

Election Results Reporting For Reporting Newly Elected and Re-Elected Local Officials

<https://wfb.dor.state.ma.us/DLSLOD/Public/WebForms/BrowseSearchDirectory.aspx>
or <http://www.mass.gov> and click on City/Town Officials Directory in On-Line Services

This on-line database and reporting tool replaces the “Blue Form” (Names of the Selectmen and Clerks) and the “Town Officers Elected” forms that the Secretary of the Commonwealth’s Elections Division requires after local elections.

1. Login using the city/town clerk’s username & password. Only employees of the city/town clerk department or election commission will see the Election Report related fields and options. (If you do not have a clerk’s password, contact David Davies at the Division of Local Services, 617-626-2383, daviesd@dor.state.ma.us, or Arnold Kanter 617-626-2303, kanter@dor.state.ma.us). Click the “Go” button, instead of using the <Enter> key.

If the screens do not look like those below, check which Internet browser you are using. Versions of Netscape may do odd things to screen contents. The system was designed for Internet Explorer. If everything still looks too big, ensure your screen display settings are at 1024x768 or higher.

The screenshot shows the web application interface for the City/Town Officials Directory. At the top, there is a header for the Commonwealth of Massachusetts Department of Revenue, Division of Local Services, with contact information. The main content area is titled "City/Town Officials Directory" and includes a "Directory" tab. On the left, there is a "QUICK SEARCH" section with dropdown menus for "City / Town", "County", "Utility District", and "School District". Below this is an "OPTIONS" section with a "Search Directory" link. The main content area contains a paragraph explaining the directory's purpose and a "DLS has entered the officials..." paragraph. On the right, there is a login section with "Login" and "Password" fields, a "Go" button, and a system timeout warning: "System times out after 15 minutes without use. Login again to continue." A black arrow points to the "Go" button.

- After logging in, your community's entered departments and officials will appear in the center panel. Click on any link to your community under the City column. The city/town level record will appear.

Search Directory

Jurisdiction: Position:
 Department: Official's Last Name:
 Show Department Heads only

[Advanced Search](#)

(Sorted by Jurisdiction Code, then Department Code. See Department drop down above.)

City	Department	Position	Official's Name	Phone
Abington	Moderator	Town Moderator	Michael Franey	(781) 982-2100
Abington	Selectmen/Tow...	Board Of Selectmen...	Robert Wing	(781) 982-2100
Abington	Selectmen/Tow...	Board of Selectman	Kathleen Lavin	781-982-2100
Abington	City/Town Man...	Assistant Town Man...	Dori Jamieson	(781) 982-2100
Abington	City/Town Man...	Town Manager	Phillip Warren	(781) 982-2100

- Enter an election date at the bottom of the form on the left side, and a town meeting date (if applicable) in the bottom right. Click save. The screen will refresh and should give you a confirmation message that the record has been successfully saved. If you are an elected Clerk, add your election date to the town election dates on the town level record. You will later select this date to complete the Clerk information on the Position/Person level record for the city/town clerk. Enter and save any prior election dates that may apply to officials (selectboard members, clerk) who appear on the upper portion of the report but who were elected before the election you are reporting in the bottom portion of the report.

City/Town Information

Jurisdiction:

Address Information

Address 1*:
 Address 2:
 Address 3:
 City*:
 State:
 Zip*:
 Zip + 4:

Phone Information

Main Phone:
 Alt. Phone:
 Fax:
 Cell Phone:

Web Site Information

Web Site (Click here):
 Official Unofficial

Email Information

Email (Click here):

Office Hours

Office Hours:

Election Dates

Edit an election date. Enter an election date (MM/DD/YYYY)

< Election Date >
 < Election Date >

Town Meeting Dates

Edit a town meeting date. Enter a town meeting date (MM/DD/YYYY)

< Town Meeting Date >

4. Click on the department that has or will have the elected official. In the right panel, a directory tree on the existing departments and officials allows you to click on the desired department.
 - a. If that department does not exist, click on Add Department in the left panel. Select the desired department from the drop down, check the address & phone number, and save.
 - b. If the department does exist, click on it, and after the screen refreshes, click on Add Person/Position. Enter the position, name, click on Elected, and then highlight the correct election date in the drop down. Click Save.
 - c. To add another position, click on Add Person/Position and repeat the process. (Do NOT simply write over information on the screen and save – that will simply write over one person’s information with another’s information. It will not add a new person.)
5. Click on City/Town Clerk department to enter office hours for report. (If all or most departments have the same office hours, you can enter these at the city/town level record, and the hours will cascade down to all departments. You can still individually set office hours for departments that vary from the norm.)
6. Enter all relevant information in the Clerk Department and Clerk Person level records.
7. After all persons for a given election are added, click on Election Results Report under Reports in the left column (at the bottom of the screen). You will have the opportunity on the next screen to select the date for the report. Then click View Report. The report will generate and, if correct, will allow you to print out and/or email the report to the Elections Division. You department will receive an email copy. If the number of officials exceeds the number allowed on the first page of the form, click the number for the next page, and print. If the report does not pop up, your browser may be set to prevent pop-ups. You can change this setting but the steps vary with different versions of Internet Explorer.



8. Click on the Voter Count Report to get a template to enter this information and email to the Elections Division. This information is not stored in the database and is lost after you exit the screen.