CITY OF DEARBORN
ONLINE SERVICES INSTRUCTIONS

Go to: WWW.CITYOFDEARBORN.ORG
1. On the right hand side of the Home Page, under POPULAR SERVICES, click on "Look Up or Pay Property Taxes".
2. Click the “Click here to access your taxes and make payments online” button.

You have the option to view information and/or pay Property Taxes, Delinquent Personal Property, Special Assessments, or Miscellaneous Receivable Invoices.
3. If you have never registered with BS&A, you will need to choose REGISTER to create an account and continue with Step 5. If you are already registered, choose SIGN IN and go to Step 6.

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4. Create new account. Fill in all information requested on this page. Write down the USER NAME and PASSWORD for future reference. Now you will need to click CREATE ACCOUNT. Log in to your email account that you provided when creating your account. Click on the link inside the email message from BS & A software to verify your email. You will be directed back to the www.accessmygov.com. Skip to Step 7.

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5. Sign in with User Name and Password.
6. Make sure you are signed in.
7. You can search by choosing ADDRESS, NAME, and PARCEL NUMBER or by CUSTOMER ID for MISCELLANEOUS RECEIVABLES items.

Click on the arrow to open the drop down menu to view these options.
8. You may also choose the drop down menu to select a different SEARCH FOCUS such as DELINQUENT PERSONAL PROPERTY, MISCELLANEOUS RECEIVABLES, SPECIAL ASSESSMENTS and TAX.

9. Type in the search criteria.

10. Click SEARCH.
11. Your property should be displayed in the search results area. Double click on the address.
12. If you are the homeowner of the record you are searching for, click “Access this Record for Free”. Once you select this option, you will not be able to view any other record for free. If you own multiple properties, you may contact BS&A at (517) 641-8900 for assistance.
13. To pay total amount due, click the PAY NOW link inside the pink box.
14. Enter the amount you would like to pay in the box underneath “Amount Paying”. Next, click on the button that says “Pay Summer/Winter Taxes”. Proceed by entering your payment method information.
15. To view detailed tax information for a specific tax season, expand the menu by clicking on the arrow. This area shows the tax bill breakdown for the season and year selected. You also have the option to pay now on this screen.
16. You can click the above link for a printer friendly version if you want to print the information for the selected tax year and season.
17. Click **SEND TO PRINTER**

Two pages will print.