

AccessMyGov (AMG) Basics

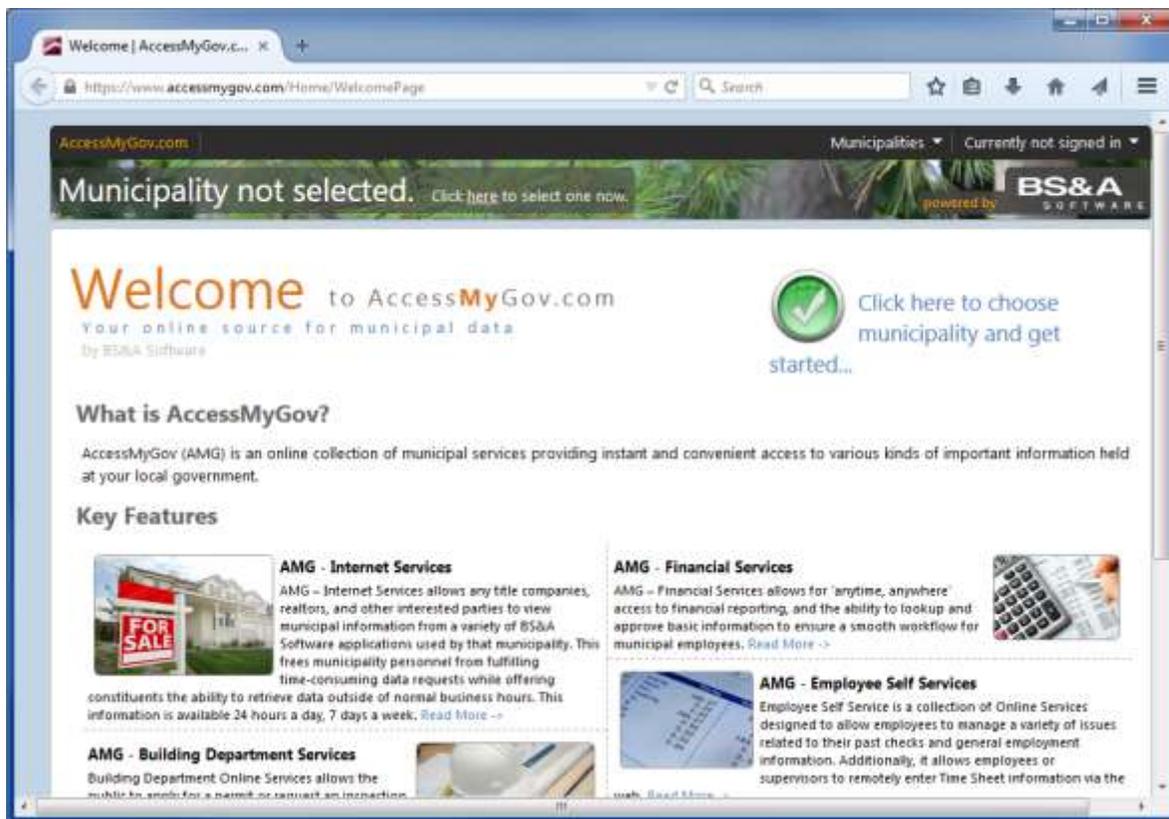
Questions? Call us at (855) 272-7638 and ask for the I.T. Department, or email tech@bsasoftware.com.

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 familiarize users with the layout of this new website.

Getting Started: Selecting a Municipality

AMG does not require residents or businesses to set up an account. However, in some cases, creating a user account is beneficial. Please [click here](#) for more information and instructions on 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.



This takes you to our Municipal Directory page. Every municipality in the state of Michigan is listed by default, but the site caters to a growing base of states.

