

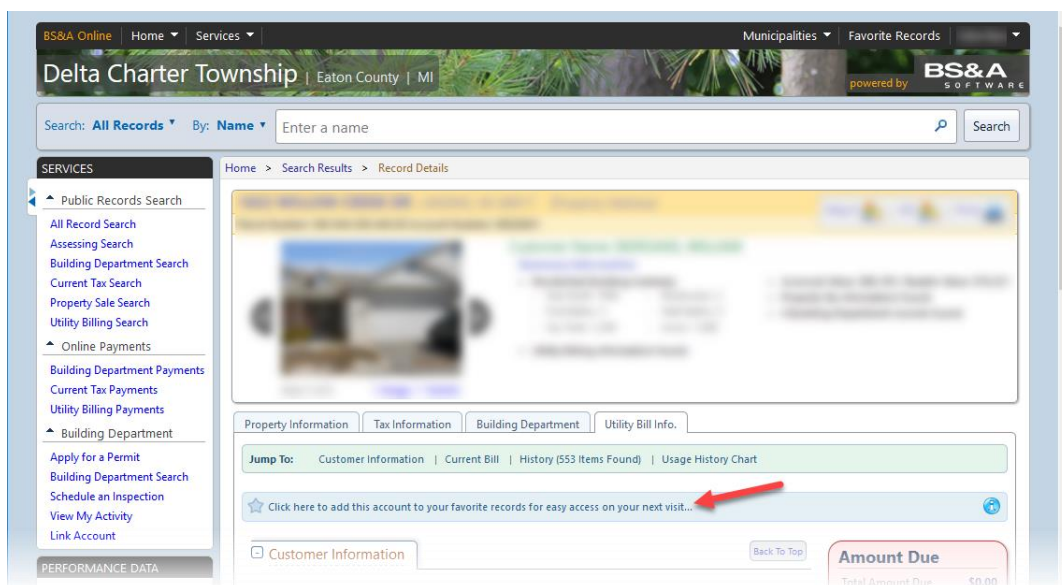
BS&A Online: Favorite Records

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 identify Favorite Records – records that they may visit frequently (lookups; payments). This feature is only available to residents who have created a BS&A Online user account.

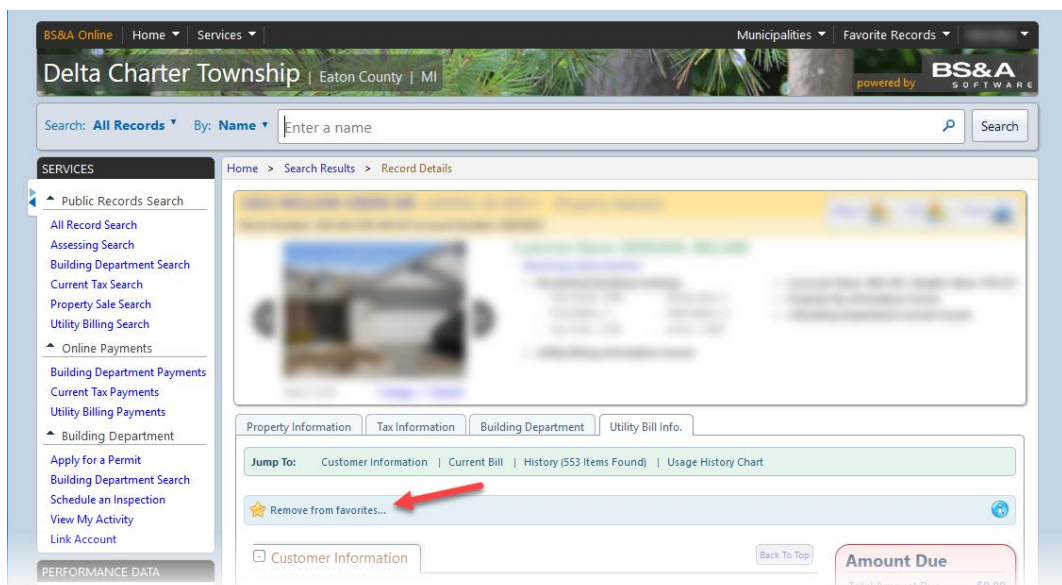
The following records may be saved as Favorites: Utility Billing, Building Department, Miscellaneous Receivables, Tax, and Assessing.

