

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.

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 displays the BS&A Online interface for the Village of Fowlerville. The top navigation bar includes 'Home', 'Services', 'Municipalities', and 'Favorite Records'. The main header identifies the user as 'Village of Fowlerville | Livingston County | MI' and notes it is 'powered by BS&A SOFTWARE'. A search bar is present with 'Search: All Records' and 'By: Name' options, and a text input field for 'Enter a name'. The left sidebar is divided into three sections: 'SERVICES' (with 'Utility Billing Payments' highlighted by a red arrow), 'PERFORMANCE DATA', and 'MUNICIPALITIES'. The main content area is titled 'Utility Billing Online Payment Service' and features a three-step process: 'Step 1: Search', 'Step 2: Select Record', and 'Step 3: Make Payment'. Below this, a 'Getting Started...' section welcomes users and provides three search methods: 'Search by Location ID', 'Search by Name', and 'Search by Address', each with a corresponding text input field and a 'Search' button. The 'Search by Name' section includes a note: 'Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name)'. The 'Search by Address' section includes an example: 'Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.'

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 a Payment on a Utility Bill
Utility Billing Online Payment Service

Account: [REDACTED]

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 Ct.	\$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
	\$210.61

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.