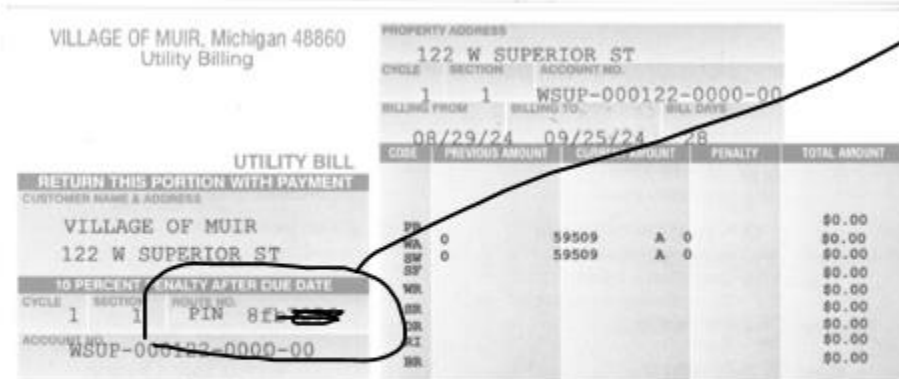


BS&A Online: Paying a PIN-Protected Utility Bill

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

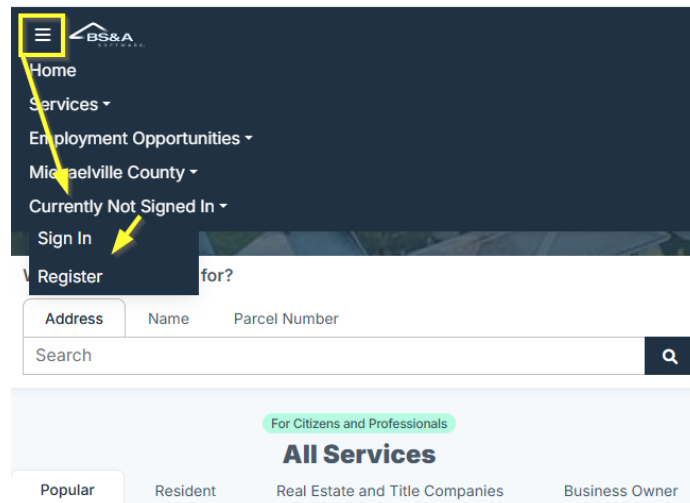
This guide outlines how to pay your utility bill on BS&A Online when your account is protected by a PIN. This is an example only, using a test environment, and does not exactly match your municipal site. Screenshots are from the mobile site, not desktop, but the action steps are the same.

This is where you enter your **NEW ACCOUNT PIN FOUND ON YOUR BILLING CARD** here:



YOUR PIN IS UNIQUE TO YOUR ACCOUNT, THEREFORE YOU ARE THE ONLY ONE WITH ACCESS TO YOUR ACCOUNT INFORMATION. This is a new section on your UTILITY BILL starting with the October 2024 bill.

You can start by signing-into your BSA Online account, or you can start by creating an account if you do not have one. However, an account is not required to make a payment.



If you do not wish to sign-in or create an account, go to the next page.

1. Click "Pay" under Pay a Bill:

BS&A
SOFTWARE

Search our collection of records for properties, taxes, utilities, licensing, and more.

What are you looking for?

Address Name Parcel Number

Search

For Citizens and Professionals

All Services

Popular Resident Real Estate and Title Companies Business Owner
Municipal Staff All

Pay a Bill
Pay taxes, utility bills, and assessments.

Pay →

Advanced Record Search
Search for records across multiple departments of a given municipality.

Search →

2. Click "Utility Billing" under Pick Bill Type:

BS&A
SOFTWARE

Michaelville County

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

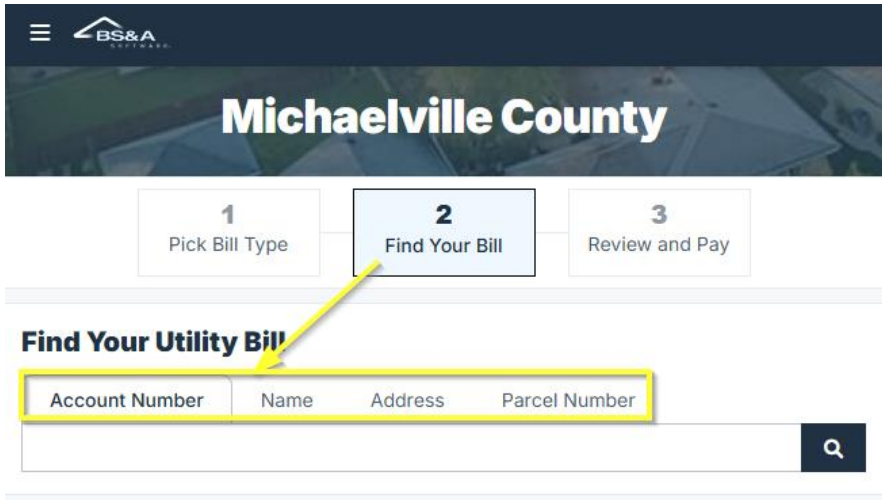
Pick Bill Type

Utility Billing
Make Payments for Utility Billing.

