

BS&A Online: Making a Payment

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT


BS&A Online:

BSA& Online is a collection of municipal services that provides instant and convenient access to various kinds of important information held at your local government. This document is intended to help users of the site make an online payment.

This example is for a Miscellaneous Receivables payment for the Villages Community Development Districts. BS&A Online facilitates taking payments for property damage, gate damage, community standards fines and any other miscellaneous receivables invoices.

Making a Payment:

1. Go to the following website: <https://bsaonline.com/?uid=2523>
2. Click on the Misc. Receivables Payments Link on the left side.

Search: **Miscellaneous Receivables** ▾ By: **Address** ▾ Enter an address or address range such as 100-200 Main St  Search

☐ Use Advanced Address Search

SERVICES

Public Records Search

All Record Search

Building Department Search

Business Licensing Search

Current Tax Search

Miscellaneous Receivables Search

Special Assessment Search

Utility Billing Search

Online Payments

Building Department Payments

Business Licensing Payments

Current Tax Payments

Miscellaneous Receivables Payments

Special Assessment Payments

Utility Billing Payments

MUNICIPALITIES

Select a Municipality


Recent

ACCOUNT

Account Settings

Remote Assistance

Sign Off

 **Miscellaneous Receivables Online Payment Service**
Invoice Cloud Customer Testing, BSA County

Step 1: Search

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Miscellaneous Receivables** Online Payment Service. This service allows you to search for a specific record within the **Miscellaneous Receivables** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Invoice Number

Enter the **Invoice Number** for the record you are attempting to search on.

Invoice Number:

Search by Customer ID

Enter the **Customer ID** for the record you are attempting to search on.

Customer ID:

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 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:


3. Enter the invoice number, customer ID, name, or address of the record being paid to search for it.

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4. Click "Pay this invoice" next to the bill being paid.

 Miscellaneous Receivables Online Payment Service

Step 1: Search
Click here to return to this step

Step 2: Select Record
Click here to return to this step

Step 3: Make Payment
Verify your selected record and enter your payment amount.

Customer: MY ACCOUNT

Name & Address Information Current As Of 7/28/2023

JOHN DOE
JOHN DOE ROAD

Additional Record Information

By clicking the link below you can view additional information for Customer MY ACCOUNT.

[View Additional Customer Information](#)

Pay Invoice for this Customer

Enter the appropriate payment information below. If more than one invoice is available for payment you'll need to select a specific invoice to pay. Once you have verified your payment amount click the **Pay this Invoice** button to continue.

Invoice #	Invoice Date	Due Date	Amount Due	
2300001778	07/28/2023	07/28/2023	\$1.00	Pay this Invoice
2300001779	07/28/2023	07/28/2023	\$2.00	Pay this Invoice

NOTE: Any recent payment(s) made online may not be immediately reflected in amount(s) due

NOTE: You will have the option of paying less than the full balance on the following pages.

5. Choose a Payment method and proceed with entering payment information. Please note there is a 2.75% service fee or a minimum of \$2.00.

Payment Options








Payment Information

Review Payment

How would you like to pay?

Available Payment Methods

Credit/Debit Card

How much would you like to pay?

☒ Pay Full Invoice \$1.00

☐ Pay Other Amount

[Continue to Payment Information >](#)

Payment Summary

Invoice #	Amount
INV-MY ACCOUNT,2300001778 - View	\$1.00
SUBTOTAL	\$1.00
SERVICE FEE *	+ \$1.00
GRAND TOTAL	\$2.00

*A non-refundable service fee of \$1.00 is included in your total.