

BS&A Online – AutoPay and Paperless Billing

BS&A Software, Inc. | bsaonline.com |

Creating a BSAO Account

Before you're able to register for AutoPay or Paperless billing, you will first need to create an account through BS&A Online that registers the property to your account. To do so, use the link provided from your municipality and go to the BSAO site.

Use the Register dropdown to create your new account



Fill out all required fields and select Create Account

Create a new account ✕

[Already Have One? Log In](#)

Creating a BS&A Online account is free and easy! Accounts allow you to enjoy endless property lookups, claim properties, and easily pay and manage bills.

Username *

Your username is what you will use to log into the site

Email Address *

Confirm Email Address *


Password *

Re-enter Password *

I agree to the [BS&A Online Terms of Use](#)

Account Information (Optional) ▾

Check the box below to verify you are a human. This security feature helps prevent automated programs from registering accounts.

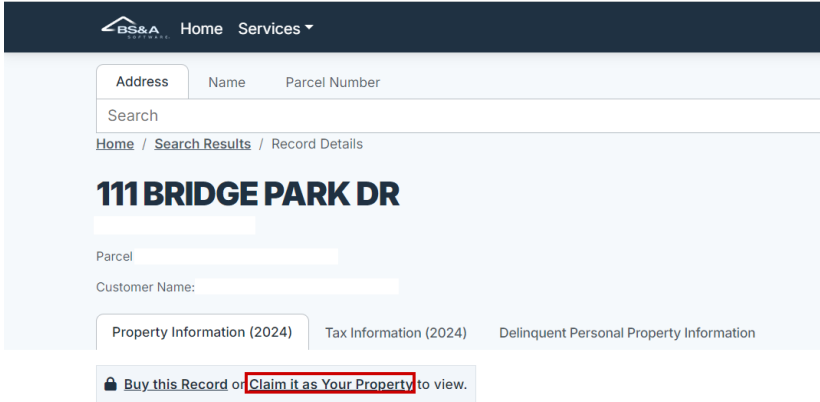
I'm not a robot 

[Privacy - Terms](#)

[Create Account](#)

After the Account has been Created

You will now need to make a payment on that account while you're logged in and it will register it as your property. You can also Claim it as Your Property

