BS&A Online: Making a Payment

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.

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.

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.