

PROPERTY TAX INFORMATION IS NOW AVAILABLE FOR FREE TO PROPERTY TAX OWNERS AT:

WWW.IS.BSASOFTWARE.COM

SET UP YOUR ACCOUNT (MAKE SURE YOU LOOK FOR AND CHECK THE BOX AT THE END THAT ASKS IF YOU OWN THE PROPERTY!!!)

YOU CAN LOOK UP AND PRINT YOUR PROPERTY TAX INFORMATION AS NEEDED

STEP BY STEP INSTRUCTIONS:

- GO TO WWW.IS.BSASOFTWARE.COM
- CLICK BOX "SIGN UP"
- COMPLETE USER NAME, PASSWORD/CONFIRM PASSWORD, EMAIL ADDRESS, "HOW DID YOU LEARN...", VERIFY THE CODE, AND CLICK "REGISTER" (BE SURE TO WRITE DOWN AND SAVE YOUR USER NAME AND PASSWORD!!!)
- GO TO YOUR EMAIL AND RETRIEVE AND CLICK ON THE LINK PROVIDED TO ACTIVATE YOUR ACCOUNT AND GO BACK TO THE BS&A SYSTEM.
- ON THE "WELCOME" SCREEN, SCROLL DOWN TO THE "BERRIEN COUNTY MUNICIPALITIES" AND CLICK ON "NILES CHARTER TOWNSHIP"
- ON THE LEFT SIDE OF THE SCREEN, CLICK ON "TAX INFORMATION SEARCH" (NOTE: IT IS NOT HIGHLIGHTED BUT WILL LIGHT UP IN RED WHEN THE CURSOR IS ON IT)
- YOU CAN NOW SEARCH FOR YOUR PROPERTY BY NAME (LAST, THEN FIRST) OR BY PROPERTY ADDRESS
- ON THE FINAL SCREEN, MAKE CERTAIN YOU CLICK ON THE BOX THAT SAYS "I AM THE PROPERTY OWNER" PROCEED...
- YOU CAN ALSO LOOK UP DELINQUENT TAXES AND HISTORICAL RECORDS (UP TO 7 YEARS PAST)