

BS&A Online Multiple Account Linking - Contractor

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Through BS&A Online it is possible to grant other users the ability to view permit/inspection history, schedule inspections, and apply for permits on your behalf. This is useful if you have several people who handle the same workload and also makes sharing of the same BS&A Online username and password across several people unnecessary.

To use this feature, a default BS&A Online user must be created and linked to your contractor account within your municipality's BD .NET database (this process has not changed). Once this linkage has been made, through the BS&A Online website you can then grant additional users the rights to schedule inspections and/or apply for permits in your name (the ability to view permit/inspection information under

"View My Activity" is a default option; when another user is granted the rights to Schedule an Inspection OR Apply for a Permit, seeing data from this view is automatic).

In summary, only one BS&A Online user must be linked to a single contractor account in your municipality's database. Once this is completed, you may grant multiple BS&A Online accounts the rights to do work through the website as necessary.

Granting BS&A Online Users Security Rights

When logged in with your linked BS&A Online account, granting rights to additional users can be done by going to Account Settings > Edit Your Information • Grant User Permissions, or through a shortcut in the upper-right corner of the View My Activity page.



From there, click Add User and insert the given name of the user they wish to grant rights to. The system will automatically check if the entered user exists, and if verified, you can then choose whether they can schedule inspections, apply for permits, or both.

Changes to the Inspection Scheduling Process

When scheduling inspections, the only visible difference is a new drop-down that allows the applicant to filter the available list of permits for inspections by a BS&A Online user. If the user you have given rights to schedule inspections is also a contractor, this will help determine which list of inspections to choose from.

Select a Permit	Select Inspection Type and Date	Contact Information
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Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.

☆ Permit Number:

View Permits For: All Users

Permit Number	Permit Type	Property Address
PE13-0013	Electrical	30678 VINE CT
PBR13-0032	Building Residential	30678 VINE CT

Changes to the Permit Application Process

For permit applications, the only visible change is on the Enter Applicant Information step. If the user you are signed in as has rights to schedule permits for multiple contractors, you will need to choose the one they wish use. If a licensee is required, the licensee grid will reload upon selecting a contractor.

Select a Property 635 GIBSON ST	Enter Permit Details Building Residential: abc	Enter Applicant Information	Estimate Fees	Add Attachments
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Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

☆ Phone Number:

Select a Contractor

☆ Your account is linked to more than one contractor capable of applying for permits. Please select which contractor will be the applicant on this permit.

Name	Address	Phone	Federal ID
ATOM INC	2107 HILLTOP CT	810-391-3007	123456
Mark's Construction	14965 Abbey Lane		123445



Contractor Application for Permit

[Select a Property](#) 2128 13TH ST [Enter Permit Details](#) [Enter Applicant Information](#) [Estimate Permit Fees](#) [Attach Documents](#) [Submit Application](#)

Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

Contact Information

Name: **BSA Contractor**
 Phone Number: (559) 335-5555
 Email Address: [Redacted]
 Confirm Email: [Redacted]

Contractor Information

Select a Contractor
 * Your account is linked to more than one contractor capable of applying for permits. Please select which contractor will be the applicant on this permit.

Contractor Name	Contractor Address	Contractor Phone	Contractor Federal Id Number
Bob Builder	900 Condo Ave	5555555555	6548941654
Adam Builder	1811 Folsom St Sw	(517) 641-3300	111111

Select a Licensee

* A license is required for this permit type. Click a licensee to be the fee to proceed.

Name	License Type	Status	Active	State License Number	Date License Expires	Date Registration Expires
AMS	Electrical Contractor	Active	12345	8/2/2099	8/2/2099	

Displaying items 1 - 1 of 1

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

Name	Email Address
John Smith	[Redacted]
Adam	[Redacted]
Lori	[Redacted]
Brian P	[Redacted]
Michelle Feldpausch	[Redacted]
Adam G.	[Redacted]
Austin Brisson	[Redacted]
Bob Gross	[Redacted]

They can click here and add the GC email so they stay up to date with what is happening with the permit or inspections.

SERVICES

- Public Records Search
- Online Payments
- Building Department
 - Apply for a Permit
 - Apply for a Planning, Zoning or Engineering Process
 - Building Department Search
 - Permit Property Search
 - Schedule an Inspection
 - View My Activity
 - Update Contact Information
 - Employee Self Service
- Financials
 - Business Licensing
 - License Application & Business Management
 - View My Activity
- Citizen's Requests
 - Create New Request
 - View My Requests
 - Track Order

PERSONNEL DATA

- My Community Financial Dashboard
- Performance Dashboard
- EMPLOYMENT OPPORTUNITIES
 - All Employment Opportunities (Local)
 - Search for Employment Opportunities
 - Employment Opportunities Near Me
 - View My Profile

FINANCIALS

- Select a Municipality
- Recent
 - Billing Township
 - Inc 140 Year
 - TREDC Testing
 - John's Test Unit
 - Be-Online Version Testing
 - Be-Online Version Testing
 - Building Department Support
 - BO Testing
 - City of Lumberton
 - Be-Online Version Testing

ACCOUNT

- BSA Customer Support: help@bsa-software.com
- Account Settings
- Home Assistance
- Sign Off