

VIEW MY ACTIVITY

From your BS&A Online Business Licensing view, you can also use View My Activity to see the activity of your linked Business/Individual and the corresponding licenses.

Use this section to track the status of business/individual information changes

ONLINE SERVICES

- Internet Services
- Online Payments
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- Financials
- Business Licensing
- License Application & Business Management
- View My Activity**
- Citizen's Requests
- Work Order
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My Business License Requests
View your online activity and details for your requests for business licenses.

Your online requests for business licenses
Here is an overview of all requests you have made for business licenses tied to your account. Click the 'View' link in order to obtain more details or to correspond with Clerk's Office regarding your request.

License Requests

Business ID	Business Name	Request Date	Status	Amount Due
No records to display.				

Renewal Requests

Business ID	Business Name	Request Date	Total Amount	Payment Stat
227	Surplus Supplies	4/13/2015	\$150.00	Pending

Business Change Requests

Business ID	Business Name	Request Date	Request Status
No records to display.			



City of Greenfield
7325 W Forest Home Ave
Greenfield, WI 53220

Clerk Department
(414) 329-5219
ClerkDept@Greenfieldwi.us



Managing Business/ Individual Licenses

Developed by



The municipality will start the renewal process before your current license expires. You will receive a notification (either in the form of a letter or email) when your new license is ready for review. From there, it can be managed and paid online using BS&A Online...

STEP 1: Linking to your Business

Go to the BS&A Online website <https://bsaonline.com/Account/Register?uid=2453> and log in with your user name (if you do not have an BS&A Online account, create one by going to "Currently not signed in" in the top right hand corner and find "Register").

Navigate to your municipality's website and find "License Application & Business Management" under the Business Licensing section on the left. Enter your unique Web PIN number at the bottom to link to your Business/Individual (this pin will be given to you by the municipality).

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Select Business
Select a business to start a license application, renewals. You may also enter a PIN to link a new business to

New Business
Start an application for a new business...

My Linked Businesses
Businesses which you have linked to your account with their unique PIN

Business Search
Search for your business using the unique PIN given to you.

Business PIN:

**Disclaimer: BS&A Software provides AccessMyGov.com as a way for municipalities to display accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY municipality if you believe there are errors in the data.

STEP 2: Edit Business Information

Use this option to view or edit your business/individual information. Note that any edits are submitted as a change request and will be processed by the municipality before they are saved.

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Edit Business
Make any necessary changes to your Business Information

Business Information
Business ID: 227
Business Name: Surplus Supplies

Business Address
Prefix: St #: 4215.00 Unit/Apt:
Dir: St. Name: MT OLIVET
Suffix: City: KALAMAZOO
State: Michigan Zip: 49004

Billing Address
Billing Street: 4125 MT OLIVET RD
City: KALAMAZOO
State: Michigan Zip: 49004

Contact Information

STEP 3: Find your license

First you must find the license you are looking to pay for. This can be done in two places...

- 1) Under the *Business Licensing* search, look-up your business/individual name. Once found, review the information and click *Pay Now* under the Amount Due section.

Business Licensing By License Number Enter a license number

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Business Information
License # 15-00880 Application Date 10/27/2015
Type General Business Issue Date Not Assessed
Status Pending Expiration Date 07/01/2016
Total Due 150.00

Description	Original Bill Amount	Payments/Adjustments	Amount Due
NEW BUSINESS	\$150.00	\$0.00	\$150.00
Total			\$150.00

Amount Due
Total \$150.00

- 2) Go to *Business Licensing Payments* under the Online Payments section on the left. Search for the license by the business/individual name or address.

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Business Licensing Online Payment Service
From: MT Town, BS&A County

Getting Started...
Welcome to the Business Licensing Online Payment Service. This service allows you to search for a specific record within the Business Licensing database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Name
Last name only is the preferred search method, for a more refined search by 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:

STEP 4: Complete Payment

Upon confirmation you will be redirected to **Point and Pay**.

Once the invoice(s) is paid in full, the license will be processed. You will receive an email with the license to print and use for your records.

