## How to Set Up an Internet Services Account

1. Open your browser (Internet Explorer, Firefox, Google Chrome, for example) and browse to http://NewHavenVillage.is.bsasoftware.com



2. Click the "Click here to create an account" link.

| Logged in as:                             | Anonymous User   | Change Unit 🕴 🌵 Create an Account 🕴 🗐 Add to Favorites 🕴 🔯 Log   |  |
|---|--|--|--|
| Services                                  | Main   |  |  |
| Current Tax                               | New to Village of New Haven Internet Services?   |  |  |
| Tax Information Search<br>Utility Billing | Welcome to Village of New Haven Internet Services, a cutting-edge internet solution. <u>BS&amp;A Software</u> and Village of New Haven have created a partnership to help provide a fast and convenient way for constituents to view valuable data online. Here are some reasons you should sign up for a new Account: |  |  |
| Utility Billing Search                    | • It's fast and convenient!  |  |  |
| 😤 Back to Main                            | Search for important data from t<br>Sign up now and get the inform<br>Use the newly enhanced Co<br>Find comparable property sale of  | the convenience of γour office or home without having the hassle of making inquires over the phone or through postal ma<br>ation γou need FAST and NOW using γour online Internet Services account!<br>omparable Search!<br>ecords using a variety of criteria and filters. Searching options include property class, sale date range, price range, floor at |  |
| Click this button to                      | range, and multiple neighborhoo  | d filters. **NOTE: This feature is only available in participating municipalities.   |  |
| nenu to the top of the                    | Register your account with   | multiple units!  |  |
|   | Do you typically need informati<br>you would like so you can easily  | on from more than one governmental municipality? Not a problem! Register your account with as many municipalities as<br>y access information on demand while using the same username and password.   |  |



3. Enter your information into the form. Fields in blue are required. After you have entered your information as well as the security code (a security code is different for each user), click "Register."

| 🚳 Enter your information below to create a new account. |  |  |
|---|--|--|
| * Fields in Blue are required                           |  |  |
| User Name:  | * Your User Name is what you will use to log in to Internet Services in the future. Please make note of your User Name.  |  |
| Password:   | * Vous Dependent over the st least & character leas  |  |
| Confirm Password:                                       | To be a server or integer to a server or or and the short to be ten to be the top for the server of the short top of the shor |  |
| commin Password.  | <ul> <li>Please re-enter your Password to ensure you will be able to log into your account.</li> </ul>   |  |
| Email Address:  | * We will send an email to your Email Address with a link you have to click to confirm your new account.   |  |
| Confirm Email Address:                                  | * Please re-enter your Email Address to ensure we can send you an activation email.  |  |
| Company Name:   |  |  |
| Full Name:  |  |  |
| Street Number:  |  |  |
| Street Direction:                                       |  |  |
| Street Name:  |  |  |
| Apt-Unit-Suite:   |  |  |
| City:   |  |  |
| State:  |  |  |
| Zip:  |  |  |
| Phone Number:   |  |  |
| How did you learn about<br>Internet Services?           | Choose One  This will help us learn how to better inform people about the valuable information they can find online using Internet Ser   |  |
| <   |  |  |
| Verify Code:  | * Enter<br>the text you see in the above image. This<br>security feature helps prevent automated<br>programs from registering for accounts,  |  |
| Interested in a Business Account                        | Sign me up for a Business Account  |  |

4. An email with an activation link will be sent to the email address you entered in the previous step. Click the activation link. You should be taken to the BS&A Internet Services website and automatically logged in.

If you did not receive this email, check your spam folder. If the email is not in there either, feel free to send an email to BS&A Software and they can manually activate your account: <u>is@bsasoftware.com</u>

5. Enter the name of your municipality in the Search field and press your Enter key. You will either be directed to the municipality's website or to a list where you can select it.

