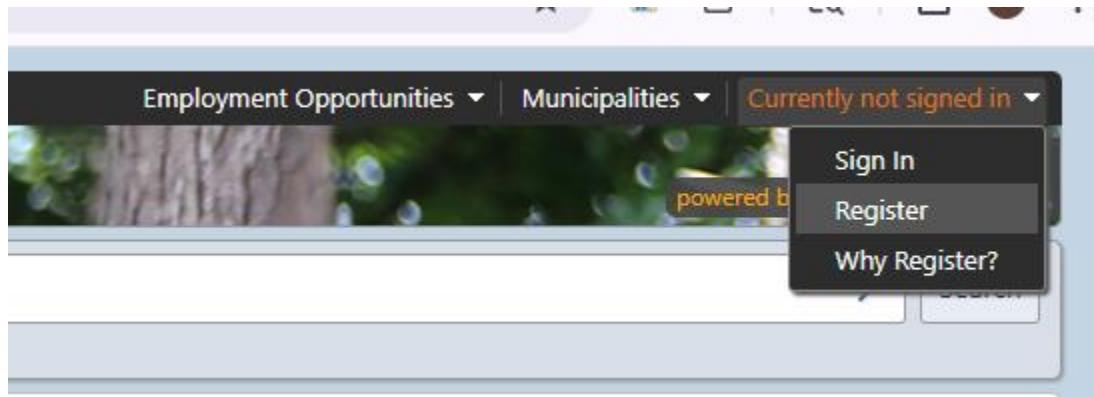


Creating a new BSA Online account

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.

The screenshot shows the 'Create an Account' form. At the top, there is a small icon of a person in a green shirt and the text 'Create an Account'. Below that, a message says 'Please provide the information requested below to create an Account.' A link 'Already Registered? [Click here to Sign In](#)' is provided.

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participants

User Name: Your User Name is what you will use to log into the site in the future. Please make note of your User Name.

My e-mail address is:

Protect your account and information with a password.

Enter a new Password: Show Password
The Enter a new Password field is required.

Re-enter password: Show Password

I agree to the BS&A Online Terms of Use

Account Information (Optional)

Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information

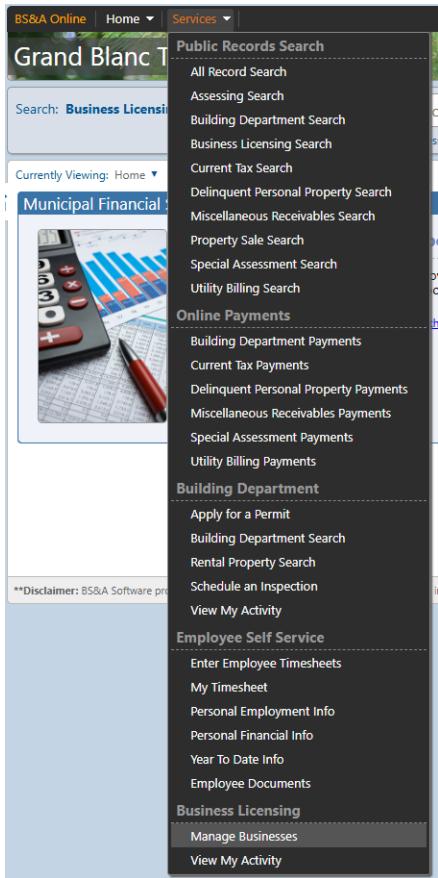
Verify Code

Check the box below to verify you are a human. This security feature helps prevent automated programs from registering for accounts.

I'm not a robot
reCAPTCHA is changing its terms of service.
[Take action.](#)

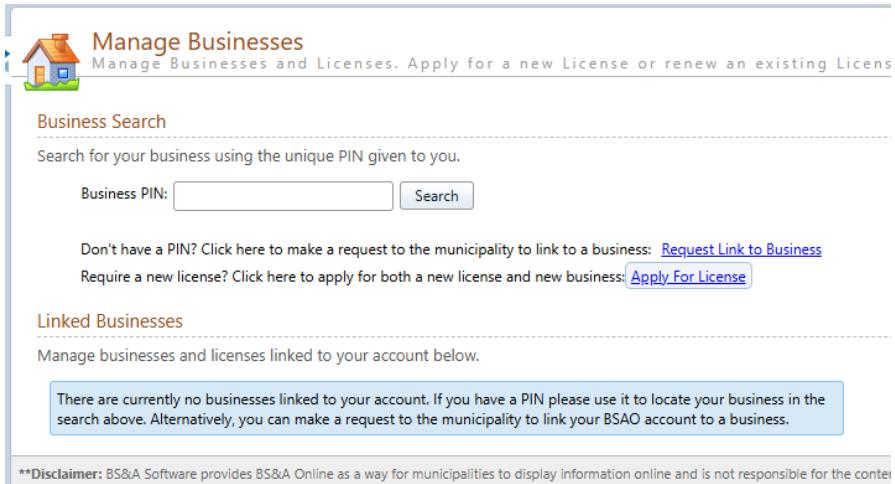
[Create Account](#)

- 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.



The screenshot shows the BS&A Online service menu. The 'Services' dropdown is open, revealing a list of options. The 'Manage Businesses' option is highlighted with a dark grey background, indicating it is selected. Other options in the menu include: Public Records Search, All Record Search, Assessing Search, Building Department Search, Business Licensing Search, Current Tax Search, Delinquent Personal Property Search, Miscellaneous Receivables Search, Property Sale Search, Special Assessment Search, Utility Billing Search, Online Payments, Building Department Payments, Current Tax Payments, Delinquent Personal Property Payments, Miscellaneous Receivables Payments, Special Assessment Payments, Utility Billing Payments, Building Department, Apply for a Permit, Building Department Search, Rental Property Search, Schedule an Inspection, View My Activity, Employee Self Service, Enter Employee Timesheets, My Timesheet, Personal Employment Info, Personal Financial Info, Year To Date Info, Employee Documents, Business Licensing, Manage Businesses, and View My Activity.

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



The screenshot shows the 'Manage Businesses' page. At the top, there is a header with a house icon and the text 'Manage Businesses'. Below the header, there is a 'Business Search' section with a placeholder 'Search for your business using the unique PIN given to you.' and a search form with 'Business PIN:' and 'Search' buttons. Below the search form, there 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](#)'. Under these links, there is a 'Linked Businesses' section with the sub-instruction 'Manage businesses and licenses linked to your account below.' A note in a box states '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, a disclaimer is present: '**Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content'.