

BS&A Online: Paying a Bill

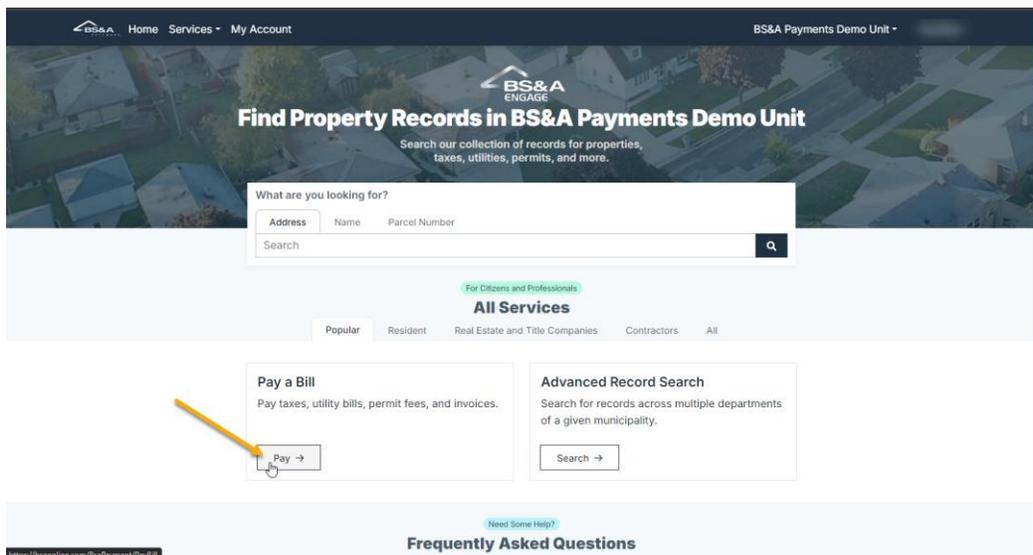
Additional Resources

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

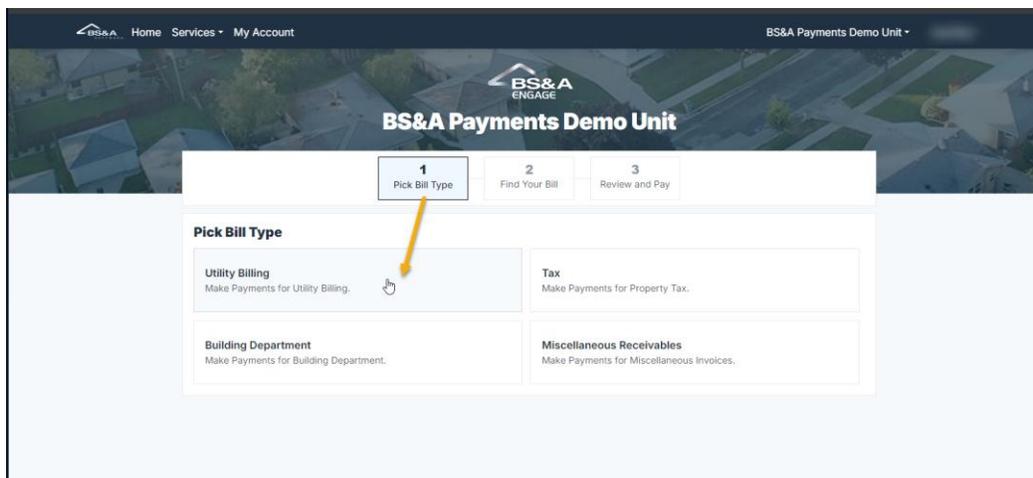
- If you have not yet set up a BSAO Account, view the help doc entitled **Creating an Account**
- For utility bills, you have options to enroll in AutoPay and/or Paperless Billing during steps 7 and 8 in the upcoming instructions. If you wish to do so, view the help doc entitled **Enrolling in Utility Billing AutoPay and/or Paperless Billing**