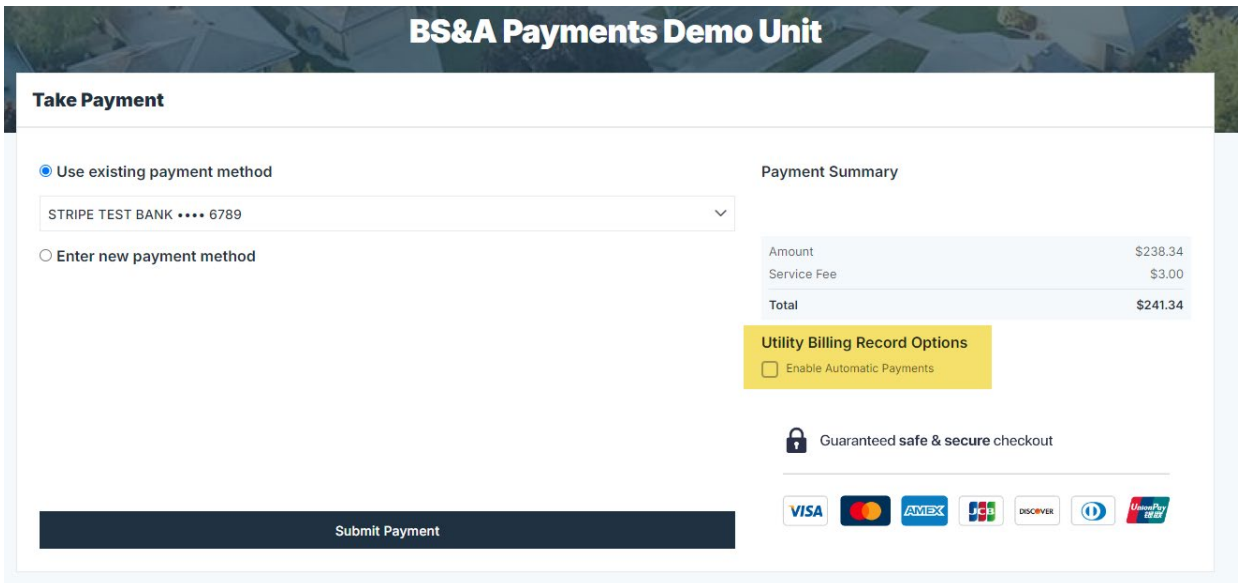


The screenshot shows the BS&A Software website interface. At the top, there is a navigation bar with the BS&A logo, 'Home', and 'Services' with a dropdown arrow. Below the navigation bar is a search bar with tabs for 'Address', 'Name', and 'Parcel Number'. The search results show '111 BRIDGE PARK DR' in large bold text. Below this, there are fields for 'Parcel' and 'Customer Name:'. At the bottom of the search results, there are three tabs: 'Property Information (2024)', 'Tax Information (2024)', and 'Delinquent Personal Property Information'. A red box highlights the text 'Buy this Record or Claim it as Your Property to view.' with a lock icon.

After it has been registered, please follow the next steps to enroll in AutoPay and/or paperless billing.

BS&A Payments AutoPay checkout enrollment

As a resident user, you can enable Automatic Payments in the checkout flow. There is a checkbox that must be selected in the Payment Summary screen. The resident user must have a saved payment method for AutoPay enrollment.

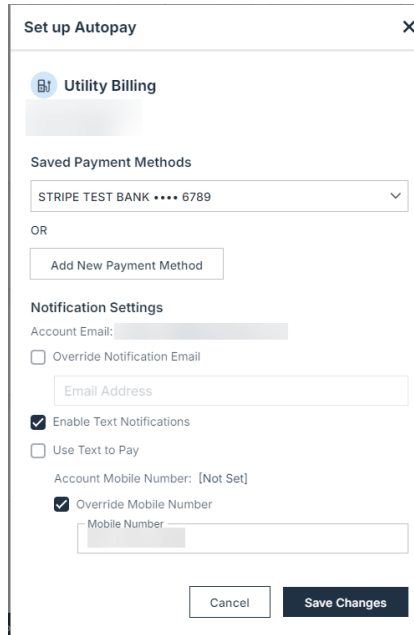


The screenshot shows the 'BS&A Payments Demo Unit' checkout flow. The main heading is 'Take Payment'. There are two radio buttons: 'Use existing payment method' (selected) and 'Enter new payment method'. Below the selected option is a dropdown menu showing 'STRIPE TEST BANK **** 6789'. To the right, there is a 'Payment Summary' table:

