

# BS&A Online – AutoPay and Paperless Billing

BS&A Software, Inc. | [bsaonline.com](http://bsaonline.com) |

## **Option 1) Creating a BSAO Account while Paying a Bill (preferred method)**

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. There are 2 options to do this:

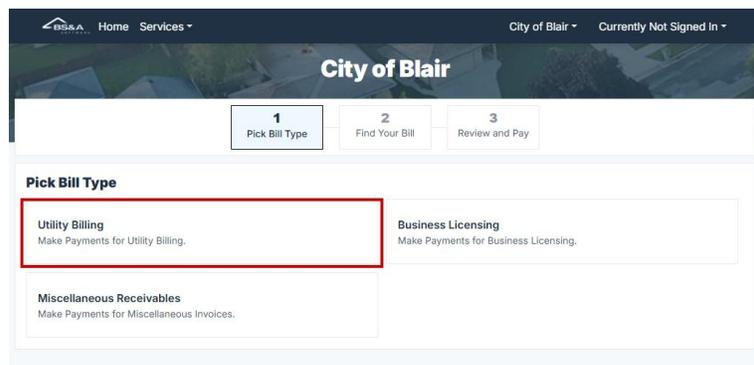
- 1) Visit the City of Blair's Website at [www.blairne.gov](http://www.blairne.gov) and click on **Online Bill Pay** or
- 2) Click this link for the City of Blair's BSAO site (<https://bsaonline.com/?uid=3260>)

You will need to make a payment on your account before it registers as your property.

### **Click Pay a Bill**



Pick your bill type. For this example, we will use **Utility Billing**



Search by the **account number (10 digit #, if you have 7 or 8 digits, please add leading 0's)**. Ex. 0004068501

Click **Review and Pay**

The screenshot shows a web interface with three steps: 1. Pick Bill Type, 2. Find Your Bill, and 3. Review and Pay. Under 'Find Your Utility Bill', there is a search bar for 'Account Number' containing '01'. Below the search bar, it says '1 results' and 'Not Available - Available Not Available'. To the right, it displays '\$52.13 due' and a 'Review And Pay' button with a right arrow, which is highlighted with a red box. At the bottom, there are navigation links: 'First', 'Previous', '1', 'Next', and 'Last'.

Select if you wish to 1) pay the balance in full, or 2) a different amount. Once finished, click Pay Now

- Option 1) Checkmark in “Pay in Full?” will automatically fill in the Amount to Pay
- Option 2) If you prefer to pay \$55.00 (example) – don’t put a checkmark in the “Pay In Full?” box, enter \$55.00 in the Amount to Pay box.

Then click on Pay Now

| Billing Item         | Balance        |
|----------------------|----------------|
| PAPER PROCESSING FEE | \$0.00         |
| PAPERLESS CREDIT     | \$0.00         |
| SW                   | \$27.95        |
| WA                   | \$24.18        |
| <b>Total</b>         | <b>\$52.13</b> |

Pay in Full?  
Amount to Pay:

**Pay Now →**

Create a new account if one does not exist

BS&A Home Services City of Blair Currently Not Signed In

## Payment Sign In

BS&A Online Payment Service

### Guest Checkout

You can checkout without creating an account. Click below to proceed to checkout.

**Continue As Guest**

### Existing User Sign In

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

Username

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**

of Use X

## Option 2) Creating a BSAO Account – Before Paying

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 either of the links (mentioned above) [www.blairne.gov](http://www.blairne.gov) or <https://bsaonline.com/?uid=3260>

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 interface. At the top, there is a navigation bar with the BS&A logo, 'Home', and 'Services'. Below this is a search bar with tabs for 'Address', 'Name', and 'Parcel Number'. The search results show the property address '111 BRIDGE PARK DR'. Below the address, there are fields for 'Parcel' and 'Customer Name'. At the bottom of the search results, there are tabs for '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

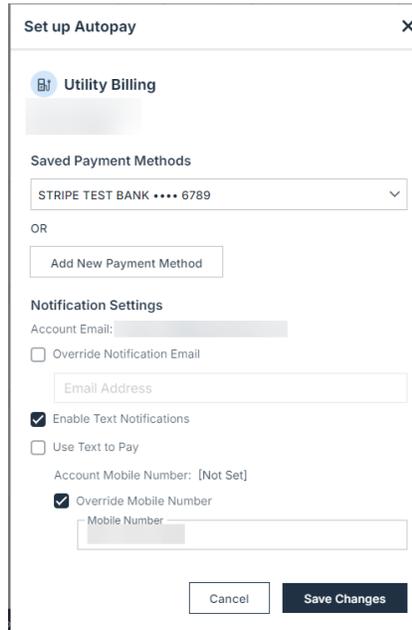
As a resident user, you can enable Automatic Payments in the checkout flow. There is a checkbox that must be selected in the Payment Summary screen. The resident user must have a saved payment method for AutoPay enrollment.