Paying a Bill

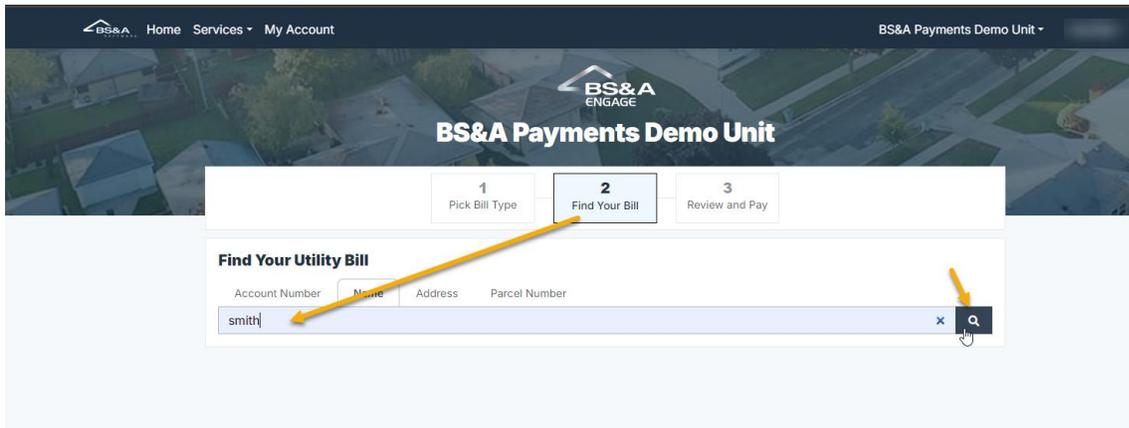
1. If you're not already there, Sign In to your BSAO Account
2. Click Pay



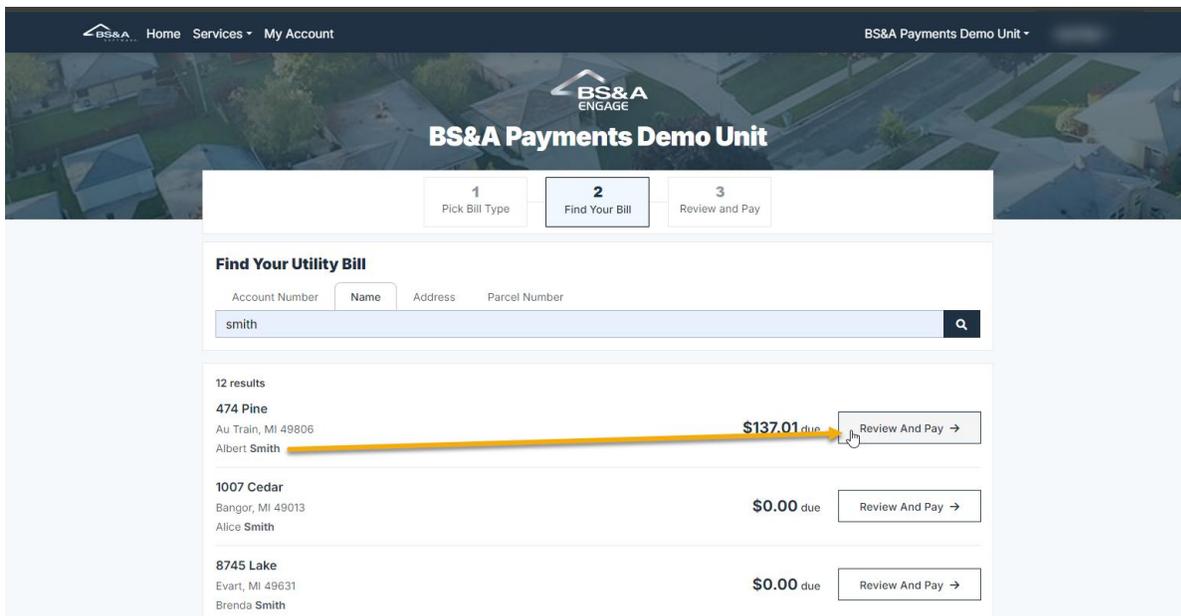
3. Click the Bill Type (this example uses UB, but others follow suit)



