

BS&A Online: Scheduled Payments

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 Step 3 – Review and Pay. If you're not familiar with making a payment, view the help doc entitled **Paying a Bill**

Availability

Scheduled Payments are available for the following apps: Utility Billing, Tax, Delinquent Personal Property, and Delinquent (County) Tax

Making a Scheduled Payment

When making a payment, the BSAO user will see a slider control on the Bill Summary page if they would like to make a Scheduled Payment. The user can leave the slider off to make a live payment if they want to.

The screenshot shows a three-step process: 1. Pick Bill Type, 2. Find Your Bill, and 3. Review and Pay. Below this is a 'Bill Summary' section for '506 NINTH STREET'. It displays 'Amount Due' and 'Amount to Pay' both as '\$310.97'. There are two buttons: 'Pay Summer Taxes →' and 'Schedule Payment'. The 'Schedule Payment' button has a blue slider control that is currently turned on, and it is highlighted with a red box.

If the Schedule Payment slider is enabled, the Take Payment screen will show a Payment Date field and the Schedule Payment button instead of Pay Now. The user can manually type the date or use the calendar button to select a future date.

The screenshot shows a date selection interface. At the top, it says 'Select date' and 'Sat, Aug 30'. Below this is a calendar for 'August 2025'. The days of the week are listed as S, M, T, W, T, F, S. The dates 1 through 31 are shown in a grid. The date 30 is highlighted with a dark circle, and the date 29 is also highlighted with a lighter circle. At the bottom, there are 'CANCEL' and 'OK' buttons.

The text below the Total will show the next payment and update if the user makes changes.

Payment Summary	
2025 Summer Tax	\$310.97
Service Fee	\$3.00
Total	\$313.97

Next payment Sat Aug 30 2025
Service fee is subject to change. The final charge may be different than the amount shown here.

Payment Date: 08/30/2025

Schedule Payment

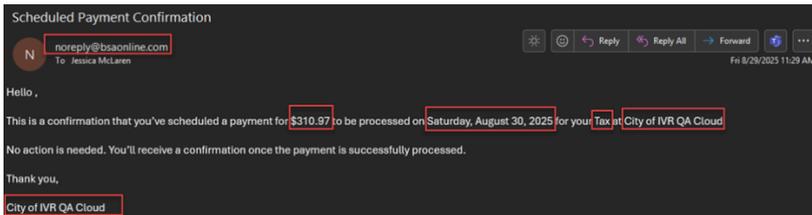
When the desired date is selected, the user can click Schedule Payment to proceed. They will see the Payment Scheduled screen with the summary of the payment.

2025 Summer Tax	\$310.97
Service Fee	\$3.00
Total	\$313.97

Service fee is subject to change. The final charge may be different than the amount shown here.

Home →

The user will also receive email confirmation of the payment that was scheduled. This will come from noreply@bsasoftware.com, and includes the amount, payment date, receipt item type, and BSAO Unit name in the message. This is sent as soon as the payment is made.



Viewing Scheduled Payments

The user can also go to My Account > Bills tab to see any scheduled payments or delete them with the trash can icon.

Bills

Filter By Unit | Filter By Payment Type

Tax Bill
Parcel #51-358-704-10

Paying \$310.97 Using ACH
Scheduled for Aug 30, 2025

Pay Now →