DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Mass.Gov
Division of Local Services Gateway

Entering Municipal Audit Data

A guide to using DLS Gateway for municipal audit firms

July 2021

Log into DLS Gateway:

https://dlsgateway.dor.state.ma.us/gateway/Login





Enter the user name and the temporary password given to you by DLS

Click Go, or press the Enter key on your keyboard

Your user name is not case-sensitive (you can type it using either upper or lower-case letters)

Passwords are case-sensitive, so be sure to enter it exactly as shown on your welcome email

Need a Gateway account?

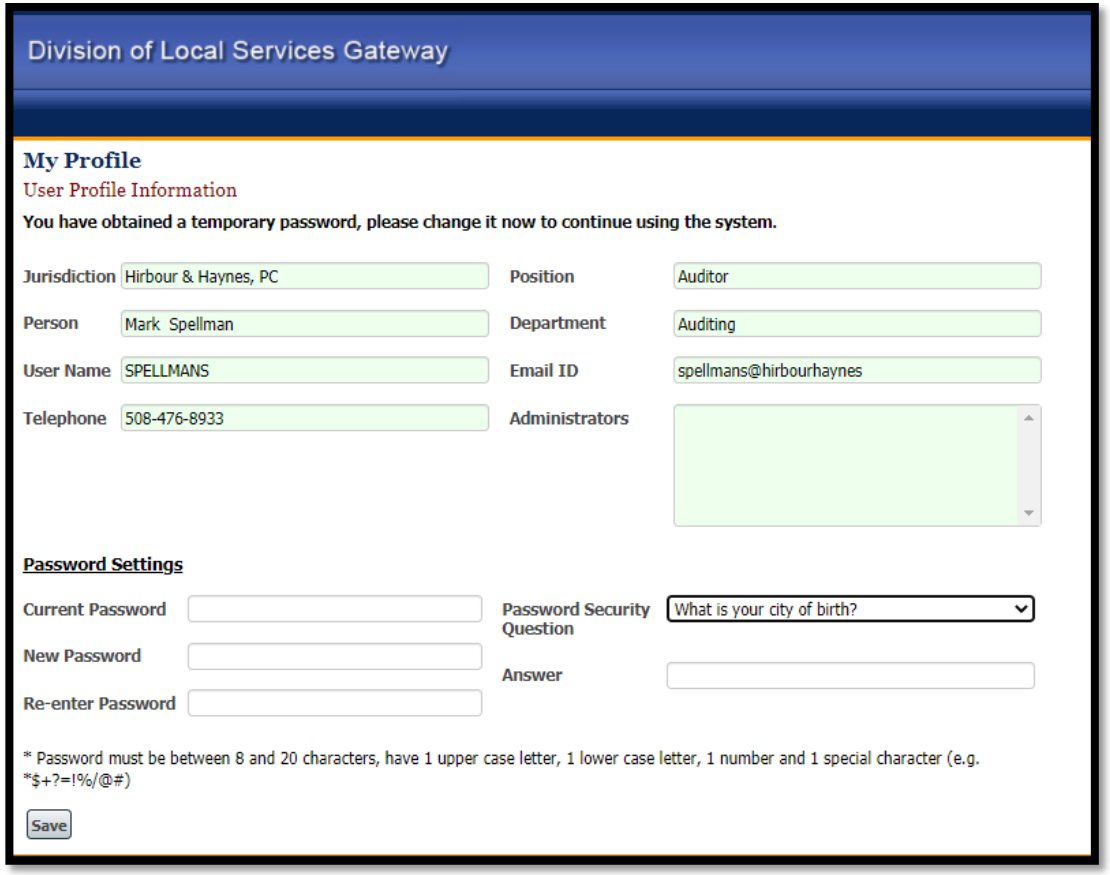
How to contact DLS Gateway Support

For the fastest response during the COVID-19 emergency, please contact us by email:

DLSGateway@dor.state.ma.us

All DLS Gateway staff are working remotely and our phones are not continuously monitored. Messages left on the Gateway support line will be returned as soon as possible.