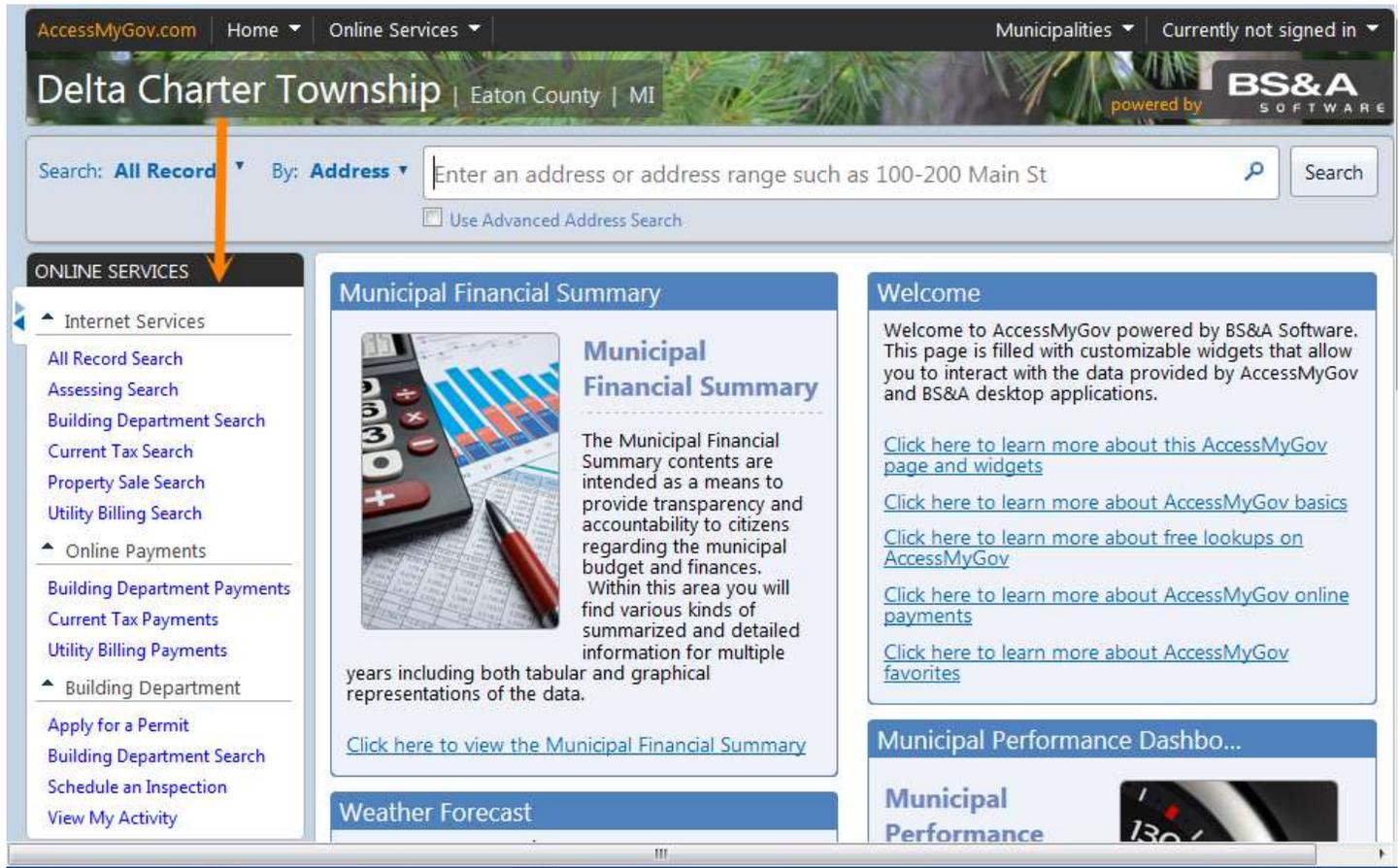
- To search for a particular municipality, first choose the appropriate state from the dropdown list on the left. Next, begin typing its name in the search box. While typing, the website attempts to assist your search by dropping down a menu of like names.



- Arrow down to your selection and press your Enter key, or click the selection.

