

# BS&A MYSA System Security

BS&A user names are billed for each unit on an annual basis. Oakland County bills for these user names licenses in the first quarter of each year. Oakland County's first quarter starts in October. The license fee is \$143.00 annually for each user name created for your unit.

**Date Requested:**

**City Village or Township:**

**Name:**

**Contact Information:**

**Email Address:**

**Phone Number:**

**Before a new user or security permissions are changed you must have your supervisor's approval. I approve the above user account.**

**Supervisor Approval:**

## Request BS&A MYSA User Account And Security Permissions for LIMITED Access

### Category: Special Assessment District Options:

Add	Del	Description
X		Add New Special Assessment Districts
X		Edit Special Assessment Districts

### Category: Parcel Fields and Options:

Add	Del	Description
X		Add a New Parcel
X		Edit Assessment or Adjusted Assessment
X		Add/Edit Comments
X		Edit Fields in Misc Window
X		Override Installment Calculations

### Category: Payment Fields and Options:

Add	Del	Description
X		Add a New Payment
X		Reverse a Payment
X		Add a Payoff Calculation Payment
X		Modify an Existing Payment

### Category: Setup Options:

Add	Del	Description
X		Edit Receipt Options
X		Edit Program Preferences
X		Set Up Printer

### Category: Utilities:

Add	Del	Description
X		Apply Penalties to Unpaid Parcels

### Category: Miscellaneous Options:

Add	Del	Description
X		Add New Report
X		Edit Existing Reports
X		Save Report Queries