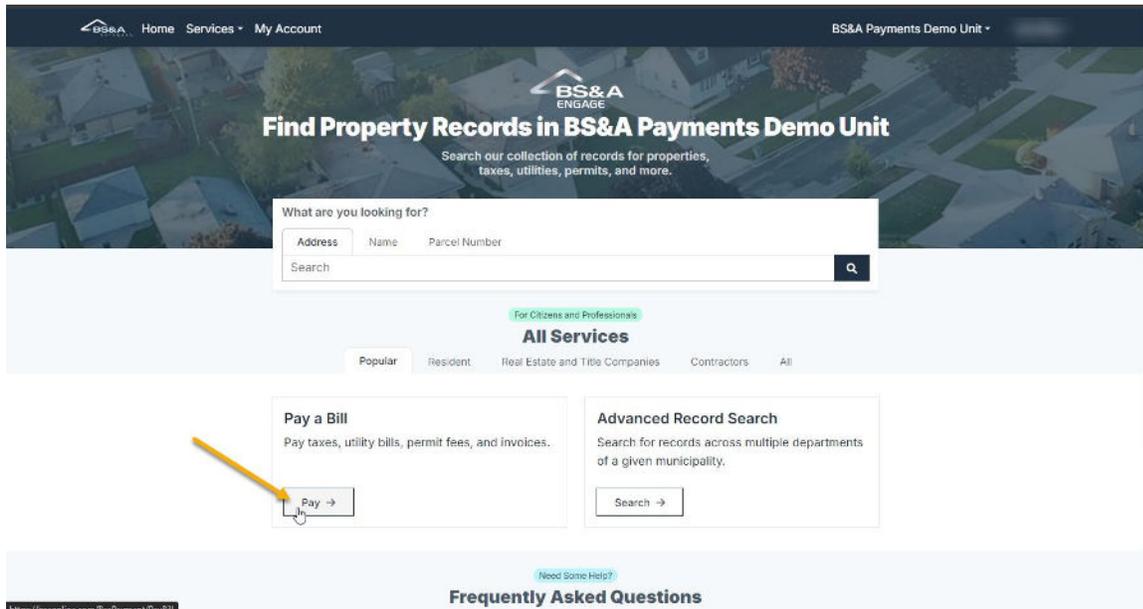


BS&A Payments: Pay a Bill

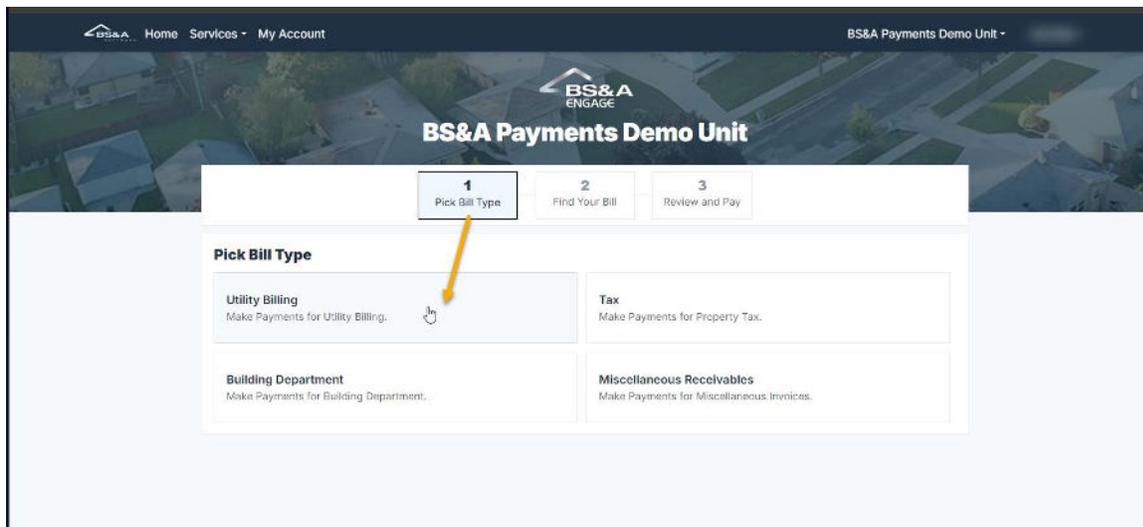
If you have not yet set up a BSAO Account, please see the document entitled *BS&A Online: Creating an Account*

For Utility Bills, you have options to enroll in AutoPay and/or Paperless Billing during steps 7 and 8. Please see the document entitled *BS&A Payments: Enrolling in Utility Billing AutoPay and/or Paperless Billing*

