

CITY OF DEARBORN

BS&A Online: Creating an Account (Contractors)

Getting There

Go to the bsaonline.com

Note: use the direct link to [Dearborn's BSAO page](#) or select the Municipality in the top right corner of the screen.

Step 1: Register

Click "Currently Not Signed In" in the top right corner of the screen, then click **Register**



Enter a Username, your email address, and password in the screen shown below. Check the reCAPTCHA box, then click Create Account

Note: If you already have an account on bsaonline.com that you use for other Municipalities, you can skip this step and go to step 3.

Create a new account



[Already Have One? Log In](#)

Creating a BS&A Online account is free and easy! Accounts allow you to enjoy endless property lookups, claim properties, and easily pay and manage bills.

Username * 0 / 50
Your username is what you will use to log into the site

Email Address * 0 / 200

Password *

Re-enter Password *

I agree to the [BS&A Online Terms of Use](#)

Account Information (Optional)

Check the box below to verify you are a human. This security feature helps prevent automated programs from registering accounts.

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)

reCAPTCHA
[Privacy](#) - [Terms](#)

Create Account



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Step 2: Activate your Account

You will receive an email with a link to activate your account. Click that link in the email to complete your registration.

New Account for BS&A Online



BS&A Online <noreply@bsaonline.com>
To



If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of BS&A Software's email system. Maintain caution when opening external links/attachments

Your BS&A Online account has been successfully created.
Your User Name is:

Click the link below to activate your account.

<https://bsaonline.com/Account/CompleteRegistration?uCode>

If you can't click the link, then copy and paste it into your web browser's address window.

The above link will expire in 7 days. If you do not follow the link within that time, your registration will expire and your account will have to be recreated.

This is an auto-generated e-mail, please do not reply to it. If you have any questions about your account, please email bsaonlinesupport@bsasoftware.com

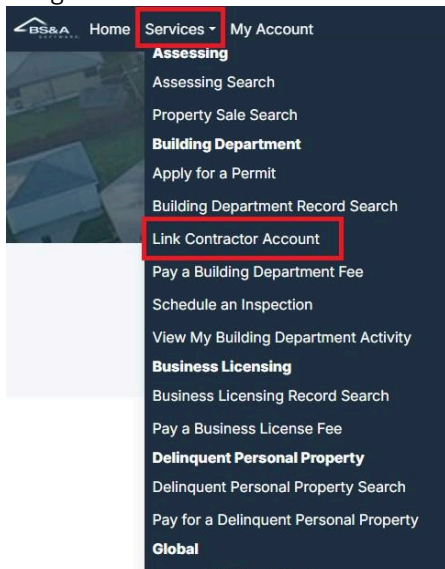
Applying for Permits for the City of Dearborn

Permit activity for this Municipality, requires one additional step to link your account to it's database. Email dbninspections@dearborn.gov with the user name and email from your account. The information will be verified and your account will be linked for you. Once you receive the confirmation from city staff, you can then continue with permit activity. Homeowners are discouraged from applying for permits on behalf of any contractor.

Step 3: Link your Account

After you activate your account, navigate back to bsaonline.com (choose the applicable Municipality) and login with your username and password.

In the top left of the screen, click on the Services dropdown menu, then click **Link Contractor Account** under the Building Department heading



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- If the email address you used to create your BSAO account is on file with the Municipality, you will see a button to link your account. Click the “Link to Account” button to link to this municipality. This is the Preferred method. Contact the city staff at dbnpermits@dearborn.gov and we will link your account.
- If your email address is not in the Municipality’s system, you will need to enter your unique Web PIN (contact the Municipality for your PIN). Enter the Pin number provided by the Municipality and click “Use Pin”.

Link Account

Your account is not currently linked to this municipality. Linking your account will allow viewing of your full history, as well as the ability to apply for permits online.

Please choose a name to associate your account with

BSAO CONTRACTOR

OR enter the PIN provided to you by the municipality

PIN

View your Building Department Activity

After you link your account you will be able to apply for permits and schedule inspections. You will also be able to view your Building Department Activity with the Municipality.

Note: If you are linked to multiple municipalities, you can change to a different municipality in the drop down menu labeled “View Activity With”

The screenshot displays the BS&A software interface. At the top, the navigation bar includes 'Home', 'Services', and 'My Account'. The 'Services' dropdown menu is open, showing categories like 'Assessing', 'Building Department', 'Business Licensing', and 'Delinquent Personal Property'. The 'View My Building Department Activity' option is highlighted. The main content area is titled 'My Building Department Activities' and includes a table with columns for 'Permits', 'Permit Applications', 'Processes', 'Process Applications', 'Certificates', and 'Certificate Renewal Applications'. Below the table is a form for reporting issues, with a note to 'contact City of Dearborn to correct the issue.' The BS&A logo is visible in the bottom right corner.