

BS&A Online: Enrolling in Utility Billing AutoPay and/or Paperless Billing

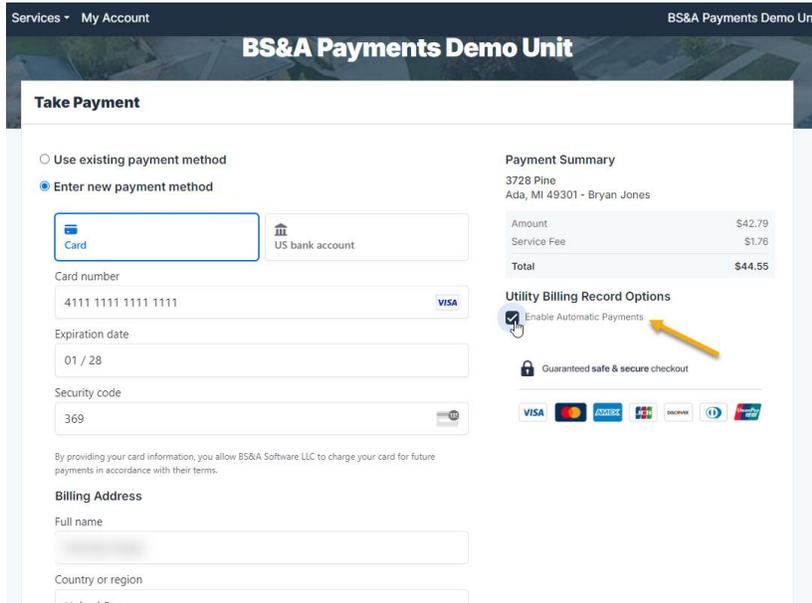
Additional Resources

If either scenario applies to you, please visit the BS&A Online Learning Center at <https://www.bsasoftware.com/learning-center/bsaonline/>

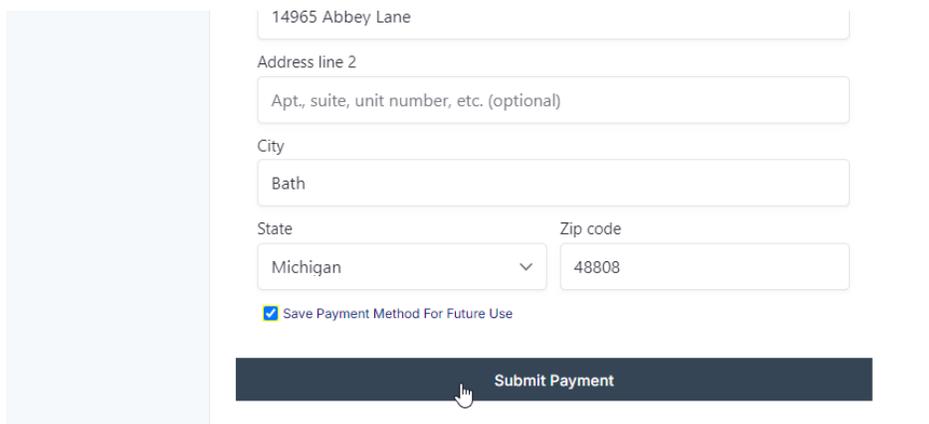
- If you have not yet set up a BSAO Account, view the help doc entitled **Creating an Account**
- This document does not get into paying the bill, but instead picks up at the stage where you can enroll in AutoPay, then gets into enrolling in Paperless Billing. If you're not familiar with making a payment, view the help doc entitled **Paying a Bill**

Enroll in AutoPay

1. On the Take Payment window, fill in your payment information and check Enable Automatic Payments



2. Click Submit Payment



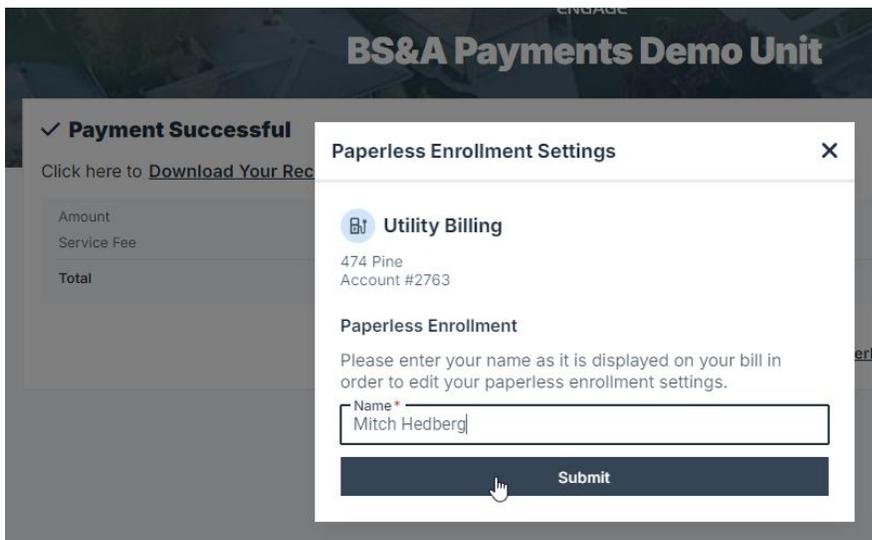
3. The Payment Successful window pops up, and here is where you can continue with enrolling in Paperless Billing. (Enrolling in both can also be done after the fact through your Bills window; see the end of this document.)

