

BS&A Online Services Registration

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

You must have an internet connection in order to use AccessMyGov.

You will receive an email from OnlineSupport@BSASoftware.com. Click on the link it provides to receive the Employee Portal.

From: OnlineSupport@BSASoftware.com [mailto:OnlineSupport@BSASoftware.com]
Sent: Thursday, May 04, 2017 11:46 AM
To: [REDACTED]
Subject: New Account for BS&A Online Services

Your AccessMyGov account has been successfully created.
Your User Name is [REDACTED] [@SMWI.ORG](mailto:[REDACTED]@SMWI.ORG)

Click the link below to activate your account and start using AccessMyGov.

[https://www.AccessMyGov.com/Account/CompleteRegistration?user=\[REDACTED\]@SMWI.ORG&uCode=454494C60A72E074B6975D6](https://www.AccessMyGov.com/Account/CompleteRegistration?user=[REDACTED]@SMWI.ORG&uCode=454494C60A72E074B6975D6)

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

If you do not follow the link above, your registration will expire, and you will have to re-create your account.

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

Click the Activate Account button.

AccessMyGov.com

Municipality not selected. [Click here](#) to select one now.

MUNICIPALITIES

- Select a Municipality

ACCOUNT

- Sign In
- Register
- Why Register?

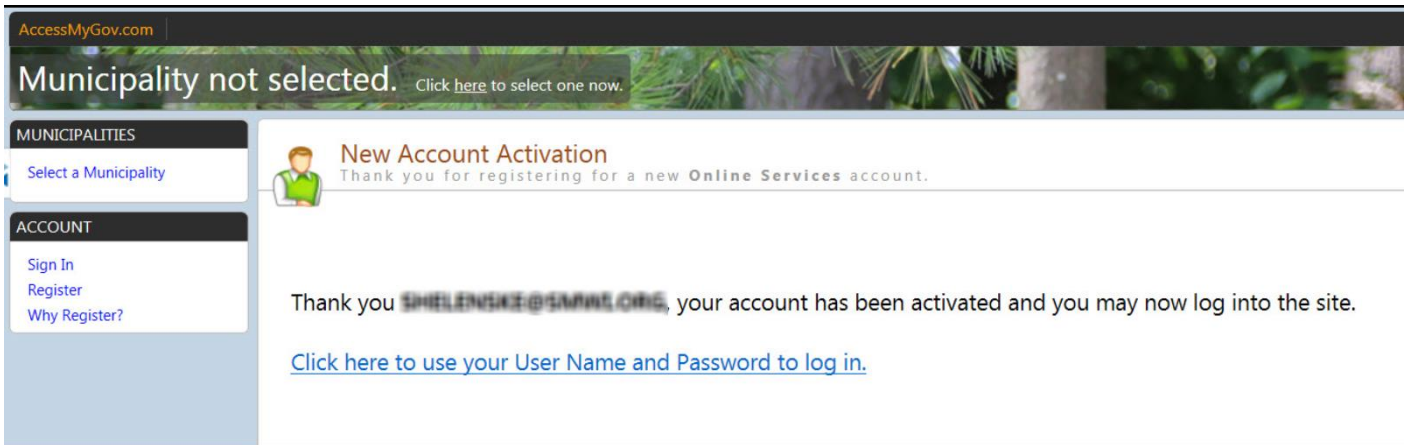
New Account Activation
Thank you for registering for a new **Online Services** account.

Click the button below to confirm and activate your new account.

