

BS&A Tax 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 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:

Name:

Please provide the person named above with the following security level.

1. Inquiry Only:

This person will **not** be allowed to make any changes within the system but would be allowed to run reports for individual parcels

2. Limited Access:

The user would be allowed to make changes to the system for purposes of posting payments, void payments, run reports, add, delete, and modify special assessment districts, mortgage code changes and run reports.

3. Full Access:

Gives the ability of all of the above options with the additions of entering tax rates, exporting tax bill print files, add new reports & queries, BOR Changes, Adding Parcels due to splits/combinations & changing receipt options. This person would have all functions given by Information Technology.