

Making a Payment Online with AccessMyGov (AMG)

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 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 make an online payment.

The example used in this document is of an online Property Tax payment. AMG also facilitates the taking of payments for delinquent tax bills, building permits, special assessments, miscellaneous receivables invoices, and utility bills. Note: not all municipalities accept online payments.

There are two ways to make an online payment: Basic and Detailed, both of which are covered in this help doc.

Basic

1. On the menu located on the left side of the page, choose **Tax Payments** (beneath the Online Payments section):

- ▲ Online Payments
 - Building Department Payments
 - Delinquent Personal Property Payments
 - Tax Payments
 - Utility Billing Payments

2. Search for your account using either Name, Address, or Parcel Number:

Search by Name

Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).

★ Name:

Search by Address

Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.

★ Address:

Search by Parcel Number

Enter the parcel number of the record you are attempting to search on.

★ Parcel Number:

3. Click on your record from the Search Results screen:

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	
CDM SMITH INC	040-090-016-292-00 (Parcel Number)	8164 EXECUTIVE DR STE A	**Personal Property

4. The next page provides you with a summary of outstanding balance(s) 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

To get additional information about your record, click the **View Additional Parcel Information** link:

Additional Record Information

By clicking the link below you can view additional information for Parcel 040-049-000-050-00.

[View Additional Parcel Information](#)

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

Detailed

1. Locate the parcel using the search option at the top of the screen. Switch to the Tax Information tab if it isn't currently open. This method is referred to as "Detailed" because the details of the (in this case) tax bill are visible. 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 your credit card information and phone number.
4. Once the process is complete, you will be given a receipt confirming payment. Please save this for your records. Note that the payment may not be immediately reflected online.