If you have not yet set up a BSAO Account, please see the document entitled *BS&A Online: Creating an Account*

For Utility Bills, you have options to enroll in AutoPay and/or Paperless Billing during steps 7 and 8. Please see the document entitled *BS&A Payments: Enrolling in Utility Billing AutoPay and/or Paperless Billing*

- 1. If you're not already there, Sign In to your BSAO Account
- 2. Click Pay

←BS&A Home Services - M	y Account	BS&	A Payments Demo Unit -
	Find Property Records in E Search our collection of taxes, utilities, p What are you looking for? Madress Name Parcel Number Search	KGAGE BS&A Payments Demo U of records for properties, permits, and more.	nit
	All Se Popular Resident Real Estate ar	Professional Proces nd Title Companies Contractors All	
	Pay a Bill Pay taxes, utility bills, permit fees, and invoices. Pay \rightarrow	Advanced Record Search Search for records across multiple department of a given municipality. Search →	S
		one Help? sked Questions	

3. Click the Bill Type (this example uses UB, but others follow suit)

SSAA Home S	iervices - My Account	BS&A Payments I	Demo Unit +
	BS&A Pay	BS&A ENGAGE Timents Demo Unit	Les 1
	1 Pick Bill Type	2 3 Find Your Bill Review and Pay	
	Pick Bill Type		
	Utility Billing Make Payments for Utility Billing.	Tax Make Payments for Property Tax.	
	Building Department Make Payments for Building Department.	Miscellaneous Receivables Make Payments for Miscellaneous Invoices.	



4. Enter your search criteria > click the Browse button

	BS&A Payments Demo Unit *
BS&A	1/2/17
BS&A Payments Demo Unit	and the second
1 2 3 Pick Bill Type Find Your Bill Review and Pay	
Advance - David Number	X
Address Parcel Number	×
	Address Parcel Number

5. Locate your result > click Review and Pay

CESSA Home Services - My Account				BS&A Payments Demo Unit -
	BS&A Pa	PS&A ENGAGE	emo Unit	Contraction of the second
	1 Pick Bill Type	2 Find Your Bill	3 Review and Pay	1
Find Your Utility Bill Account Number Name smith	Address Parcel N	umber		٩
12 results 474 Pine Au Train, MI 48806 Albert Smith			\$137.01 du	ر المعنوب And Pay →
1007 Cedar Bangor, MI 49013 Alice Smith			\$0.00 du	Je Review And Pay →
8745 Lake Evart, Mi 49631 Brenda Smith			\$0.00 du	Je Review And Pay →



6. Amount Paying auto fills with the full amount due and can be changed > click Pay Now

Home Services - My	Account	BS&A Payments Demo Unit - merrilee -
1 And	BS&A Payments Demo Unit	CARDY CAR
	1 2 3 Pick Bill Type Find Your Bill Review and Pay	195
Bill Sumr	nary	
474 Pine		Au Train, MI 49806 - Albert Smith
Billing Ite	m	Balance
Garbage	- Lg Cart	\$39.43
Meter Fee		\$2.20
Sewer		\$63.08
Water		\$32.30
Total		\$137.01
		Amount Paying: 137.01
		Pay Now →

7. Fill out your payment information > (optional; at the bottom and not pictured) check Save for Future Use > click Submit Payment

		<u></u>	Payment Summary	
Card	US bank account		474 Pine Au Train, MI 49806 - Albert Smith	
Card number			Amount	\$137.0
4111 1111 1111 1111		VISA	Service Fee	\$4.5
Expiration date	Security code		Total	\$141.5
12 / 27	123	•	Utility Billing Record Options Enable Automatic Payments	
payments in accordance with th Billing Address Full name Country or region	eir terms.		Guaranteed safe & secure checko	ut
Country or region				
United States		~		
Address line 1				
14965 Abbey Lane				
Address line 2				
Apt., suite, unit numbe	Apt., suite, unit number, etc. (optional)			
City				
Bath				
Batti				



8. You'll be presented with the Payment Successful window

-BSAA Home Services - My Account	BS&A Payments Demo Unit -
Payment Successful Click here to Download Your Receipt	ES&A ENGAGE ES&A Payments Demo Unit
Amount	\$137.01
Service Fee Total	\$4.54 \$141.55
	Enroll.in.Paperless.Billing Home →
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