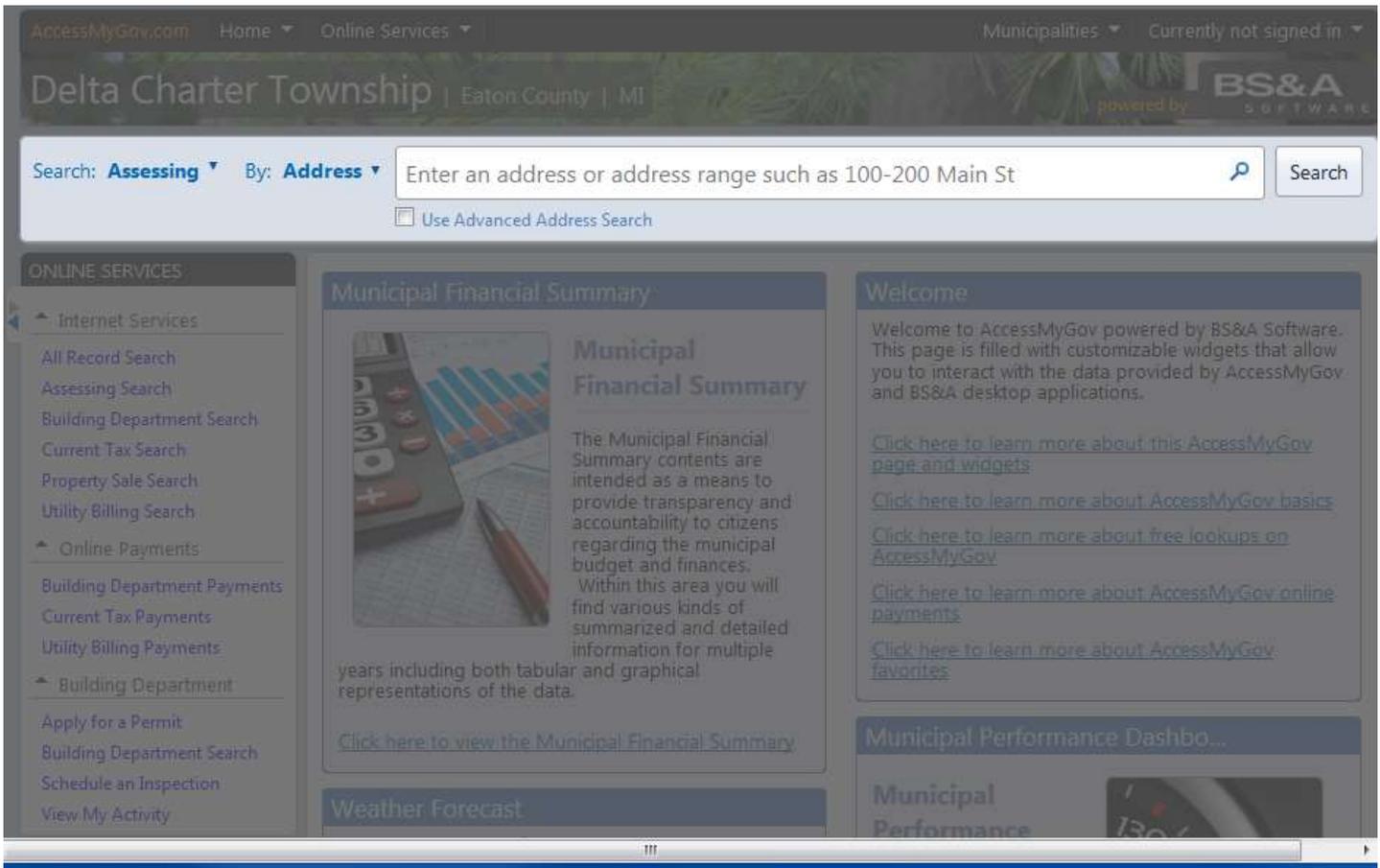
Searching for Municipal Records

Using Delta Charter Township in Michigan as an example, notice the items under the Online Services section on the leftmost menu:



