

ACCESS INSTRUCTIONS - 'Detailed Tax Billing and Payment History Data'

- 1.) On the townships web site **'Home Screen'**, scroll down and press the **'Property Database'** button that is located on the left hand margin.
- 2.) On the **'New To Internet Services'** screen, click on the **'Sign Up'** button that is located in the lower left hand corner.
- 3.) On the **'Enter your information below to create a new account'** screen, Register for your account by typing in what will be your chosen Login information:
User Name _____
Password _____ (Must be at least 6 characters)
Confirm Password _____
Email Address _____
Confirm Email Address _____
(Suggestion, write in the above information and fasten this procedure to your tax documents file folder for future reference)
Type in the **"Verification Code"** in the space provided, and click on the **'Register'** button at the bottom of the page, (screen)
- 4.) Go to your email account and open the new message you will have received from BS&A Software. Follow the few steps outlined there to **Activate**, and start using your **'Property Tax Reference'** account.
- 5.) **'Welcome To BS&A Internet Services'** screen,
scroll down to **'Barry County'**
'Yankee Springs Township'.... and click on the **'Yankee Springs Township'** button
- 6.) After reviewing the features on the next screen that opens, click on the **'Tax Information Search'** button on the left hand margin.
- 7.) In the **'Tax Information Search'** screen, type your name, (Last name only is the preferred search method. For a more refined search try Last Name, First Name.), in the space provided, and press the **'Search'** button.
- 8.) On the **'Tax Information Search Results'** screen, you will see your name preceded by your property identification number in the color Blue, click on it, then click on the **'I Am The Property Owner, Proceed'** button
YOU'RE INTO YOUR PROPERTY 'DETAILED TAX INFORMATION' SCREEN

Once there, you can review all of the tax data the Township has about your property. Scroll down to whatever Tax Year and Season you wish to obtain data about, and click the adjacent **"+"** sign located on the left border of the listing. It will open up all of the Tax Data for that Tax Year and Season. At the bottom of the revealed tax information is an action link colored blue **'(Print Tax Bill/Receipt)'**. If you want a hard copy receipt for that respective year and season, Click on it and on the following screen that comes up, in the upper right hand corner click on the **'(Send To Printer)'** link.

From then on to access your property tax data on subsequent occasions, just go directly to the Township Web Site and press the **'Property Data Base'** button, on the Next Screen, login in with your chosen user name and password, and on the Next Screen, Go straight to Step 6, above.

Have trouble with your registration or accessing your records, contact B S & A Software Tech Support department and they will help you through your difficulties. They WILL call you back, usually within 10 minutes, if they are busy when you call. It's TOLL FREE, (855) 272-7638.