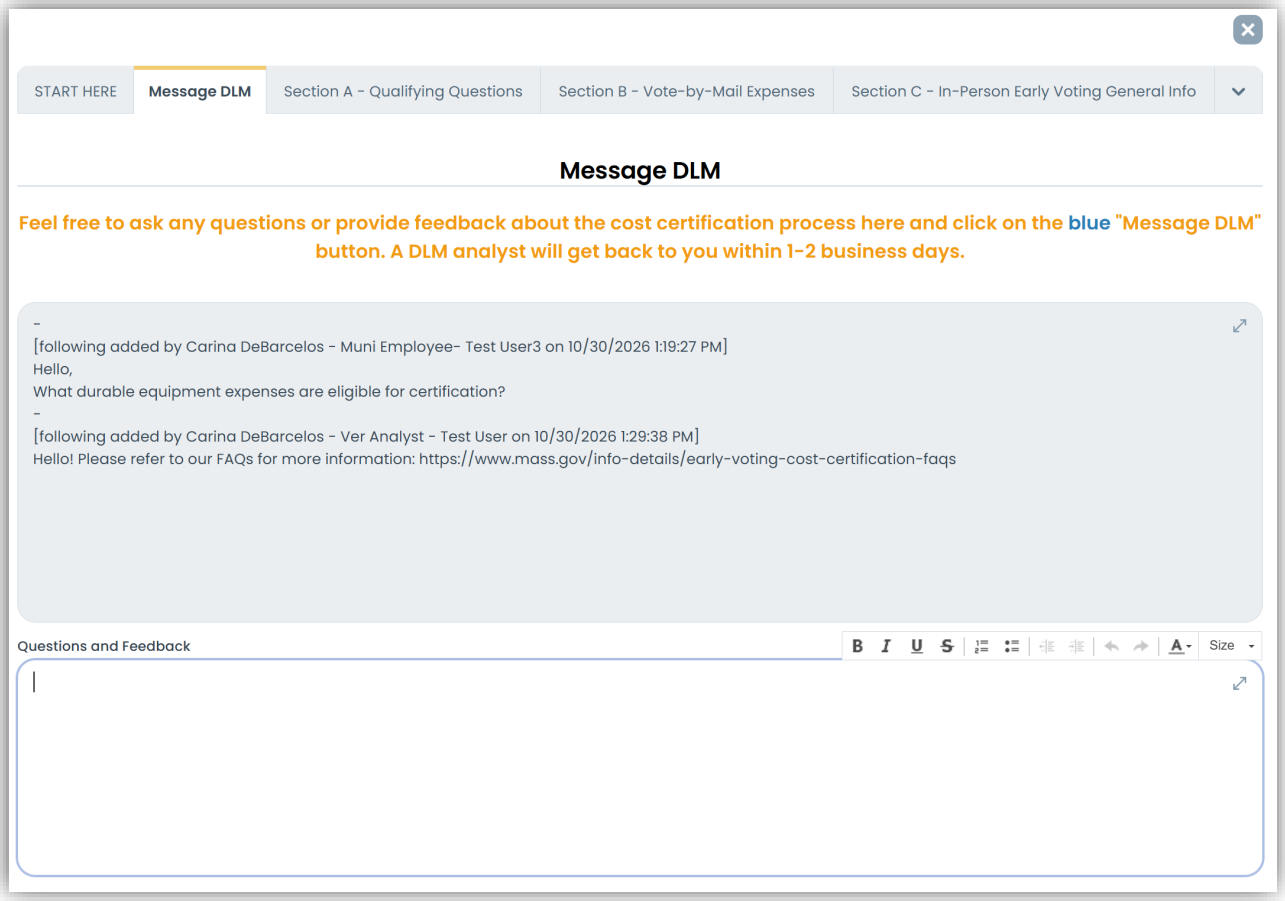
Division of Local Mandates
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

EmailID: 11.16150

7. In the DLM Survey Portal home page, your submission will be in the “Message DLM” category with a status in **blue** titled **“Response from DLM Analyst.”** Click on the survey form to view the response.

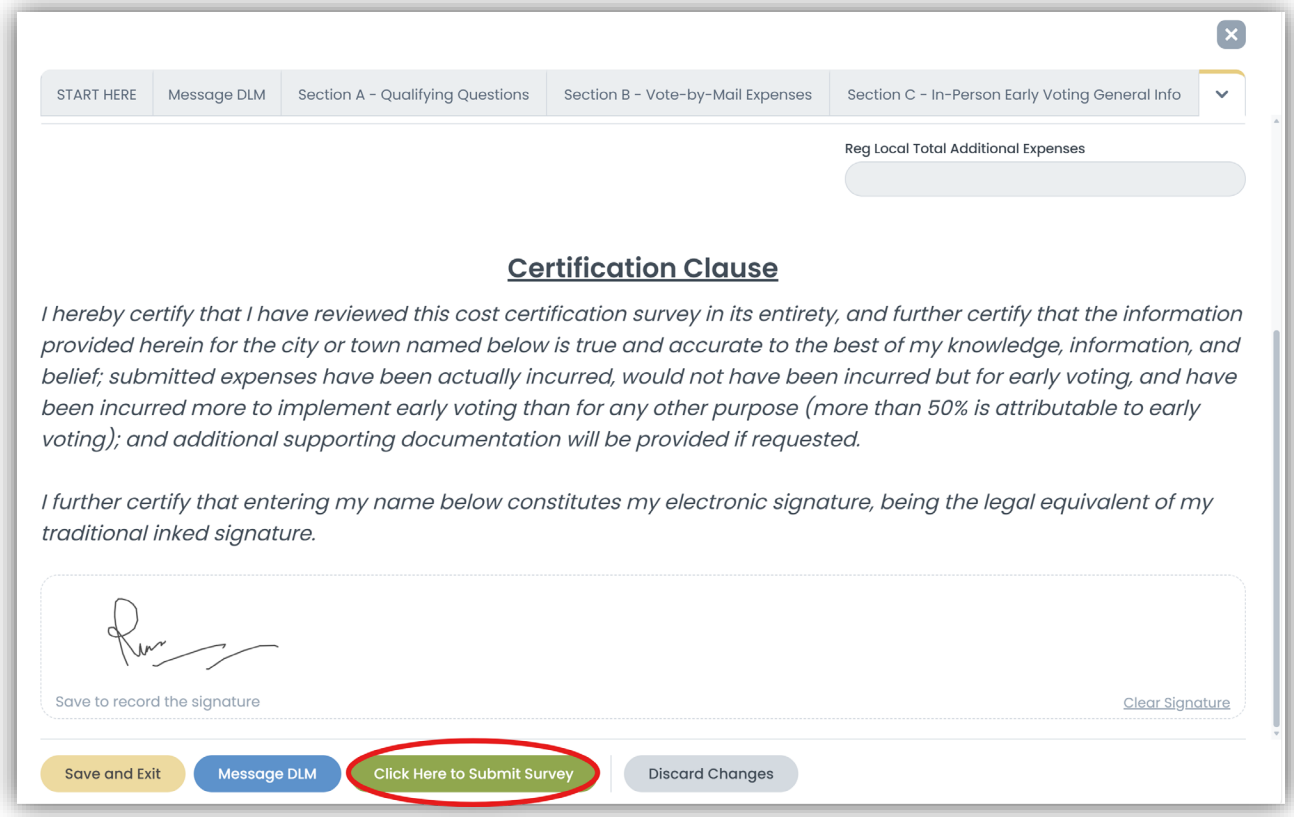


8. Click on the “Message DLM” tab to view the response in the grey textbox.

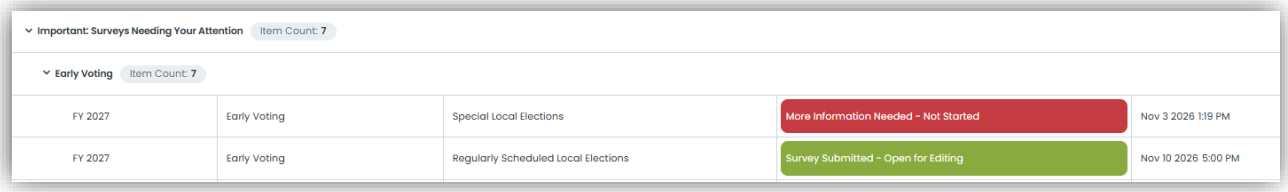


H. Submitting Survey.

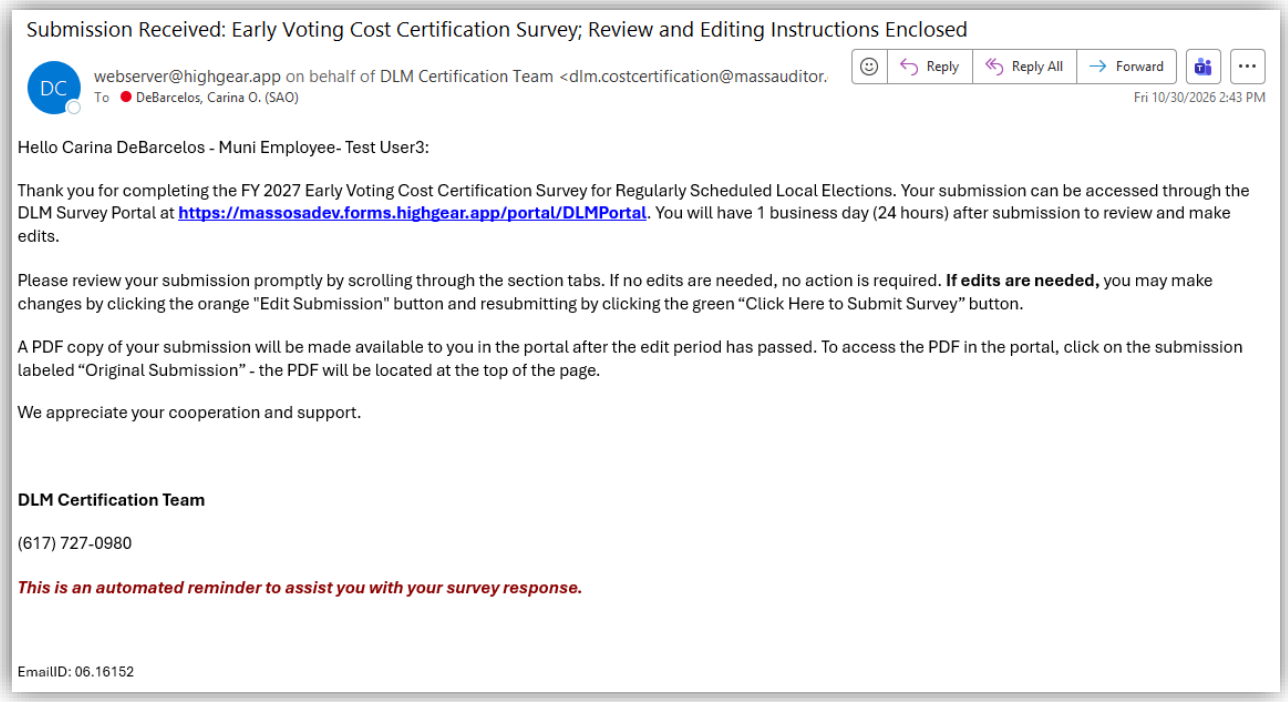
1. Once you complete the survey and are ready to submit your response to the DLM team for review, sign the certification clause at the end of the survey. Then, select the green “Click Here to Submit Survey” button at the bottom of the screen.



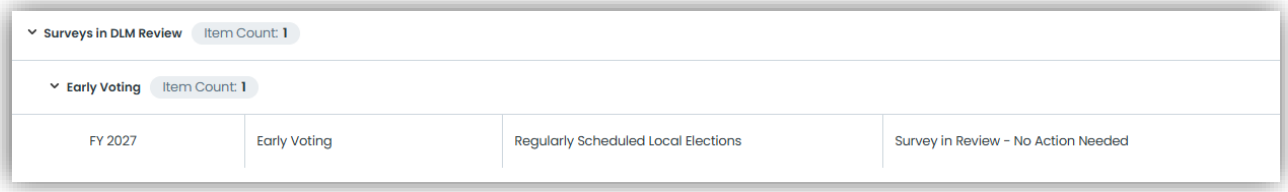
2. Once you submit your survey response, your answers remain open for editing for 1 business day (24 hours). Your submission will be under the category “Important: Surveys Needing Your Attention” with the status **“Survey Submitted – Open for Editing.”** For directions on editing your survey response, navigate to the following section: Editing Survey During 24-Hour Post-Submission Review and Editing Window.



3. 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.

