

# BS&A Online: Looking Up Your Own Property Information

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. Some municipalities charge for look-ups. If you are the homeowner or current resident, you can be exempted from this charge.

This document is intended to help users of the site look up their own property information **for free**.

1. Find your record using the search options at the top of the screen. Please [click here](#) for a more detailed discussion of the search capabilities. For this example, we'll search by owner name (Smith):

The screenshot shows the BS&A Online interface for Hastings Charter Township. At the top, there are navigation menus for Home, Services, Municipalities, and Favorite Records. The search bar is set to 'All Records' and 'By: Name' with the search term 'smith'. The search results are displayed in a table with columns for Name, Reference #, and Address. The page also includes a sidebar with navigation options like Public Records Search, Assessing Search, and Account Settings.

Name	Reference #	Address
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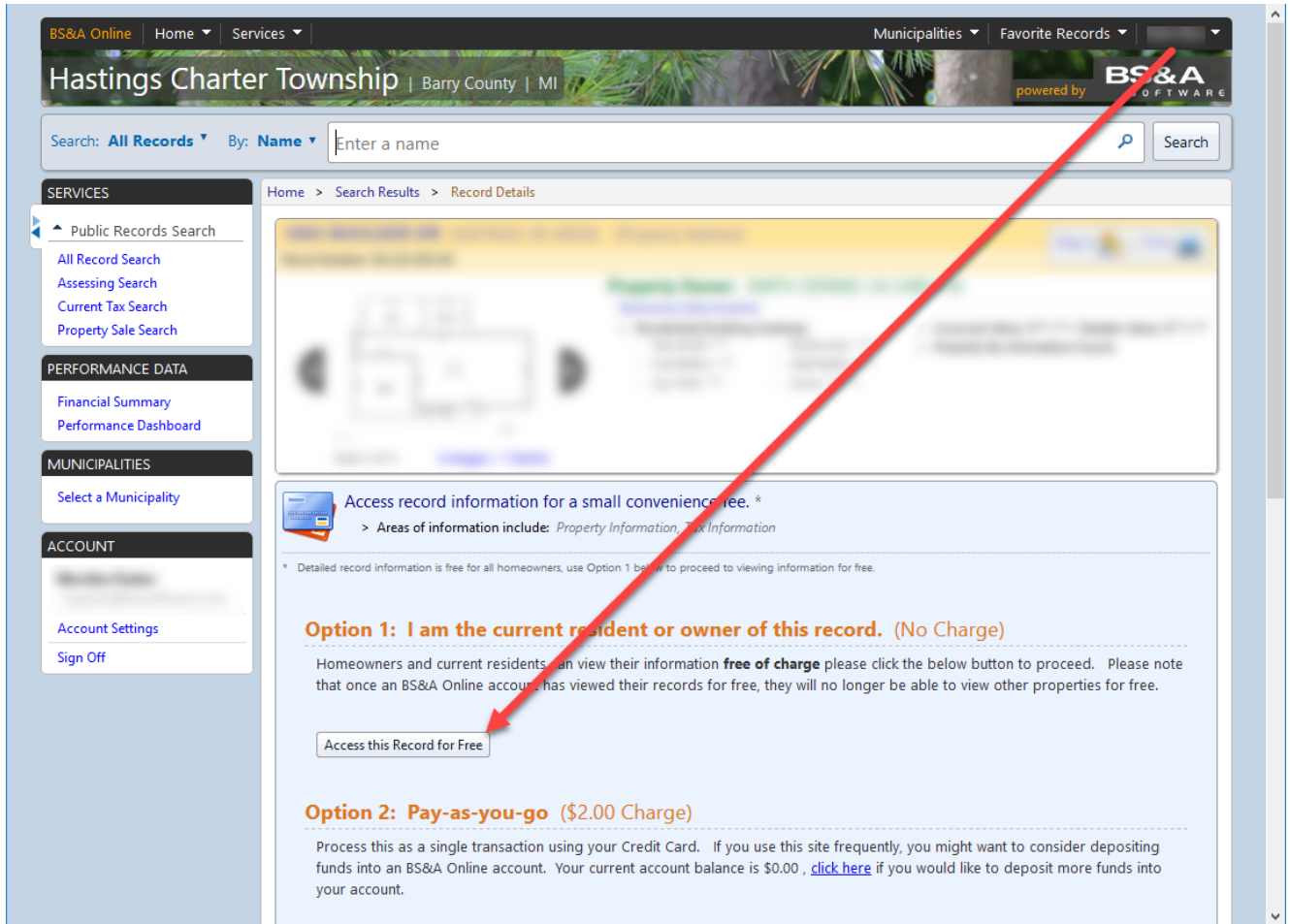
2. Click on your parcel record from the Search Results screen. If your parcel isn't found, broaden your search criteria by removing some details such as First Name, or search by the Address or the Parcel Number instead.

Once you are on the Parcel Details screen, two options are presented to view details. This help doc covers Option 1.

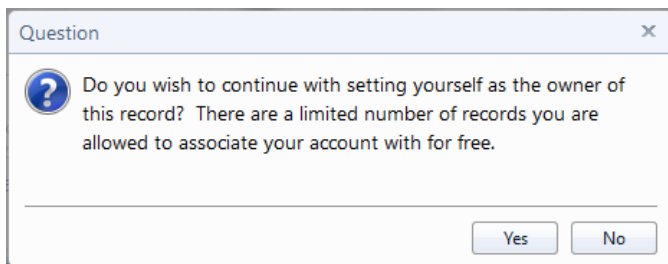
3. If the Access This Record for Free button is greyed out as pictured, making it un-clickable, you are not currently logged in.

The screenshot shows the BS&A Online interface for Hastings Charter Township. The page is titled "Hastings Charter Township | Barry County | MI" and is powered by BS&A SOFTWARE. The navigation menu on the left includes sections for SERVICES, PERFORMANCE DATA, MUNICIPALITIES, and ACCOUNT. The main content area displays search results for a record. A red arrow points to a greyed-out "Access this Record for Free" button. The interface also shows options for accessing record information, including a "No Charge" option for current residents and a "\$2.00 Charge" option for pay-as-you-go access.

To access your record for free, you must create an account and log in. Please [click here](#) for instructions. When you are logged in, the button will look like this:



4. Click the button and answer Yes to the following prompt to link the Owner Name of the current parcel to your BS&A Online user account:



5. The details of the parcel record become available. As long as the Owner Name of this record doesn't change, you will have unlimited access to the record 24/7. Any parcel records that share the same Owner Name are also available for free.