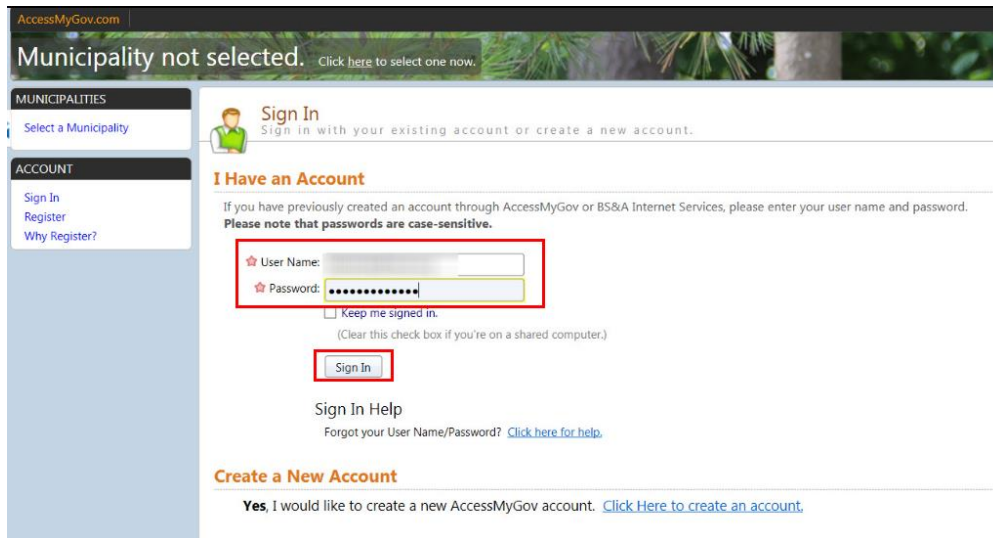
[Activate Account](#)

**Disclaimer: BS&A Software provides AccessMyGov.com as a way for municipalities to display information online and is not responsible. Please contact your local municipality if you believe there are errors in the data.

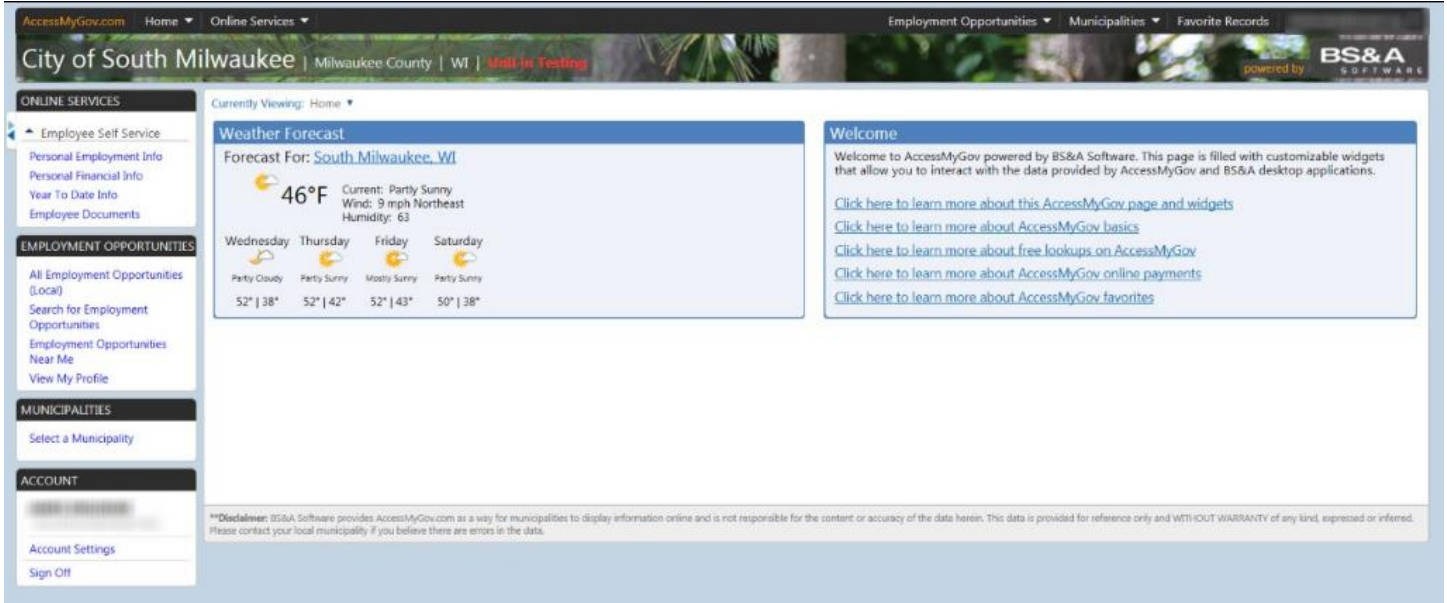
You receive the following screen. Click the Click Here To link to use your user name and password. Your user name will be the email you provided; the password will be your last name and last four digits of your social security number. These are case-sensitive: all lower case, no spaces.