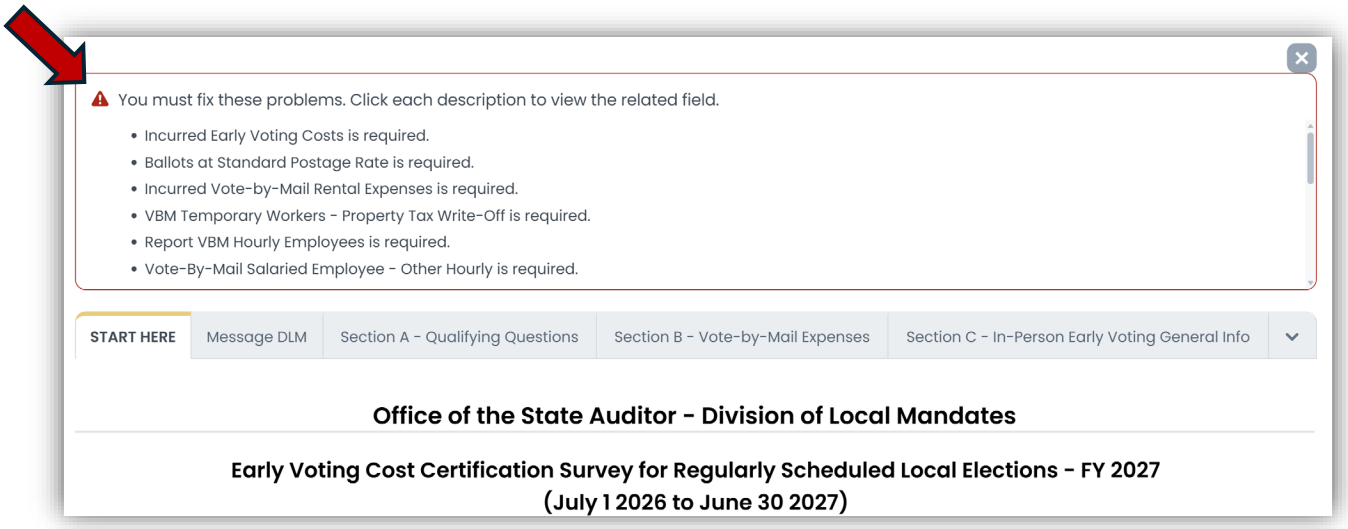


4. When the 24-hour review period ends, your response will be sent to a DLM analyst for review – no action is needed during this stage. Your submission will appear in the portal under the category “Surveys in DLM Review” with the status **“Survey In Review – No Action Needed.”**

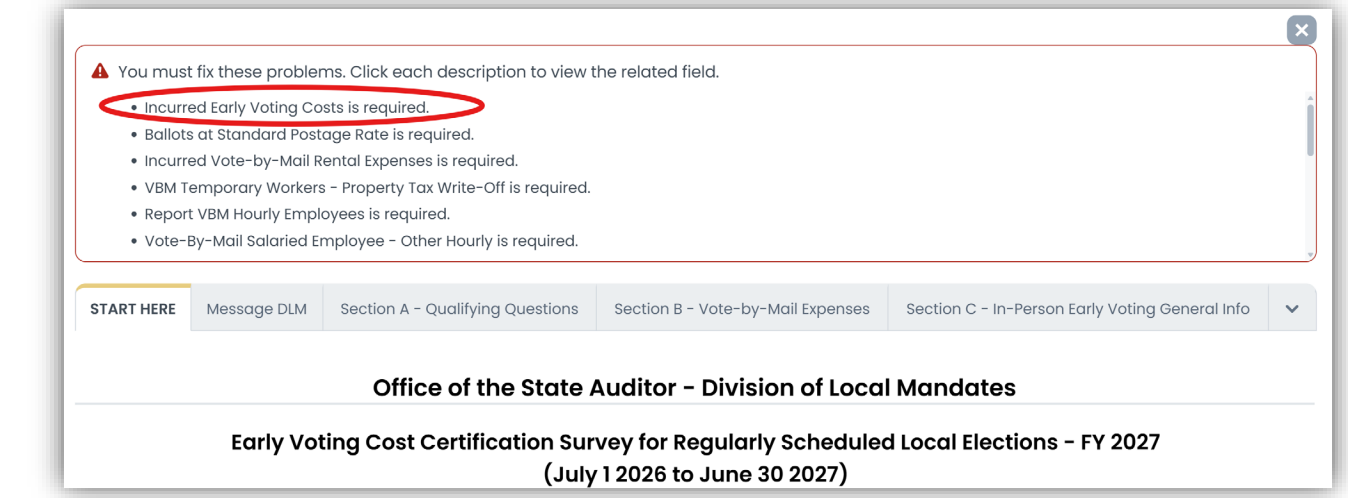


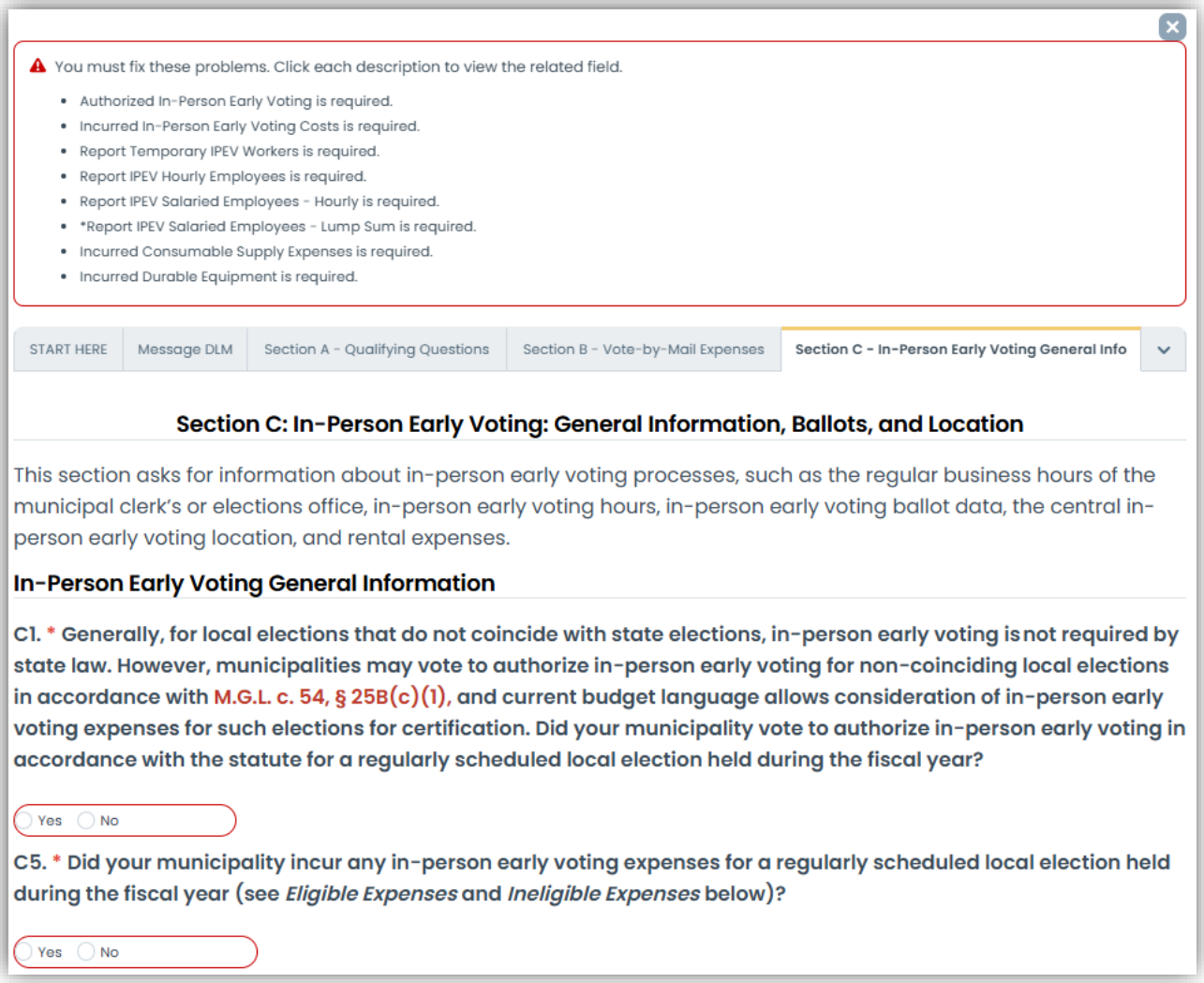
I. Correcting Errors.

1. If you have missed any required fields upon clicking the green “Click Here to Submit Survey” button, you will receive an error message at the top of your screen.

