



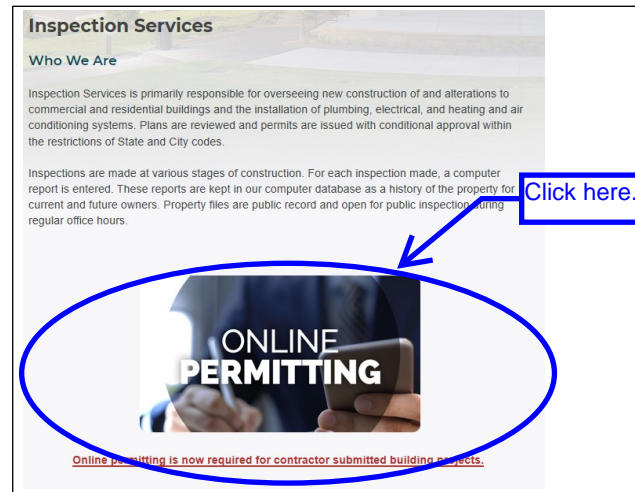
## Create an Online Account

FOR CONTRACTORS



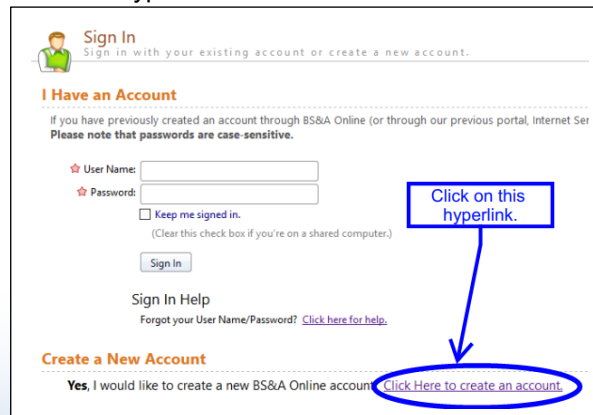
### STEP 1: IS Webpage Navigation

At the Greenfield 'Inspection Services' webpage, select and follow the "Click Here" link.



### STEP 2: Create a New Account

Select and follow the "Click Here to create an account" hyperlink text.

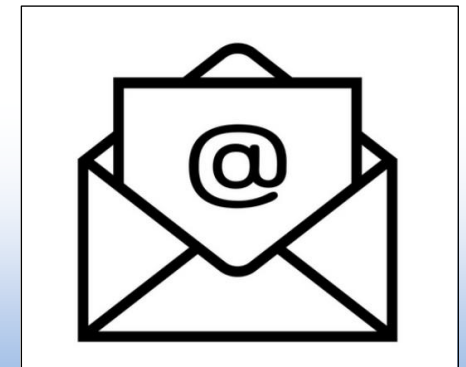


### STEP 3: Enter Account Info

Enter info into all required fields and select the "I'm not a robot" box.

### STEP 4: Verification Email

Go to your email inbox, and click on the link to activate your BS&A online account



## STEP 5: Login

Go back to the BS&A Online 'Sign In' page, and log into your account for the first time.

## STEP 7: Enter Web PIN

If you don't have one yet, call Inspection Services at 414-329-5330 to obtain a Web PIN. Once you have one, enter the Web PIN.

## STEP 6: Link Account

Select and left click on "Link Account."

## CONGRATULATIONS: You have now completely setup your online contractor account!

Enter the Web PIN provided to you by the City of Greenfield.

Visit the "Contractor Learning Center" for more AMG information and detailed walkthroughs  
<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

**If you have further questions and/or concerns, please contact Inspection Services.**



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