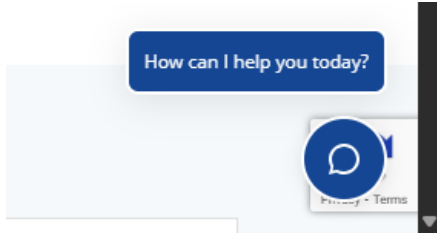


BS&A Online: Paying a Bill

Additional Resources

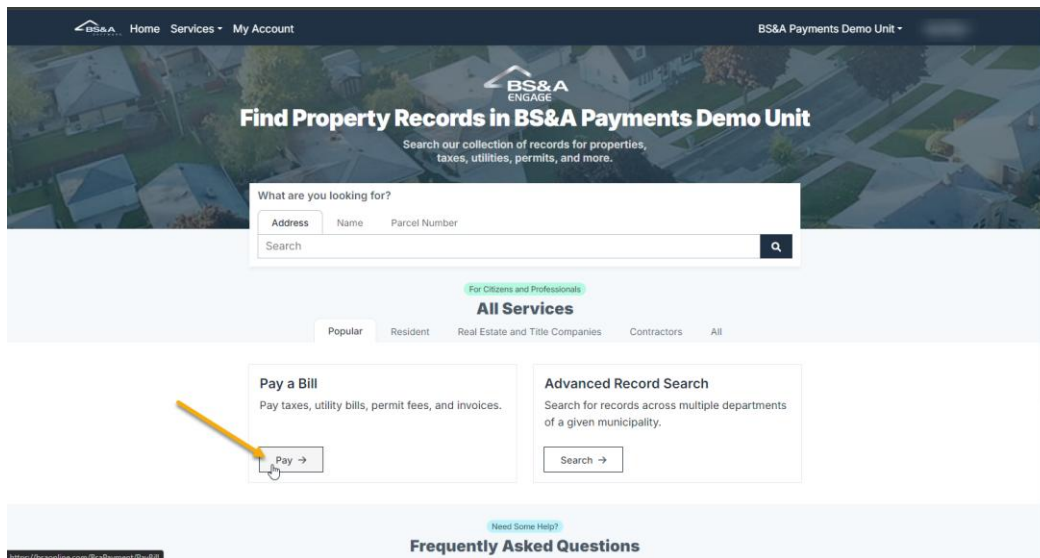
Visit the **BSAO Assistant** in the lower-right corner, type your question, and get an answer and links to helpful resources (including how to set up a user account). If you need additional assistance, please reach out to your municipality.



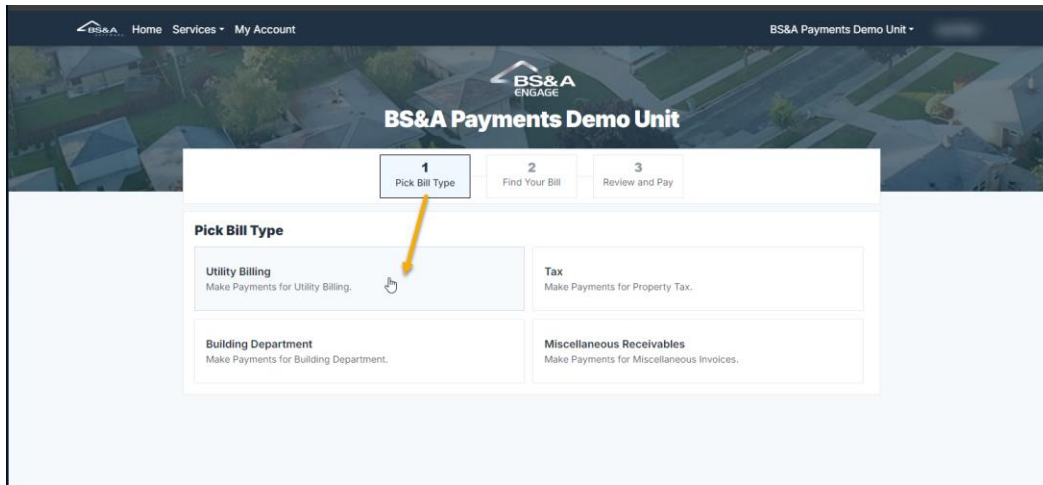
- For utility bills, you have options to enroll in AutoPay and/or Paperless Billing during steps 7 and 8 in the upcoming instructions. If you wish to do so, go to the BSAO Assistant and type "enrolling in autopay or paperless" to access the related help doc

