DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey E. Snyder
Commissioner of Revenue

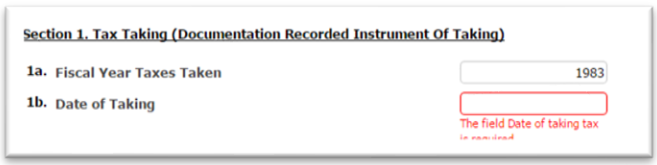
Sean R. Cronin
Senior Deputy Commissioner

DLS Gateway – Land of Low Value
Tips for Easier Submission

The DLS Gateway Land of Low Value submission process changed in Fiscal 2017; although it is simpler than the old process, certain things may surprise you if you're used to the old process. Here are a few tips to help you navigate the new LOLV data entry and submission process in Gateway:

Parcel data entry and revisions:
A number of data validations run on the Parcel screen that weren't there before. All data must pass the validation step for the Treasurer to submit the parcel. Error messages displayed in red with a red "X" icon will stop the process; you can't validate a parcel until all errors have disappeared.

Most types of errors will highlight the problematic field in addition to displaying the full error message at the top of the screen. You won't see this for missing document errors, but if the problem is in a regular data entry field you'll usually see an indication of this in the form.



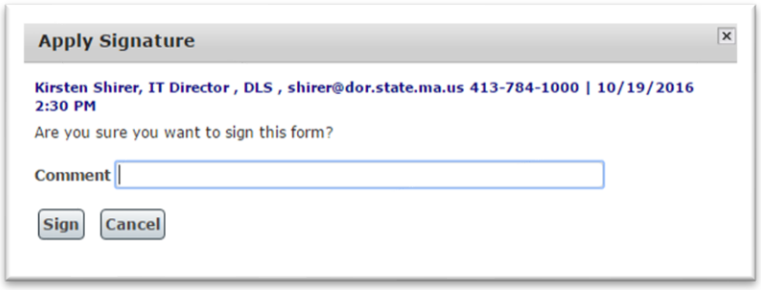
Submitting one or more parcels:
Treasurers can submit one or more parcels to DLS from the Group Submit screen. Parcels will only appear on this screen when they have been successfully validated in the Parcel screen. If the status of a parcel is "Form Entered" it was not yet been validated and can't be submitted.

Form Entered – can't submit

Validated – can submit

Adding documents:
After adding a document, be sure to click Save. The filename appears on the screen immediately after the upload completes, but the document will not be saved to the database until you click Save.

Signatures:
To sign a form, click the checkbox applicable to your position in the signature area. A pop-up box will open asking if you wish to sign the form. Click Sign to add your signature to the form. Comments can be added, but are not required, by typing in the Comments box before you click Sign.

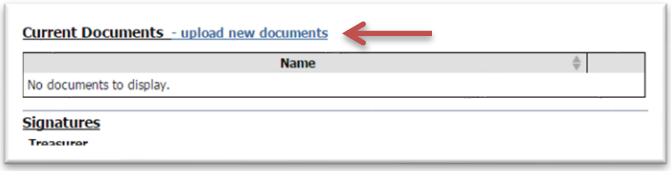


Need to remove a signature? Simply click the checkbox again. A slightly different pop-up box will appear; if a signature already exists, Gateway assumes you'd like to remove it. Click Remove to remove the signature.

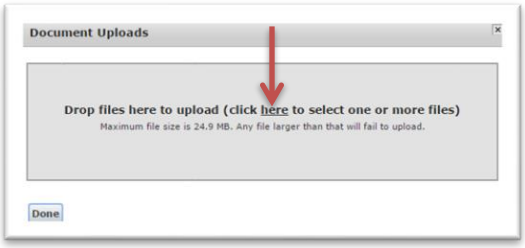
No comments can be added when removing a signature.

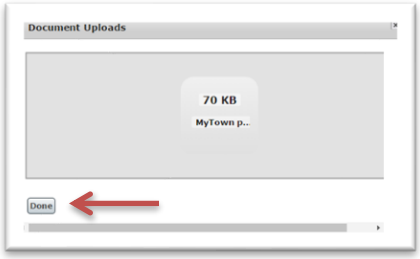
Adding more extensive comments:
If you wish to give the Municipal Finance Law Bureau supporting information of more than a sentence, use the new document upload feature. Type your comments in a document (Microsoft Word would be a good choice) and attach it to the parcel by clicking "upload new documents." A pop-up box will let you browse to and select your comment document; please note that there is an upper limit on file size (files must be less than 25MB.) Please use a simple filename using letters and numbers only; most browsers will not upload files with names containing special characters. Keep it short and simple.

1

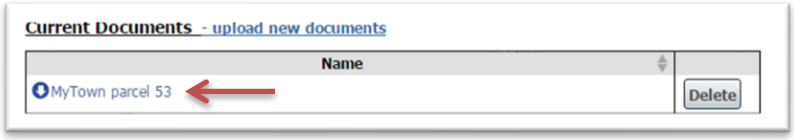


2



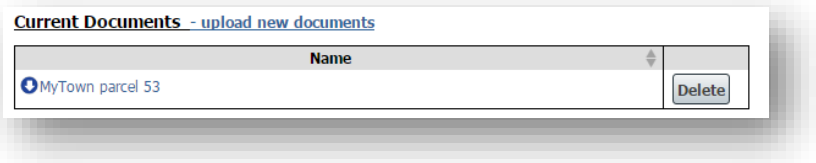


3



Deleting and downloading stored documents:
Documents can be uploaded by any user with Save rights to the Parcel form. A document can only be deleted, however, by the user who uploaded it.

All users can download a file by clicking the name, but if you did not upload the file, you can't delete it and you won't see a Delete button.



For more information:

The Municipal Finance Law Bureau has a comprehensive guide explaining the entire LOLV process, available from the DLS Website or from the LOLV landing page in Gateway. Click the link below to access the guide, *Applying for Land of Low Value Affidavit*:

https://www.mass.gov/doc/applying-for-land-of-low-value-affadavit/download

DLS Gateway Support is available Monday through Friday to assist you; please contact them by email if you have a question or need assistance when entering data or submitting parcels:

DLSGateway@dor.state.ma.us

The Municipal Finance Law Bureau can be reached by emailing DLSLaw@dor.state.ma.us or by calling their Attorney of the Day at (617) 626-2400.

Log into DLS Gateway by clicking here:

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