https://www.mass.gov/service-details/dls-gateway-help-system

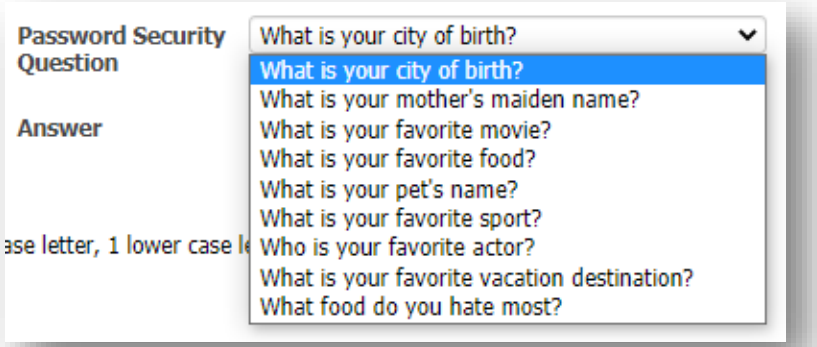


First login: Set up a Profile

Enter your current password, then enter a new password and confirm it under Password Settings

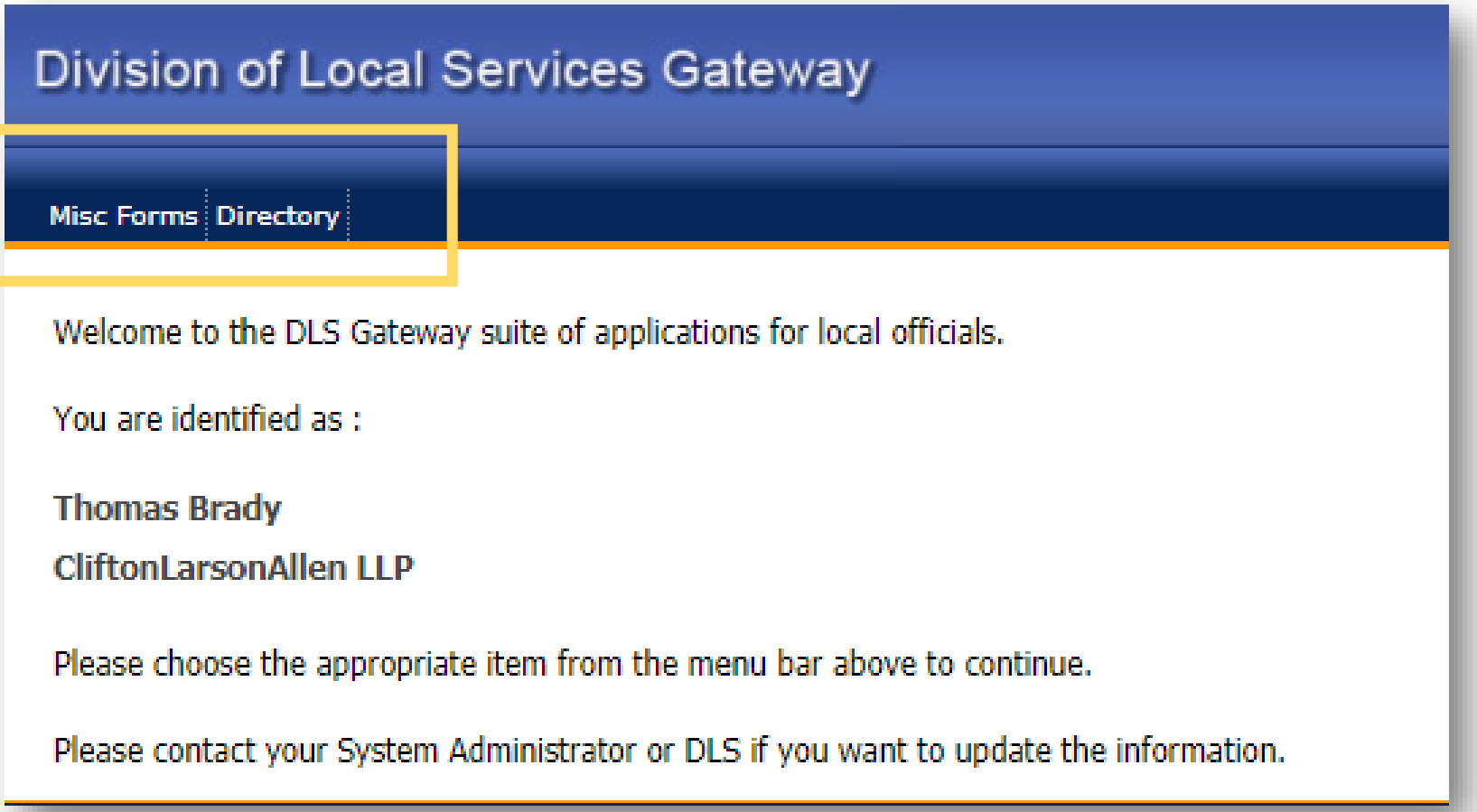
Choose a security question from the list and enter an Answer