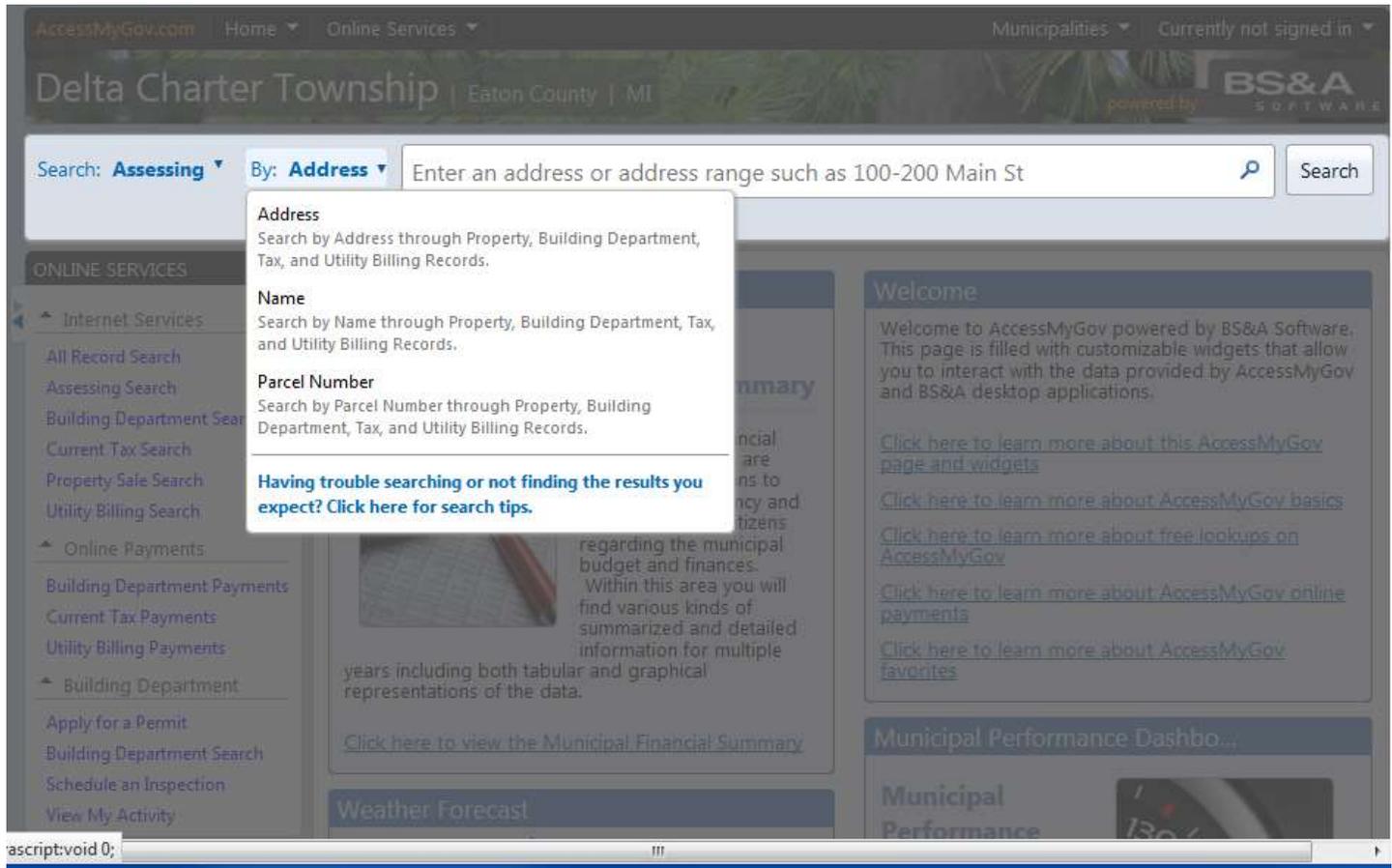
Delta Charter Township’s site offers the ability to search for Assessing, Property Tax, and Utility Billing information, among others, for each and every parcel within its municipality.

