



Creating an Account

1. Go to <https://bsaonline.com>
2. Select "Click Here to Choose Municipality and Get Started"

Welcome to BS&A Online
Your online source for municipal data
by BS&A Software

What is BS&A Online?
BS&A Online is a collection of municipal services providing instant and convenient access to various kinds of important information held at your local government.

Key Features

- Public Records Search**
Public Records Search allows any title companies, realtors, and other interested parties to view municipal information from a variety of BS&A Software applications used by that municipality. This frees municipality personnel from fulfilling time-consuming data requests while offering constituents the ability to retrieve data outside of normal business hours. This information is available 24 hours a day, 7 days a week. [Read More ->](#)
- Financial Services**
Financial Services allows for 'anytime, anywhere' access to financial reporting, and the ability to lookup and approve basic information to ensure a smooth workflow for municipal employees. [Read More ->](#)
- Community Development**
Community Development allows the public to apply for a permit or request an inspection online. Inspection results, permit information, and even outstanding fees are accessible to the user. Payments for Permit and Rental Certificate fees can also be made easily online. [Read More ->](#)
- Employee Self Service**
Employee Self Service is designed to allow employees to manage a variety of issues related to their past checks and general employment information. Additionally, it allows employees or supervisors to remotely enter Time Sheet information via the web. [Read More ->](#)

*Note: these features are only available with participating municipalities.

****Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

3. Select "Register"

MUNICIPALITIES

- Select a Municipality

ACCOUNT

- Sign In
- Register**
- Why Register?
- Remote Assistance

Municipal Directory

Choose a municipality from the list below to get started

Wisconsin Search

Clear Search

Indicates that some services within this municipality may charge a small convenience fee.

Indicates that property data is available for this municipality.

[Collapse All](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

▲ Dane County Municipalities - 2 municipalities found [Back to Top](#)

City of Stoughton

4. Complete the required fields. The Account Information is optional but completing it will speed up the application process.

Create a New Account

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

★ User Name:

Your **User Name** is what you will use to log into the site in the future. Please make note of your User Name.

★ My e-mail address is:

★ Confirm e-mail:

Protect your account and information with a password.

★ Enter a new Password: Show Password

★ Re-enter password: Show Password

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

Account Information (Optional)

Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish.

Full Name:

Company Name:

Address Information

Street Number: Street Direction:

Street Name:

Address Line 2:

City:

State: Zip Code:

Contact Numbers

Phone Number: Extension:

Fax Number:

Mobile Number:

Other Number:

5. Select the "I'm not a robot" checkbox, then select "Create Account"

Verify Code

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

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

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6. The below message will appear



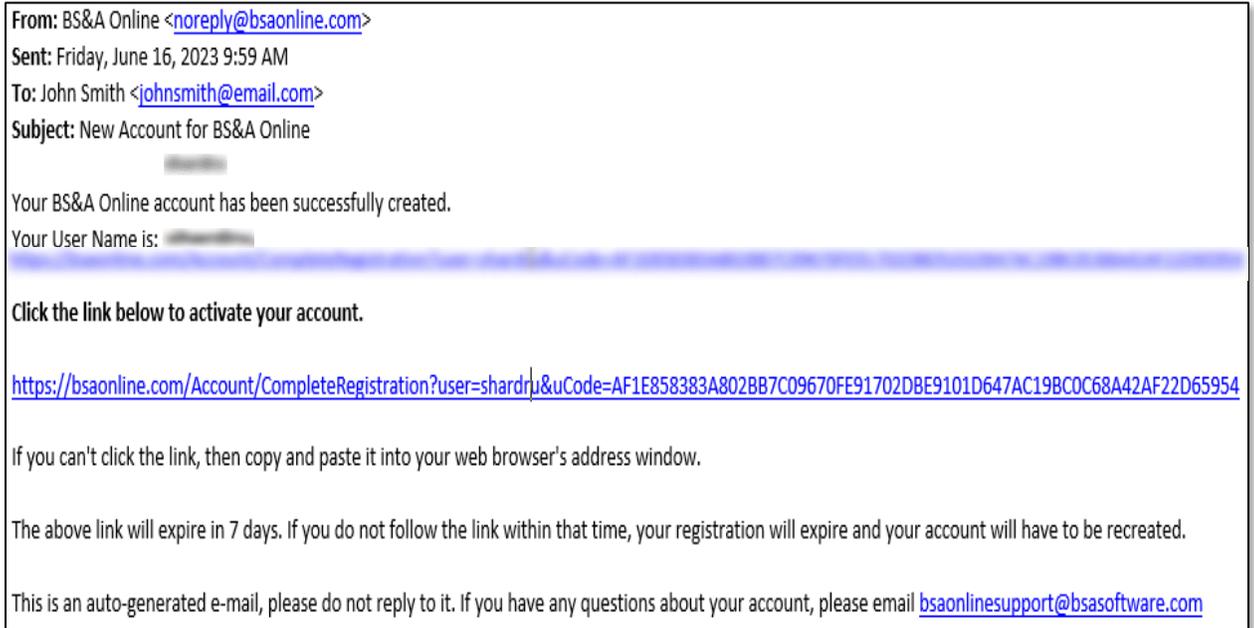
New Account Created

Thank you for creating a new account.

