

# Creating an AccessMyGov (AMG) User Account

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Questions? Call us at (855) 272-7638 and ask for the I.T. Department, or email [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

BS&A Software's new AccessMyGov website is an online collection of municipal services providing instant and convenient access to various kinds of important information held at your local government. This document is intended to help users of the website create a personalized account.

## Why Create an Account?

There are several reasons to create an account on a website that does not charge a convenience fee. Municipalities may also require the entry of a unique PIN to gain access to detailed information (i.e., Utility Billing). Entering your PIN while logged in will automatically link your Utility Billing account to your AMG account, without requiring you to do the same on subsequent lookups. Municipalities that offer Online Permit Applications may require that each contractor create an account on AMG to complete any applications.

Creating an account also allows you to take advantage of the My Favorite Records feature of AMG. Adding different records to your Favorites lists allows quick and easy access to them with only a few clicks. For a more detailed explanation of this feature, please see: <http://www.accessmygov.com/documents/amgfavorites.pdf>.

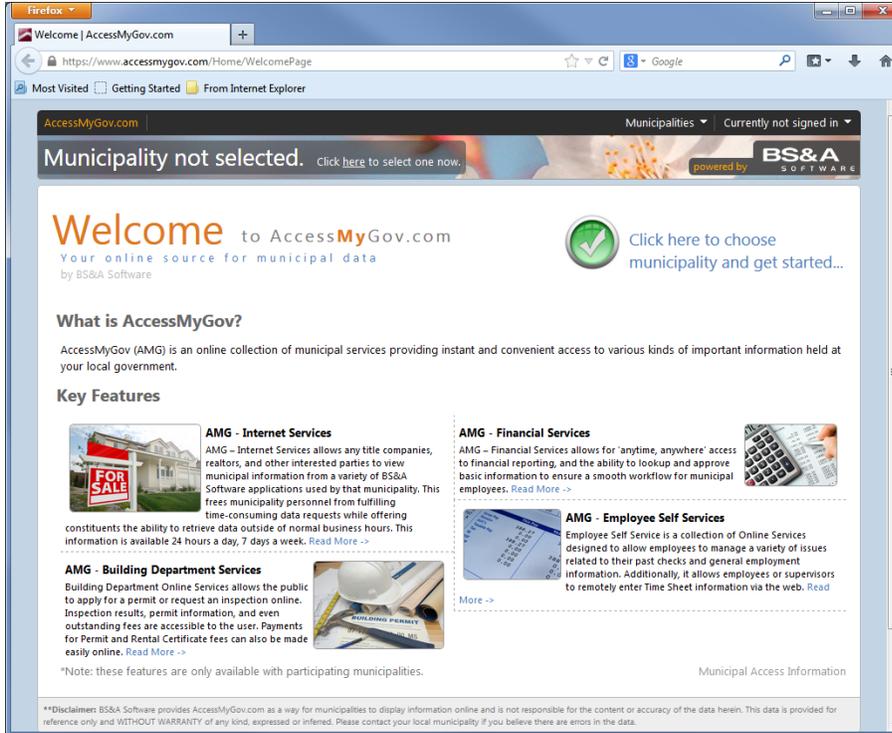
Creating an account is also beneficial, in that some municipalities require user accounts to apply for employment opportunities.

## Types of Accounts

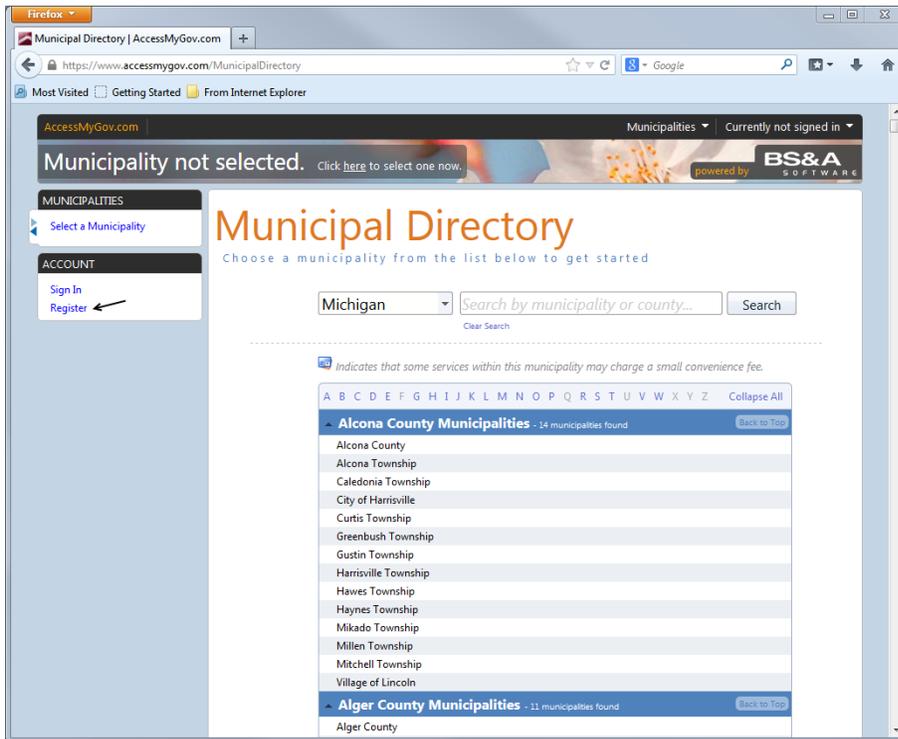
There are two distinct account types: Personal and Business. Personal accounts are intended for residents wishing to look up their own information, for which there is no charge. Business accounts are intended for individuals or companies who perform many queries a month, for which they will be invoiced monthly. Additional steps will need to be taken for setting up business accounts.

