

## Online Business Registration

Registering online and linking your business will give you the ability to Edit your Business Information, View your Business Licenses, and make payments online.

These instructions will walk you through the process of registering your account online and linking your business to the Online account.

Online Registration can be accessed at the following link

<https://bsaonline.com/Account/Register?uid=2612>

It will take you to the below page where you can enter your registration information.

The screenshot shows the 'Create an Account' page on the Tifton Georgia website. The page header includes the Tifton logo and navigation links for Home, Services, Employment Opportunities, and Municipalities. A search bar is located below the header, with a dropdown menu set to 'Utility Billing' and a search type of 'Address'. The main content area is titled 'Create an Account' and includes a sub-header 'Please provide the information requested below to create an Account.' Below this, there is a link for 'Already Registered? Click here to Sign In' and a section for 'Create a New Account'. The registration form consists of several fields: 'User Name' (with a note that it will be used for login), 'My e-mail address is:' and 'Confirm e-mail:' (both with asterisks), and 'Protect your account and information with a password.' which includes 'Enter a new Password:' and 'Re-enter password:' (both with asterisks). There is also an 'Account Information (Optional)' section with a note that information is requested for business accounts and can be entered later. Below this is an 'Other Information' section with a dropdown menu for 'How did you learn about us?' and a 'Verify Code' field with a note that it is used to verify the user is human. A sidebar on the left lists various services such as Public Records Search, Building Department Payments, and Business Licensing.

## Once you click the Create Account you will be sent a confirmation email



**New Account Created**  
Thank you for creating a new account.

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Thank you for your registration **IT-Support**, an e-mail is being sent to the e-mail address you supplied while registering. This e-mail will contain a link which will activate your account.

[Click here to return to the login page.](#)

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The Email for Confirmation will look like the message listed below and requires you to click the link to validate and create the account

### New Account for BS&A Online

- Submitted by onlinesupport@bsasoftware.com on 12-05-2018 at 11:23 AM

Your BS&A Online account has been successfully created.

Your User Name is: IT-Support

Click the link below to activate your account and start using BS&A Online.

<https://bsaonline.com/Account/CompleteRegistration?user=IT-Support&uCode=31AF2205743317AAC7C9D2A32ACDD74EECA61F5679B87F12C3E009DA6D2AEFCA>  
(<https://bsaonline.com/Account/CompleteRegistration?user=IT-Support&uCode=31AF2205743317AAC7C9D2A32ACDD74EECA61F5679B87F12C3E009DA6D2AEFCA>)

If you can't click the link, then copy and paste it into your web browser's address window.

The above link will expire in 7 days. If you do not follow the link within that time, your registration will expire and your account will have to be recreated.

This is an auto-generated e-mail, please do not reply to it. If you have any questions about your account, please email [itsupport@bsasoftware.com](mailto:itsupport@bsasoftware.com)

NOTE: This email message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please destroy all copies of the original message.

Once Clicked you will see an activation message.

The screenshot shows the TIFTON Georgia website interface. At the top, there is a navigation bar with 'BS&A Online', 'Home', and 'Services'. The main header features the TIFTON logo with the tagline 'The Friendly City'. Below the header is a search bar with 'Search: Utility Billing' and 'By: Address'. A search input field contains the text 'Enter an address or address range such as 100-200 Main St'. A checkbox for 'Use Advanced Address Search' is visible below the search bar. On the left side, there is a 'SERVICES' menu with various options like 'Public Records Search', 'All Record Search', 'Building Department Search', 'Business Licensing Search', 'Miscellaneous Receivables Search', 'Utility Billing Search', 'Online Payments', 'Building Department Payments', 'Business Licensing Payments', 'Miscellaneous Receivables Payments', 'Utility Billing Payments', 'Building Department', and 'Apply for a Permit'. The main content area displays a 'New Account Activation' message with a user icon and the text 'Thank you for registering for a new BS&A Online account.' Below this message is a large button labeled 'Activate Account'. At the bottom of the main content area, there is a disclaimer: '\*\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or acc...

