

Making A Payment Online with BSAOnline.COM

1. On the menu located on the left side of the page, choose **Utility Billing Payments** (beneath the Online Payments section):

▲ Online Payments
Current Tax Payments
Utility Billing Payments

2. Search for your account using either Account Number, Name, Address, or Parcel Number.

Search by Account Number
Enter the Utility Billing **Account Number** you are attempting to search on.

Account Number: Search

Search by Name
Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).

Name: Search

Search by Address
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.

Address: Search

Search by Parcel Number
Enter the parcel number of the record you are attempting to search on.

Parcel Number: Search

3. Click on your record from the Search Results screen:

« 1 2 3 4 5 » Displaying items 1 - 15 of 70

Name	Reference #	Address
FLANDERS DAVE & SMITH JACKIE	56236250	1724 64TH AVE
KLAASEN BILL & SMITH ELLEN	55289602	445 S LAKESHORE DR
SMITH ALFRED	51088542	13334 GREENLY ST
SMITH ALLAN	52253438	712 OLD TOWN RD

4. The next page provides you with a summary of your current utility bill charges and an area to type in the amount you wish to pay:

Pay Utility Bill

Enter the appropriate payment information below. Once you have verified your payment amount click the **Make Payment** button to continue.

Billing Item	Balance
Sewer Commodity	\$9.56
Sewer Ready to Serve	\$9.80
Water Commodity	\$21.72
Water Ready to Serve	\$11.15
	\$52.23

Amount Paying:

Make Payment

To get additional information about your Record, click the **View Additional Account Information** link:

Additional Record Information

By clicking the link below you can view additional information for Account 52253438.

[View Additional Account Information](#)

5. Enter the payment amount and click **Make Payment** button. You will be directed to the website of our credit card payment processor. From there, enter your credit/debit card information and phone number.
6. Once the process is complete, you will be given a receipt confirming payment. Please save this for your records. Note that the payment may not be immediately reflected online.