

Following are the fees for using the online payment option. Credit Card \$3.95, Debit Card is \$1.95, or E-check is \$2.95. Currently the debit card option is not available online. However, you can stop in or call our office during normal business hours @ 231-995-6039 if you would like to pay by debit card. Debit card option online will be available after March 1, 2014. We can only accept MasterCard over the phone or at the counter. Visa regulations do not allow Point of Sale for utility payments.

When creating your account it will take you through the following process. It takes approximately 5 minutes to set up your account. Once your account is set up, you can add this to your favorites to make logging in easier in the future.

Click on the Create an Account option.

The screenshot displays the Grand Traverse County internet services website. The header includes the logo and navigation links: Change Unit, Create an Account, Add to Favorites, Login, and Help. The user is logged in as an Anonymous User. The main content area is titled "Utility Billing Search" and includes a note about a \$1.00 fee for detailed record information. Below this, there are four search options: Search by Customer Name, Search by Address, Search by Parcel Number, and Search by Account Number. Each option has a corresponding input field and a Search button. The "Search by Customer Name" option is currently selected.

Grand Traverse County
internet services

Logged in as: Anonymous User

Change Unit | Create an Account | Add to Favorites | Login | Help

Main > Utility Billing > Utility Billing Search

Utility Billing Search

Includes Owner, Parcel, and Property related Searches.

NOTE: There is a \$1.00 fee to view detailed record information. All searches for records are free.

Search by Customer Name

Customer Name: **

Last name only is the preferred search method. For a more refined search try Last Name, First Name.

Search by Address

Street Name: **

Street Number: to

Search by Parcel Number

Parcel Number: **

Search by Account Number


Account Number: **


Back to Main

collapse the menu

Click this button to collapse the above menu to the top of the screen.

Fill in the all information on this screen and follow the link that is emailed to you to complete the process.

 **BS&A Software**
internet services

 Enter your information below to create a new account.

*** Fields in Blue are required**

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

Password: * Your Password must be at least 6 characters long.

Confirm Password: * Please re-enter your Password to ensure you will be able to log into your account.

Email Address: * We will send an email to your Email Address with a link you have to click to confirm your new account.

Confirm Email Address: * Please re-enter your Email Address to ensure we can send you an activation email.

Company Name:

Full Name:

Street Number:

Street Direction:

Street Name:

Apt-Unit-Suite:

City:

State:

Zip:


Phone Number:


How did you learn about Internet Services? This will help us learn how to better inform people about the valuable information they can find online using Internet Services.

Verify Code: * Enter the text you see in the above image. This security feature helps prevent automated programs from registering for accounts.

Interested in a Business Account? Sign me up for a Business Account
Some Units charge a small convenience fee to view records. Signing up for a Business Account will allow you to perform lookups without paying up-front. You will be billed monthly for the lookups you perform.

Fill in this next screen. You will receive an e-mail to register your account. Click on the link provided in your e-mail to complete the registration.

 **BS&A Software**
Internet Services

 Enter your information below to create a new account.

* Fields in Blue are required

User Name:	<input type="text"/>	* Your User Name is what you will use to log in to Internet Services in the future. Please make note of your User Name.
Password:	<input type="password"/>	* Your Password must be at least 6 characters long.
Confirm Password:	<input type="password"/>	* Please re-enter your Password to ensure you will be able to log into your account.
Email Address:	<input type="text"/>	* We will send an email to your Email Address with a link you have to click to confirm your new account.
Confirm Email Address:	<input type="text"/>	* Please re-enter your Email Address to ensure we can send you an activation email.
Company Name:	<input type="text"/>	
Full Name:	<input type="text"/>	
Street Number:	<input type="text"/>	
Street Direction:	<input type="text"/>	
Street Name:	<input type="text"/>	
Apt-Unit-Suite:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
Zip:	<input type="text"/>	
Phone Number:	<input type="text"/>	
How did you learn about Internet Services?	<input type="text" value="Choose One..."/>	This will help us learn how to better inform people about the valuable information they can find online using Internet Services.
Verify Code:	<input type="text" value="H3T1Wx"/>	* Enter the text you see in the above image. This security feature helps prevent automated programs from registering for accounts.
Interested in a Business Account?	<input type="checkbox"/> Sign me up for a Business Account Some Units charge a small convenience fee to view records. Signing up for a Business Account will allow you to perform lookups without paying up-front. You will be billed monthly for the lookups you perform.	

Once registration is complete you will come back to this screen and click on Login at the top right.

The screenshot shows the Grand Traverse County Internet Services website. The header includes the logo and navigation links: Change Unit, Create an Account, Add to Favorites, Login, and Help. The user is logged in as an Anonymous User. The main navigation menu on the left includes Services, Assessing, Current Tax, Utility Billing, and Delinquent Tax. The Utility Billing section is active, showing a search form with four options: Search by Customer Name, Search by Address, Search by Parcel Number, and Search by Account Number. Each option has a radio button and a search input field with a Search button. A note indicates a \$1.00 fee for detailed record information.

When you are logged in, you will be brought to this screen where you can search for your account by using one of the four options.

When you get in to your account, if there is an amount due, there will be a link to make payment by credit card or e-check on the right side of the page above your balance due.