Paying a Bill

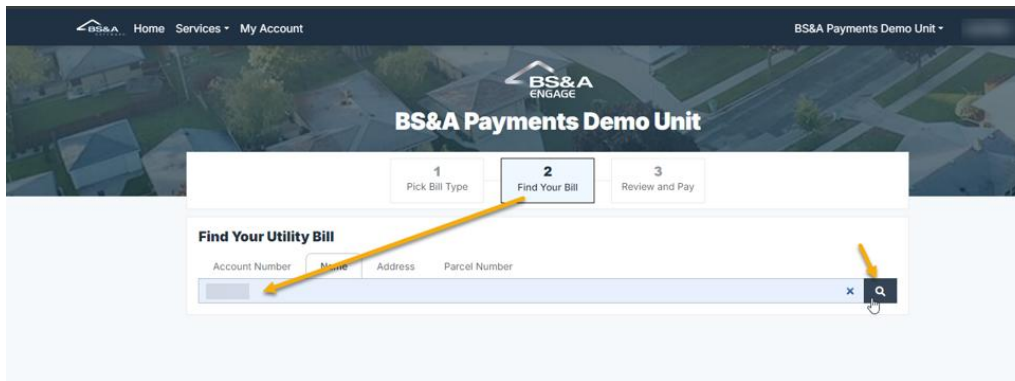
1. If you're not already there, Sign In to your BSAO Account
2. Click Pay



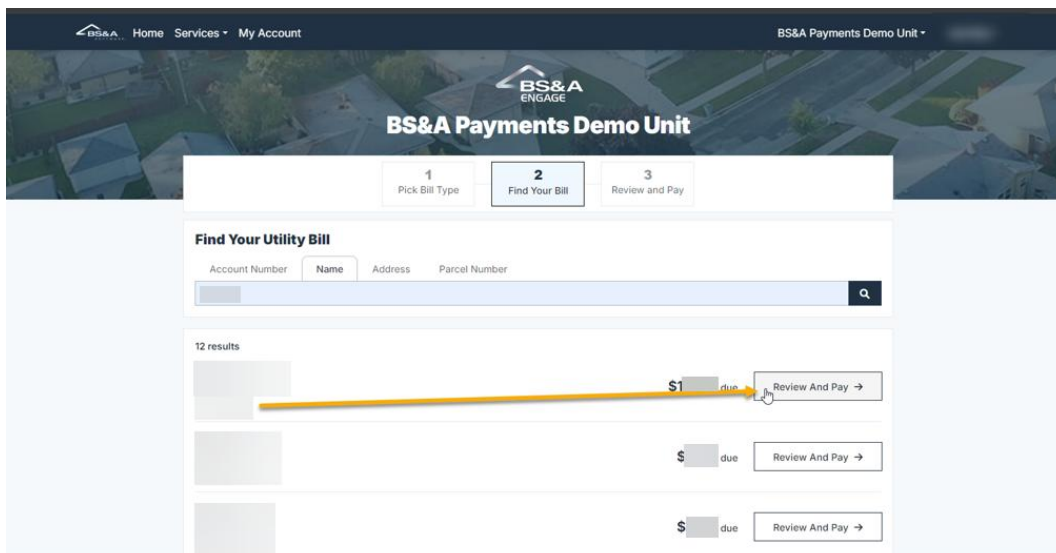
3. Click the Bill Type (this example uses UB, but others follow suit)



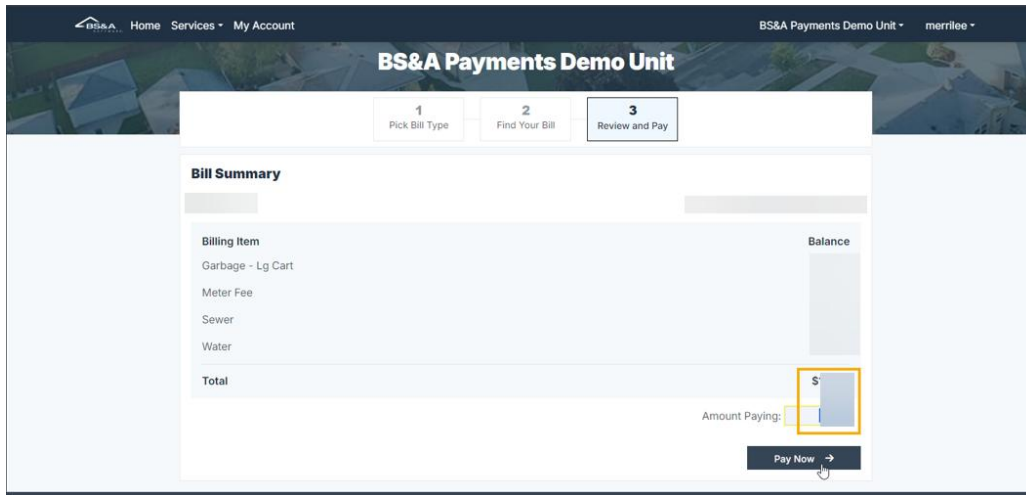
4. Enter your search criteria > click the Browse button