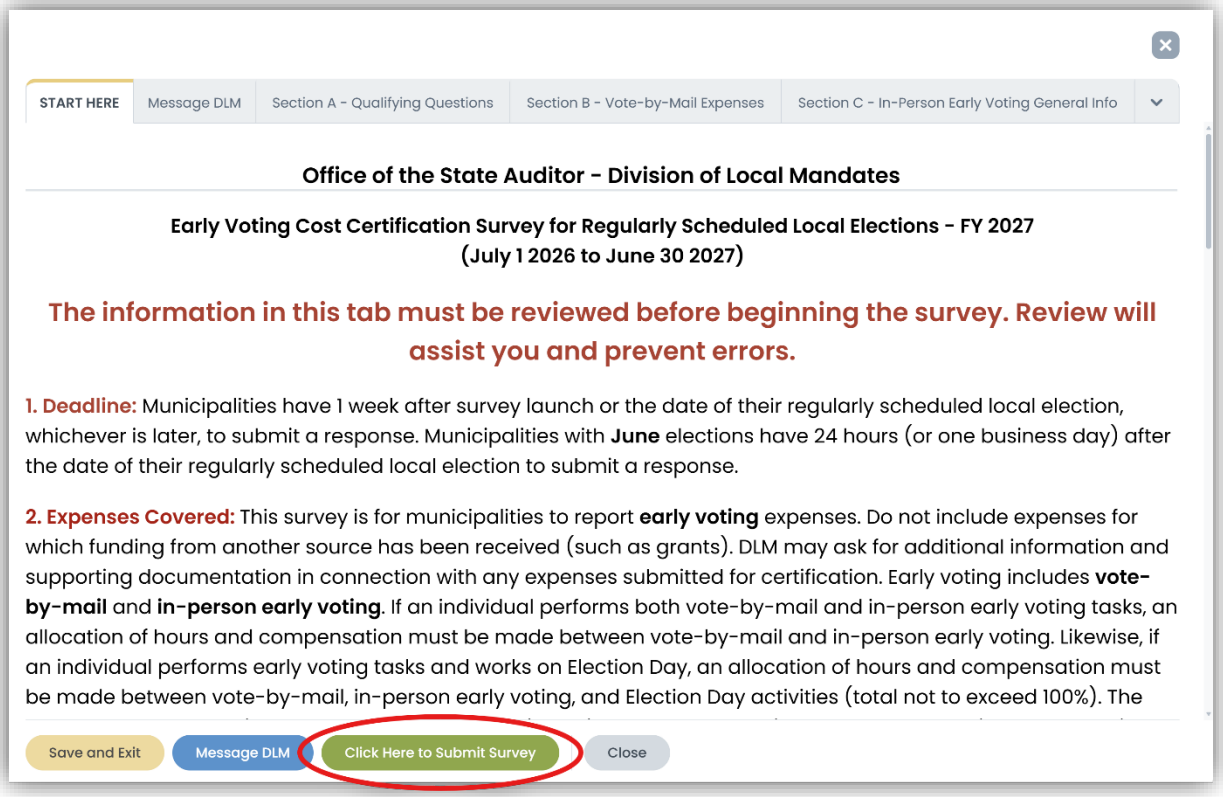


2. To make corrections, click on each error and you will be taken to the question that must be corrected.



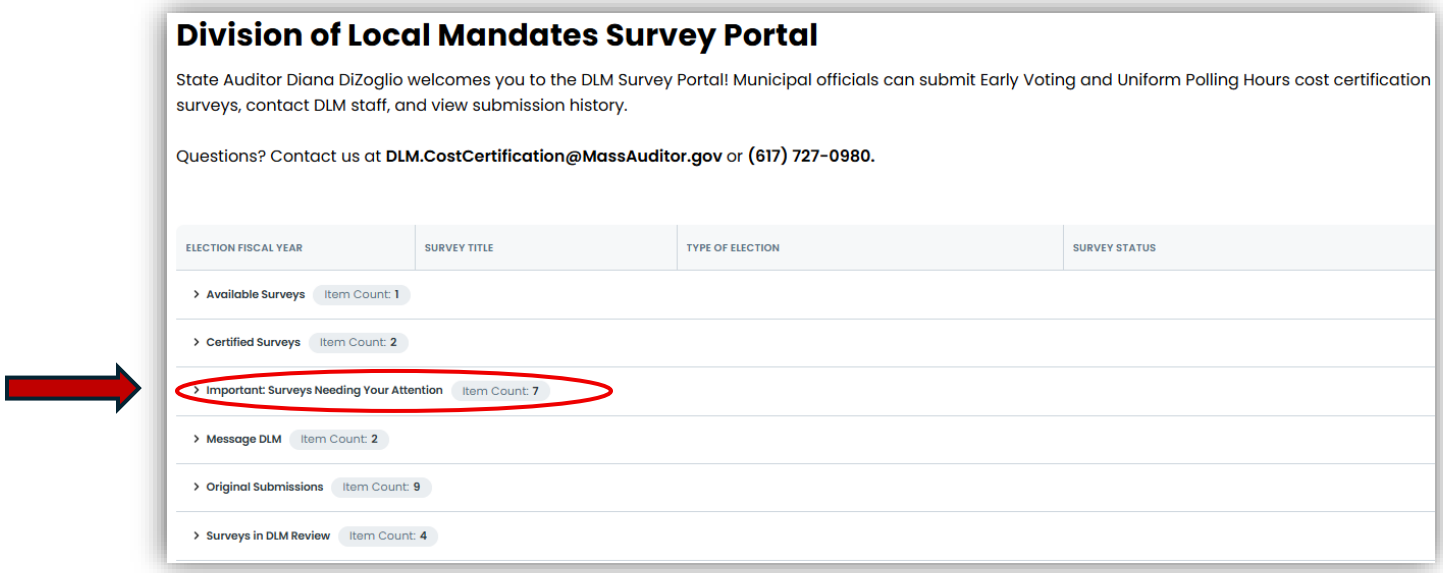

You must fix these problems. Click each description to view the related field.
Authorized In-Person Early Voting is required.
Incurred In-Person Early Voting Costs is required.
Report Temporary IPEV Workers is required.
Report IPEV Hourly Employees is required.
Report IPEV Salaried Employees - Hourly is required.
*Report IPEV Salaried Employees - Lump Sum is required.
Incurred Consumable Supply Expenses is required.
Incurred Durable Equipment is required.
START HERE
Message DLM
Section A - Qualifying Questions
Section B - Vote-by-Mail Expenses
Section C - In-Person Early Voting General Info
Section C: In-Person Early Voting: General Information, Ballots, and Location
This section asks for information about in-person early voting processes, such as the regular business hours of the municipal clerk's or elections office, in-person early voting hours, in-person early voting ballot data, the central in-person early voting location, and rental expenses.
In-Person Early Voting General Information
C1. * Generally, for local elections that do not coincide with state elections, in-person early voting is not required by state law. However, municipalities may vote to authorize in-person early voting for non-coinciding local elections in accordance with M.G.L. c. 54, § 25B(c)(1), and current budget language allows consideration of in-person early voting expenses for such elections for certification. Did your municipality vote to authorize in-person early voting in accordance with the statute for a regularly scheduled local election held during the fiscal year?
Yes
No
C5. * Did your municipality incur any in-person early voting expenses for a regularly scheduled local election held during the fiscal year (see Eligible Expenses and Ineligible Expenses below)?
Yes
No

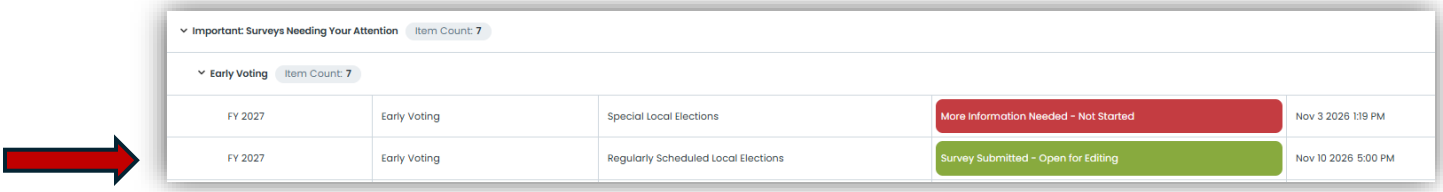
3. Once all errors have been corrected, select the green “Click Here to Submit Survey” button to submit. Error messages will remain until all errors are corrected.



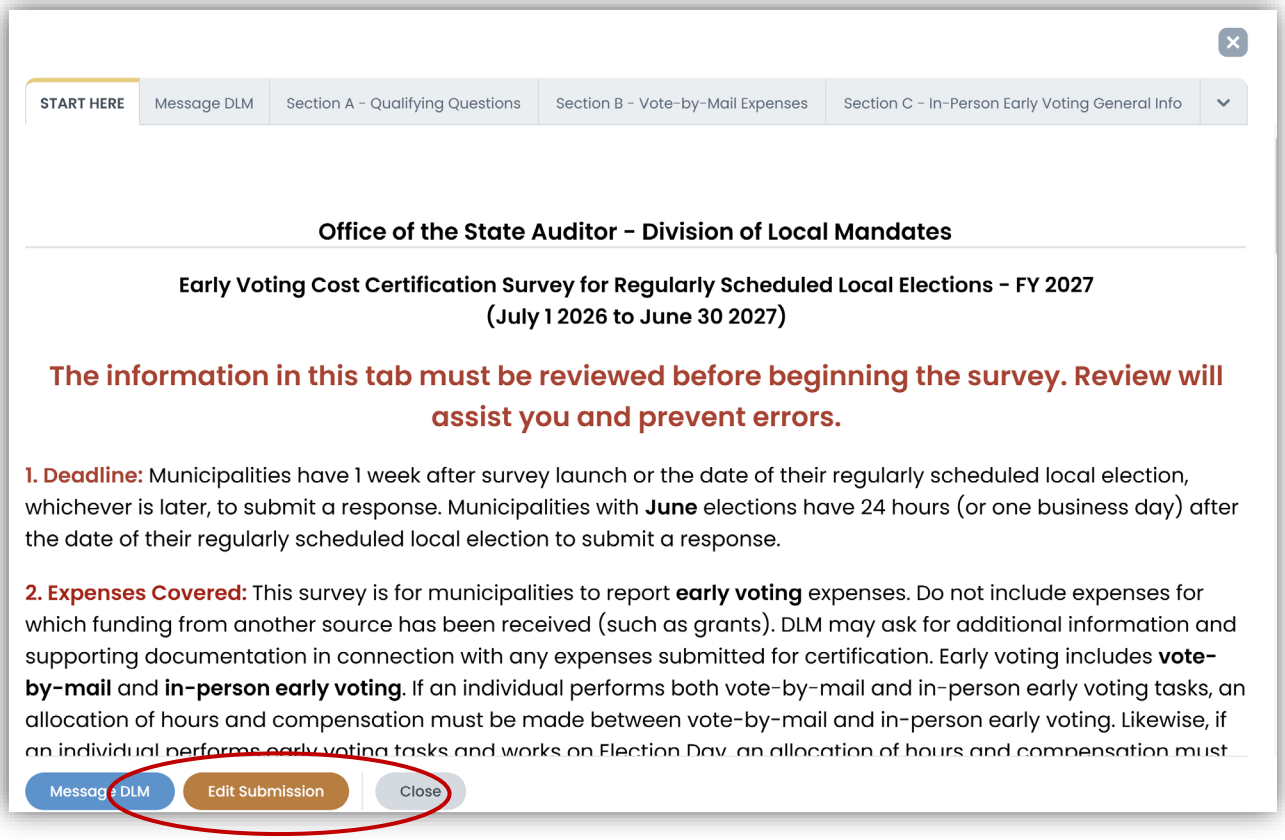
J. Editing Survey During 24-Hour Post-**Submission** Review and Editing Window.

1. After submitting your survey response, you will have 24 hours (one business day) to review your response and make edits. To edit your submission, click on the category "Important: Surveys Needing Your Attention," then click on the survey form with the status **"Survey Submitted – Open for Editing."**



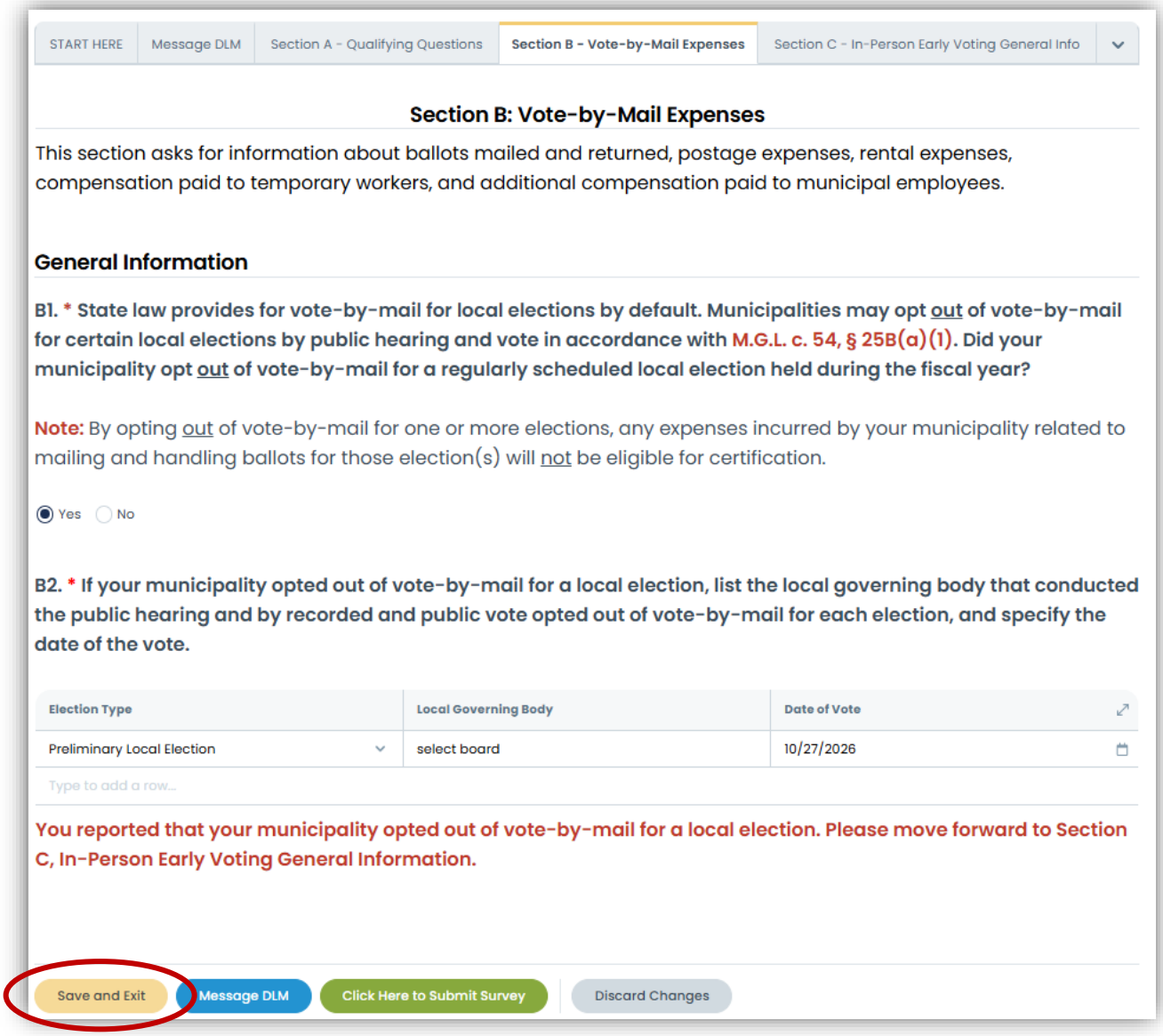


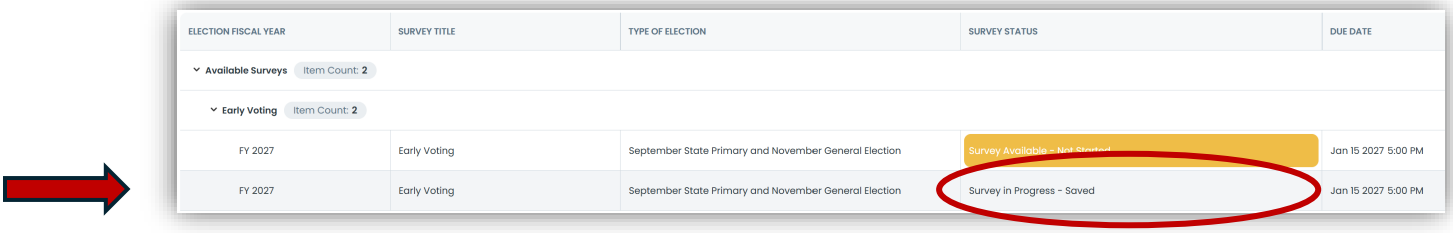
2. Once the survey is open, select the orange “Edit Submission” button at the bottom of the screen.