Click Save when you have entered all Profile data



Having a security question and answer in the system will give you the option of resetting your own password using the “Forgot Password?” option on the login screen

During regular business hours, DLS Gateway Support can always assist you with password or account issues: DLSGateway@dor.state.ma.us



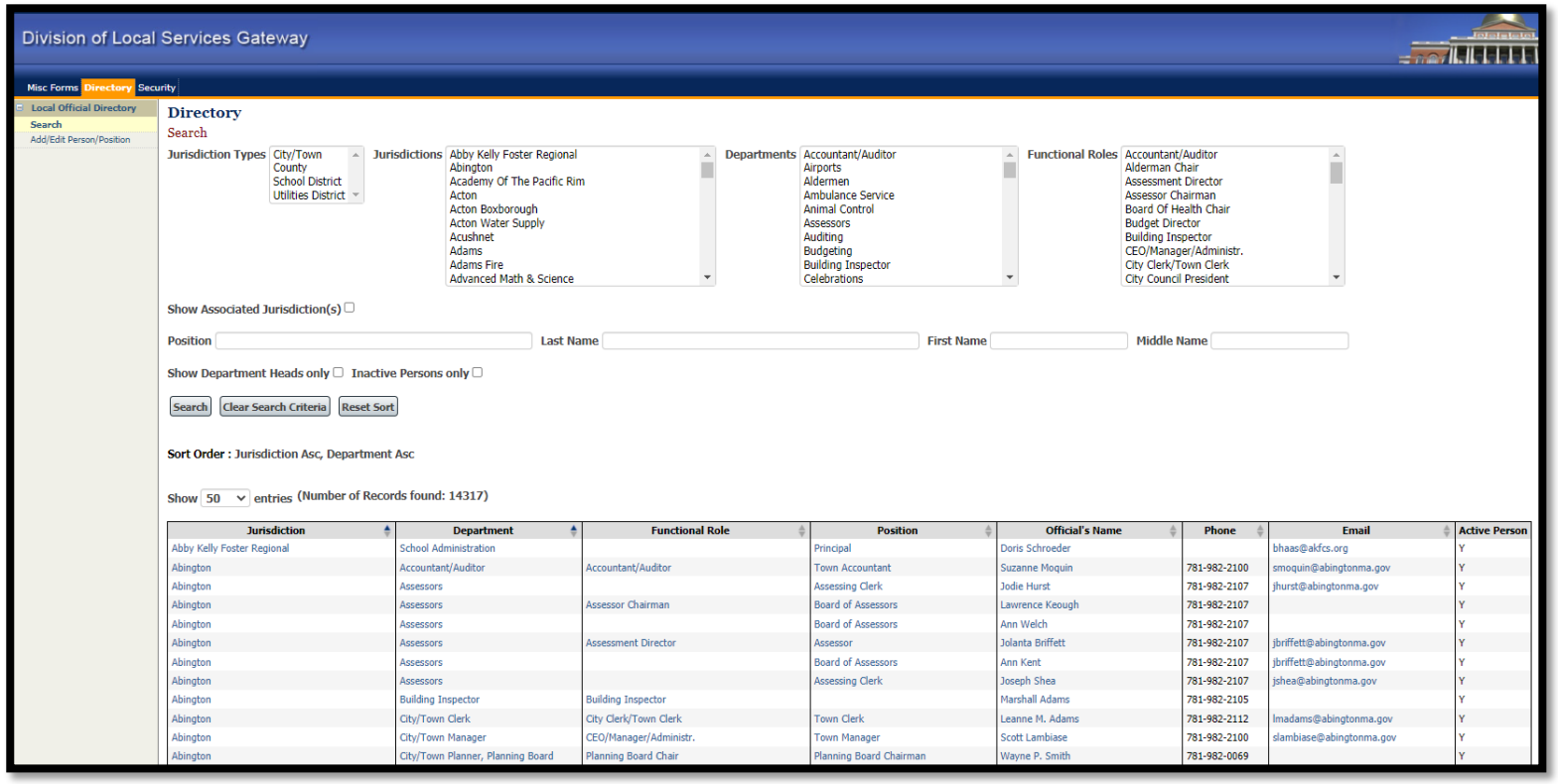
What you can do in DLS Gateway

Municipal auditors have access to two Gateway modules:

