BS&A Online: Creating a User Account

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 website create a personalized account.
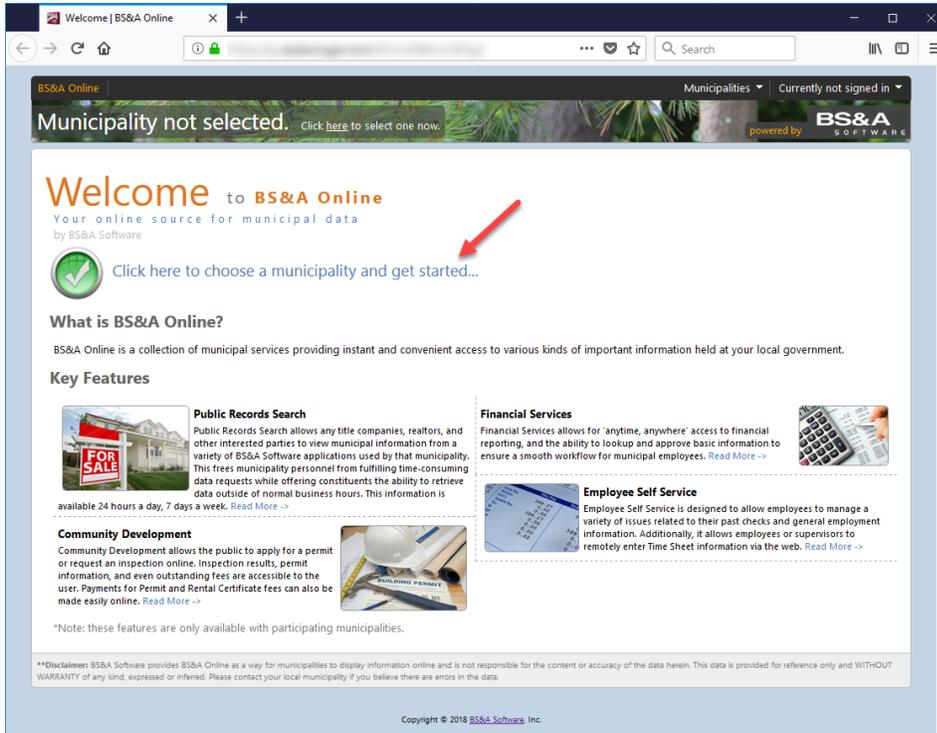
Why Create an Account?

Some municipalities require a small convenience fee to look up property information (properties with which the owner is associated are exempt from this fee). Some municipalities do not charge convenience fees. Regardless, creating a BS&A Online user account is beneficial for a variety of reasons:

o   A user account will allow you free access to any property records with which you are associated (if the municipality charges a convenience fee). Please click here for more information.

o   A user account offers the convenience of quick and easy lookups of "favorite" records. Please click here for more information.

o   Some municipalities require user accounts in order for you to apply for employment opportunities

o   Some municipalities require the entry of a unique PIN in order for you to gain access to detailed information such as utility bills. Entering your PIN while logged into BS&A Online will automatically link your BS&A Utility Billing account with your BS&A Online account. This entry only needs to happen once; subsequent lookups will not require PIN entry

o   Some municipalities offer online permit application and inspection requests, and may require contractors to create user accounts

Creating the Account

1. Go to https://bsaonline.com

2. Click the Click Here to Choose Municipality and Get Started link at the top of the screen.

3. Click Register, located in the Account menu on the left.
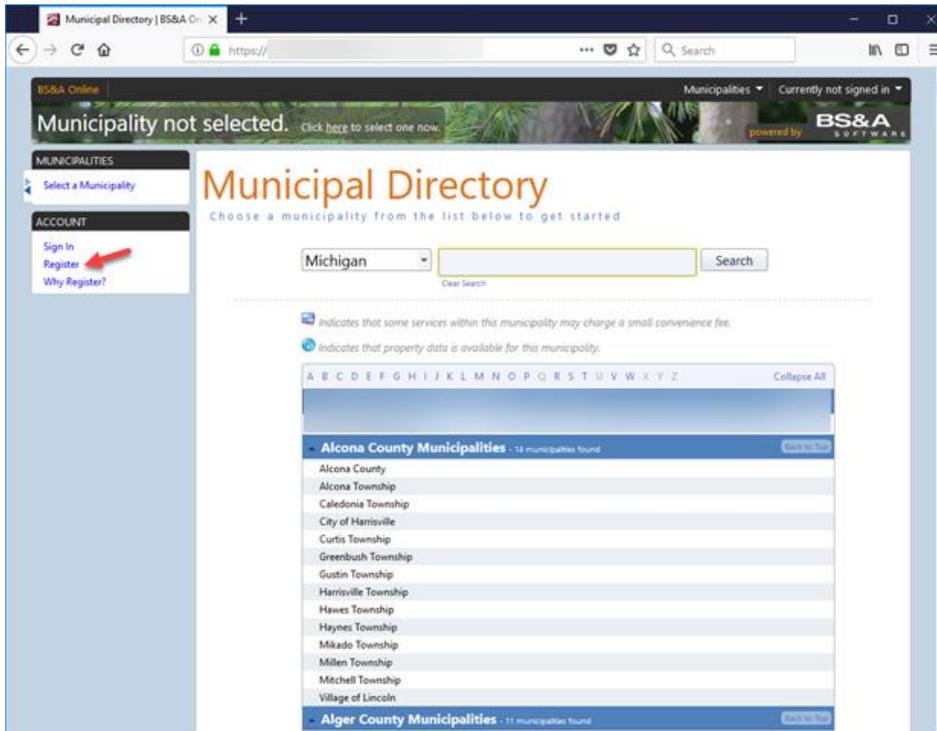
4. Fill out the information under the Create an Account section. All fields in this section are required.