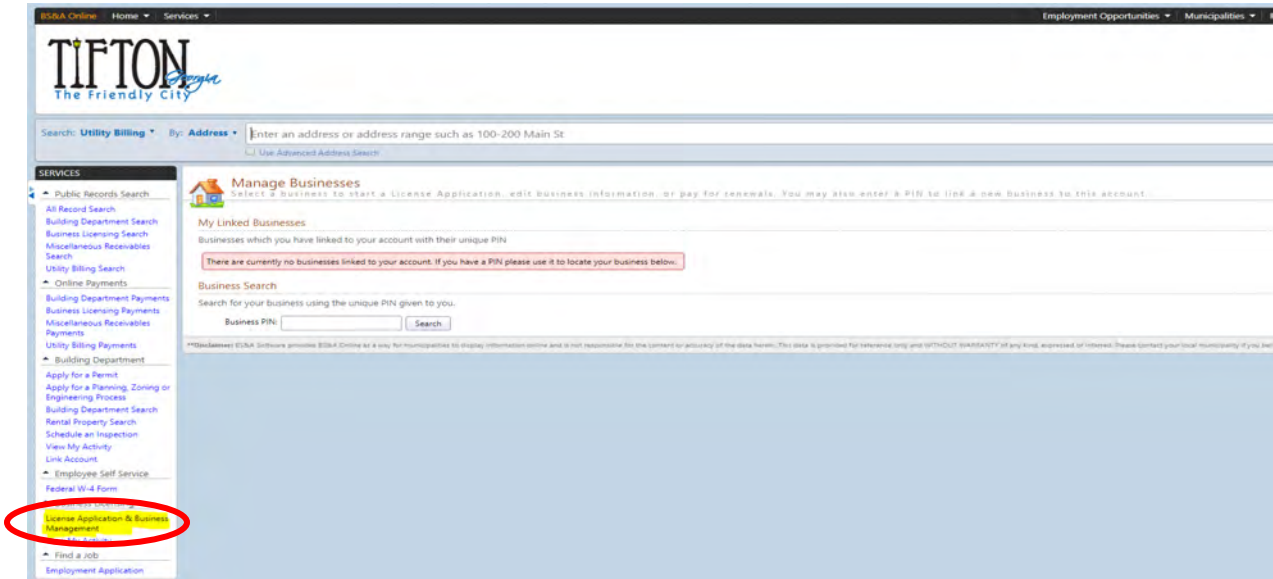
Once activated you can log into the site. You have now completed the Process to register online.

The screenshot shows the TIFTON Georgia website interface after a user has logged in. The top navigation bar includes 'BS&A Online', 'Home', 'Services', 'Employment Opportunities', 'Municipalities', 'Favorite Records', and 'it-support'. The main header features the TIFTON logo with the tagline 'The Friendly City'. Below the header is a search bar with 'Search: Business Licensing' and 'By: Address'. A search input field contains the text 'Enter an address or address range such as 100-200 Main St'. A checkbox for 'Use Advanced Address Search' is visible below the search bar. On the left side, there is a 'SERVICES' menu with various options like 'Public Records Search', 'All Record Search', 'Building Department Search', 'Business Licensing Search', 'Miscellaneous Receivables Search', 'Utility Billing Search', 'Online Payments', 'Building Department Payments', 'Business Licensing Payments', 'Miscellaneous Receivables Payments', 'Utility Billing Payments', 'Building Department', 'Apply for a Permit', 'Apply for a Planning, Zoning or Engineering Process', 'Building Department Search', 'Rental Property Search', 'Schedule an Inspection', 'View My Activity', 'Link Account', 'Employee Self Service', 'Federal W-4 Form', 'Business Licensing', 'License Application & Business Management', 'View My Activity', and 'Find a Job, Employment Application'. The main content area displays a 'Welcome' message with the text 'Welcome to BS&A Online, powered by BS&A Software. This page is filled with customizable widgets that allow you to interact with the BS&A data provided by the online and desktop applications.' Below this message are several links: 'Click here to learn more about the BS&A Online page and widgets', 'Click here to learn more about BS&A Online Search', 'Click here to learn more about the issues on BS&A Online', 'Click here to learn more about BS&A Online payments', and 'Click here to learn more about BS&A Online favorites'. Below the links is a 'My Favorite Records' section. At the bottom of the main content area, there is a disclaimer: '\*\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data here. This site is provided for reference only and DOES NOT constitute a legal opinion or other financial or legal advice. Please consult your legal counsel for any such advice. There is no warranty or other liability on the part of the site...