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          |
| <b>Total</b>    | <b>\$241.34</b> |

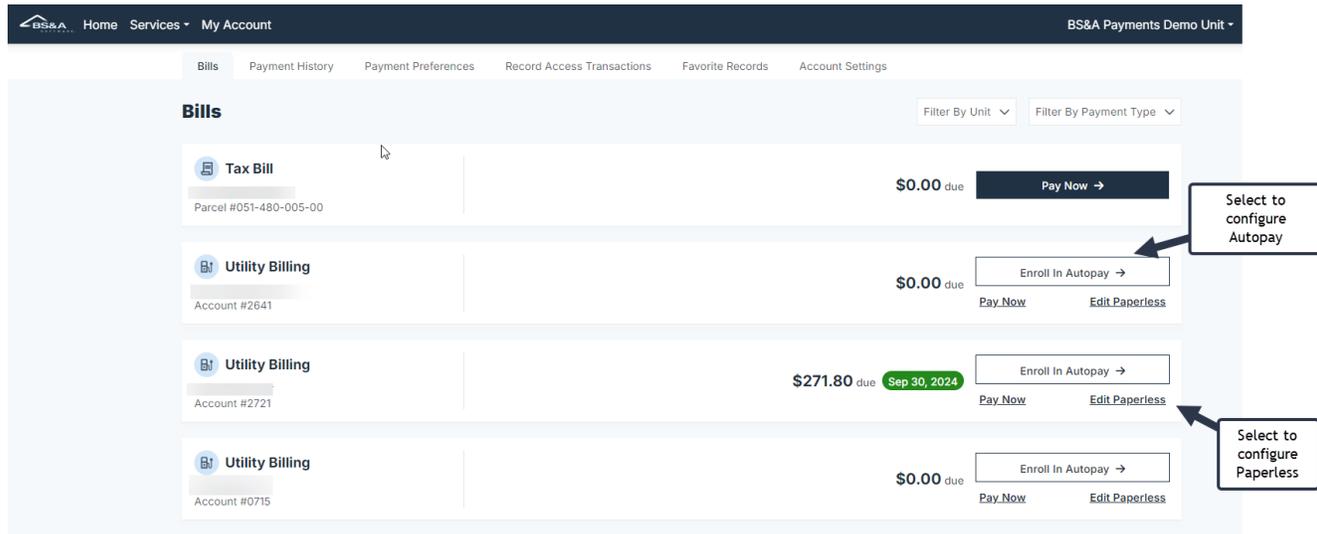
Below the table is a yellow box titled 'Utility Billing Record Options' with a checkbox labeled 'Enable Automatic Payments'. At the bottom, there is a 'Submit Payment' button and a 'Guaranteed safe & secure checkout' message with a lock icon. Payment method logos for VISA, Mastercard, AMEX, JCB, DISCOVER,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

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 'Set up Autopay' modal form is titled 'Set up Autopay' with a close button (X) in the top right corner. It is divided into three main sections: 'Utility Billing', 'Saved Payment Methods', and 'Notification Settings'. Under 'Utility Billing', there is a blurred account identifier. The 'Saved Payment Methods' section features a dropdown menu currently showing 'STRIPE TEST BANK \*\*\*\* 6789' and an 'Add New Payment Method' button. The 'Notification Settings' section includes an 'Account Email' field, an unchecked checkbox for 'Override Notification Email' with an associated 'Email Address' field, a checked checkbox for 'Enable Text Notifications', an unchecked checkbox for 'Use Text to Pay', an 'Account Mobile Number: [Not Set]' field, and a checked checkbox for 'Override Mobile Number' with an associated 'Mobile Number' field. At the bottom of the modal 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 a user's account. The navigation bar includes 'Home', 'Services', and 'My Account', along with 'BS&A Payments Demo Unit'. The 'Bills' section has a sub-navigation menu with 'Bills', 'Payment History', 'Payment Preferences', 'Record Access Transactions', 'Favorite Records', and 'Account Settings'. There are two filter dropdowns: 'Filter By Unit' and 'Filter By Payment Type'. The bills list contains four entries: 1) 'Tax Bill' with a due amount of '\$0.00' and a 'Pay Now' button; 2) 'Utility Billing' with a due amount of '\$0.00' and buttons for 'Enroll In Autopay', 'Pay Now', and 'Edit Paperless'; 3) 'Utility Billing' with a due amount of '\$271.80' due on 'Sep 30, 2024' and buttons for 'Enroll In Autopay', 'Pay Now', and 'Edit Paperless'; 4) 'Utility Billing' with a due amount of '\$0.00' and buttons for 'Enroll In Autopay', 'Pay Now', and 'Edit Paperless'. Two callout boxes with arrows point to the 'Enroll In Autopay' button of the second bill and the 'Edit Paperless' button of the third bill, both containing the text 'Select to configure Autopay' and 'Select to configure Paperless' respectively.

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