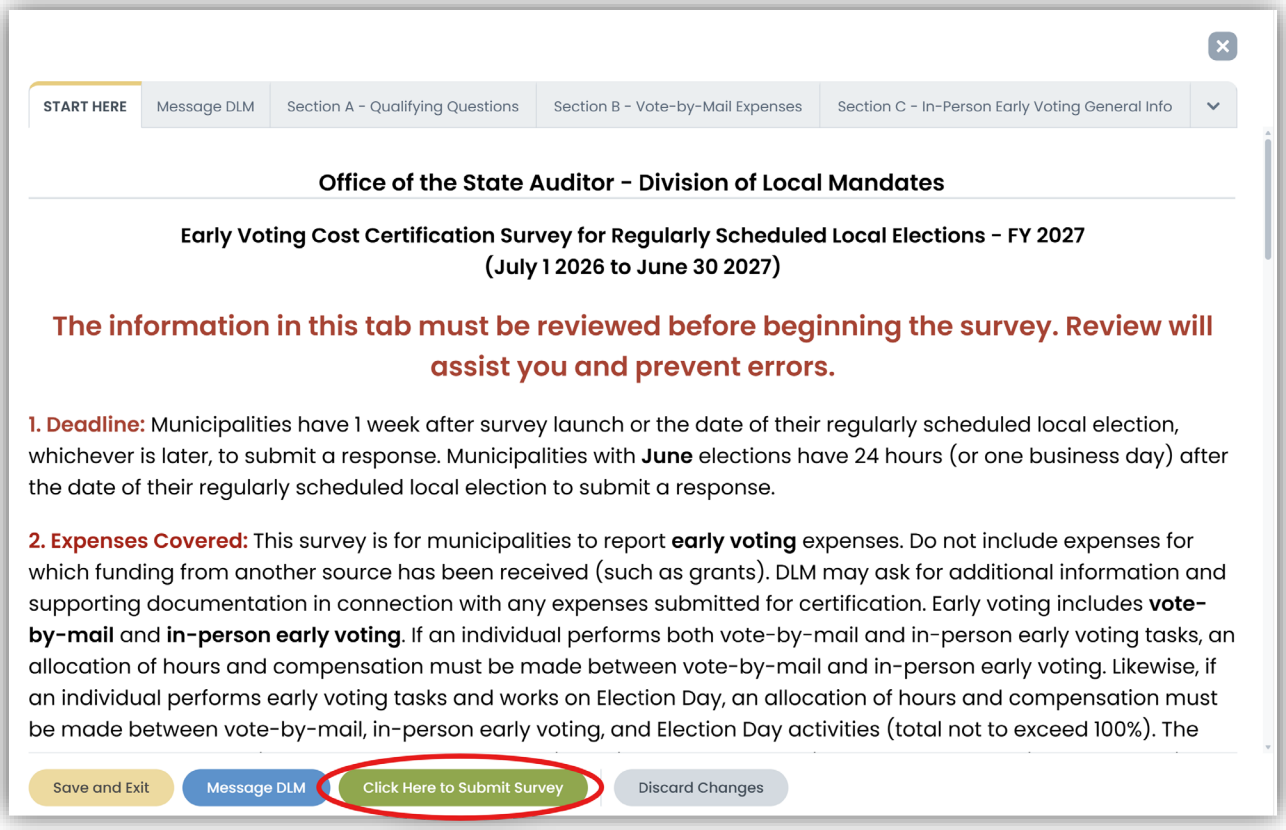
3. After clicking the “Edit Submission” button, you will see your survey as it appeared when the survey was first filled out. All questions in the survey are editable at this stage.

   If you save your submission, the survey will be available to you with the status “Survey in Progress – Saved” under the category **“Available Surveys.”** To return to your survey, click on the survey with that status.

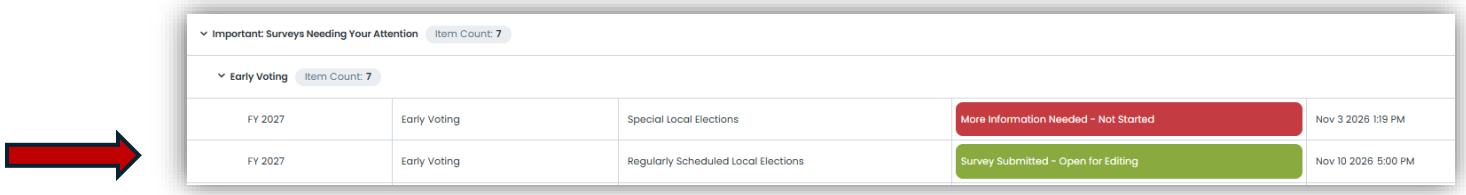




4. Once edits have been made, select the green “Click Here to Submit Survey” button to submit. If you have missed any required fields, you will receive an error message at the top of your screen. Follow instructions in Correcting Errors to resolve error messages, if any.

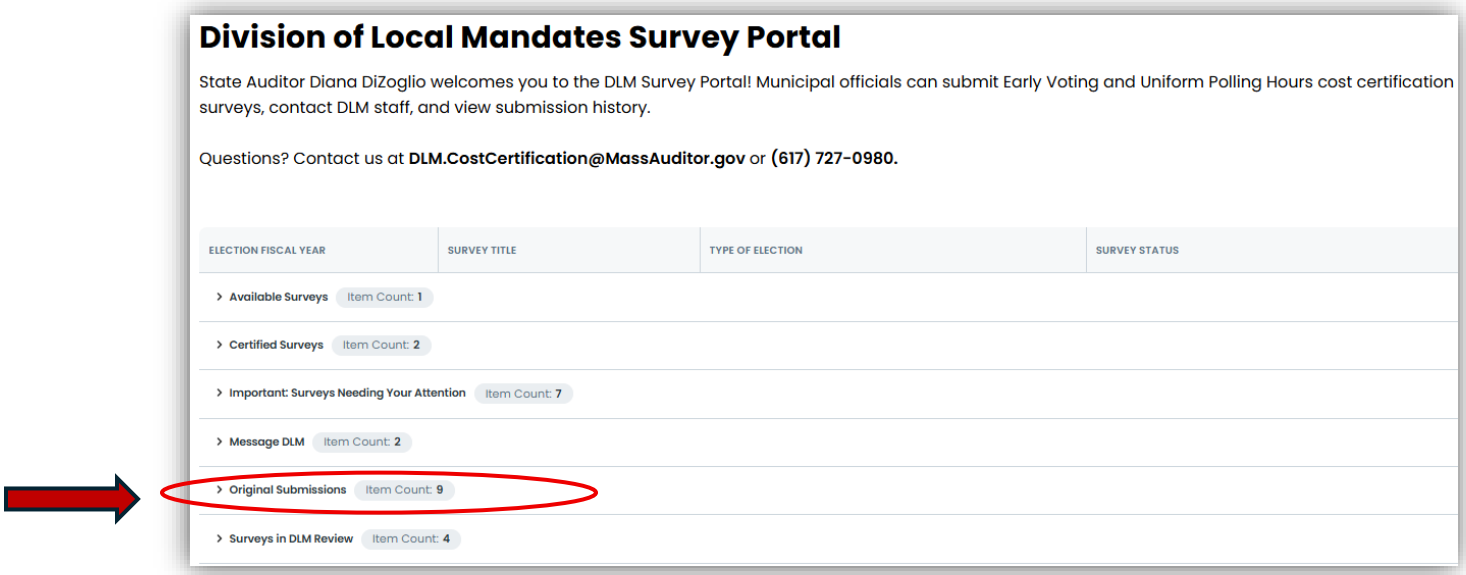


5. After submitting your edits, your survey will be locked into read-only mode. If you need to make edits again, click on the survey form with the **“Survey Submitted – Open for Editing”** status. You are permitted to make as many edits as needed until the editing period closes.

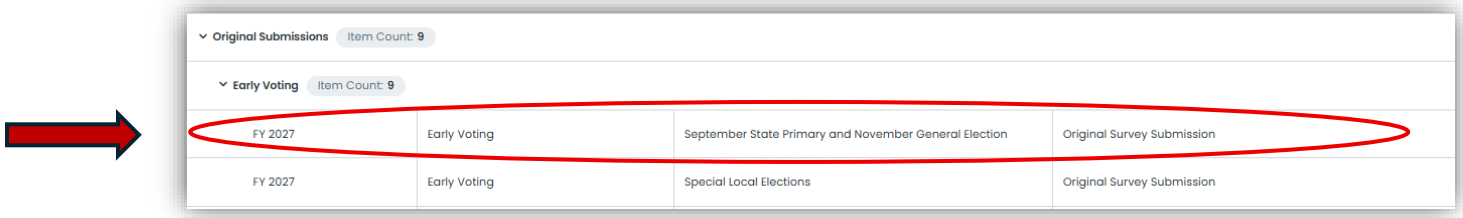


K. Accessing Original Submission After 24-Hour Post-Submission Review and Editing Window.

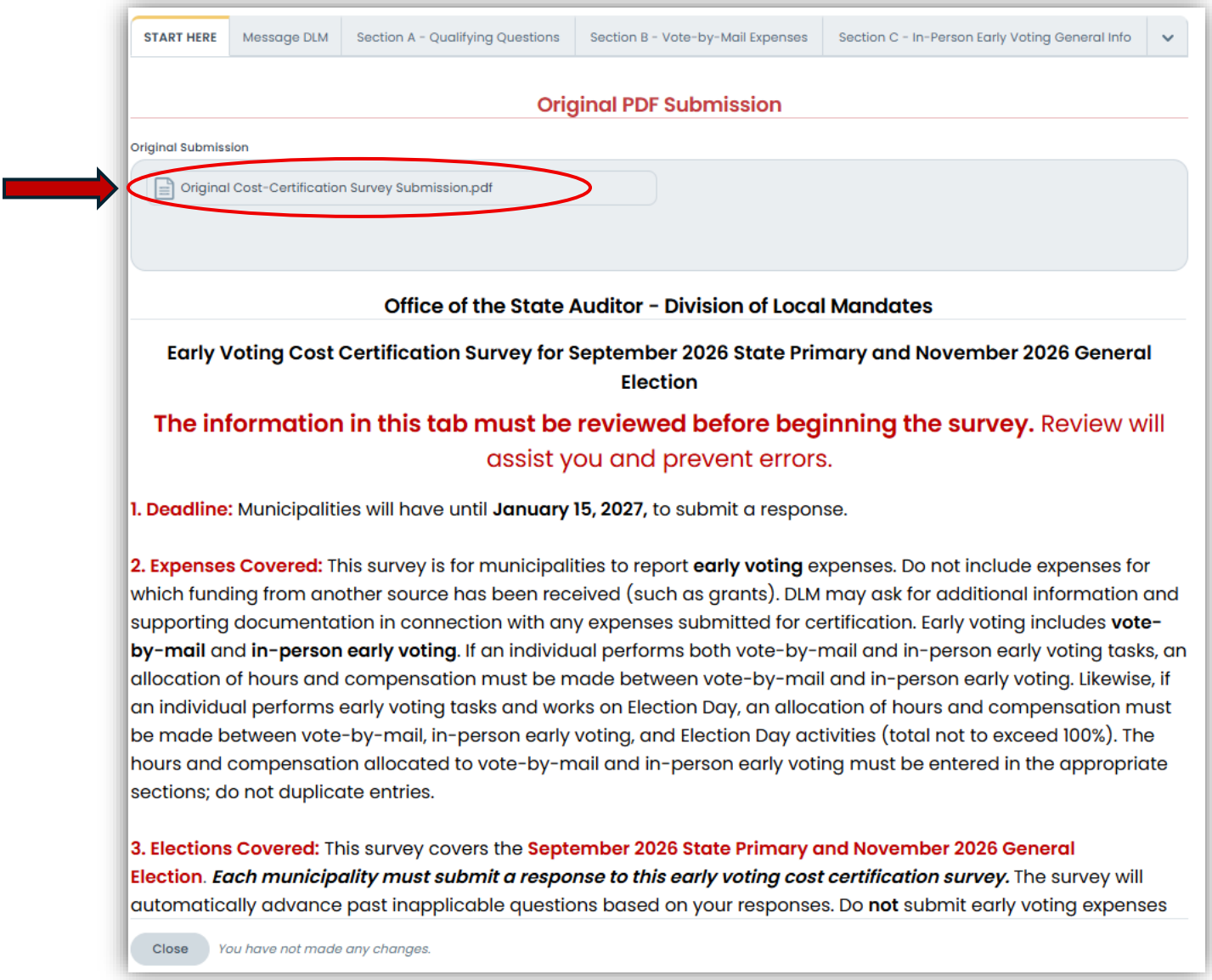
1. Once you have submitted your survey response and the 24-hour review and editing window has passed, a read-only copy of your original survey response will be available in the portal. You can review your original submission online at any time – to do so, click on the category labeled **"Original Submissions."**



