

BS&A Online: Looking Up Your Own Property Information (No Charge)

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

BS&A Online is a collection of municipal services that provides instant and convenient access to various kinds of important information held at your local government. Some municipalities charge for look-ups. If you are the homeowner or current resident, you can be exempted from this charge. This document is intended to help users of the site look up their own property information for free.

1. Find your record using the search options at the top of the screen. Please [click here](#) for a more detailed discussion of the search capabilities. For this example, we'll search by owner name (Smith):

The screenshot shows the BS&A Online interface for Hastings Charter Township. The search bar at the top contains 'All Records' and 'By: Name' with the search term 'smith'. The search results are displayed in a table with columns for Name, Reference #, and Address. The table shows 20 items, with the first few rows visible. The page includes a navigation menu on the left and a disclaimer at the bottom.

Name	Reference #	Address
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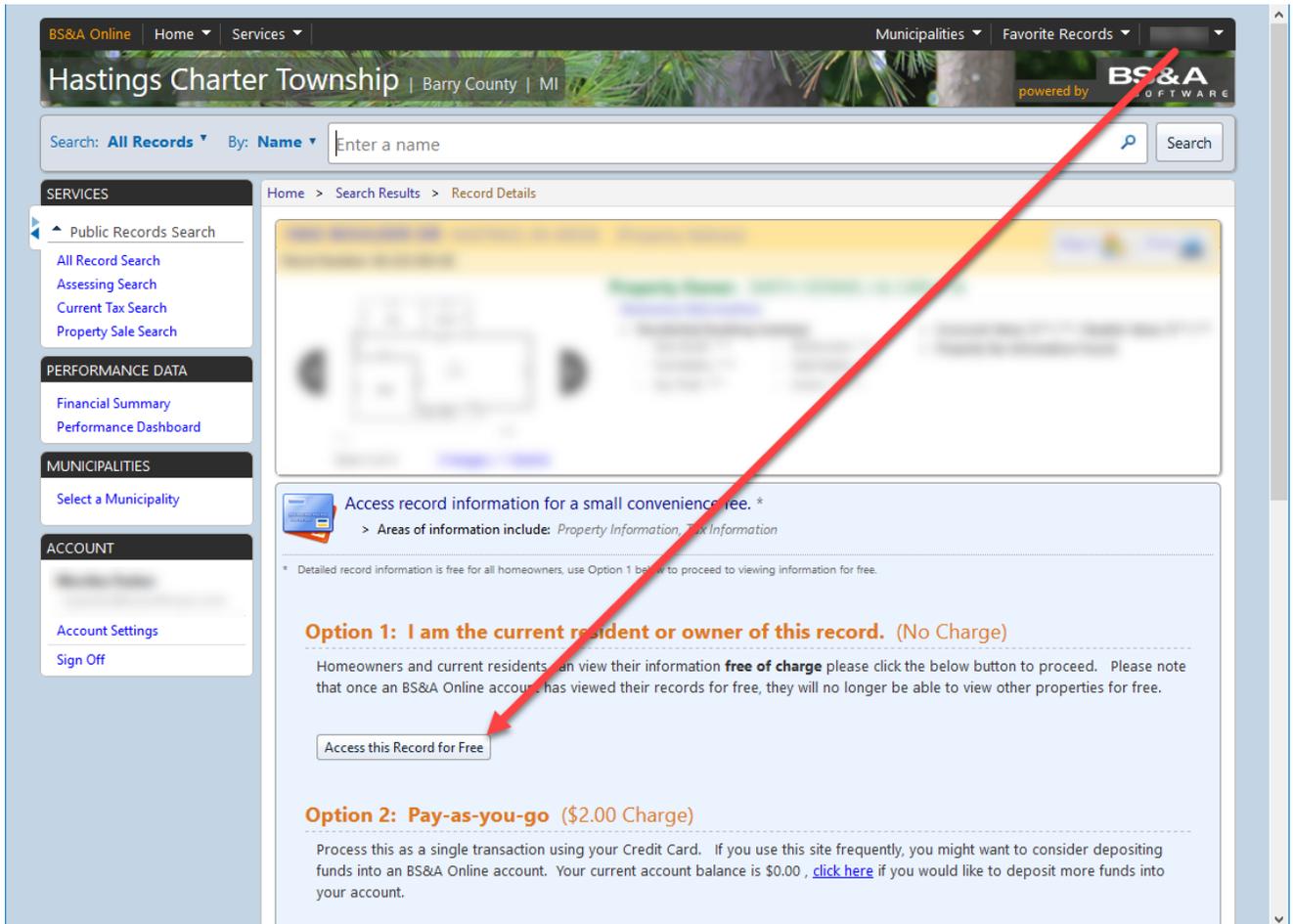
2. Click on your parcel record from the Search Results screen. If your parcel isn't found, broaden your search criteria by removing some details such as First Name, or search by the Address or the Parcel Number instead.

Once you are on the Parcel Details screen, two options are presented to view details. This help doc covers Option 1.

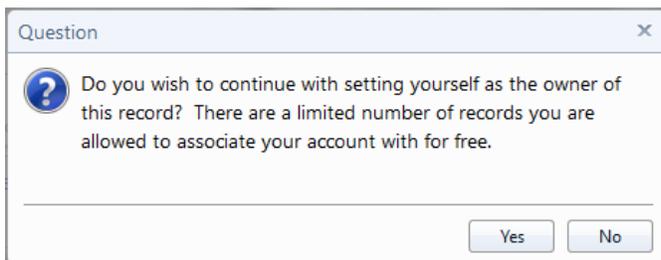
3. If the Access This Record for Free button is greyed out as pictured, making it un-clickable, you are not currently logged in.

The screenshot shows the BS&A Online interface for Hastings Charter Township. The top navigation bar includes 'BS&A Online', 'Home', 'Services', 'Municipalities', and 'Currently not signed in'. The main header displays 'Hastings Charter Township | Barry County | MI' and 'powered by BS&A SOFTWARE'. A search bar is present with 'Search: All Records' and 'By: Name'. The left sidebar contains sections for 'SERVICES' (Public Records Search, All Record Search, Assessing Search, Current Tax Search, Property Sale Search), 'PERFORMANCE DATA' (Financial Summary, Performance Dashboard), 'MUNICIPALITIES' (Select a Municipality), and 'ACCOUNT' (Sign In, Register, Why Register?). The main content area shows 'Record Details' with a blurred map and text. Below the map, there is a section titled 'Access record information for a small convenience fee. *' with a sub-section 'Areas of information include: Property Information, Tax Information'. A note states: 'Detailed record information is free for all homeowners, use Option 1 below to proceed to viewing information for free.' Two options are listed: 'Option 1: I am the current resident or owner of this record. (No Charge)' and 'Option 2: Pay-as-you-go (\$2.00 Charge)'. Under Option 1, there is a button labeled 'Access this Record for Free' which is greyed out. A red arrow points to this button from the top right of the page.

To access your record for free, you must create an account and log in. Please [click here](#) for instructions. When you are logged in, the button will look like this:



4. Click the button and answer Yes to the following prompt to link the Owner Name of the current parcel to your BS&A Online user account:



5. 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.