Enroll in Paperless Billing

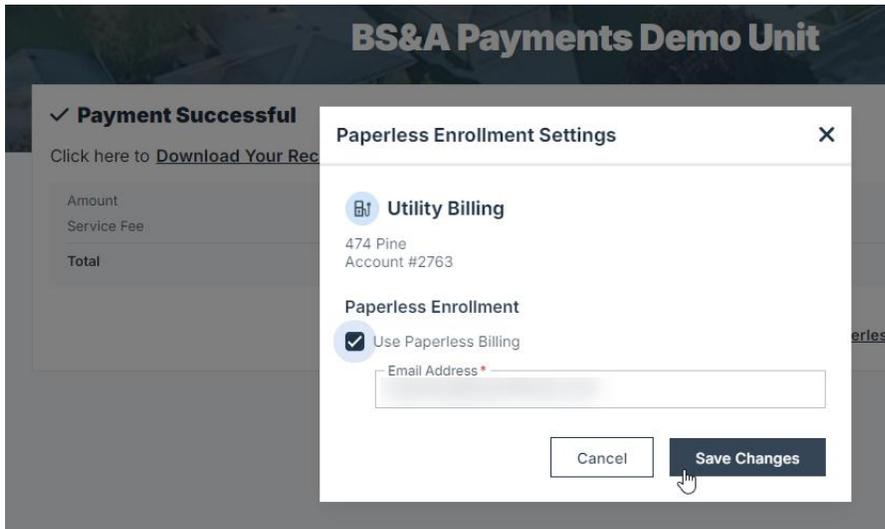
1. On the Payment Successful window, click Enroll in Paperless Billing



2. Enter your name as it appears on your utility bill and click Submit



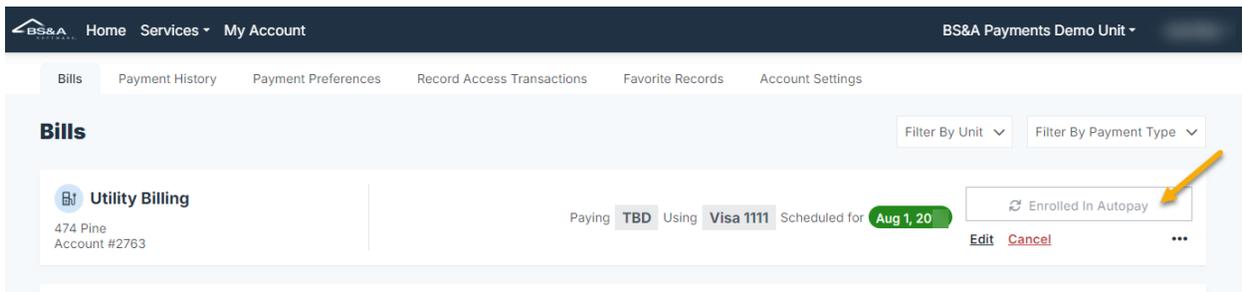
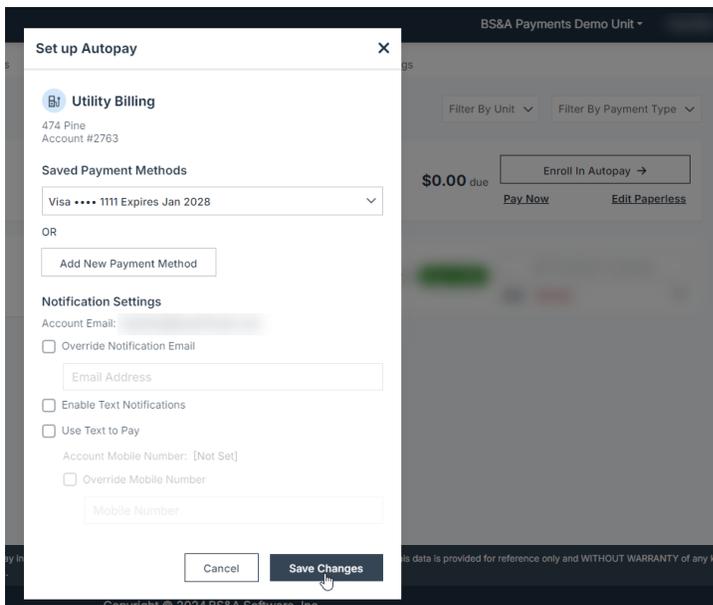
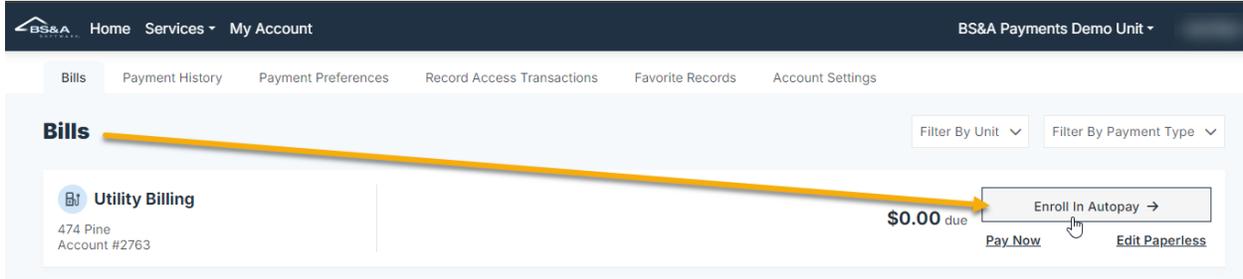
3. Check Use Paperless Billing > enter your email > Save Changes



Enrolling in Either Following Payment Submittal

On your Bills window...

For **AutoPay**, click Enroll in AutoPay > fill out Set Up AutoPay > Save Changes > Bills window will reflect your enrollment



For **Paperless Billing**, click Edit Paperless > enter your name as it appears on your utility bill > Submit > Use Paperless > email > Save Changes