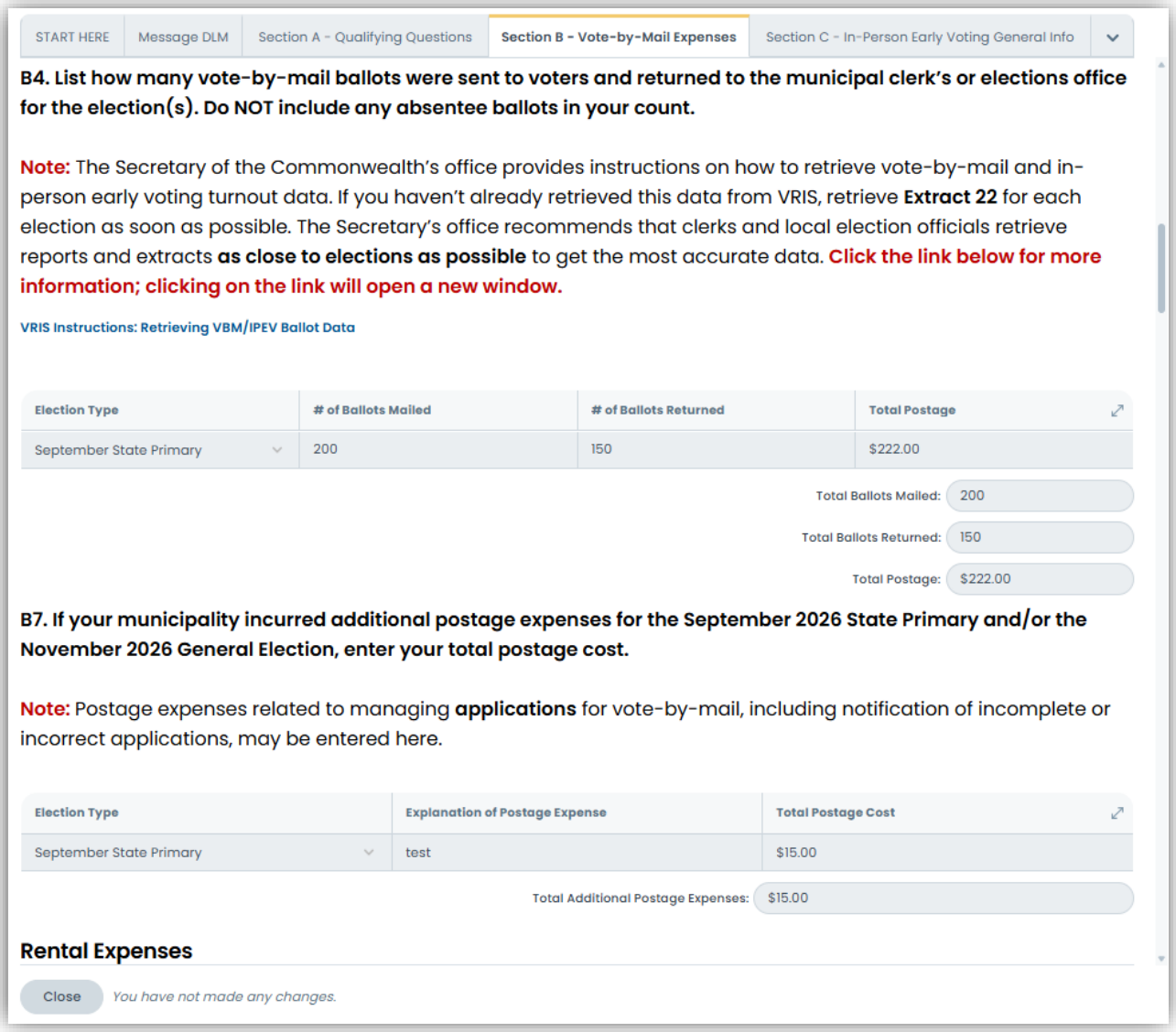
2. Find your submission from the list of original submissions and click on the survey form you want to view.



3. A PDF of your original submission will be available at the top of the page. You will have the option to download your original submission for your records by clicking on the PDF attachment.

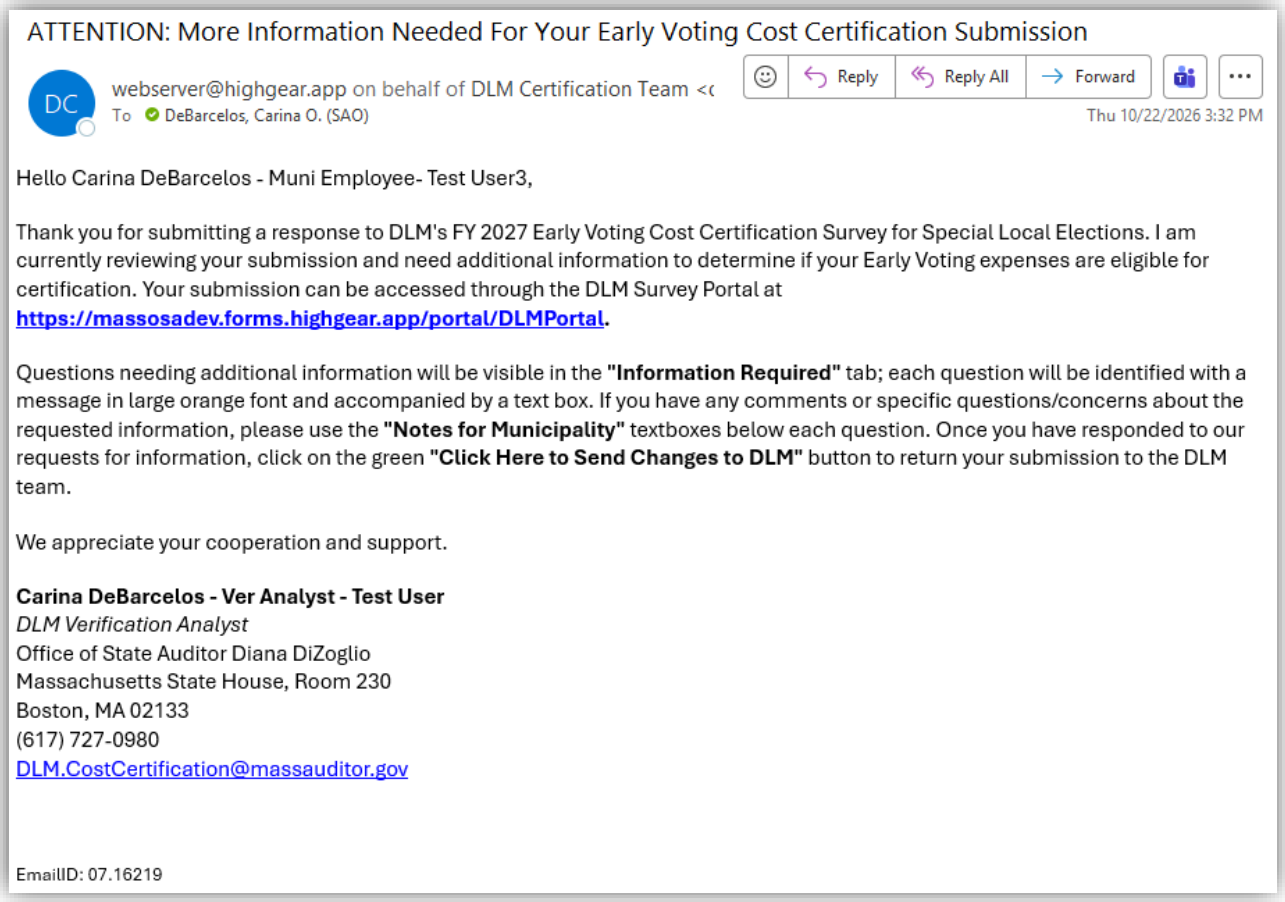


4. An electronic version of your original submission is also preserved in the portal – click through the tabs to see the recorded response online.



L. Responding to DLM Requests for More Information.

1. During DLM's review, if additional information is required, you will receive an email notification (outside of the portal).



ATTENTION: More Information Needed For Your Early Voting Cost Certification Submission

DC webserver@highgear.app on behalf of DLM Certification Team <(

To DeBarcelos, Carina O. (SAO)

Reply | Reply All | Forward

Thu 10/22/2026 3:32 PM

Hello Carina DeBarcelos - Muni Employee- Test User3,

Thank you for submitting a response to DLM's FY 2027 Early Voting Cost Certification Survey for Special 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://massosadev.forms.highgear.app/portal/DLMPortal**.

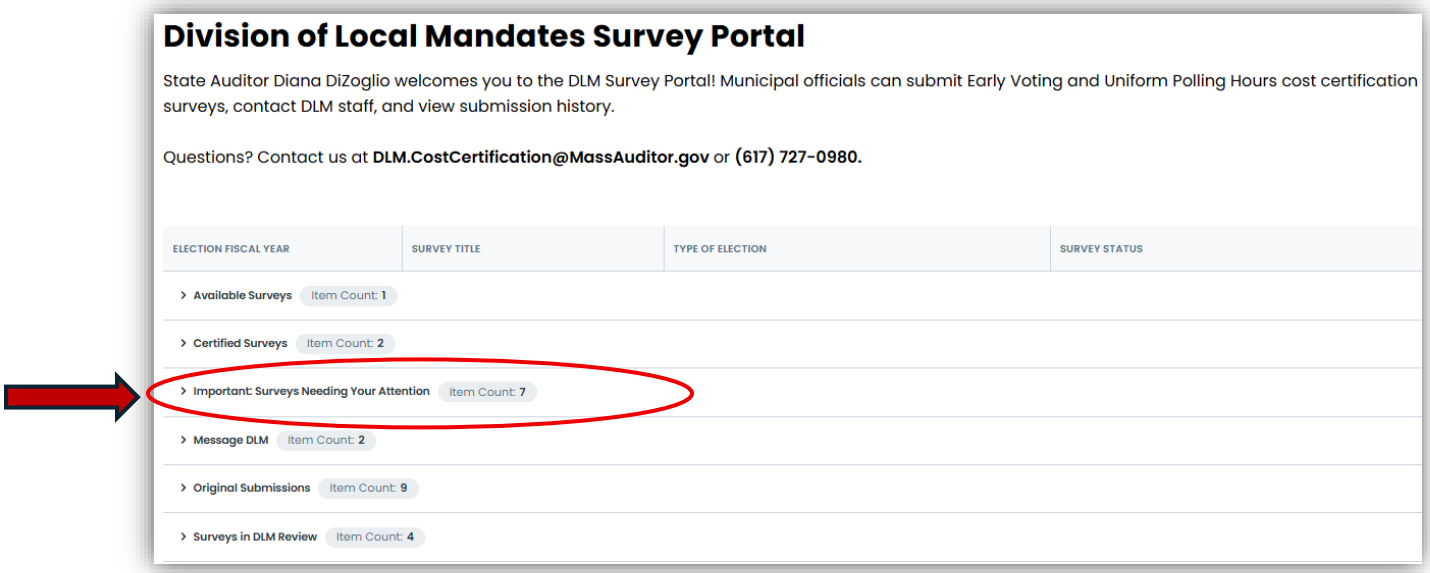
Questions needing additional information will be visible in the **"Information Required"** tab; each question will be identified with a message in large orange font and accompanied by a text box. If you have any comments or specific questions/concerns about the requested information, please use the **"Notes for Municipality"** textboxes below each question. Once you have responded to our requests for information, click on the green **"Click Here to Send Changes to DLM"** button to return your submission to the DLM team.

We appreciate your cooperation and support.

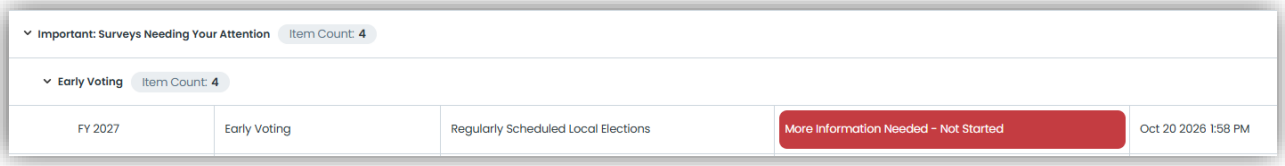
Carina DeBarcelos - Ver Analyst - Test User
DLM Verification Analyst
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

EmailID: 07.16219

2. If you receive this email notification, return to your survey within the portal. To find your submission, click on the category “Important: Surveys Needing Your Attention.”



