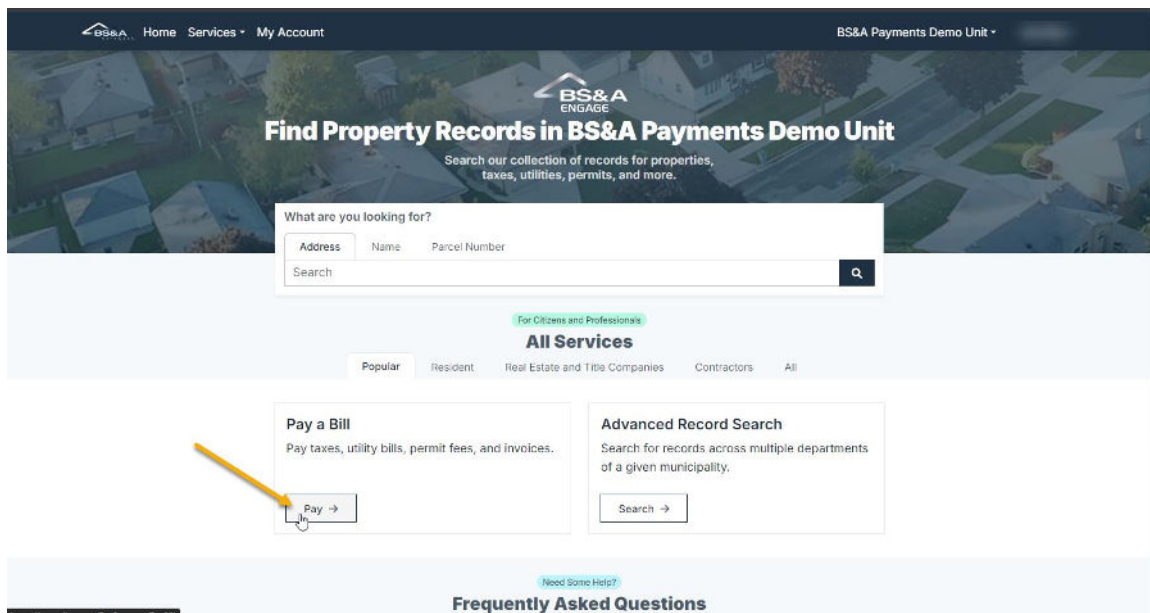


BS&A Payments: Pay a Bill

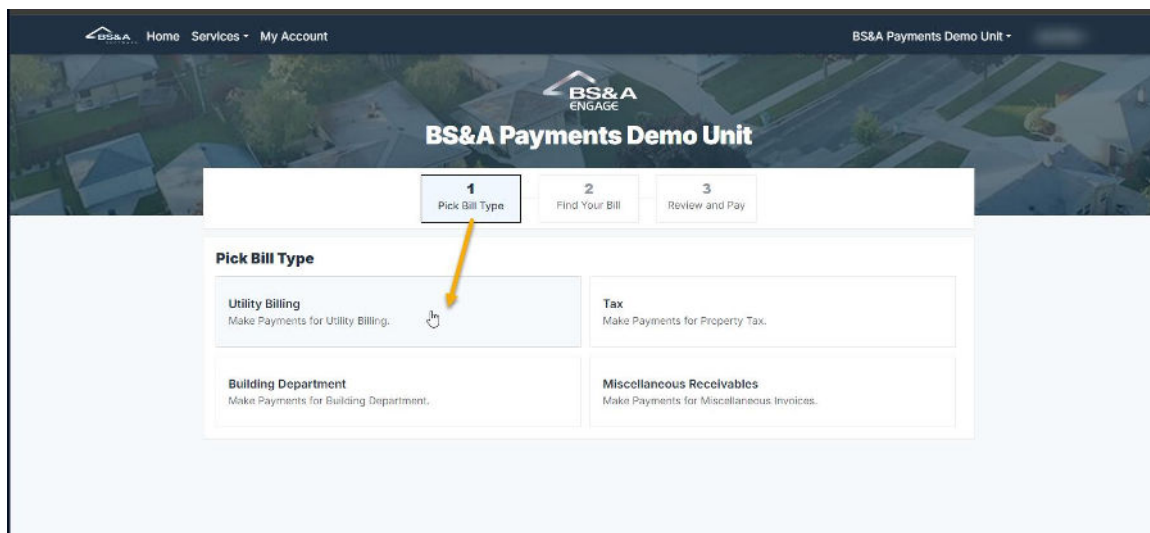
If you have not yet set up a BSAO Account, please see the document entitled *BS&A Online: Creating an Account*

For Utility Bills, you have options to enroll in AutoPay and/or Paperless Billing during steps 7 and 8. Please see the document entitled *BS&A Payments: Enrolling in Utility Billing AutoPay and/or Paperless Billing*

1. If you're not already there, Sign In to your BSAO Account
2. Click Pay



3. Click the Bill Type (this example uses UB, but others follow suit)



4. Enter your search criteria > click the Browse button

BS&A ENGAGE
BS&A Payments Demo Unit

1 Pick Bill Type 2 Find Your Bill 3 Review and Pay

Find Your Utility Bill

Account Number Name Address Parcel Number

smith

Search button (magnifying glass icon)

5. Locate your result > click Review and Pay

BS&A ENGAGE
BS&A Payments Demo Unit

1 Pick Bill Type 2 Find Your Bill 3 Review and Pay

Find Your Utility Bill

Account Number Name Address Parcel Number

smith

12 results

474 Pine Au Train, MI 49806 Albert Smith	\$137.01 due	Review And Pay →
1007 Cedar Bangor, MI 49013 Alice Smith	\$0.00 due	Review And Pay →
8745 Lake Ewart, MI 49631 Brenda Smith	\$0.00 due	Review And Pay →

6. Amount Paying auto fills with the full amount due and can be changed > click Pay Now

BS&A Payments Demo Unit

1 Pick Bill Type 2 Find Your Bill 3 Review and Pay

Bill Summary

474 Pine Au Train, MI 49806 - Albert Smith

Billing Item	Balance
Garbage - Lg Cart	\$39.43
Meter Fee	\$2.20
Sewer	\$63.08
Water	\$32.30
Total	\$137.01

Amount Paying:

Pay Now →

7. Fill out your payment information > (optional; at the bottom and not pictured) check Save for Future Use > click Submit Payment

BS&A Payments Demo Unit

Home Services My Account

Card US bank account

Card number
4111 1111 1111 1111

Expiration date
12 / 27

Security code
123

By providing your card information, you allow BS&A Software LLC to charge your card for future payments in accordance with their terms.

Billing Address

Full name

Country or region
United States

Address line 1
14965 Abbey Lane

Address line 2
Apt., suite, unit number, etc. (optional)

City
Bath

State
Michigan

Zip code
49806

Payment Summary

474 Pine
Au Train, MI 49806 - Albert Smith

Amount	\$137.01
Service Fee	\$4.54
Total	\$141.55

Utility Billing Record Options

☐ Enable Automatic Payments

Guaranteed safe & secure checkout

8. You'll be presented with the Payment Successful window

 Home Services - My Account

BS&A Payments Demo Unit -





BS&A Payments Demo Unit

✓ **Payment Successful**

Click here to [Download Your Receipt](#)

Amount	\$137.01
Service Fee	\$4.54
Total	\$141.55

[Enroll in Paperless Billing](#) [Home →](#)

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