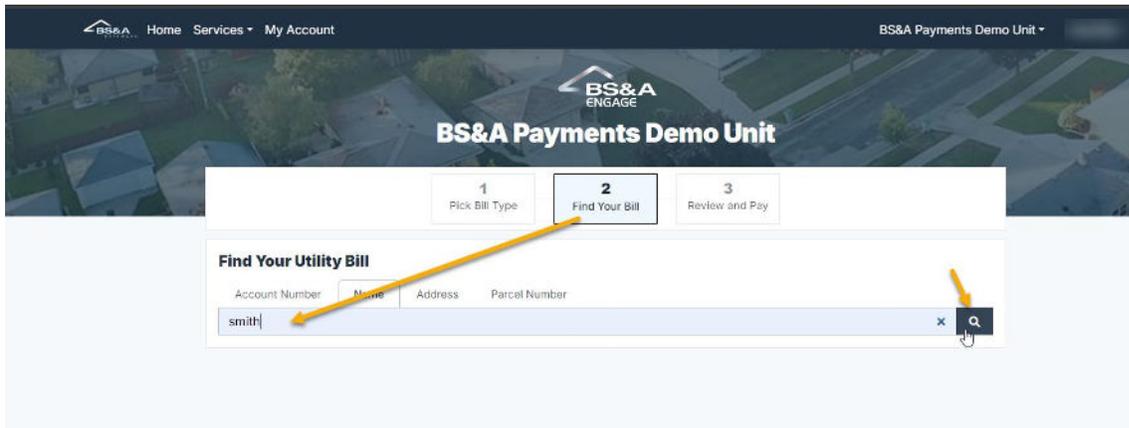
1. If you're not already there, Sign In to your BSAO Account
2. Click Pay



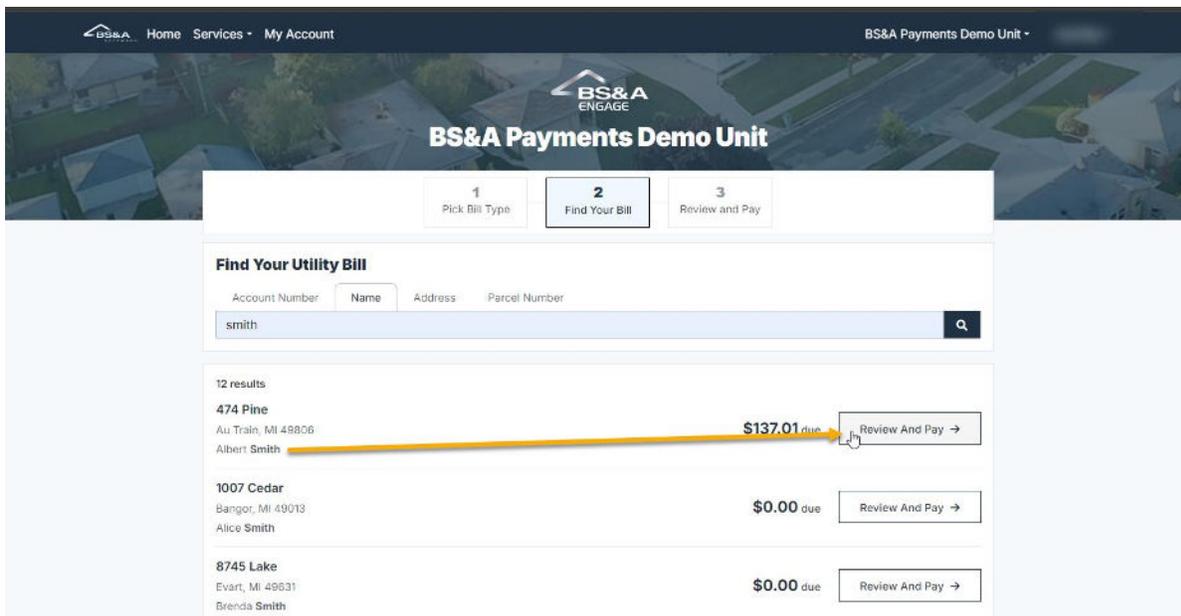
3. Click the Bill Type (this example uses UB, but others follow suit)