## Creating an Account

1. Go to <http://www.accessmygov.com>.
2. Click the **Click here to choose municipality and get started** link at the top of the screen.



3. Click **Register**, located in the Account menu on the left.



4. Fill out the information under the Create an Account section. All fields in this section are required.

A screenshot of the 'Create an Account' form. The form 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'. The main section is 'Create a New Account', which contains several required fields: 'User Name', 'My e-mail address is', 'Confirm e-mail', 'Enter a new Password', and 'Re-enter password'. Each field is preceded by a red star icon. A note explains that the User Name is for future login. At the bottom, there is a section for 'Account Information (Optional)'.

5. Optionally, fill out the Account Information section.

- Beneath Other Information, select how you learned about our site and enter the **Verify Code**.

**Account Information (Optional)**

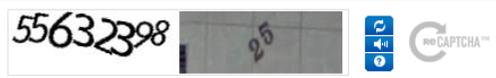
Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish.

**Other Information**

How did you learn about us?

**Verify Code**

Enter the text you see in the below image. This security feature helps prevent automated programs from registering for accounts.

 [Privacy & Terms](#)

\*\*Disclaimer: BS&A Software provides AccessMyGov.com as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

- Click the **Create Account** button at the bottom of the screen. The following message should appear:

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

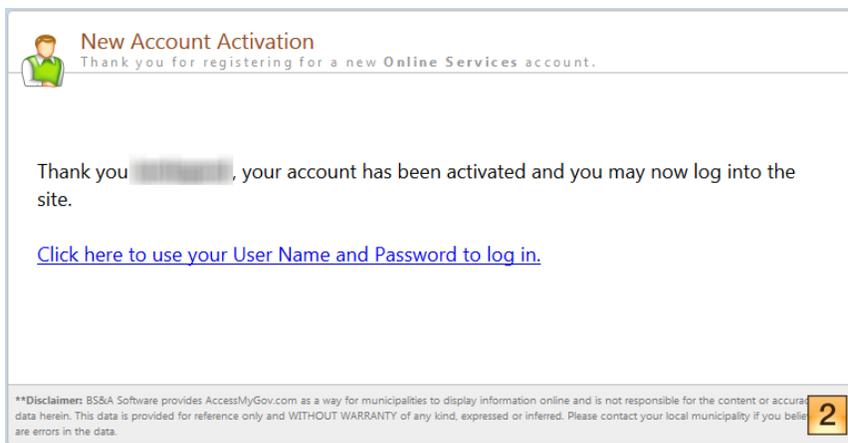
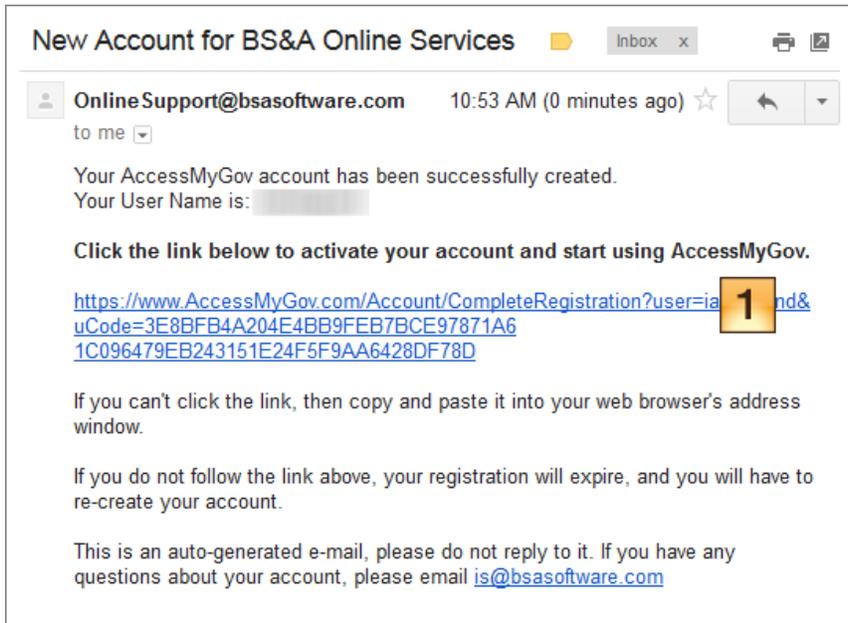
Thank you for your registration **[Redacted]**, an e-mail is being sent to the e-mail address you supplied while registering. This e-mail will contain a link which will activate your account.