Payment Summary	
Amount	\$238.34
Service Fee	\$3.00
Total	\$241.34

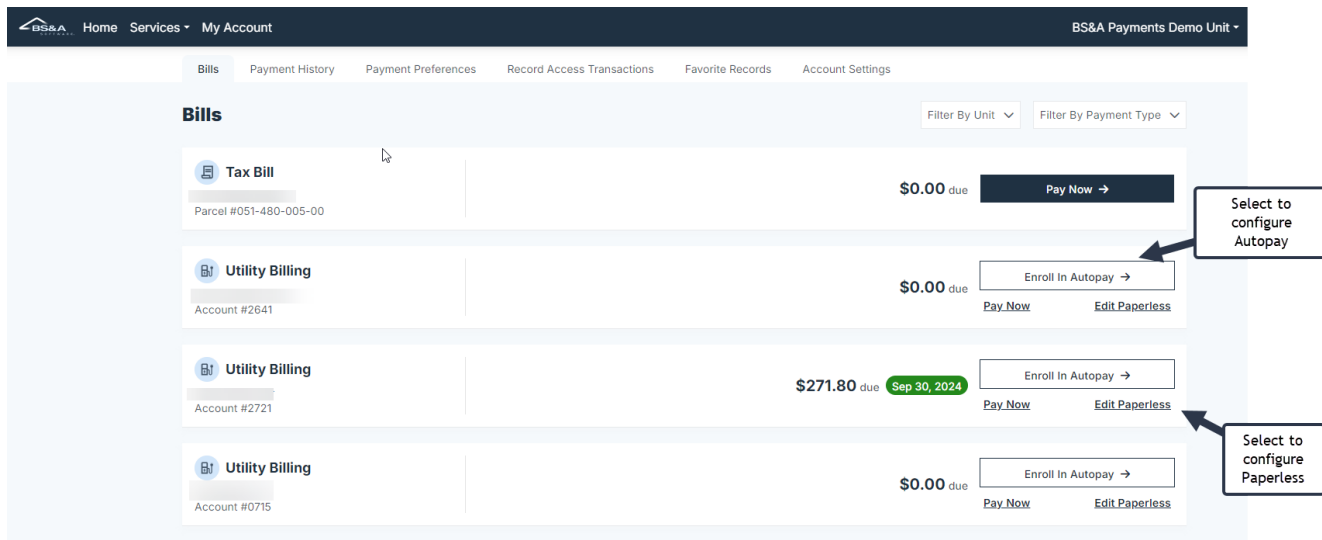
Below the table is a yellow box titled 'Utility Billing Record Options' with a checkbox labeled 'Enable Automatic Payments'. At the bottom, there is a lock icon and the text 'Guaranteed safe & secure checkout'. Below this are logos for VISA, Mastercard, AMEX, JCB, DISCOVER, and UnionPay. A large black button labeled 'Submit Payment' is at the bottom left.

Additionally, once a bill has been paid, it will be displayed under the My Account > Bills tab. Here, the residents will see each of their bills they've previously made a payment for display. On the right-hand side is an Enroll in Autopay button. The resident can complete Autopay enrollment from the screen by selecting an existing saved payment or creating a new saved payment method.



The image shows a 'Set up Autopay' modal window. At the top, it says 'Set up Autopay' with a close button (X). Below that is a 'Utility Billing' section with a blurred account name. Under 'Saved Payment Methods', there is a dropdown menu showing 'STRIPE TEST BANK **** 6789'. Below this is an 'OR' section with an 'Add New Payment Method' button. The 'Notification Settings' section includes: 'Account Email:' with a blurred email address, an unchecked checkbox for 'Override Notification Email' and an 'Email Address' input field, a checked checkbox for 'Enable Text Notifications', an unchecked checkbox for 'Use Text to Pay', 'Account Mobile Number: [Not Set]', a checked checkbox for 'Override Mobile Number', and a 'Mobile Number' input field. At the bottom are 'Cancel' and 'Save Changes' buttons.

Paperless enrollment is also completed from the same Bills view where AutoPay can be configured.



The screenshot shows the 'Bills' section of the user interface. The top navigation bar includes 'Home', 'Services', and 'My Account'. The 'Bills' section has a 'Filter By Unit' and 'Filter By Payment Type' dropdown. The bills list includes:

- Tax Bill**: Parcel #051-480-005-00, \$0.00 due, with a 'Pay Now →' button.
- Utility Billing**: Account #2641, \$0.00 due, with 'Enroll In Autopay →', 'Pay Now', and 'Edit Paperless' buttons.
- Utility Billing**: Account #2721, \$271.80 due (Sep 30, 2024), with 'Enroll In Autopay →', 'Pay Now', and 'Edit Paperless' buttons.
- Utility Billing**: Account #0715, \$0.00 due, with 'Enroll In Autopay →', 'Pay Now', and 'Edit Paperless' buttons.

Annotations with arrows point to the 'Enroll In Autopay →' button of the second bill and the 'Edit Paperless' button of the third bill, both labeled 'Select to configure Autopay' and 'Select to configure Paperless' respectively.

Complete the following after selecting Edit Paperless for paperless billing enrollment.