Adding a Record to Favorites

1. Find the record using the search method of your choice.
2. Click the Click Here to Add... link.

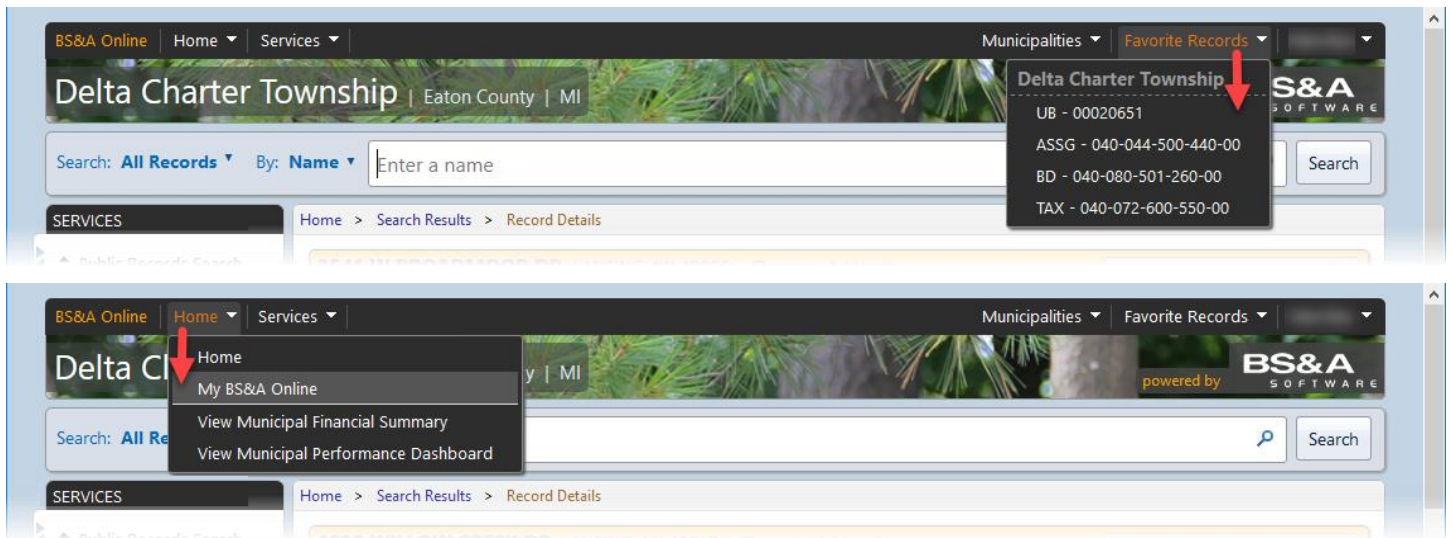


3. When the page has refreshed, the link you clicked will look like this:



Viewing Favorites

You may view your favorites either through the drop down menu on the Banner, next to your user name, or from the My Favorite Records widget, accessed through your My BS&A Online page (see below).