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

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- Close the website and check the inbox of the email account under which you registered. You should have a message from OnlineSupport@BSASoftware.com. If this message does not appear within a few minutes, check your spam or junk folder.

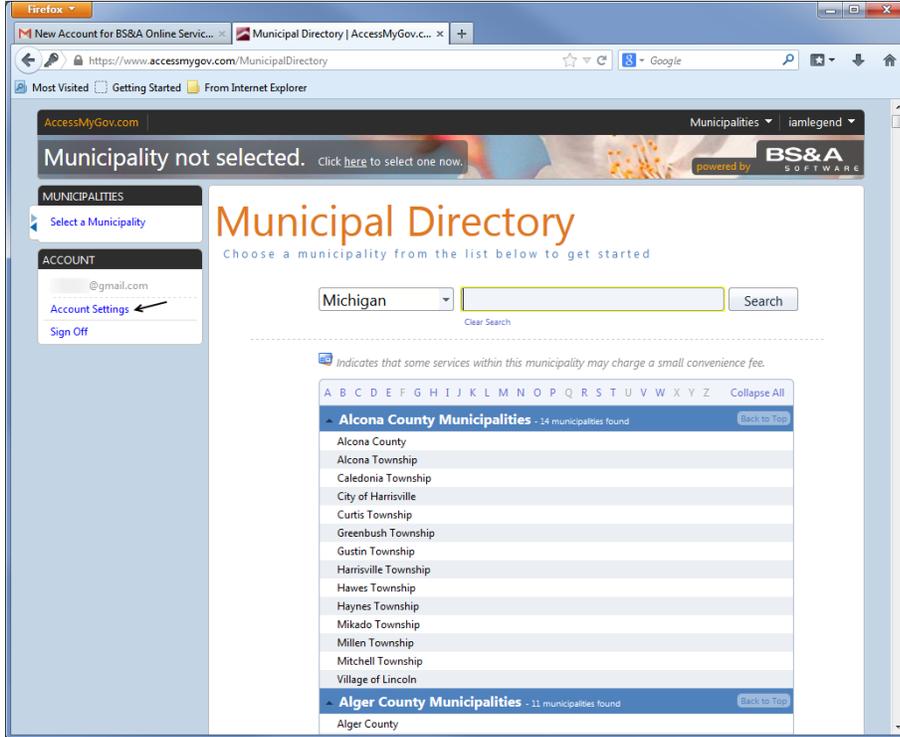
9. Click the link in the email to activate your account (1). The New Account Activation message should appear (2):



10. Click the **Click here to use your User Name and Password to log in** link and enter your login information. You now have an account with AMG. To upgrade to a business account, continue with the next set of instructions.

## Business Account Setup

1. Log in with your AMG account by going to <http://www.accessmygov.com>, clicking **Click here to choose municipality and get started...**, and then clicking **Sign In** on the bottom-left of the screen. Once logged in, click **Account Settings**, located in the Account menu on the left.



2. Click the **Edit your information** button under the Account Settings section.



- Under the User Information tab, click the **Click here for more information** link at the bottom of the page.

Phone Number:  Extension:

Fax Number:

Mobile Number:

Other Number:

**Interested in a Business Account?**

Some Units charge a small convenience fee to view records. Business Accounts allow you to perform lookups without paying up-front. You will be billed monthly for the lookups you perform.

[Click here for more information](#)

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- Click the **Click here for a Business Account Registration Form** button.

 **Request to be a Business Account**  
Please read the below information.

**What is a Business Account?**

A Business Account is an account that is configured to have deferred billing for any data retrievals where there is an associated convenience fee. You will be billed on a monthly basis for the lookups you perform on the site.

**How do I sign up?**

Please click the button to view the required registration form. Please print this form filling out the appropriate information then fax it to us here at BS&A Software.

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- The page that follows will need to be printed and faxed to BS&A at the number provided. Once we receive the form, we will upgrade your account and notify you.