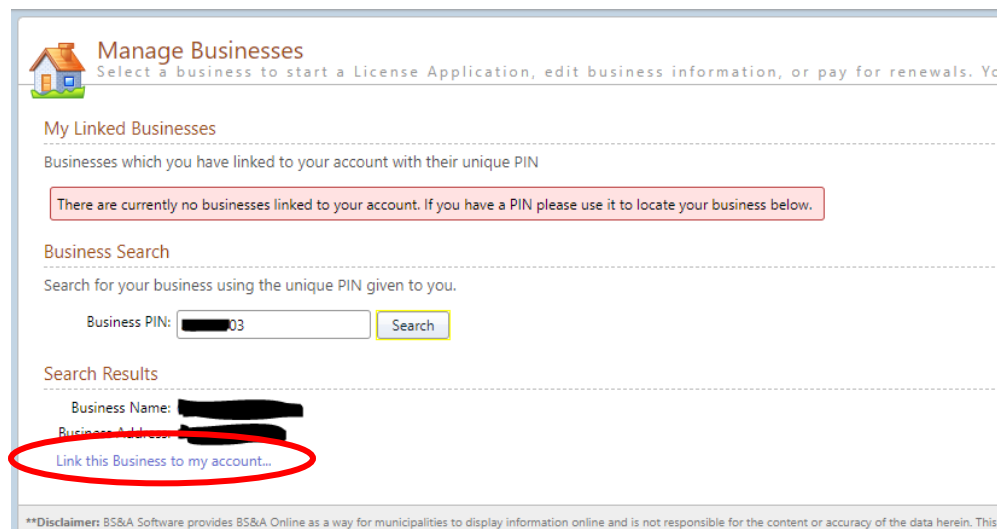
## Linking a Business to your online account.

The next steps will take you through linking a business to your Online account. This will give you the ability to edit your business information and pay your licenses online. You will need to have logged into your online account and have your Web Pin that is located on your renewal form.

Once online, click the “License Application & Business Management” link on the left of the screen.



The site will then Request your Web Pin from your Renewal form and then Search for your account. Verify your business information and click “Link this Business to my Account”



The business is now linked to your online account. You now have the ability to View/Pay your business Licenses online or Edit your Business Information.

**BS&A Online** Home Services

**TIFTON**  
The Friendly City

Search: Utility Billing By: Address Enter an address or address range such as 100-200 Main St  
 Use Advanced Address Search

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Business Licensing Search
  - Miscellaneous Receivables Search
  - Utility Billing Search
- Online Payments
  - Building Department Payments
  - Business Licensing Payments
  - Miscellaneous Receivables Payments
  - Utility Billing Payments
- Building Department
  - Apply for a Permit
  - Apply for a Planning, Zoning or Engineering Process
  - Building Department Search
  - Rental Property Search
  - Schedule an Inspection
  - View My Activity
  - Link Account
- Employee Self Service
  - Federal W-4 Form
- Business Licensing
  - License Application & Business Management
  - View My Activity
- Find a Job
  - Employment Application

