

# BS&A Online: Making a Payment

Questions? Call us at (855) 272-7638 and ask for the BS&A Online Team, or email [bsaonlinesupport@bsasoftware.com](mailto:bsaonlinesupport@bsasoftware.com).

BS&A Online is a collection of municipal services that provides instant and convenient access to various kinds of important information held at your local government. This document is intended to help users of the site to make an online payment.

The example used in this document is of a Utility Billing payment. BS&A Online facilitates the taking of payments for property tax bills, delinquent tax bills, building permits, special assessments, utility bills, and miscellaneous receivables invoices. Note: not all municipalities accept online payments.

1. Login to BS&A Online with your user account. Please [click here](#) for instructions if you do not already have a user account.
2. Click the [type] Payments link on the left, beneath Services/Online Payments. This example uses Utility Billing.

The screenshot shows the 'Village of Fowlerville' website interface. At the top, there is a navigation bar with 'Home' and 'Services' menus, and a search bar with 'All Records' and 'By: Name' dropdowns. Below the navigation bar, there is a sidebar menu with sections for 'SERVICES', 'PERFORMANCE DATA', 'MUNICIPALITIES', and 'ACCOUNT'. The 'SERVICES' section is expanded, showing 'Public Records Search', 'All Record Search', 'Current Tax Search', 'Utility Billing Search', 'Online Payments', 'Current Tax Payments', and 'Utility Billing Payments'. The 'Utility Billing Payments' link is highlighted with a red arrow. The main content area is titled 'Utility Billing Online Payment Service' and includes a 'Step 1: Search' section with a search bar and a 'Getting Started...' section with instructions on how to search for a record. The search options are: Search by Location ID, Search by Name, Search by Address, and Search by Parcel Number. Each search option has a corresponding input field and a 'Search' button.

3. Search for the parcel using any of the available options. Choose your record from the provided list of search results.
4. The next page provides you with a summary of the parcel information and an area to type in the amount you wish to pay. Enter the payment amount and click the Make Payment\* button. You will be directed to the website of one of our participating credit card payment processors. From there, enter your credit card information and phone number.

\*For tax payments, you will see a Pay [season] Taxes button, not a Make Payment button.

Use Advanced Address Search

Home > Search Results > Record Details > Make Payment

**Make Payment on a Utility Bill**  
Utility Billing Online Payment Service

Account: \_\_\_\_\_

Name & Address Information CURRENT AS OF 4/20/2018

Pay Utility Bill

Enter the appropriate payment information below. Once you have verified your payment amount click the **Make Payment** button to continue.

Billing Item	Balance
COMPOST PICK-UP	\$10.00
Curb CL	\$0.00
Flat Late Fee	\$0.00
On/Off	\$0.00
Sewer, Flat Rate	\$110.74
SI	\$9.00
Water, Flat Rate	\$60.87
Wtr.Imp.	\$20.00
	<b>\$240.61</b>

Amount Paying:

**Make Payment**

5. Once the process is complete, you will be given a receipt confirming payment. Please note that the payment may not be immediately reflected online; it is recommended you save this receipt for your records.