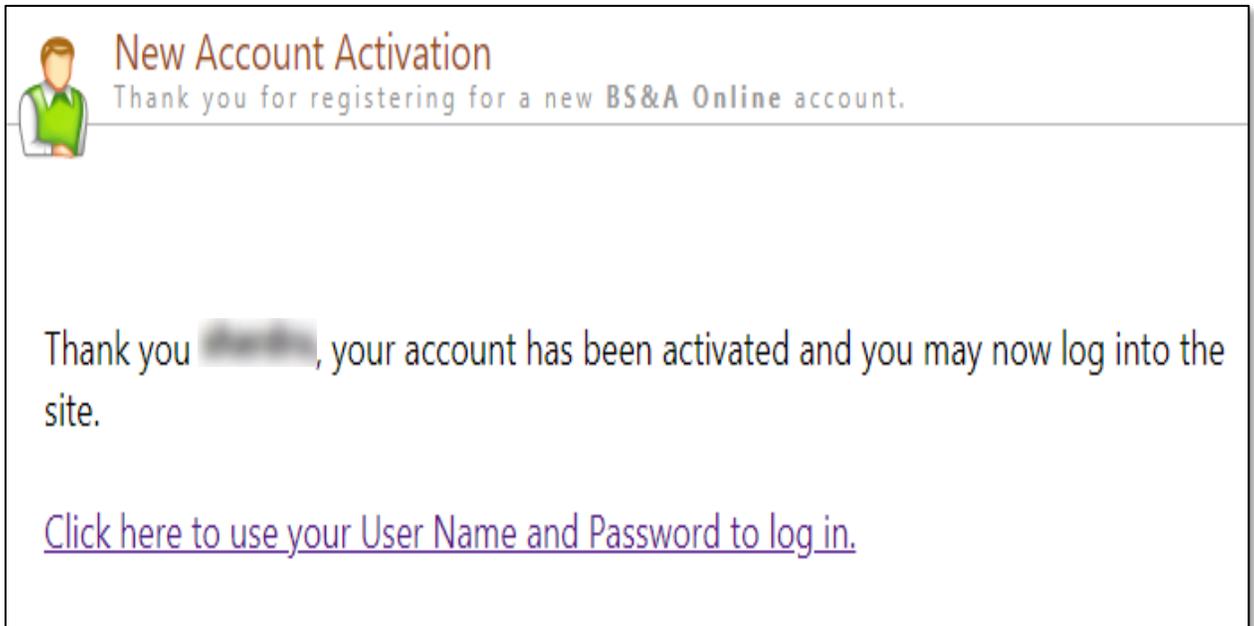
Thank you for your registration [REDACTED], an e-mail is being sent to the e-mail address you supplied while registering. This e-mail will contain a link which will activate your account.

[Click here to return to the login page.](#)

- An email will be sent with a link to activate the account



- After clicking on the link, the account will be activated



9. Log into the account



Sign In

Sign in with your existing account or create a new account.

I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.
Please note that passwords are case-sensitive.

★ User Name:

★ Password: Show Password

Keep me signed in.
(Clear this check box if you're on a shared computer.)

Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

10. Set the municipality to Oak Creek, Wisconsin

Municipal Directory

Choose a municipality from the list below to get started

Clear Search

 Indicates that some services within this municipality may charge a small convenience fee.

 Indicates that property data is available for this municipality.

[Collapse All](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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City of Stoughton 

11. Select "Apply for a Permit" or "Apply for a Planning, Zoning, or Engineering Process"

The screenshot shows a web interface with a left-hand navigation menu under the heading "SERVICES". The menu items are: Public Records Search, Building Department Search, Building Department, Apply for a Permit (highlighted with a red box), Apply for a Planning, Zoning or Engineering Process (highlighted with a red box), Building Department Search, View My Activity, Link Account, Citizens' Requests, Create New Request, and View My Requests. Below the services menu is a section for "EMPLOYMENT OPPORTUNITIES". On the right side of the page, there is a "Welcome" message and several links for more information about the website.

12. If the following message appears, please call 414-766-7002 to link your account to the City of Oak Creek

The screenshot shows a message box with the following text: "Your account is not currently linked to a name record in this municipality. Please obtain your PIN from the municipality to allow viewing of your full history, as well as the ability to apply for permits online." Below this message is a prompt: "Enter the PIN provided to you by the municipality:". There is a text input field labeled "PIN:" and a "Submit" button.

13. Proceed with applying for the permit.