Clicking any of the items in the Online Services menu changes the focus of the website to the search bar at the top of the screen. For example, pictured is the search bar when the Assessing Search option has been selected:



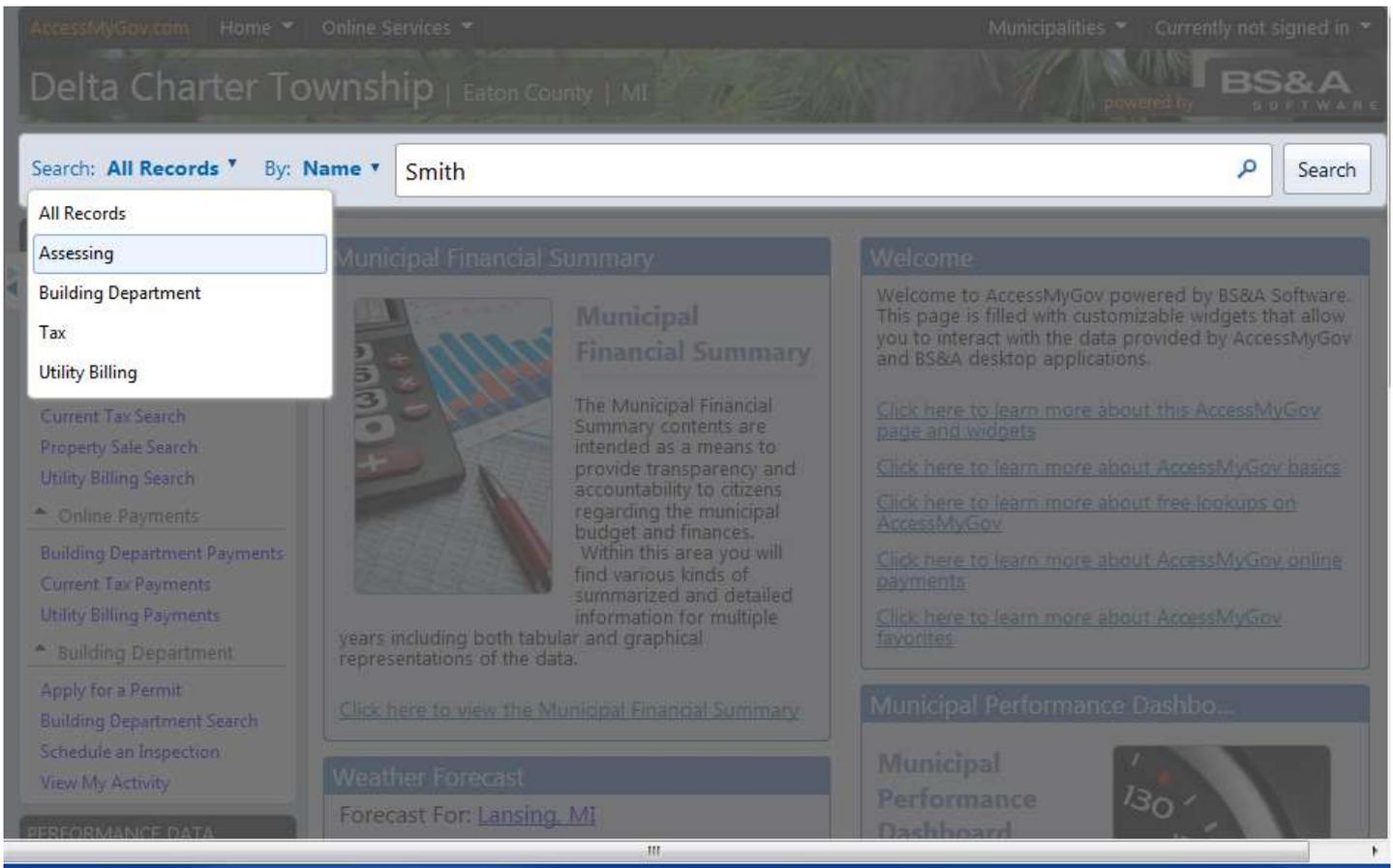
Notice that the cursor is immediately available in the search bar, while the surrounding page has darkened.