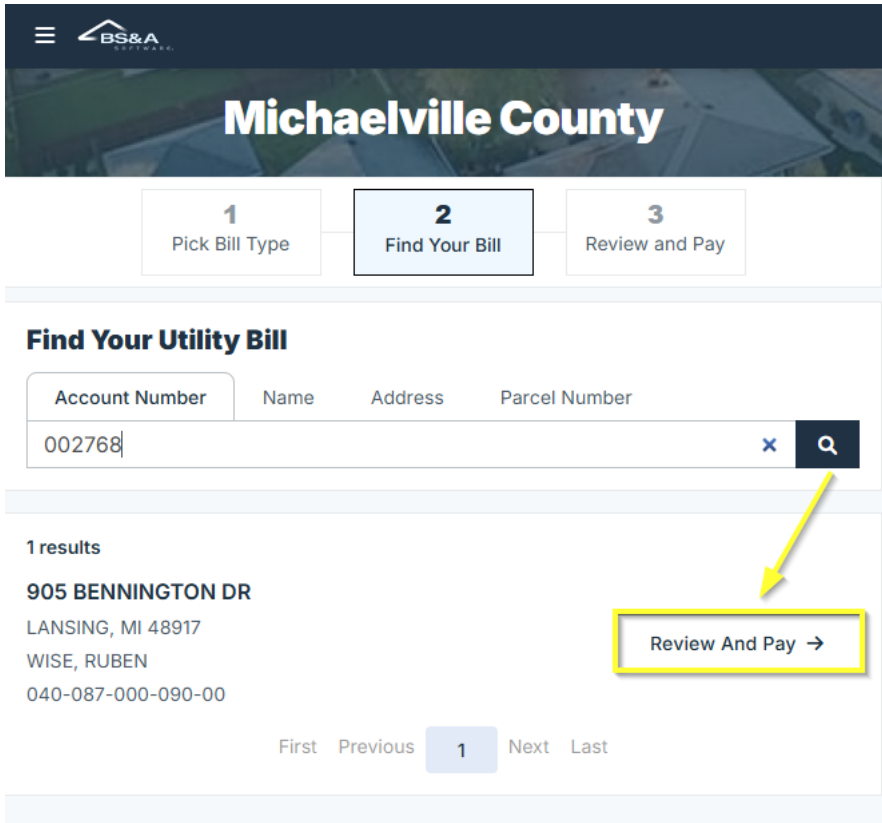
Tax
Make Payments for Property Tax.

Special Assessment
Make Payments for Special Assessment.

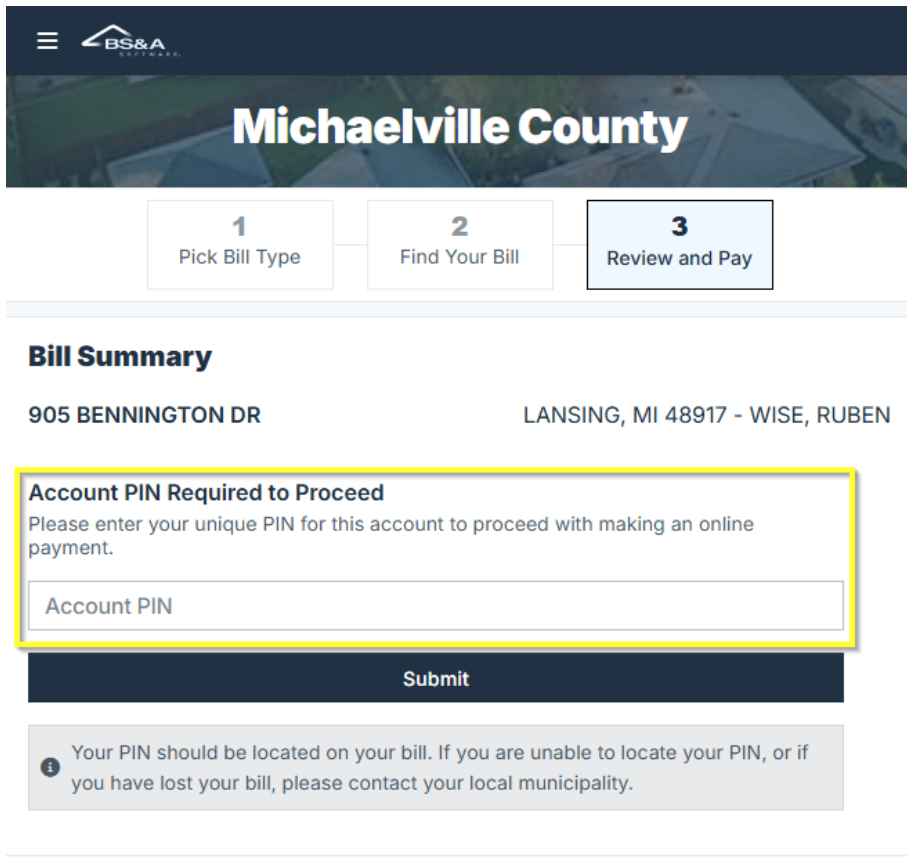
3. Click the search option you want to use to locate your account under Find Your Bill:



4. Click "Review and Pay" after locating your account:



5. Enter your Account PIN and click "Submit:"



Michaelville County

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

Bill Summary

905 BENNINGTON DR LANSING, MI 48917 - WISE, RUBEN

Account PIN Required to Proceed
Please enter your unique PIN for this account to proceed with making an online payment.

Account PIN

Submit

i Your PIN should be located on your bill. If you are unable to locate your PIN, or if you have lost your bill, please contact your local municipality.

6. Enter your Amount Paying and click "Pay Now:"



Michaelville County

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

Bill Summary

905 BENNINGTON DR LANSING, MI 48917 - WISE, RUBEN

Billing Item	Balance
Garbage	\$0.00
Sewer	\$0.00
Water	\$0.00
Total	\$0.00

Amount Paying:

Pay Now →

Follow instructions to proceed through checkout.