Directory and Misc Forms

Click the module name to access the forms in each module

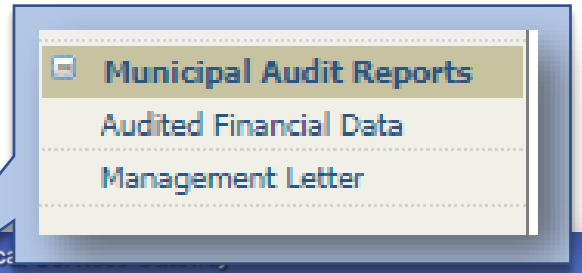
Directory lets you view contact information for officials associated with cities, towns, special purpose districts and regional school districts



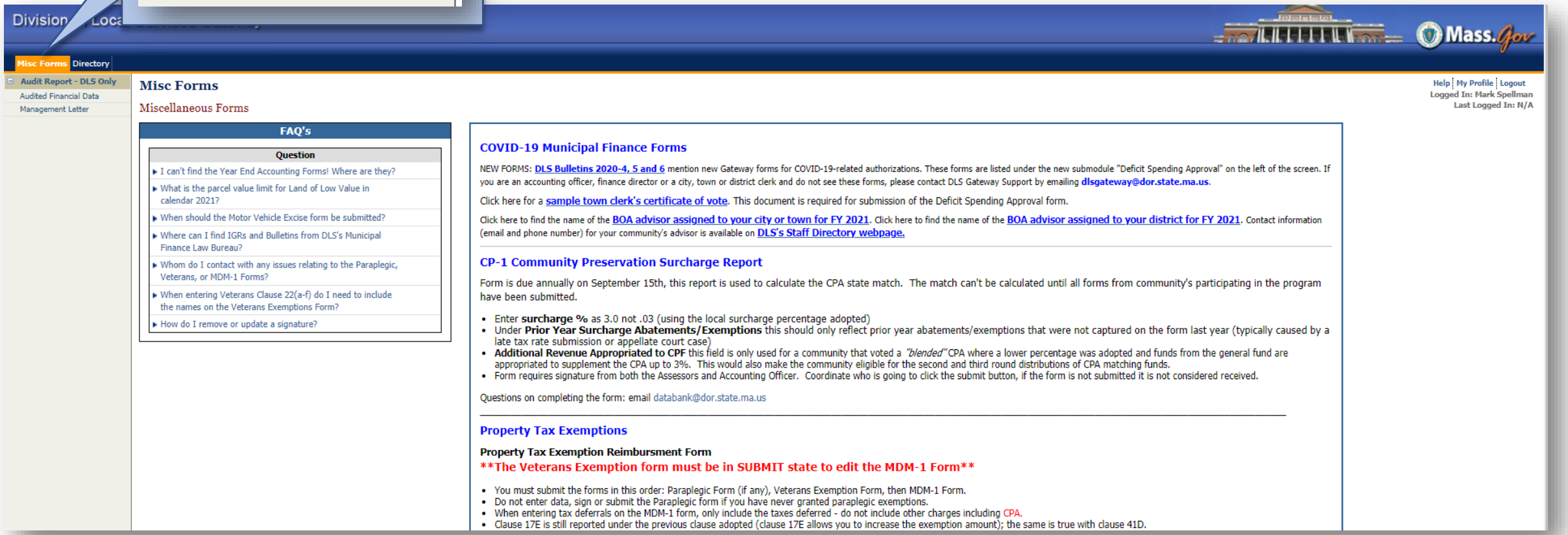
Use the filters to select a specific community or district, or to narrow the results to specific departments or positions (“functional role”)