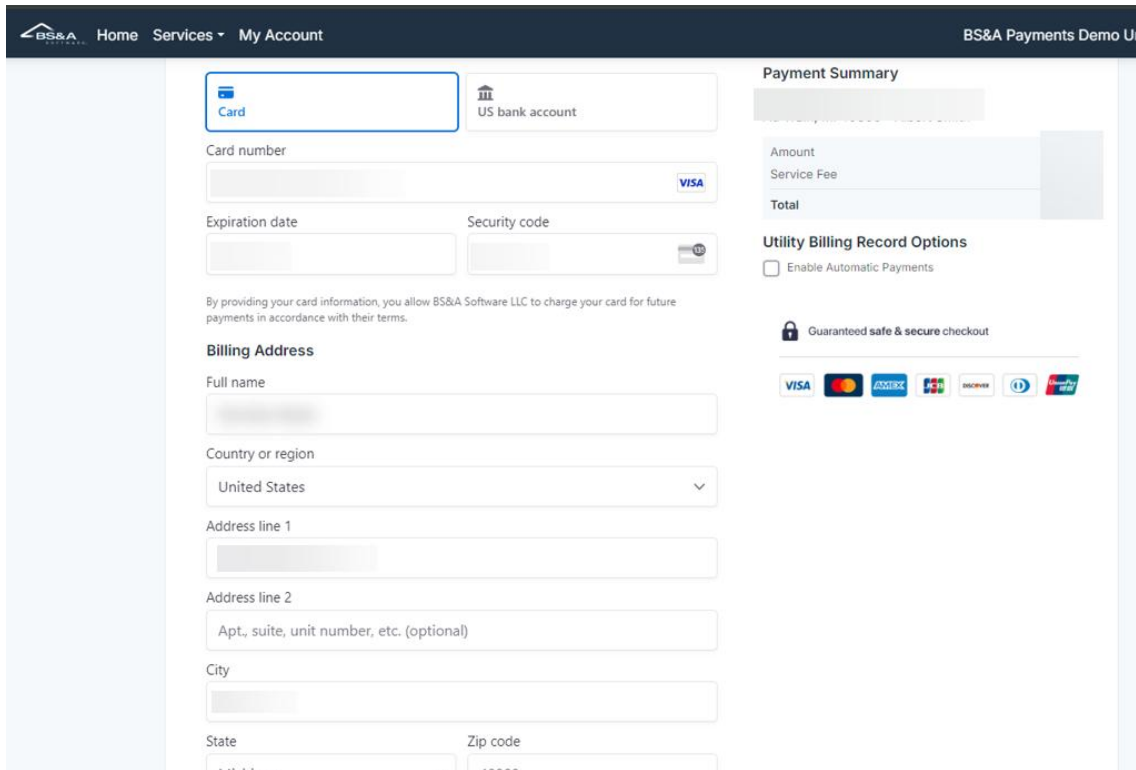
5. Locate your result > click Review and Pay



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



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



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

The screenshot shows a web interface for 'BS&A Payments Demo Unit'. At the top, there is a navigation bar with 'Home', 'Services', and 'My Account' on the left, and 'BS&A Payments Demo Unit' on the right. The main header features the BS&A logo and the text 'BS&A ENGAGE' and 'BS&A Payments Demo Unit'. A central white box displays a 'Payment Successful' message with a checkmark icon. Below this, there is a link to 'Download Your Receipt'. A table with three rows is shown: 'Amount', 'Service Fee', and 'Total', each with a corresponding empty input field. At the bottom of the box, there are two buttons: 'Enroll in Paperless Billing' and 'Home' with a right-pointing arrow. A disclaimer is located at the bottom of the page, and a copyright notice 'Copyright © 2024 BS&A Software, Inc.' is at the very bottom.

BS&A Home Services My Account BS&A Payments Demo Unit

BS&A ENGAGE
BS&A Payments Demo Unit

✓ **Payment Successful**

Click here to [Download Your Receipt](#)

Amount	
Service Fee	
Total	

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

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