You may change the criteria of the search by clicking the drop arrow or the **Address** field:



- ~ The **Address** search allows you to search by a specific address or range of addresses
- ~ The **Name** search will search against the first and last name tied to every parcel in the municipality
- ~ The **Parcel Number** search allows you to search by a formatted parcel number string
- ~ Below the divider line are options for specialized searches. Pictured are search options for Utility Billing and Building Department.
 - ~ **Utility Billing** searches are done with Account Numbers or Location IDs
 - ~ **Building Department** searches are done using Permit, Enforcement, Certificate, or Project numbers

Another new feature is our Focused Search. On the same search bar pictured above, but to the left, click the drop arrow or the bolded, underlined field to select a more focused search of information:



The Assessing selection, for example, searches first against the municipality's Assessing information, rather than through its entire information base. This allows for more relevant information to be displayed first, and more importantly, allows for faster searching. Once both the Search Type and Search Focus have been set properly, click the Search button.

Search Results

AMG offers two different styles of search results: List View and Detail View.

List View offers a quick and condensed version of the search results, breaking data into four columns – Name, Reference # (parcel number, account number, etc.), Address, and any special flags on the parcel.

AccessMyGov.com Home Online Services Municipalities Currently not signed in
Delta Charter Township | Eaton County | MI
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Search: Assessing By: Name Smith Search

ONLINE SERVICES

- Internet Services
 - All Record Search
 - Assessing Search
 - Building Department Search
 - Current Tax Search
 - Property Sale Search
 - Utility Billing Search
- Online Payments
 - Building Department Payments
 - Current Tax Payments
 - Utility Billing Payments
- Building Department
 - Apply for a Permit
 - Building Department Search
 - Schedule an Inspection
 - View My Activity

Search Results for "Smith" using the Name Search in Assessing

Not finding what you are looking for? Try refining your search to narrow your results or changing your search type.

Sort By: Name | Display Style: List View | Want more search result detail? Click to the left to change your Display Style

Records Per Page: 15

Name	Parcel Number	Address
BANKS, RONALD K & SMITH	040-040-000-250-00	10860 KNOCKADERRY DR
BIERGANS, WILLIAM	040-044-500-440-00	1822 WILLOW CREEK DR
CDM SMITH INC	040-090-016-202-00	8164 EXECUTIVE DR STE A **Personal Property
COOLEY, ZELTHA F & SMITH, I E	040-022-300-260-00	7304 W MT HOPE HWY
GEER, CAROL R & SMITH, PATRICIA A	040-080-501-260-00	1040 GRENOBLE LN UNIT D
GLEASON, KELSEY L & SMITH, JUSTIN J	040-049-000-050-00	4624 W ST JOE HWY
KARENKO, SHIRLEY T SMITH	040-061-501-290-00	1004 TINDALAYA DR
HOGA, RICKY & SMITH, PATRICIA	040-081-500-260-00	8811 MULBERRY LN
SMITH LIFE LEASE, SANDRA J	040-062-600-530-00	12831 W GREENFIELD RD

Detail View offers a larger amount of information for each search result. The Summary Information section contains information such as the value of the property, details regarding any buildings that may be on the property, and a notification that other data is available.

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Search: Assessing By: Name Smith Search

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 - Utility Billing Payments
- Building Department
 - Apply for a Permit
 - Building Department Search
 - Schedule an Inspection
 - View My Activity

Search Results for "Smith" using the Name Search in Assessing

Not finding what you are looking for? Try refining your search to narrow your results or changing your search type.