The “Misc Forms” module contains two forms accessible by audit firm users: Audited Financial Data and Management Letter

These forms are used to submit information to the DLS Bureau of Accounts

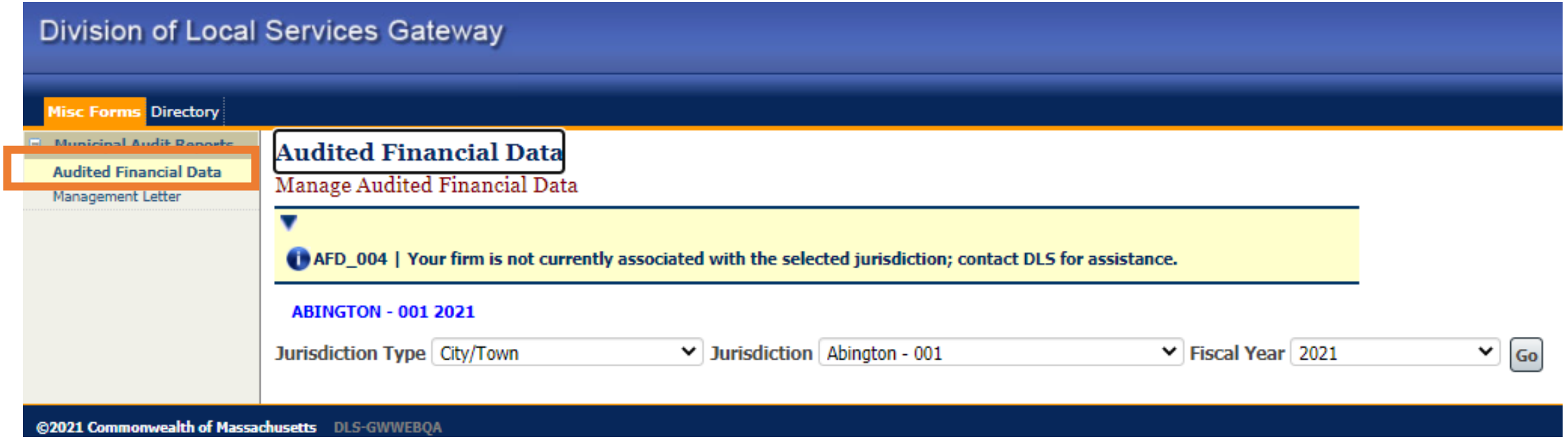


Note: The Misc Forms module landing page contains information for all available forms, most of which audit firms do not have access to

