

Looking Up Your Own AMG Property Information for No Charge

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 users of the site to look up their own property information for free.

1. Find your record using the search options at the top of the screen. For a more detailed discussion of the search capabilities, please see <http://www.accessmygov.com/Documents/AMGBasics.pdf>. For this example, we'll search by owner name (Smith):

The screenshot shows the AccessMyGov search interface. At the top, there is a search bar with 'All Records' selected and 'By: Name' chosen. The search term 'smith' is entered. Below the search bar, the page title is 'Search Results for "smith" using the Name Search in Assessing, Building Department, Tax, and Utility Billing'. A message says 'Not finding what you are looking for? Try refining your search to narrow your results or changing your search type.' Below this, there are options for 'Sort By: Name' and 'Display Style: List View'. A table of results is displayed, showing 15 items. The table has columns for Name, Reference #, and Address. The first row is 'BANKS, RONALD K & DEBORAH A SMITH' with reference number '040-040-900-250-00' and address '10860 KNOCKADERRY DR'. Other rows include 'BIERGANS, WILLIAM M & SMITH, BETTY', 'CARRIER CREEK CONDO II% C SMITH', 'CDM SMITH INC', 'COOLEY, ZELTHA F & SMITH, I E', 'GEER, CAROL R & SMITH, PATRICIA A', 'GLEASON, KELSEY L & SMITH, JUSTIN J', and 'KARENKO, SHIRLEY T SMITH'. The 'CDM SMITH INC' row is marked as '**Personal Property'.

Name	Reference #	Address
BANKS, RONALD K & DEBORAH A SMITH	040-040-900-250-00 (Parcel Number)	10860 KNOCKADERRY DR
BIERGANS, WILLIAM M & SMITH, BETTY	040-044-500-440-00 (Parcel Number)	1822 WILLOW CREEK DR
CARRIER CREEK CONDO II% C SMITH	040-043-300-660-00 (Parcel Number)	7461 CHELLMAR
CDM SMITH INC	040-090-016-292-00 (Parcel Number)	8164 EXECUTIVE DR STE A
COOLEY, ZELTHA F & SMITH, I E	040-022-300-160-00 (Parcel Number)	7304 W MT HOPE HWY
GEER, CAROL R & SMITH, PATRICIA A	040-080-501-260-00 (Parcel Number)	1040 GRENOBLE LN UNIT D
GLEASON, KELSEY L & SMITH, JUSTIN J	040-049-000-050-00 (Parcel Number)	6624 W ST JOE HWY
KARENKO, SHIRLEY T SMITH	040-061-501-290-00 (Parcel Number)	1004 TINDALAYA DR

2. Click on your parcel record from the Search Results screen. If your parcel isn't found, broaden your search criteria by removing some details such as First Name, or search by the Address or the Parcel Number instead.
3. Once you are on the Parcel Details screen, two options are presented to view details. This help doc covers Option 1:

Option 1: I am the homeowner of this record. (No Charge)

Homeowners can view their information **free of charge** please click the below button to proceed. Please note that once an AccessMyGov account has viewed their records for free, they will no longer be able to view other properties for free.

Note: You must have an AccessMyGov account in order to access your information for free, please [click here](#) to create a new account.

Access this Record for free

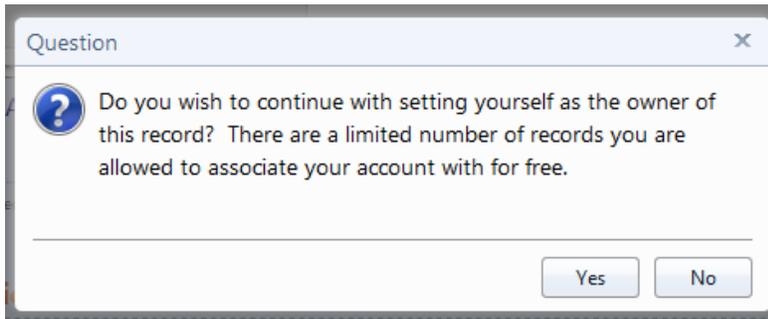
4. If the **Access this Record for free** button pictured above is greyed out, making it un-clickable, you are not currently logged in. To access your record for free, it is important that you create an account and log in. For instructions, please see <http://www.accessmygov.com/Documents/AMGCreateUser.pdf>. If you are logged in, the button will look like this:

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Access this Record for free

5. Click the button and answer Yes to the following prompt to link the Owner Name of the current parcel to your AccessMyGov user account:



6. The details of the parcel record become available. As long as the Owner Name of this record doesn't change, you will have unlimited access to the record 24/7. Any parcel records that share the same Owner Name are also available for free.