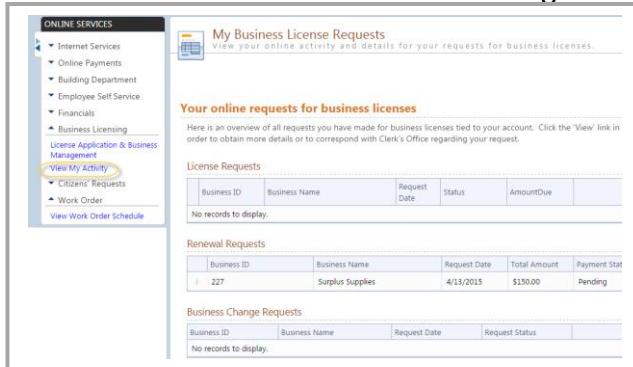


VIEW MY ACTIVITY

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



The screenshot shows the 'My Business License Requests' section with a sub-section for 'Your online requests for business licenses'. It includes a note about viewing activity and details for requests, a table for 'License Requests' (empty), and a table for 'Renewal Requests' (one entry for Surplus Supplies). Below these are sections for 'Business Change Requests' and 'View Work Order Schedule'.



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

Clerk Department

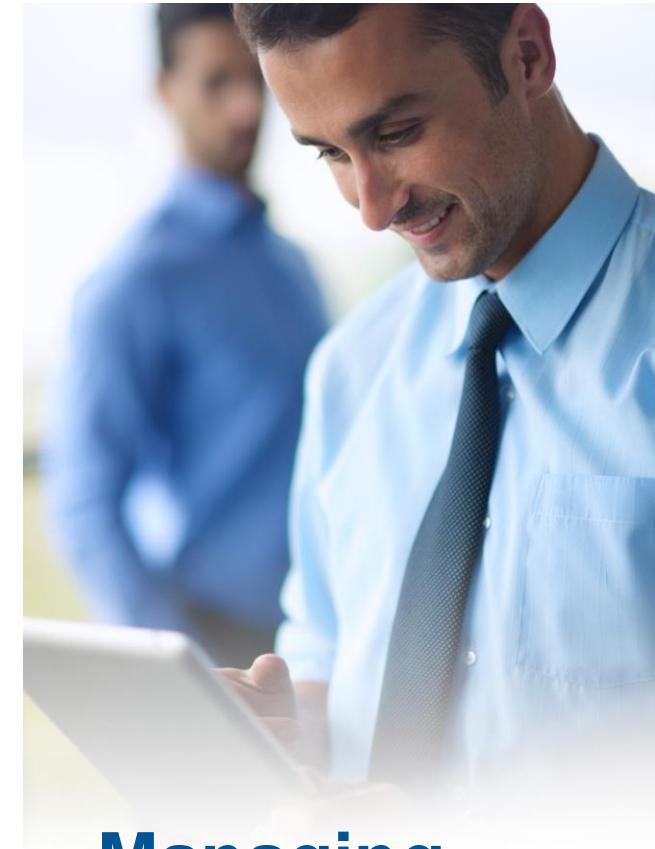
(414) 329-5219

ClerkDept@Greenfieldwi.us

Developed by



Managing Business/ Individual Licenses



MANAGING BUSINESS/INDIVIDUAL LICENSES

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).

ONLINE SERVICES

- [Internet Services](#)
- [Online Payments](#)
- [Building Department](#)
- [Employee Self Service](#)
- [Financials](#)
- [Business Licensing](#)
- [License Application & Business Management](#)
- [View My Activity](#)
- [Citizens' Requests](#)
- [Work Order](#)
- [View Work Order Schedule](#)

Select Business

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

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:

Search



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.

ONLINE SERVICES

- ▲ Internet Services
- ▼ Online Payments
- ▼ Building Department
- ▼ Employee Self Service
- ▼ Financials
- ▲ Business Licensing

[License Application & Business Management](#)

[View My Activity](#)

▼ [Citizens' Requests](#)

▲ [Work Order](#)

[View Work Order Schedule](#)

Select Business

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

New Business

Start an application for a new business...

My Linked Businesses

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

Surplus Supplies

4215 MT OLIVET RD -- (Business Address)

- [Apply for a business license...](#)
- [Edit Business Information...](#)
- [Pay for License Renewals...](#)

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.

Search: **Business Licensing** * By: **License Number** * Enter a license number

ONLINE SERVICES

- Internet Services
- Online Payments
- Building Department
- Employee Self Service
- Financials
- Business Licensing

License Application & Business Management

[View My Activity](#)

[Citizen Requests](#)

[Work Orders](#)

[LICENSE FINDER](#)

[SEARCH RESULTS](#)

[RECORD DETAILS](#)

SEARCH

ADDRESS FOURTEEN MILE, NORTH MI 49677, ZEEBAN ADDRESSES

SEARCH NUMBER: 00-00000

BUSINESS NAME: ORCHARD GROVE COMMUNITY
Business Address:

[Map It](#) [Print](#)

Business License

[Jump To:](#) [License Information](#) | [Business Information](#)

License Information

[Print To PDF](#)

License # **15-000001**

Type: **General Business**

Status: **Pending**

Total Due: **\$150.00**

Application Date: **10/27/2015**

Issue Date: **Not Available**

Expiration Date: **07/01/2016**

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

Amount Due

Total: **\$150.00**

[Print Now](#)

- 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.

ONLINE SERVICES

- ▼ Internet Services
- Online Payments
- Business Licensing Online Payment Service**
- Business License Requests
- Business License Payments
- Business License Requests
- Business License Payments
- Business Assessment Payments
- Utility Billing Payments
- Building Department
- Employee Self Service
- Employee Requests
- Business Licensing
- Citizen Requests
- Work Order



Business Licensing Online Payment Service
Broward County

Step 1: Search
Enter a name or address to begin searching for your record

Step 2: Select Record

Step 3: Make Payment

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 try including the first name (i.e. Last Name, First 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 200-250 Main Street.

Search by Parcel Number

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

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.