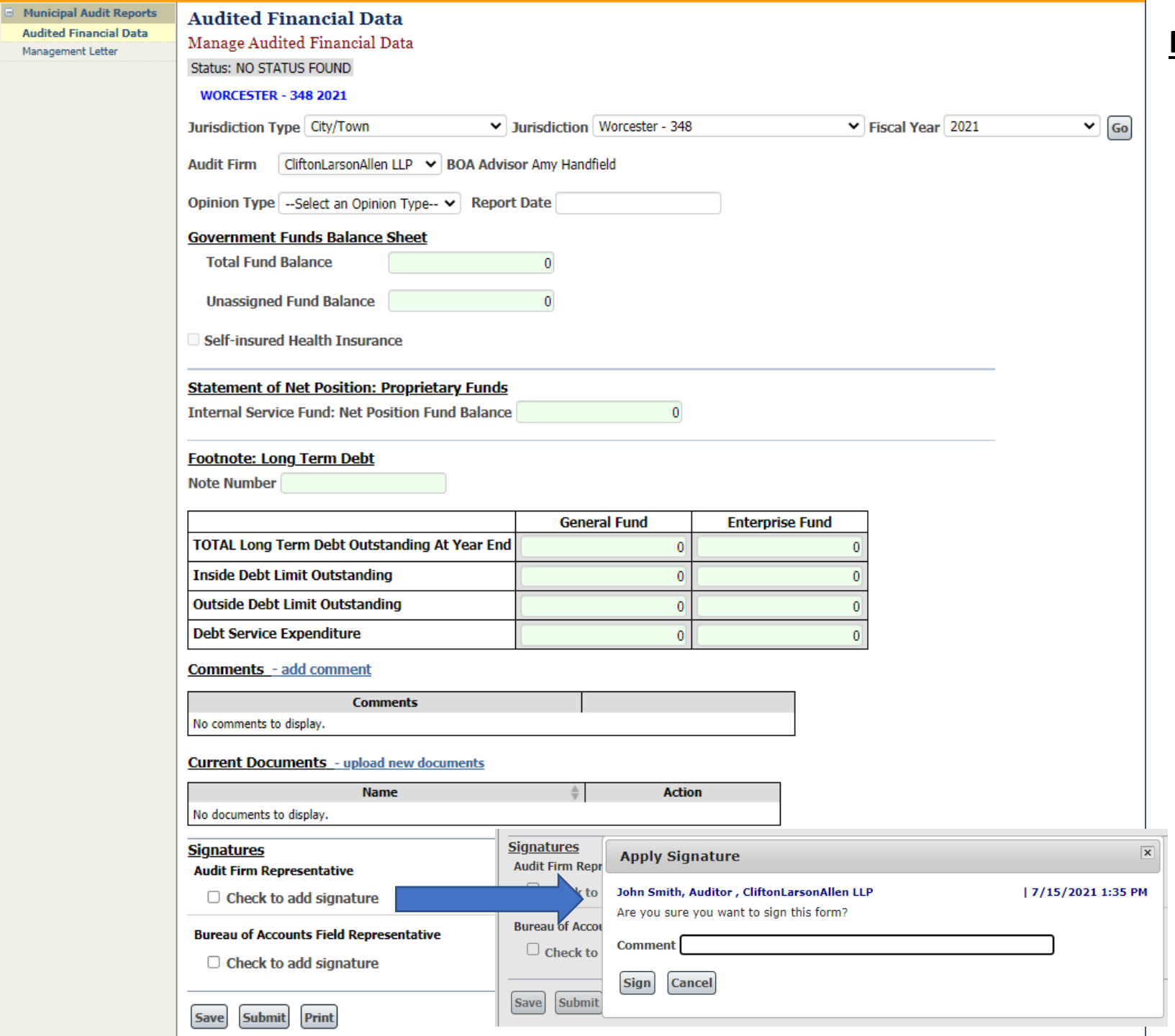


To upload an audit report and submit it to the Bureau of Accounts:

- Click ***Audited Financial Data*** on the left side of the screen under Municipal Audit Reports
- Select the Jurisdiction Type, Jurisdiction and the report's Fiscal Year from the drop-down menus, then click Go
- All jurisdictions are listed in the menu, but you can only access forms for the jurisdictions your firm is associated with



If you can't access a client community's form, contact DLS Gateway Support for assistance (dlsgateway@dor.state.ma.us)



Required Data:

Select an Opinion Type:

- Adverse
- Disclaimer
- Qualified
- Unqualified

Enter the report date (MM/DD/YYYY)

