

VILLAGE OF BANNOCKBURN
UTILITY BILLING (WATER/SEWER BILL)
HOW TO MAKE A ONE-TIME CREDIT CARD PAYMENT

****There are no fees for online credit card payments (payments are limited to \$3,000)****

Before getting started, you will need a copy of your utility bill available (or know the “PIN” number for your account). If you need another digital copy of the utility bill, please email Ryan Mentkowski at RMentkowski@villageofbannockburn.org and request to have an updated utility bill sent to you (please make sure to include your property address).

1. **Step 1:** Click on following link (this will take you to our utility billing software providers online portal (BS&A Online)):
<https://bsaonline.com/OnlinePayment/OnlinePaymentSearch?PaymentApplicationType=10&uid=2647>
2. **Step 2:** Find your property by account number, name or address [address is usually the easiest] & click SEARCH
3. **Step 3:** Click on the account number/name that is your property. (You will physically use the mouse and click on the row where your name/account number is.)
4. **Step 4:** You will now enter the PIN number which is located at the top right-hand corner of your utility bill. This PIN number is specific to your property. If you cannot locate the number, please contact Ryan as discussed above. Click Submit.
(You should now see the property address and account number for the bill on top.)
5. **Step 5:** Pay the bill
 - a. Find the box near the bottom that states “Amount Paying”. Enter the amount you wish to pay and click on “Make Payment”.
 - b. This will take you to the payment portal known as “Point and Pay”. Here you will need to follow the steps (3 steps) to make the payment to the account. *[Point and Pay states there are fees; however, there are **no fees to the customer**]*
You will get a confirmation email if you put an email address into the box in Step 1 (we suggest you do so that you have a receipt). **You are now paid for the quarter.**

**IF YOU HAVE QUESTIONS, PLEASE CONTACT RYAN MENTKOWSKI AT THE EMAIL
ADDRESS NOTED ABOVE.**