

Register up your BS&A Utility Account:

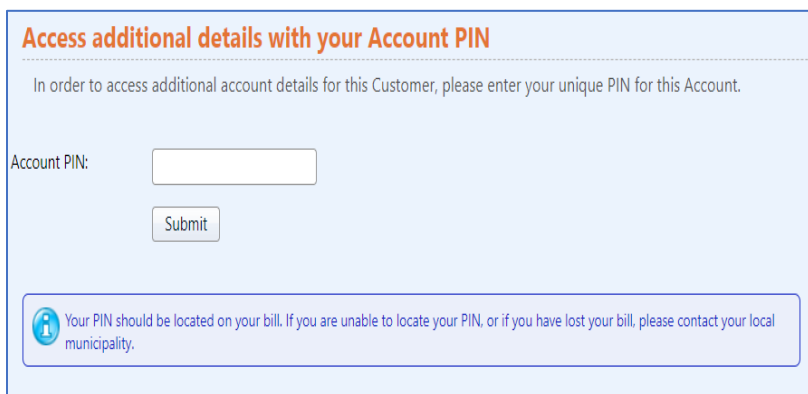
<https://bsoonline.com/Home/Index?uid=1088>

1. Click on the Utility Billing Search tab and enter your property address.



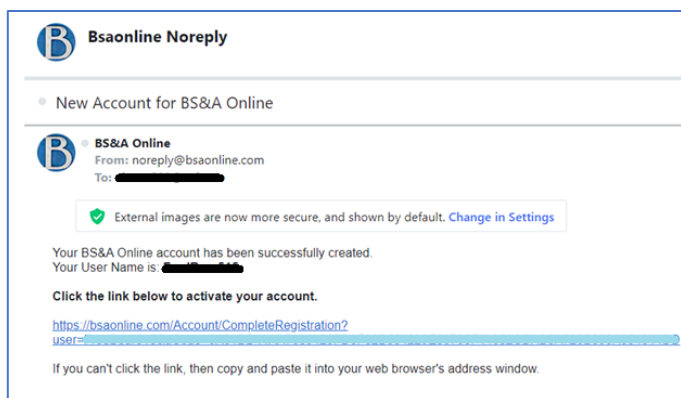
The screenshot shows the BS&A Online website interface. At the top, there is a navigation bar with "BS&A Online", "cityofgrayling.org", "Home", and "Services". Below this is a banner for "City of Grayling | Crawford County | MI". A search bar is present with "Search: All Records" and "By: Address" dropdowns, and a checkbox for "Use Advanced Address Search". On the left, a "SERVICES" menu lists various search options, with "Utility Billing Search" highlighted in a red box. On the right, a "Welcome" message is displayed, along with several links to learn more about the website.

2. Click on your address and enter the Account Pin found on your Utility Bill then hit submit.



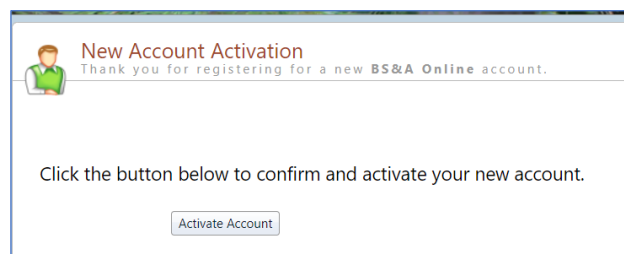
The screenshot shows a form titled "Access additional details with your Account PIN". It contains the text: "In order to access additional account details for this Customer, please enter your unique PIN for this Account." Below this is a label "Account PIN:" followed by a text input field and a "Submit" button. At the bottom, there is an information icon and a note: "Your PIN should be located on your bill. If you are unable to locate your PIN, or if you have lost your bill, please contact your local municipality."

3. Follow the prompts to complete your account set up. You will need to choose a user name, provide an email address and password.
4. When you receive the email, click the "activate your account" link.



The screenshot shows an email notification from "Bsaonline Noreply". The subject is "New Account for BS&A Online". The body of the email states: "Your BS&A Online account has been successfully created. Your User Name is: [redacted]". It includes a link to activate the account: [https://bsoonline.com/Account/CompleteRegistration?uid=\[redacted\]](https://bsoonline.com/Account/CompleteRegistration?uid=[redacted]). A note at the bottom says: "If you can't click the link, then copy and paste it into your web browser's address window."

5. Then you will click the line to Activate your account.



The screenshot shows a "New Account Activation" page. It features a small icon of a person and the text: "Thank you for registering for a new BS&A Online account." Below this is the instruction: "Click the button below to confirm and activate your new account." and a button labeled "Activate Account".