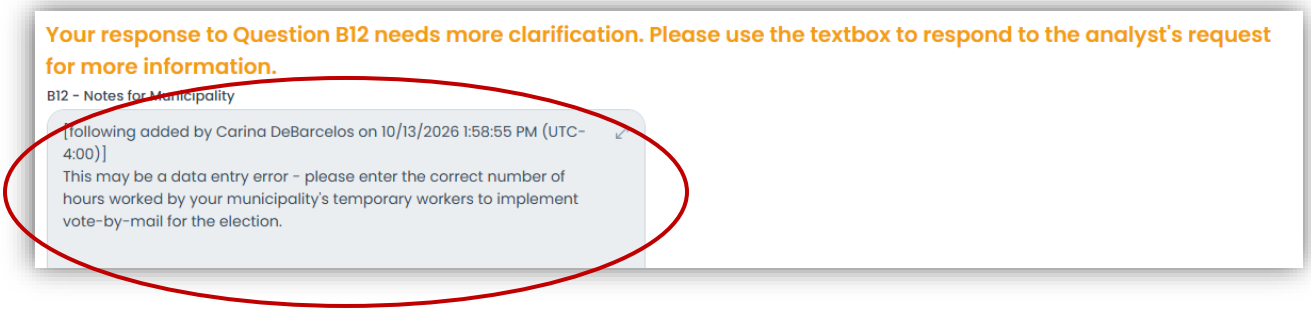
3. Find your submission in the list and click on the survey form flagged in **red** with the status **“More Information Needed – Not Started.”**



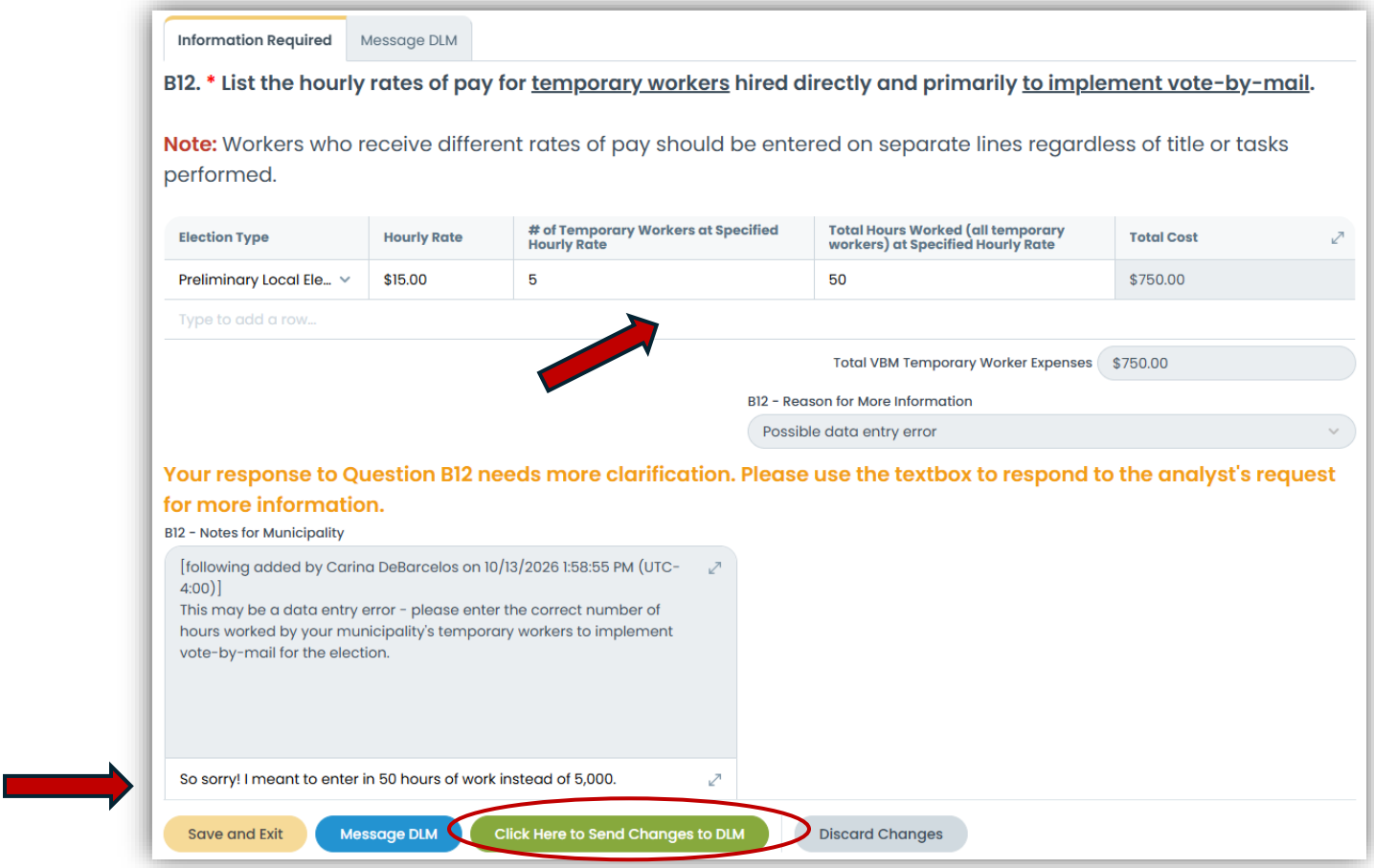
4. Once you open your survey response, you will only see questions from the survey that require more information under a tab labeled *Information Required*.



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

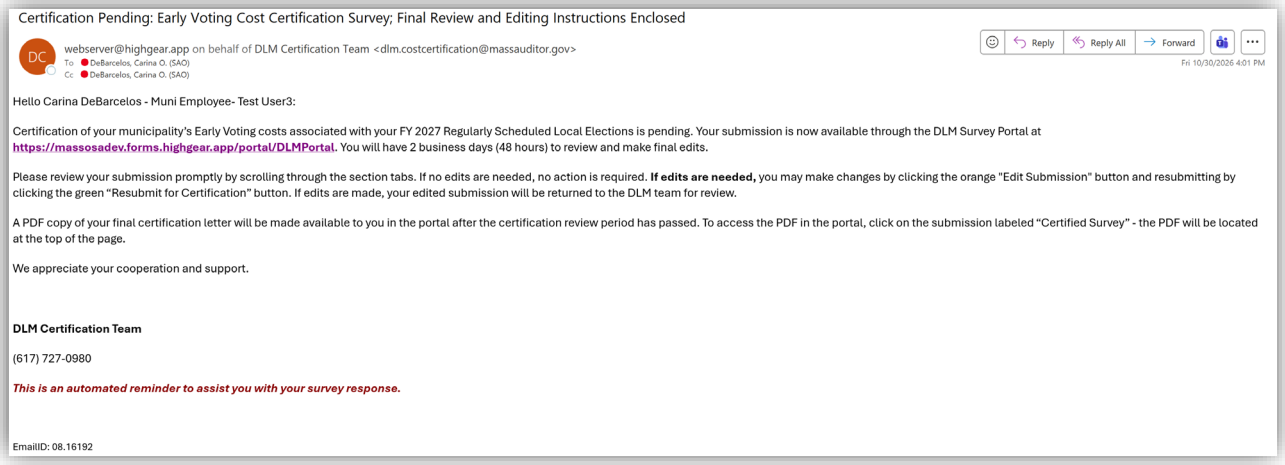


6. Answer the questions identified by the analyst and use the **green** button to send changes to the DLM team. Your responses and replies to the analyst will be recorded.



M. Editing Survey During 48-Hour Post-**Certification** Review and Editing Window

1. After a DLM analyst has finished reviewing your submission for certification, you will have a short window (1-2 business days, up to 48 hours) to review and confirm your expenses. You will receive an email notification (outside of the portal) starting the clock on the final 48-hour review and editing window.



Certification Pending: Early Voting Cost Certification Survey; Final Review and Editing Instructions Enclosed

webserver@highgear.app on behalf of DLM Certification Team <dlm.costcertification@massauditor.gov>
To DeBarcelos, Carina O. (SAO)
Cc DeBarcelos, Carina O. (SAO)

Reply | Reply All | Forward
Fri 10/30/2026 4:01 PM

Hello Carina DeBarcelos - Muni Employee- Test User3:

Certification of your municipality's Early Voting costs associated with your FY 2027 Regularly Scheduled Local Elections is pending. Your submission is now available through the DLM Survey Portal at https://massosadev.forms.highgear.app/portal/DLMPortal. You will have 2 business days (48 hours) to review and make final edits.

Please review your submission promptly by scrolling through the section tabs. If no edits are needed, no action is required. **If edits are needed,** you may make changes by clicking the orange "Edit Submission" button and resubmitting by clicking the green "Resubmit for Certification" button. If edits are made, your edited submission will be returned to the DLM team for review.

A PDF copy of your final certification letter will be made available to you in the portal after the certification review period has passed. To access the PDF in the portal, click on the submission labeled "Certified Survey" - the PDF will be located at the top of the page.

We appreciate your cooperation and support.

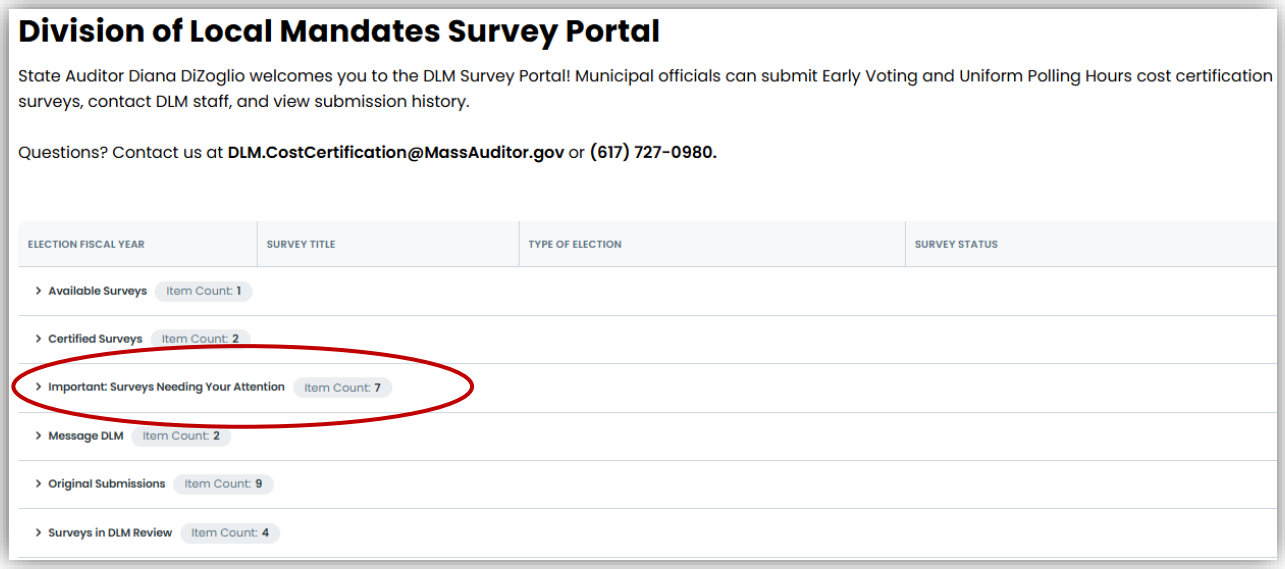
DLM Certification Team

(617) 727-0980

This is an automated reminder to assist you with your survey response.

EmailID: 08.16192

2. If you receive this email notification, return to your survey within the portal. To find your submission that needs more information from DLM, click on the category "Important: Surveys Needing Your Attention."



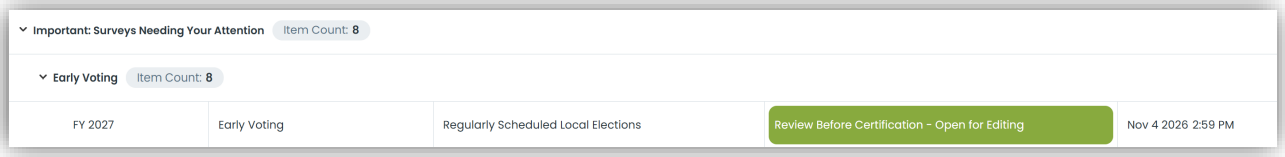
Division of Local Mandates Survey Portal

State Auditor Diana DiZoglio welcomes you to the DLM Survey Portal! Municipal officials can submit Early Voting and Uniform Polling Hours cost certification surveys, contact DLM staff, and view submission history.