**Manage Businesses**  
Select a business to start a License Application, edit business inform

**My Linked Businesses**  
Businesses which you have linked to your account with their unique PIN

[Redacted] (Business Address)  
 Licenses are ready for renewal  
 • [View Business Licenses...](#)  
 • [Edit Business Information...](#)

**Business Search**  
Search for your business using the unique PIN given to you.

Business PIN:

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When you click "View Business Licenses" you will see the current licenses and current amount Due on the account

**TIFTON**  
The Friendly City

Search: Utility Billing By: Address Enter an address or address range such as 100-200 Main St  
 Use Advanced Address Search

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Business Licensing Search
  - Miscellaneous Receivables Search
  - Utility Billing Search
- Online Payments
  - Building Department Payments
  - Business Licensing Payments
  - Miscellaneous Receivables Payments
  - Utility Billing Payments
- Building Department
  - Apply for a Permit
  - Apply for a Planning, Zoning or Engineering Process
  - Building Department Search
  - Rental Property Search
  - Schedule an Inspection
  - View My Activity
  - Link Account
- Employee Self Service
  - Federal W-4 Form
- Business Licensing
  - License Application & Business Management
  - View My Activity
- Find a Job
  - Employment Application

**Business - Licenses**

Business Information

Business: [Redacted] Billing: [Redacted]

Total Due: TIFTON, GA 31704 \$106.00

License Information

License #	License Type	Status	Application Date	Issue Date	Expiration Date	Amount Due	
[Redacted]	Gross Receipts - B	Renewed	1/1/2017	1/1/2017	12/31/2017	\$0.00	View
[Redacted]	Alcohol - General	Renewed	12/31/2017	1/18/2018	12/31/2018	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	2/16/2016	1/1/2016	12/31/2016	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	2/9/2015	1/1/2015	12/31/2015	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	12/26/2013	12/28/2013	12/31/2014	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	2/15/2012	2/14/2012	12/31/2012	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	2/22/2011	2/22/2011	12/31/2011	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	1/1/2012	1/1/2012	12/31/2012	\$0.00	View
[Redacted]	Alcohol - General	Renewed	10/31/2016	1/1/2017	12/31/2017	\$0.00	View
[Redacted]	Alcohol - General	Renewed	10/27/2015	1/1/2016	12/31/2016	\$0.00	View
[Redacted]	Alcohol - General	Renewed	10/28/2014	1/1/2015	12/31/2015	\$0.00	View
[Redacted]	Alcohol - General	Renewed	11/4/2013	11/4/2013	12/31/2014	\$0.00	View
[Redacted]	Alcohol - General	Renewed	10/24/2012	10/24/2012	12/31/2013	\$0.00	View
[Redacted]	Alcohol - General	Renewed	10/18/2011	10/18/2011	12/31/2012	\$0.00	View
[Redacted]	Gross Receipts - B	Renewed	11/2/2010	11/2/2010	12/31/2011	\$0.00	View
[Redacted]	Gross Receipts - B	Issued	12/18/2017	4/6/2018	12/31/2018	\$0.00	View
[Redacted]	Alcohol - General	Pending	10/3/2018		12/31/2019	\$106.00	View

**Amount Due**  
 Account Total: \$106.00  
 Due: \$106.00

The system will lastly give you the option to input an amount and pay online.



Search: **Utility Billing** By: **Address** Enter an address or address range such as 100-200 Main St

Use Advanced Address Search

SERVICES Home > Search Results > Record Details > Make Payment

### Make a Payment on an License

Business Licensing Online Payment Service

Business: [REDACTED]

Name & Address Information

[REDACTED]  
TIFTON, GA 31794

Pay License for this Business

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

Licenses marked as 'pending' are awaiting confirmation and cannot be paid at this time.

License #	License Type Description	Application Date	Issue Date	Expiration Date	Amount Due	Amount Paid	
[REDACTED]	Alcohol - General	10/03/2018		12/31/2019	\$100.00	\$100.00	<input type="button" value="Pay this License"/>

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

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