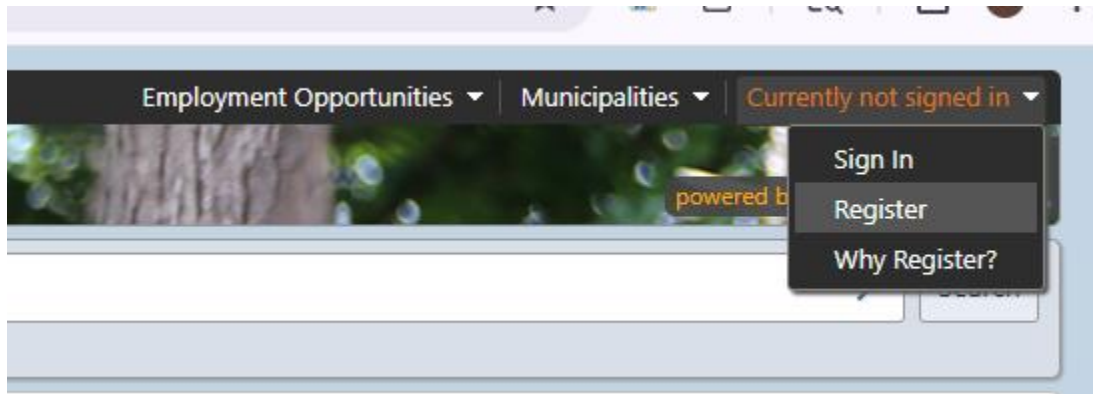


Creating a new BSA Online account

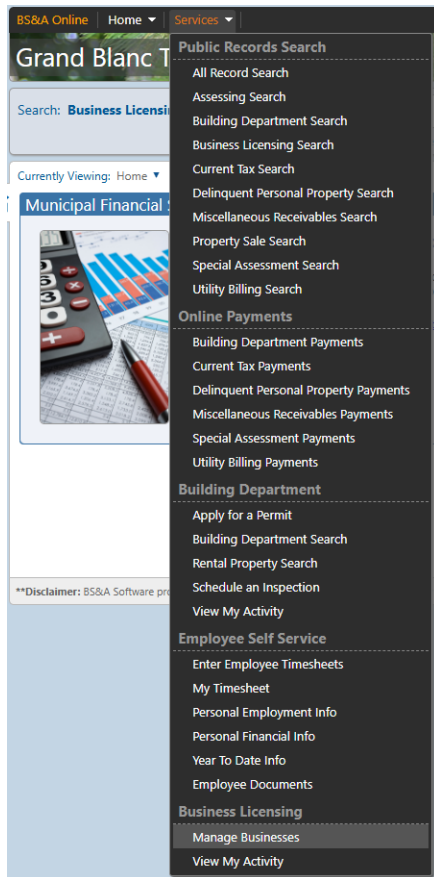
1. Navigate to <https://bsaonline.com/?uid=189>
2. In the top right corner of the screen, use the pull down under **Currently not signed in** to select **Register**.



3. Follow the prompts on the screen to create a new BSA Online account.

A screenshot of the 'Create an Account' form on the BSA Online website. The form has a light blue background and a white border. At the top, there is a heading 'Create an Account' with a small icon of a person. Below the heading, there is a sub-heading 'Please provide the information requested below to create an Account.' followed by a horizontal line. Below the line, there is a link 'Already Registered? Click here to Sign In'. Below the link, there is a heading 'Create a New Account'. Below the heading, there is a note: 'Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participat'. Below the note, there are three input fields: 'User Name:', 'My e-mail address is:', and 'Enter a new Password:'. The 'Enter a new Password:' field has a red error message: 'The Enter a new Password field is required.' Below the password fields, there is a checkbox 'I agree to the BS&A Online Terms of Use'. Below the checkbox, there is a heading 'Account Information (Optional)' with a plus icon. Below the heading, there is a note: 'Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information r'. Below the note, there is a heading 'Verify Code'. Below the heading, there is a note: 'Check the box below to verify you are a human. This security feature helps prevent automated programs from registering for accounts.' Below the note, there is a checkbox 'I'm not a robot' with a reCAPTCHA logo. Below the checkbox, there is a link 'Take action.' and a link 'Privacy - Terms'. At the bottom of the form, there is a button 'Create Account'.

4. Once your account is created and you are signed in to BSA Online, use the pull down under **Services** to navigate to the **Manage Businesses** tab under the Business Licensing section.



5. Under the Manage Businesses page, select **Apply for License**.

A screenshot of the 'Manage Businesses' page in the BSA Online application. The page has a header with a house icon and the title 'Manage Businesses'. Below the title is a subtitle: 'Manage Businesses and Licenses. Apply for a new License or renew an existing License'. The main content area is divided into two sections. The first section is 'Business Search', which includes the instruction 'Search for your business using the unique PIN given to you.' and a form with a 'Business PIN:' label, a text input field, and a 'Search' button. Below the search form are two links: 'Don't have a PIN? Click here to make a request to the municipality to link to a business: Request Link to Business' and 'Require a new license? Click here to apply for both a new license and new business: Apply For License'. The second section is 'Linked Businesses', which includes the instruction 'Manage businesses and licenses linked to your account below.' and a blue box containing the text: 'There are currently no businesses linked to your account. If you have a PIN please use it to locate your business in the search above. Alternatively, you can make a request to the municipality to link your BSAO account to a business.' At the bottom of the page is a disclaimer: '**Disclaimer: BSA Software provides BSA Online as a way for municipalities to display information online and is not responsible for the content'.