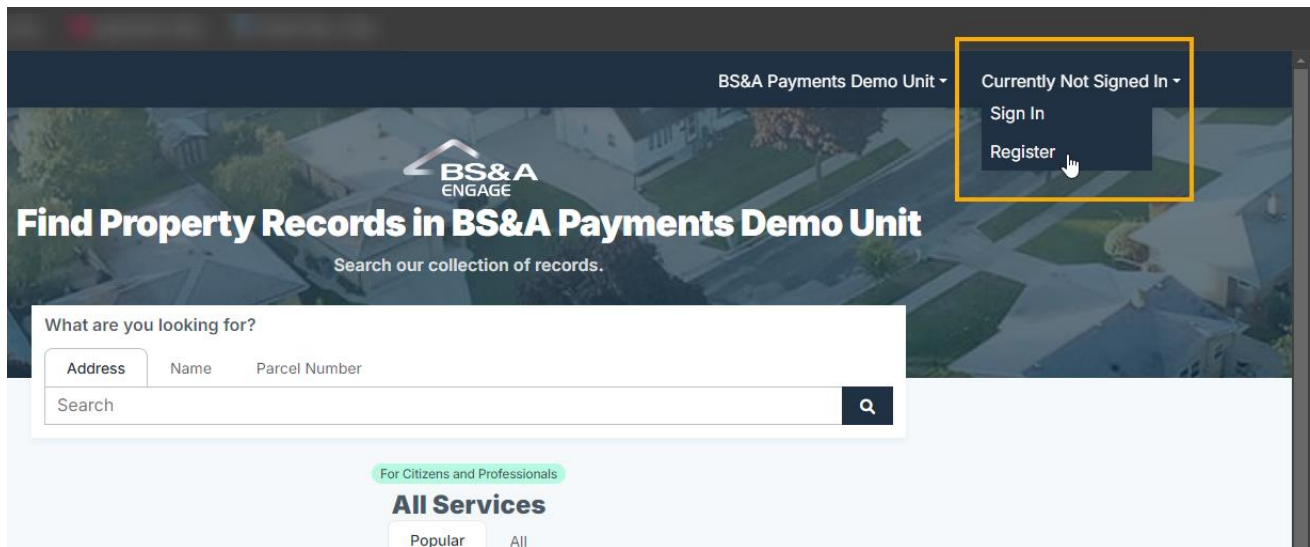


BS&A Online: Creating an Account

1. Click the link on your municipality's website
2. Click Currently Not Signed in > Register



3. Fill in the Create a New Account form and click Create Account

A screenshot of the 'Create a new account' form. The form includes a title 'Create a new account' and a link 'Already Have One? Log In'. It contains a text box for 'Username *' with a note 'Your username is what you will use to log into the site'. Below this are text boxes for 'Email Address *', 'Confirm Email Address *', 'Password *', and 'Re-enter Password *'. There is a checkbox for 'I agree to the BS&A Online Terms of Use'. An expandable section titled 'Account Information (Optional)' is also present. At the bottom, there is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo. A 'Create Account' button is at the bottom right.

4. Check your email for a link > click the link to get the Sign In window > enter your Username and Password > click Sign In

Sign in X

If you already have an account through BS&A Online (or through our previous portal, Internet Services), please enter your username and password.

Username
merrilee

Password
.....

☐ Keep me signed in

Sign In

Forgot your username or password? [Click here for help](#)

Create a new account

Don't have an account with BS&A Online, or would like to create a new one?

Create An Account

[Need Some Help?](#)

Frequently Asked Questions

5. If you would like to pay one or more bills, please see the document entitled *BS&A Payments: Pay a Bill*