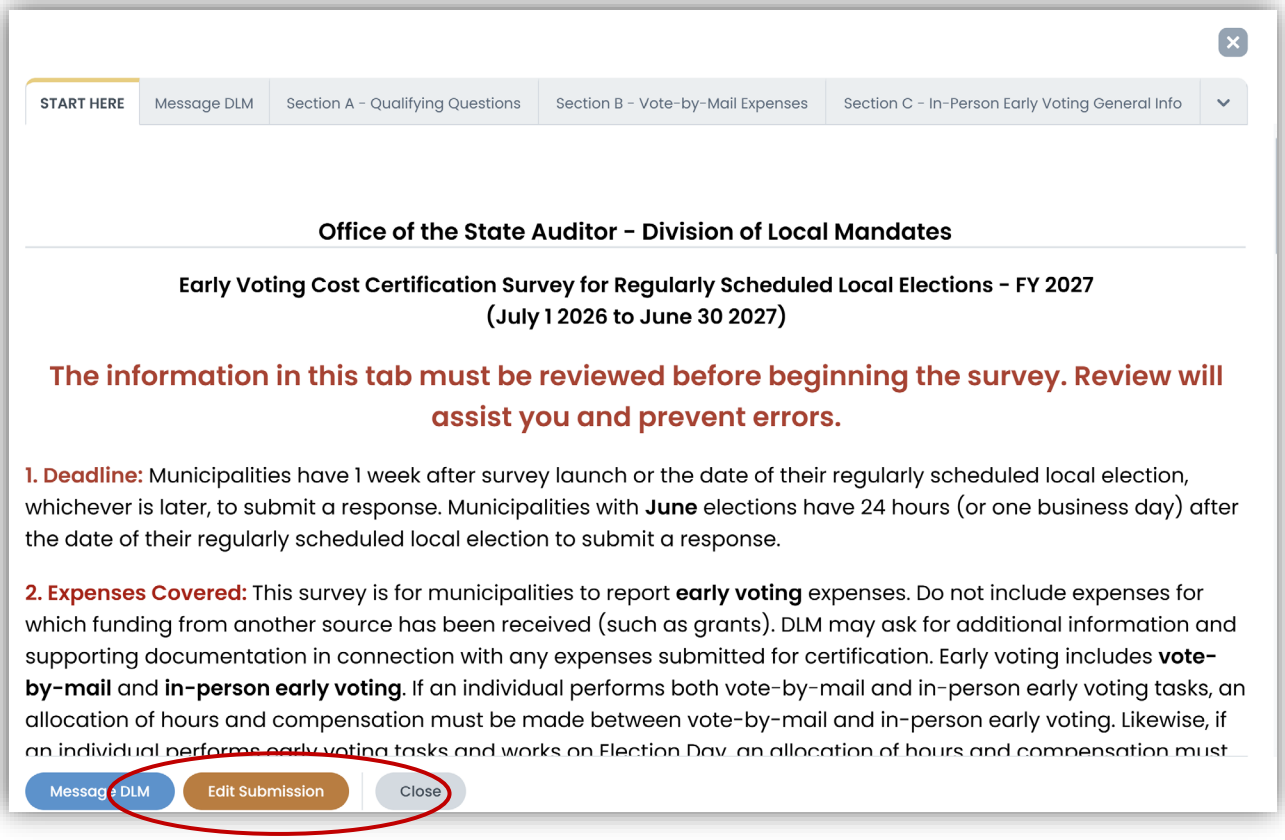
Questions? Contact us at **DLM.CostCertification@MassAuditor.gov** or **(617) 727-0980.**

ELECTION FISCAL YEAR	SURVEY TITLE	TYPE OF ELECTION	SURVEY STATUS
› Available Surveys Item Count: 1			
› Certified Surveys Item Count: 2			
› Important: Surveys Needing Your Attention Item Count: 7			
› Message DLM Item Count: 2			
› Original Submissions Item Count: 9			
› Surveys in DLM Review Item Count: 4			

3. Find your submission in the list and click on the survey form flagged in **green** with the status **“Review Before Certification – Open for Editing.”**

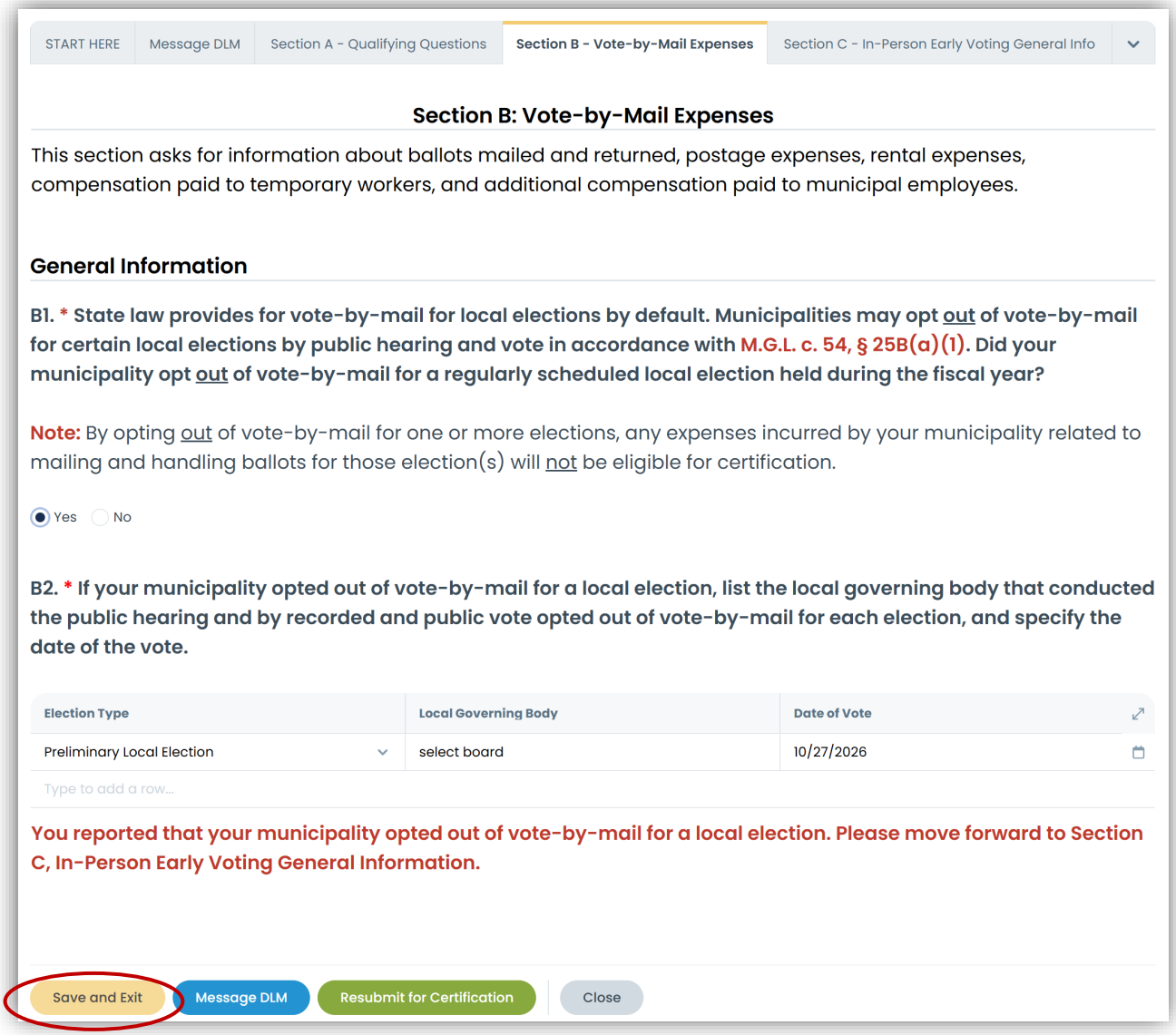


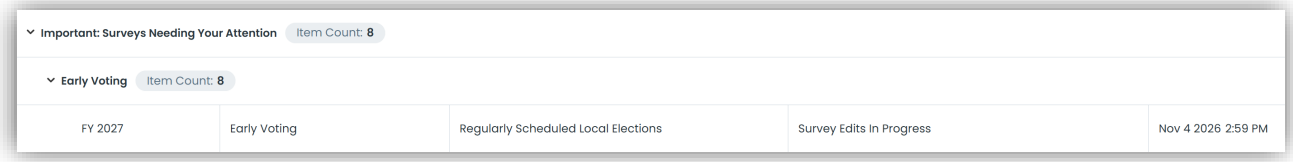
4. Once the survey is open, select the **orange** “Edit Submission” button at the bottom of the screen.



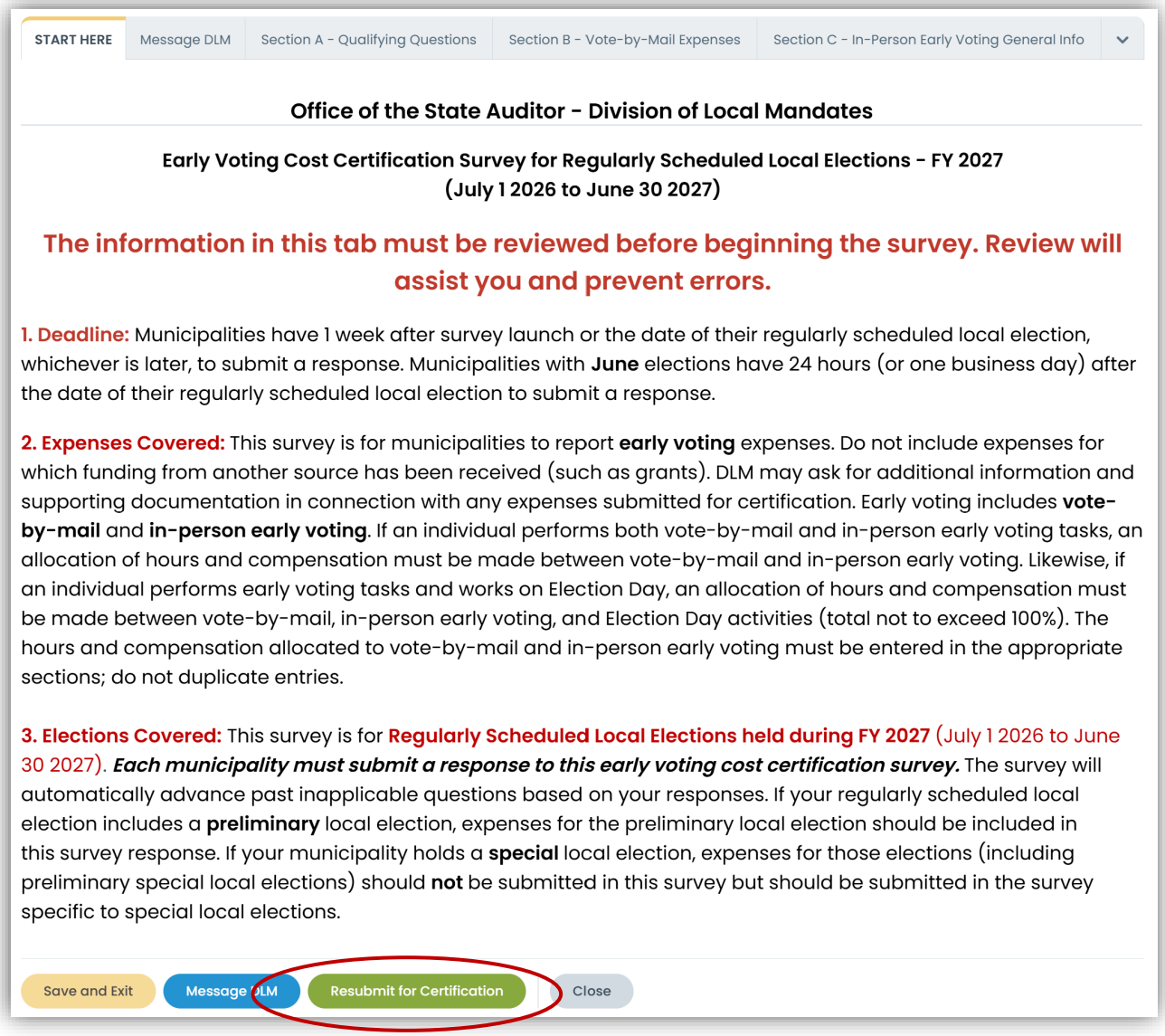
5. After clicking the “Edit Submission” button, you will see your survey as it appeared when the survey was first filled out. All questions in the survey are editable.