Sort By: Name | Display Style: Detail View | Want faster, more condensed results? Click to the left to change your Display Style

Records Per Page: 15

Displaying items 1 - 15 of 100

10860 KNOCKADERRY DR, GRAND LEDGE, MI 48837 (Property Address)
Parcel Number: 040-040-000-250-00

Property Owner: BANKS, RONALD K & DEBORAH A SMITH

Summary Information

- Residential Building Summary
 - Year Built: 2010
 - Bedrooms: 3
 - Full Baths: 3
 - Half Baths: 1
 - Sq. Feet: 2,227
 - Acres: 0.318
- Assessed Value: \$130,300 | Taxable Value: \$130,300

1822 WILLOW CREEK DR, LANSING, MI 48917 (Property Address)
Parcel Number: 040-044-500-440-00

Property Owner: BIERGANS, WILLIAM M & SMITH, BETTY

Click a property either from List View or Detail view to open up more information (Record Details, next page).

Record Details

Record Details displays all information on one page; simply click the tab of the information you would like to view. Pictured on this parcel is available information for Property, Tax, Building, and Utility Billing. For example, clicking the Tax Information tab lets you view current and previous year taxes.

The screenshot shows a web application interface for 'Record Details'. On the left is a navigation sidebar with categories: ONLINE SERVICES, PERFORMANCE DATA, MUNICIPALITIES, and ACCOUNT. The main content area displays the following information:

- Parcel Address:** 10860 KNOCKADERRY DR GRAND LEDGE, MI 48837
- Parcel Number:** 040-040-900-250-00
- Property Owner:** BANKS, RONALD K & DEBORAH A SMITH
- Summary Information:**
 - Residential Building Summary: Year Built: 2010, Full Baths: 3, Sq. Feet: 2,227
 - Bedrooms: 3, Half Baths: 1, Acres: 0.318
 - Assessed Value: \$130,300 | Taxable Value: \$130,300
 - Property Tax Information found
 - 5 Building Department records found across 1 property
 - 2 Utility Billing Accounts found
- Navigation Tabs:** Property Information (selected), Tax Information, Building Department, Utility Bill Info.
- Jump To:** Owner and Taxpayer Information, General Information for Tax Year 2014, Land Information, Legal Description, Land Division Act Information, Sale History, Building Information - 2227 sq ft TWO-STORY (Residential)
- Owner and Taxpayer Information:**

Owner	BANKS, RONALD K & DEBORAH A SMITH 10860 KNOCKADERRY DR GRAND LEDGE, MI 48837	Taxpayer	SEE OWNER INFORMATION
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The Search Focus plays a role here, too. Because Assessing was our search focus, the Record Details page defaults to the Property Information tab. Had Tax been our focus, the Tax Information tab would have been the default display. Participating municipalities offer the ability to pay taxes/bills from relevant pages as well (next).

Online Payments

AMG allows for several different online payment options. For example, current tax bills, delinquent tax bills, building permits, and utility bills can all be paid online, provided the municipality participates in online payments. For this example, we'll go through the process of paying a current tax bill.

1. Locate the parcel using any of the search methods covered. If there is an outstanding balance due on the parcel, the Amount Due box displays it, along with a Pay Now link.

Amount Due

Current Taxes: **\$906.66**

[Pay Now](#)

2. Click the **Pay Now** link. The next page provides you with a summary of the parcel information and an area to type in the amount you wish to pay:

Pay Taxes on this Parcel

Enter the Amount Paying for either season for which there is an Amount Due. Verify that you have entered the correct amount before clicking the Pay [season] Taxes button.

Interest and Penalty Calculated on 08/12/2013

	Amount Due	Amount Paying	
Summer Taxes	\$906.66	<input type="text" value="\$906.66"/>	<input type="button" value="Pay Summer Taxes"/>

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

3. Enter the payment amount and click the **Pay [season] Taxes** button. You will be directed to the website of one of our participating credit card payment processors. From there, enter credit card information and your phone number.
4. Once the process is complete, you will be given a receipt confirming your payment. Please note that the payment may not be immediately reflected online.