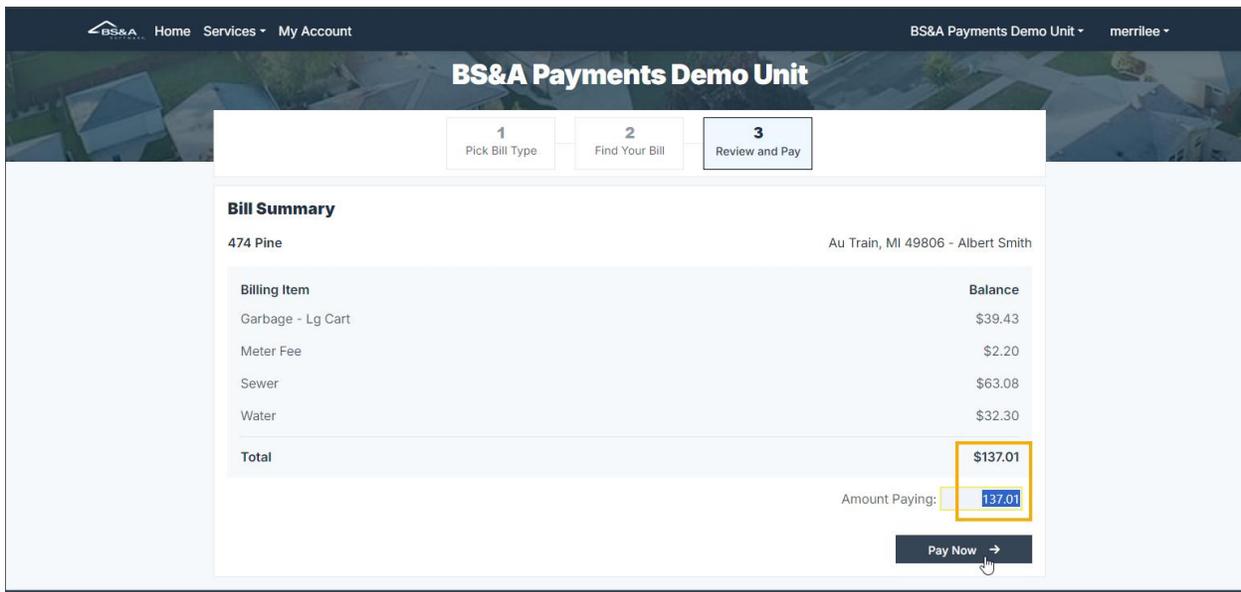
4. Enter your search criteria > click the Browse button



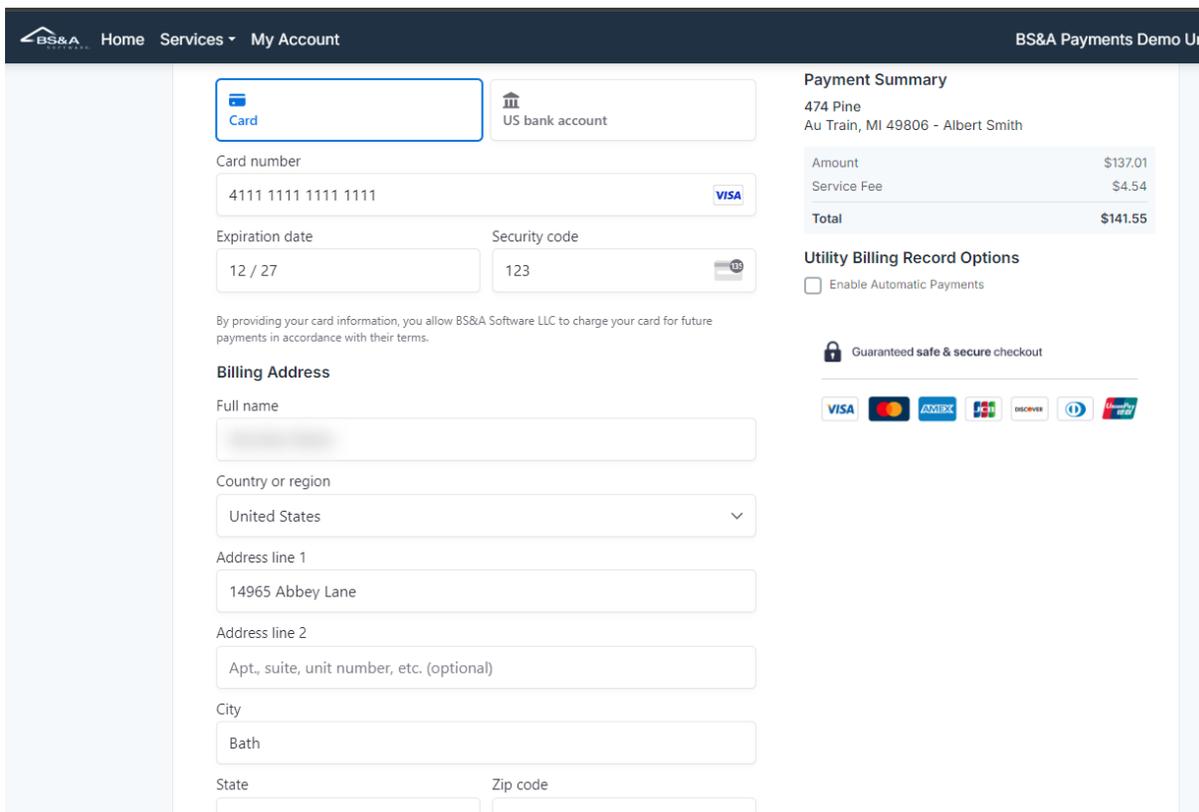
5. Locate your result > click Review and Pay



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



- 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

BS&A ENGAGE
BS&A Payments Demo Unit

✓ **Payment Successful**

Click here to [Download Your Receipt](#)

Amount	\$137.01
Service Fee	\$4.54
Total	\$141.55

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

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