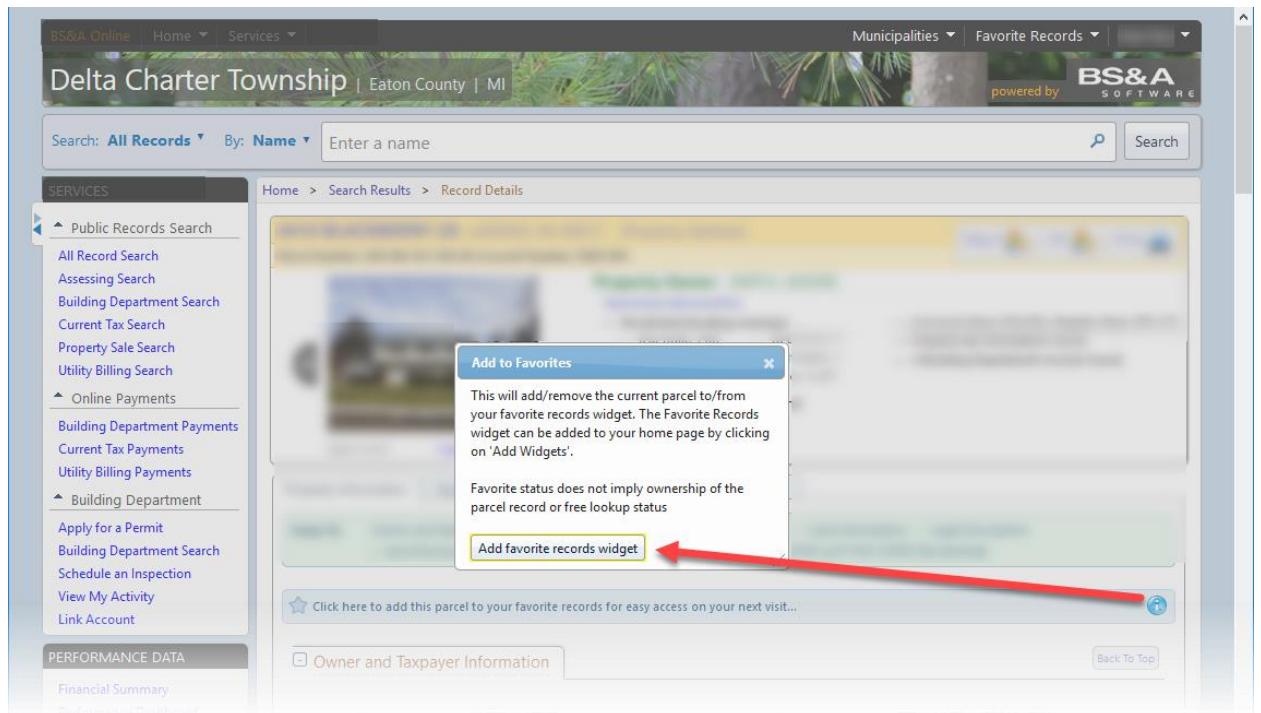


Adding the My Favorite Records Widget

The widget can be added either from a record that is marked as a favorite, or from the My BS&A Online page.

FROM A RECORD

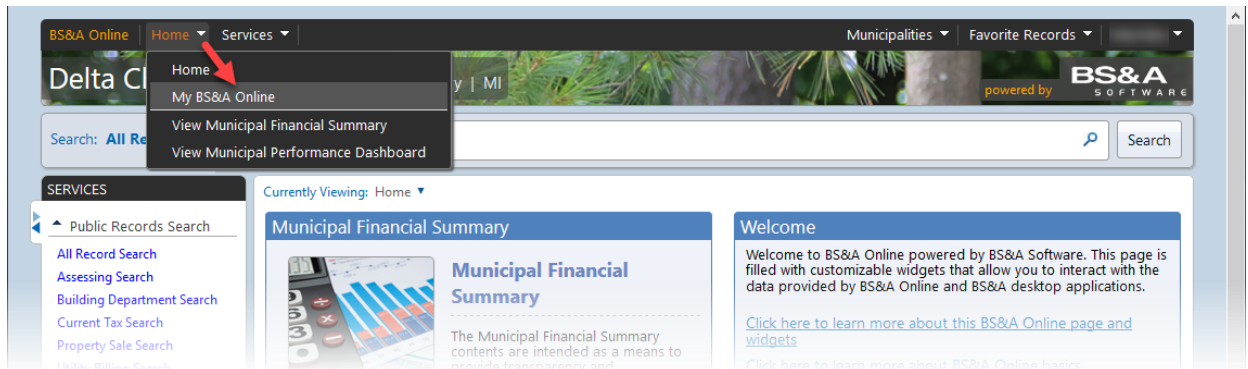
1. Click the Info icon on the far right of the section, then click the Add Favorite Records Widget button:



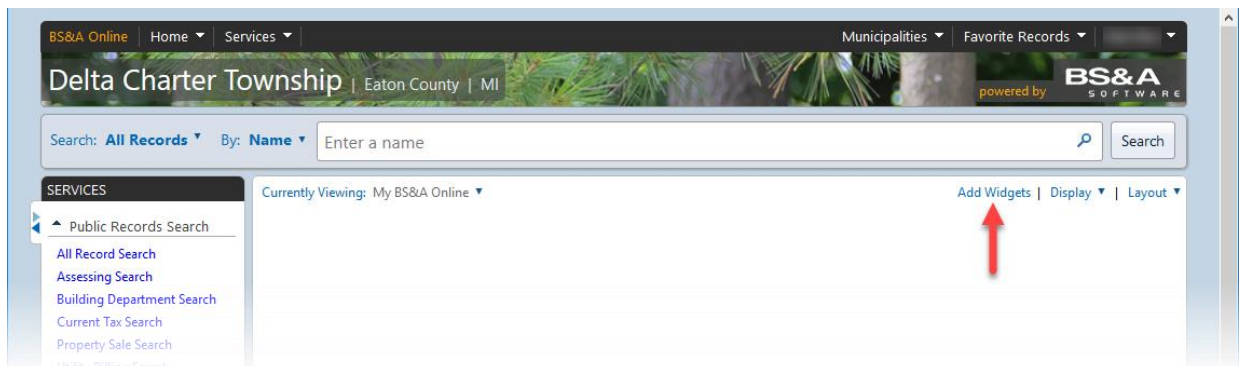
2. Click Ok to clear the Success prompt.

FROM THE MY BS&A ONLINE PAGE

1. Go to the Home menu and select My BS&A Online.



2. Click the Add Widgets link, located on the right.



3. Scroll through the available choices and click the Add This Widget button.



4. Click Ok to clear the Success prompt.

5. Click your browser's back button or the Back to Page button at the top to return to your My BS&A Online page.

The screenshot displays the Delta Charter Township BS&A Online portal. The header includes navigation links for Home, Services, Municipalities, Favorite Records, and a search bar. The main content area is titled 'My Favorite Records' and lists four records with their respective IDs, total due amounts, and links to 'Remove' or 'Pay Now'. The left sidebar contains a 'SERVICES' menu with options like Public Records Search, Online Payments, and Building Department. The bottom of the page features a disclaimer and the BS&A Software logo.

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Search: **All Records** By: **Name** Enter a name

SERVICES

- Public Records Search
 - All Record Search
 - Assessing Search
 - Building Department Search
 - Current Tax Search
 - Property Sale Search
 - Utility Billing Search
- Online Payments
 - Building Department Payments
 - Current Tax Payments
 - Utility Billing Payments
- Building Department
 - Apply for a Permit
 - Building Department Search
 - Schedule an Inspection
 - View My Activity
 - Link Account

PERFORMANCE DATA

- Financial Summary
- Performance Dashboard

Currently Viewing: My BS&A Online

My Favorite Records

Favorites for Delta Charter Township:

UB - 00020651	Total Due: \$0.00	Remove Pay Now
ASSG - 040-044-500-440-00		Remove
BD - 1040 GRENOBLE LN UNIT D	Total Due: \$0.00	Remove Pay Now
TAX - 040-072-600-550-00	Total Due: \$0.00	Remove Pay Now

NOTE: favorite records are intended for site navigation only and do not imply ownership of related records

**Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

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