Alternatively, when the account was created, the password may be what you entered when you activated your account (from the blue link in the registration email).

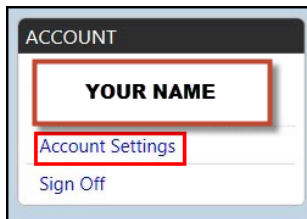


After you log in to AMG, you will see the following screen.

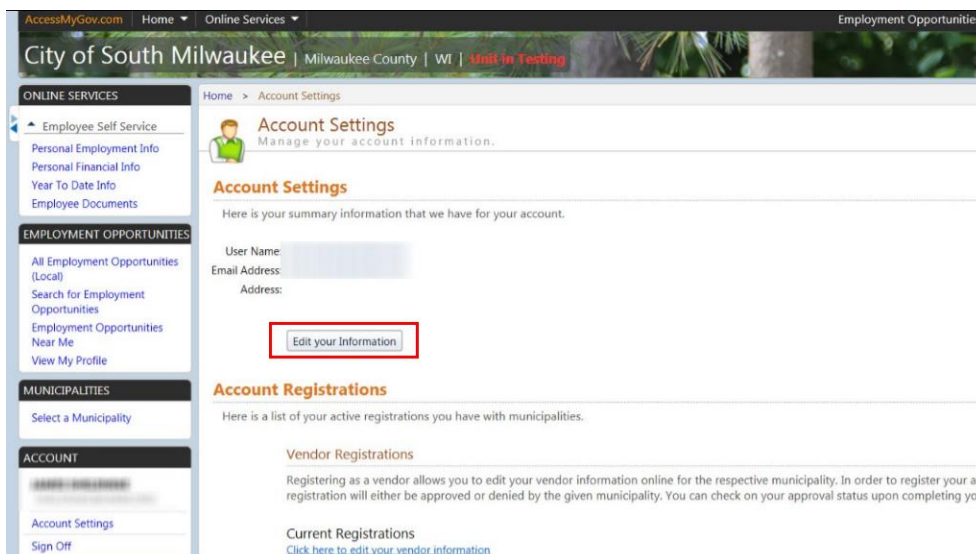


If you would like to change your password:

Go to Account>Account Settings in the lower left hand corner of your screen.



Click Edit Your Information.



Click the Change Password tab. Enter the Old Password, New Password, and Confirm Password. Click Change Password.

The screenshot shows the 'City of South Milwaukee' website interface. The header includes 'City of South Milwaukee | Milwaukee County | WI | Unit in Testing'. The left sidebar contains navigation menus for 'ONLINE SERVICES', 'EMPLOYMENT OPPORTUNITIES', 'MUNICIPALITIES', and 'ACCOUNT'. The main content area is titled 'Edit Your Information' and includes a breadcrumb trail: 'Home > Account Settings > Edit Your Information'. Below the title is a user profile icon and the instruction 'Edit your account information below.'. A horizontal menu contains four tabs: 'User Information', 'Change Password', 'Account Balance', and 'Grant User Permissions'. The 'Change Password' tab is highlighted with a red box. Below the tabs, a note states 'Required fields are marked with ☆'. The 'Change Your Password' section contains the following text: 'Enter your old password and your new password in order to change your password.' and a bullet point: '• New passwords must contain at least 6 characters.' Below this text are three input fields: '☆ Old Password:', '☆ New Password:', and '☆ Confirm Password:'. Each field is highlighted with a red box. At the bottom of the form is a 'Change Password' button, also highlighted with a red box. A disclaimer at the bottom of the page reads: '**Disclaimer:** BS&A Software provides AccessMyGov.com as a way for municipalities to display information online and is not responsible for the accuracy of the information. Please contact your local municipality if you believe there are errors in the data.'