   Click “Save and Exit” if you need to work on the survey later but note that you will have a limited time to edit your survey response. Your submission will be saved with the status **“**–Survey Edits in Progress” under the category **“Important- Surveys Needing Your Attention.”**



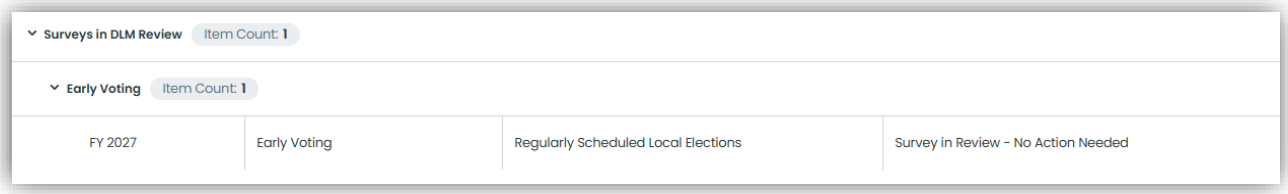


6. Once edits have been made, select the green “Resubmit for Certification” button to submit. If you have missed any required fields, you will receive an error message at the top of your screen. Follow instructions in Correcting Errors to resolve error messages, if any.



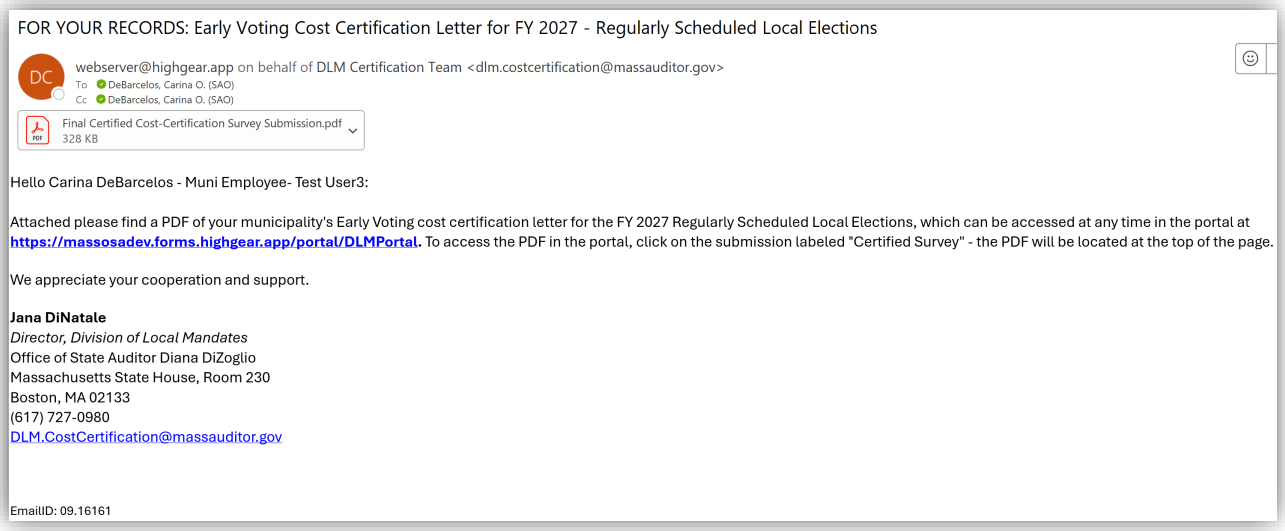
7. After submitting your edits, your submission will be sent to a DLM analyst for review. Your submission will appear in the portal under the category “Surveys in DLM Review” with the status **“Survey In Review – No Action Needed.”**

   Your submission will be sent to a DLM analyst for review if you open your survey response for editing and do not resubmit within the review period.



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

1. You will receive an email notification outside of the portal that your submission has been certified with a PDF attachment of your survey response when (a) a DLM analyst has reviewed your changes (if you submitted for recertification) or (b) the post-certification review period has ended (if you did not submit for recertification).



FOR YOUR RECORDS: Early Voting Cost Certification Letter for FY 2027 - Regularly Scheduled Local Elections

DC webserver@highgear.app on behalf of DLM Certification Team <dlm.costcertification@massauditor.gov>
To DeBarcelos, Carina O. (SAO)
Cc DeBarcelos, Carina O. (SAO)

Final Certified Cost-Certification Survey Submission.pdf
328 KB

Hello Carina DeBarcelos - Muni Employee- Test User3:

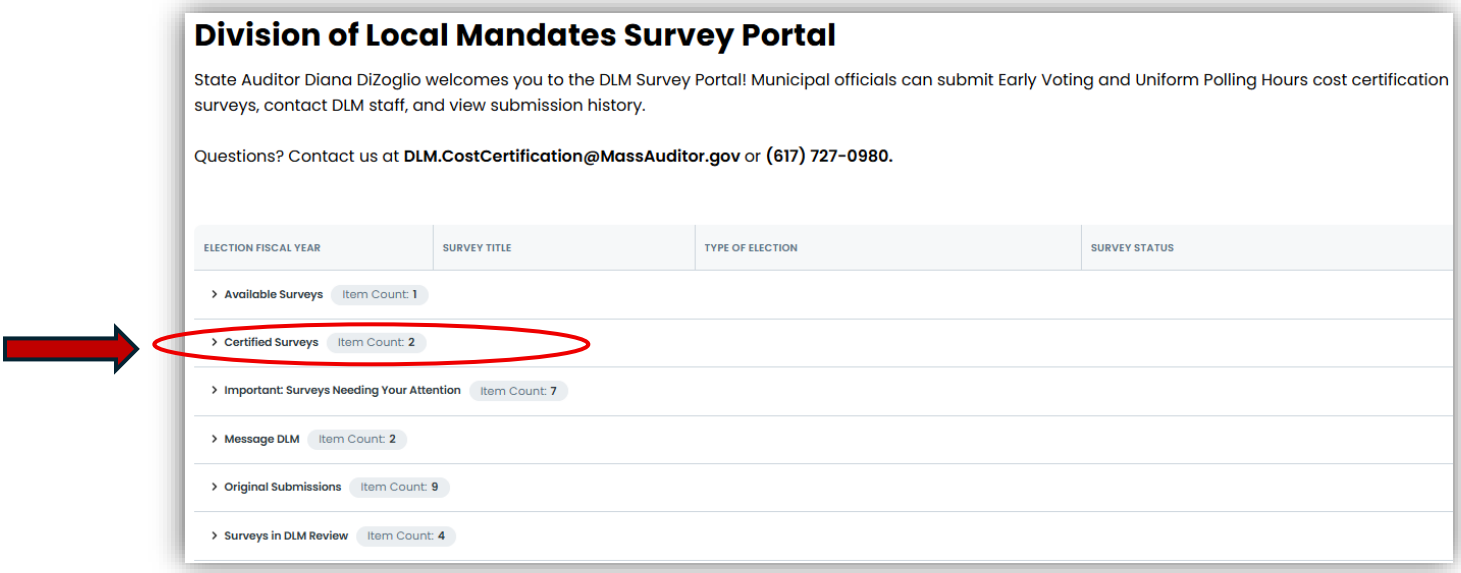
Attached please find a PDF of your municipality's Early Voting cost certification letter for the FY 2027 Regularly Scheduled Local Elections, which can be accessed at any time in the portal at **https://massosadev.forms.highgear.app/portal/DLMPortal**. To access the PDF in the portal, click on the submission labeled "Certified Survey" - the PDF will be located at the top of the page.

We appreciate your cooperation and support.

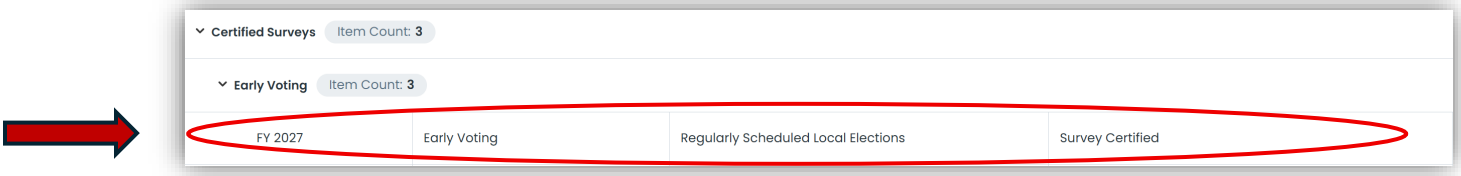
Jana DiNatale
Director, Division of Local Mandates
Office of State Auditor Diana DiZoglio
Massachusetts State House, Room 230
Boston, MA 02133
(617) 727-0980
DLM.CostCertification@massauditor.gov

EmailID: 09.16161

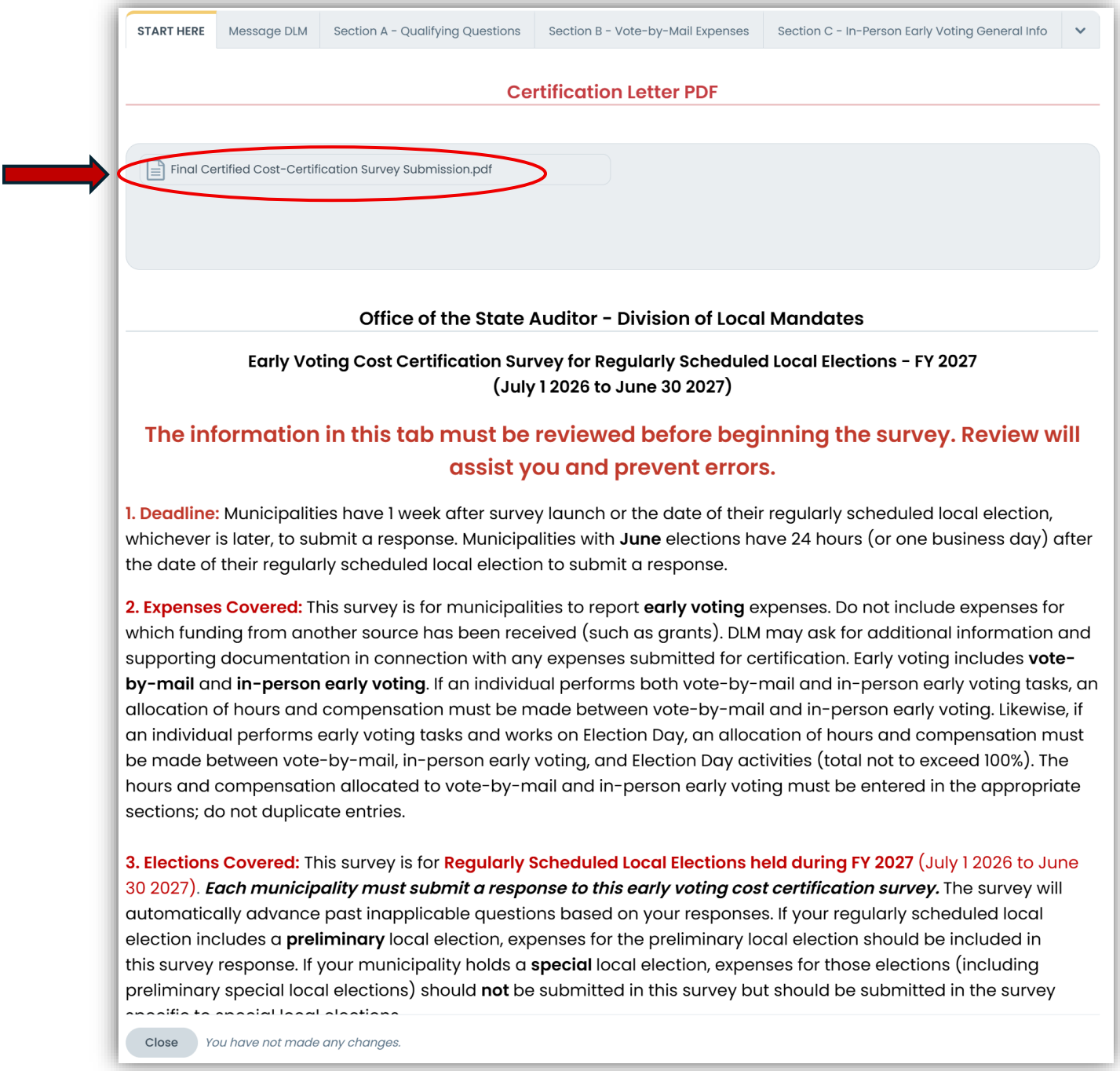
2. A PDF copy of your certified survey will be available in the portal. You can review the certification online at any time – to do so, click on the category labeled **"Certified Surveys."**



3. Find your submission from the list of certified surveys and click on the survey form you want to view.



4. A PDF of your certified survey will be available at the top of the page. You will have the option to download the certified survey for your records by clicking on the PDF attachment.



5. An electronic version of the certified survey is preserved in the portal – click through the tabs to see the recorded response online.