5. Optionally, fill out the Account Information section.

6. Beneath Other Information, select how you learned about our site and check the I'm Not a Robot box.

7. Click the Create Account button at the bottom of the screen. The following message should appear:

8. Close the website and check the inbox of the email account under which you registered. You should have a message from OnlineSupport@BSASoftware.com. If this message does not appear within a few minutes, check your spam or junk folder.
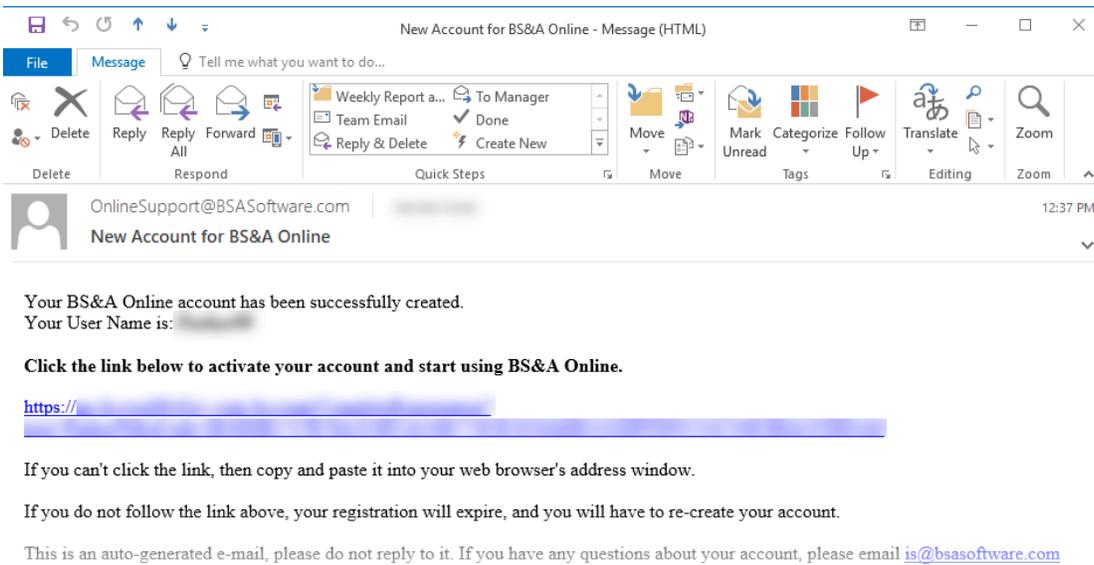
9. Click the link in the email to activate your account. The New Account Activation screen appears. Click the Activate Account button to get a confirmation.
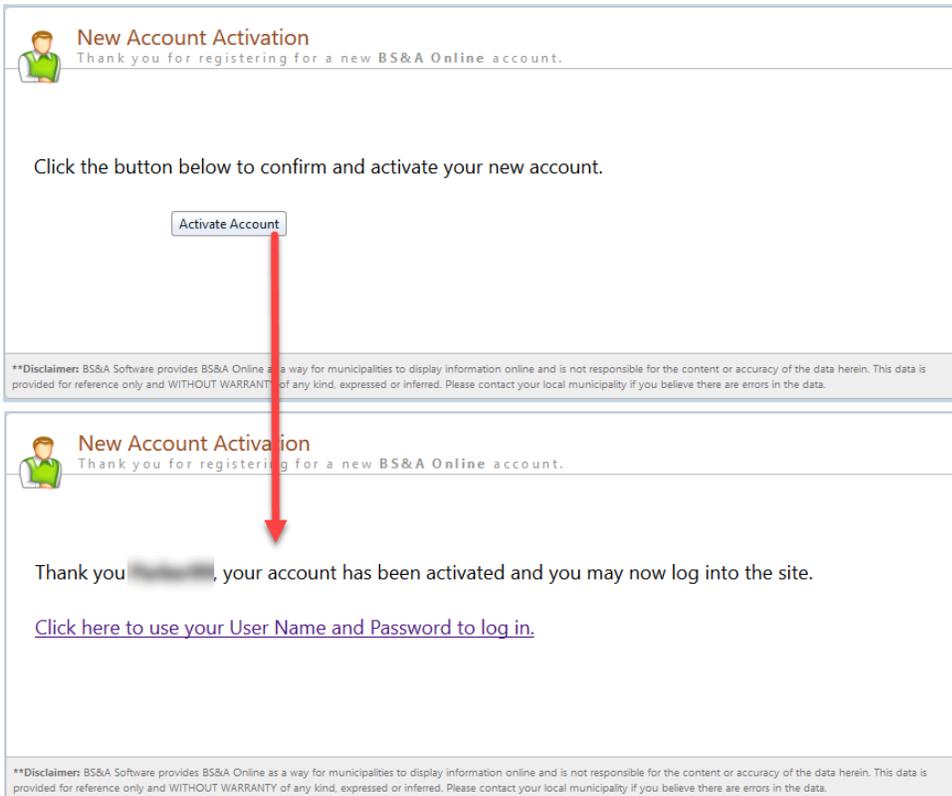
10. Click the Click Here to Use Your User Name and Password to Log In link and enter your login information. You now have an account with BS&A Online.