

AMG Favorites

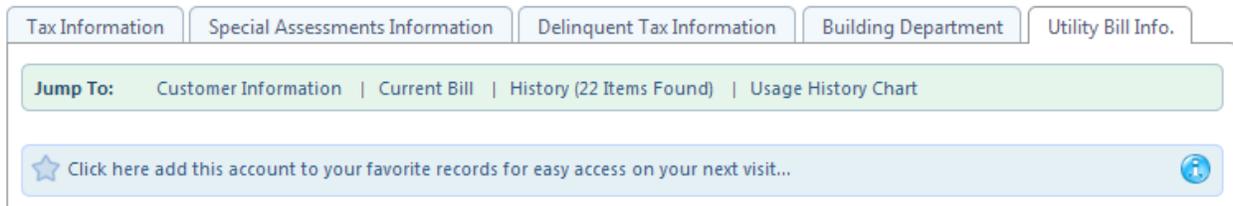
Questions? Call us at (855) 272-7638 and ask for the I.T. Department, or email tech@bsasoftware.com.

AMG Favorites/My Favorite Records is an easy way for logged-in users to quickly jump to or pay for a record that they may visit frequently. This feature is only available to residents who have created an AMG account.

The following records may be saved as Favorites: Utility Billing, Building Department, Miscellaneous Receivables, Tax, and Assessing.

Adding a Record to Favorites

1. Find the record using the search method of your choice.
2. Click the "Click here to add this account to your favorite records for easy access on your next visit" link.

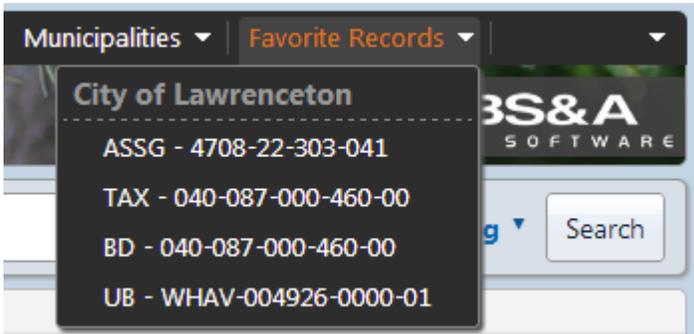


3. Wait for the page to refresh. Once done, the link you clicked will look like this:



Viewing Favorites

You may view your favorites either through the drop down menu on the Banner, next to your user name, or from the My Favorite Records widget (see the next set of instructions).



OR

My Favorite Records EDIT X

Favorites for City of Lawrenceton:

ASSG - 4708-22-303-041 SMITH DARIN J & APRIL L 2397 LORRAINA LN HARTLAND, MI 48353	Remove
TAX - 040-087-000-460-00 1121 ARLINGTON DR LANSING, MI 48917	Total Due: \$2,812.36 Remove Pay Now
BD - 1121 ARLINGTON DR LANSING, MI 48917 040-087-000-460-00	Total Due: \$100.00 Remove Pay Now
UB - WHAV-004926-0000-01 SMITH, TED 4926 WESTHAVEN BLVD	Total Due: \$0.00 Remove Pay Now

NOTE: favorite records are intended for site navigation only and do not imply ownership of related records

Adding the My Favorite Records Widget

The widget can be added either from a record that is marked as a favorite, or from the My AMG page.

From a record:

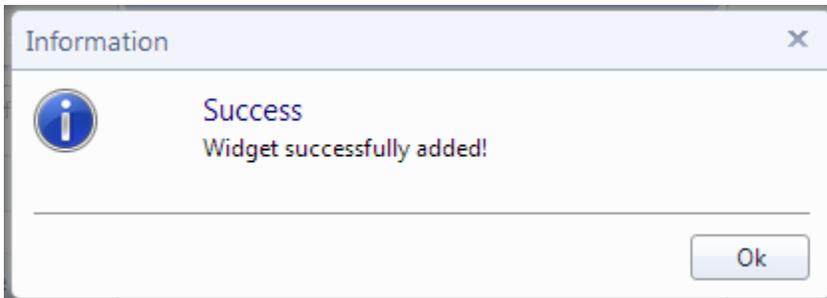
1. Click the  icon on the far right of the section:



2. Click "Add favorite records widget."

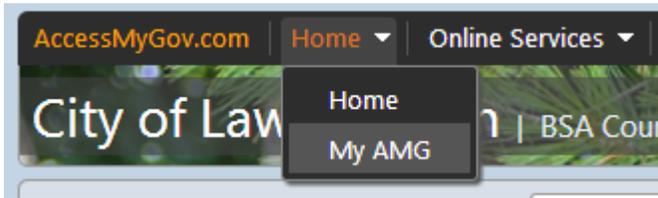


3. Click Ok.



From the My AMG page:

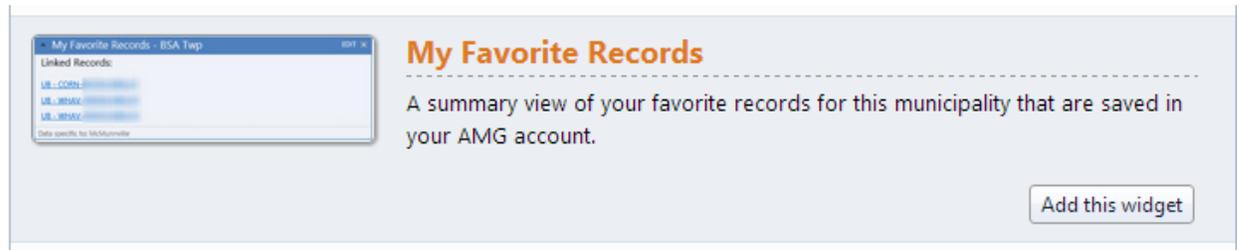
1. Go to the Home menu and select My AMG.



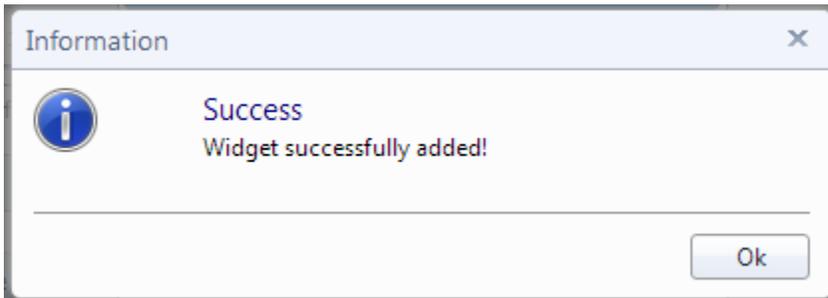
2. Click the "Add Widgets" link, located on the right.



3. Scroll through the available choices and click "Add this widget" next to the "My Favorite Records" entry.



4. Click Ok.



5. Click the "Back to page" button at the top to return to your My AMG page.