



*Moving Forward Working Together*

## ONLINE PAYMENTS FOR BUILDING AND ZONING

The Village of Cass City aims to make the payment of [development fees](#) as streamlined and as user-friendly as possible. As such, the Village offers online options for those seeking to make a credit card payment. Those seeking to make a payment will need to know their [invoice number](#), as provided by Village staff via mail or email, and be able to access the Village's accounting provider at [www.BSAonline.com](http://www.BSAonline.com). Accessing BSA Online and making a payment requires a user account with BS&A.

For more information on creating an account, [click here](#) (or go to [https://bsaonline.com/Documents/bsao\\_creatinguseraccount.pdf](https://bsaonline.com/Documents/bsao_creatinguseraccount.pdf)).

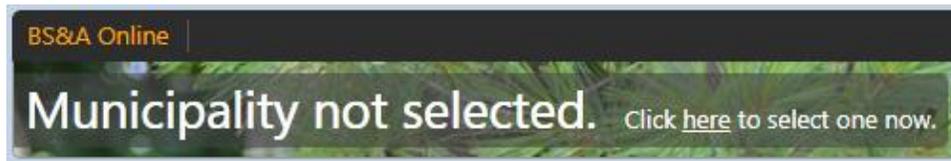
If you do not know your invoice number, or have additional questions, please contact the Village of Cass City staff at (989) 872-2911, or email the Village at [ccvillage@casscity.org](mailto:ccvillage@casscity.org).

## MAKING A PAYMENT THROUGH BS&A ONLINE

### Step 1: Accessing Cass City's BS&A Online Page

Upon receiving an invoice from the Village, individuals may log into their user account and onto the Village's BS&A Online page directly by going to [www.BSAonline.com/?uid=772](http://www.BSAonline.com/?uid=772), or may go to [www.BSAonline.com](http://www.BSAonline.com) and select Cass City as their municipality:

1. Click to find a municipality (top right of BS&A Homepage):



2. Search for "Cass City" in the Municipal Directory:

## Municipal Directory

Choose a municipality from the list below to get started

Michigan  Search

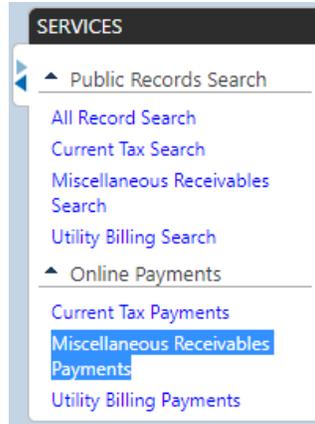
Village of Cass City, Tuscola County

Users should then be directed to the Village's BS&A page.

## **Step 2: Finding an Invoice**

After finding Cass City's BS&A Page, users may search for their invoice in the system.

1. Locate the "Services" tab and select "Miscellaneous Receivables Payments":



2. Search for an Invoice, using the invoice number:

### Search by Invoice Number

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

Invoice Number:

3. Select your invoice from the display list:

Reference #	Name
000000100	VILLAGE OF KINGSTON
0000001000	VILLAGE OF UNIONVILLE
0000001001	STATE OF MI - ACT 51
0000001002	STATE OF MI - ACT 51
0000001003	MI ECONOMIC DEVELOPMENT CORP
0000001004	VILLAGE OF GAGETOWN

## **Step 3: Making an Invoice Payment:**

Users may pay their invoice by linking a bank savings/checking account – or – by paying with a Credit Card. BS&A accepts the following forms of payment: **Visa, MasterCard, Discover, and American Express.**

- **Note:** *There is a service fee to a third-party processor for use of a debit or credit card, but no fee for an on-line payment via a bank account.*

Payments on the account should appear immediately on BS&A, but transfer of funds may take 3-5 business days.

For further information on making a payment via the BS&A Online software, [click here](#) (or go to [https://www.bsaonline.com/Documents/bsao\\_makingpayment.pdf](https://www.bsaonline.com/Documents/bsao_makingpayment.pdf)).