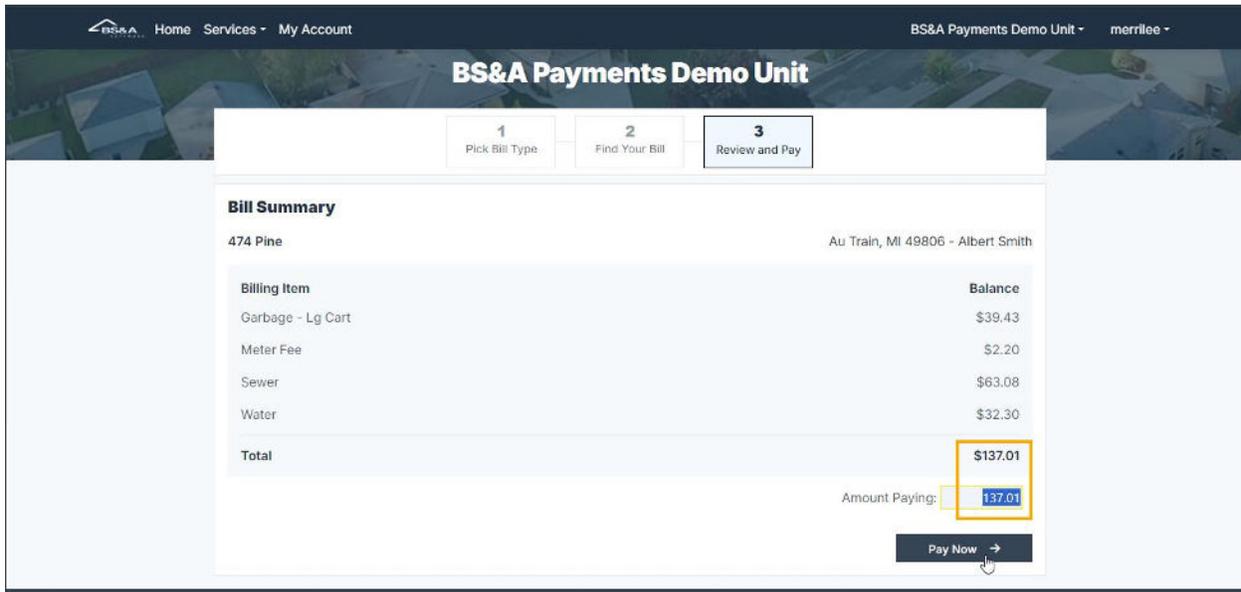
4. Enter your search criteria > click the Browse button



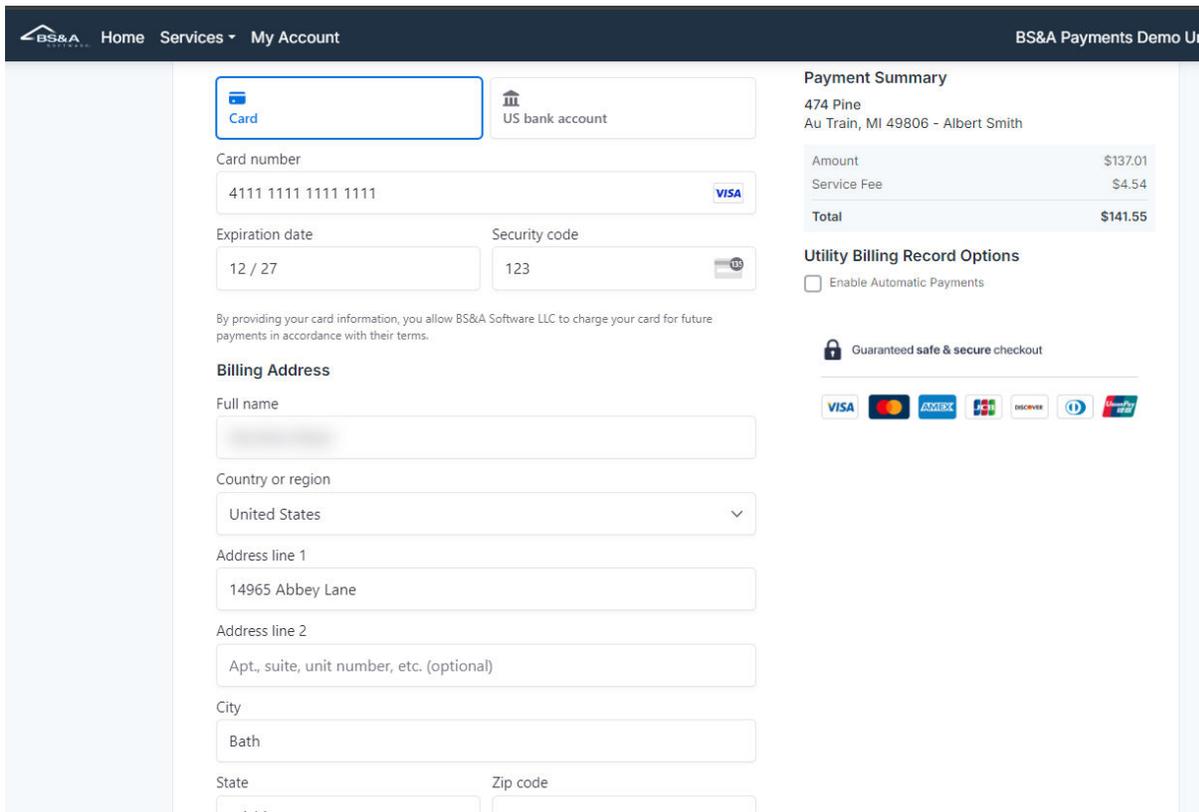
5. Locate your result > click Review and Pay



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



7. 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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