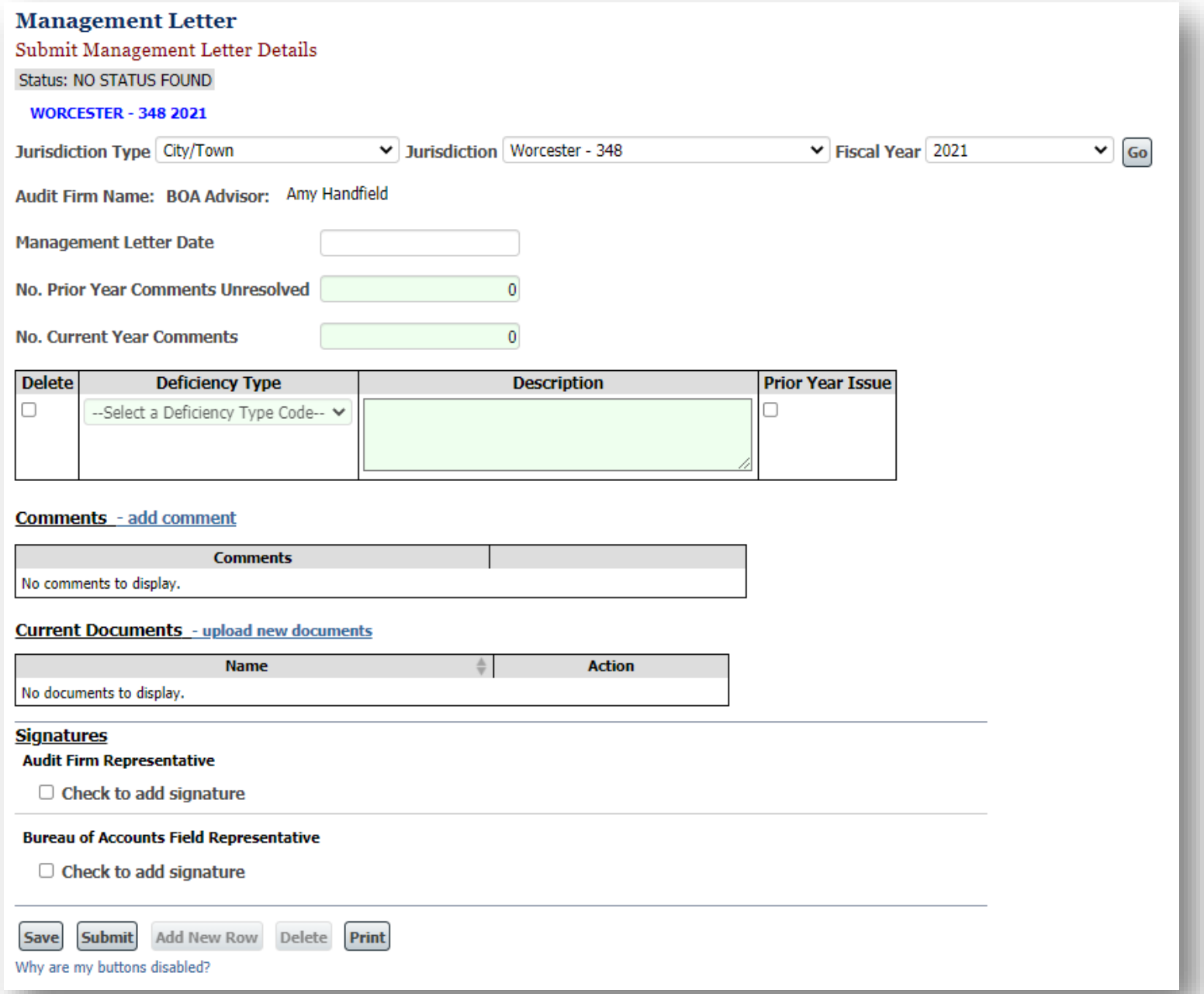
Upload at least one document (maximum file size is 24.9 MB)

Check the signature checkbox under Audit Firm Representative, then in the pop-up Signature box, click Sign (entering a comment is optional)

Click **Save** to save the current data

Green fields are “locked” and are not accessible to audit firm users (they are for DLS use only)

When the upload and data entry are complete, click **Submit**



Management Letters

If submitting a management letter to the Bureau of Accounts:

- Click ***Management Letter*** on the left side of the screen under Municipal Audit Reports
- Enter the letter date
- Upload at least one file
- Click Save

When the data is complete, sign and submit the form

A signature and at least one document are required for submission of both forms



DLS Gateway Support

By email (fastest response)

DLSGateway@dor.state.ma.us
Support staff will respond Monday through Friday, 7 AM to 4:30 PM except state holidays

By phone

Call DLS Gateway Support at (617) 626-2350
All DLS Gateway staff are working remotely and our phones are not continuously monitored.
Messages left on the Gateway support line will be returned as soon as possible.
Please email us for the fastest response.

To contact the Bureau of Accounts, consult our staff directory:
https://www.mass.gov/guides/dls-staff-directory



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