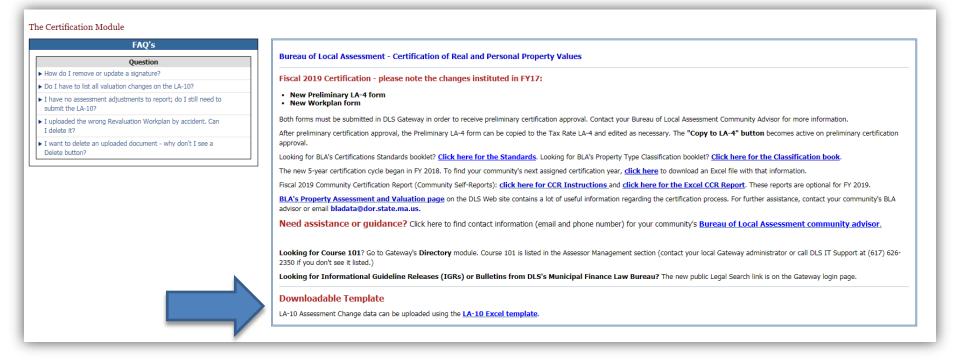
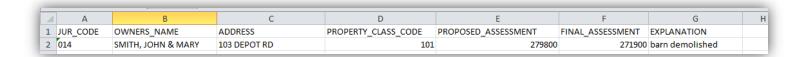
## Uploading an LA-10 in DLS Gateway

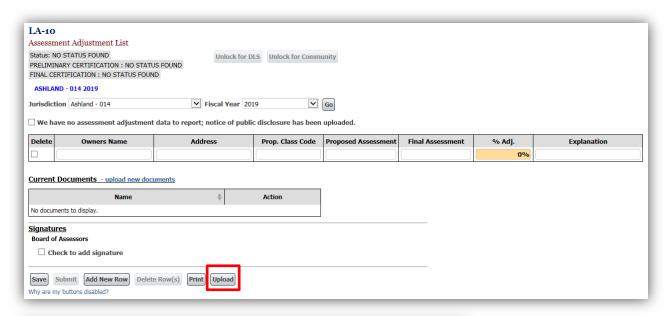
Data can be entered in the LA-10 Assessment Adjustment form manually, for a small number of adjustments, or it can be uploaded from an Excel template when reporting a large number of changes.

To upload data to Gateway, first download the correct Excel template from Gateway's Certification landing page.

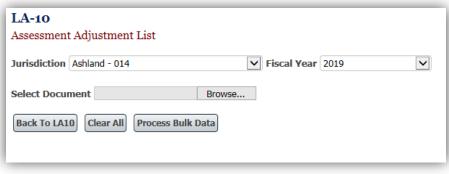




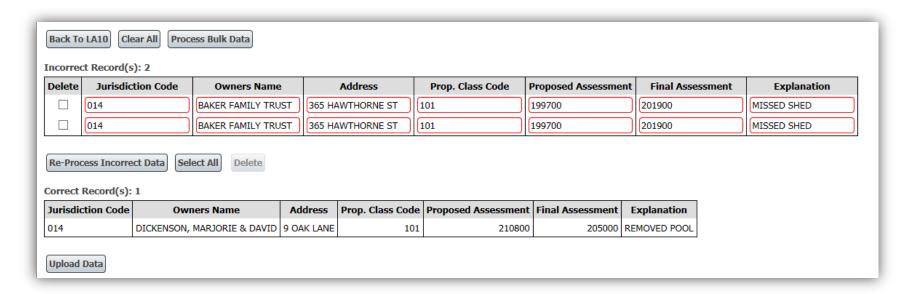
Enter data in the Excel columns as shown. For DOR jurisdiction codes beginning with 0, make sure the leading zero appears in the column.



On the Gateway LA-10 form, click the Upload button.



Use Select Document to browse to and select your completed LA-10 Excel template file. After selecting the file, click Process Bulk Data to start the upload.



Processed data will appear as Correct Records or Incorrect Records. Incorrect Records can be modified and re-processed or deleted. If the Excel file contains rows with duplicated data, those rows will appear in the Incorrect Records section.

Use the Upload Data button to send all rows in the Correct Records section to the LA-10 form.

To remove all uploaded data and start over, click the Clear All button above the uploaded data. You can use Clear All if you wish to make corrections in the Excel file instead of on the screen.

Click the Back to LA-10 button to return to the LA-10 form.



## For more information or assistance contact:

## **Bureau of Local Assessment**

General information on certification and valuation: <a href="https://www.mass.gov/property-assessment-valuation-guidance">https://www.mass.gov/property-assessment-valuation-guidance</a>

BLAData@dor.state.ma.us

Click here for BLA/BOA Community Assignments

DLS Gateway Support (617) 626-2350 or email

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www.mass.gov/dls