

STEP 6: WATCH YOUR EMAIL FOR THE CONFIRMATION EMAIL

Click thru the link in your confirmation email to activate account

STEP 7: NOTIFY THE CITY

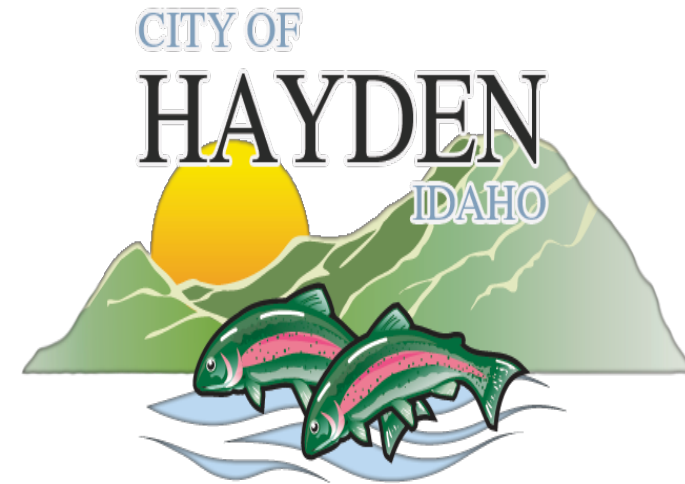
Please send a quick note to the City at permits@cityofhaydenid.us to let us know you created your account. We will link you into our system.

CONGRATULATIONS!

YOUR ON LINE ACCOUNT IS READY TO USE.

City of Hayden
8930 N Government Way
Hayden, ID 83835
(208) 209-2025

On-line Portal
<https://bsaonline.com/?uid=2689>



Community Development Online Account

(208) 209-2025

Developed by



Solutions, Support...Satisfaction



On-line Portal
<https://bsaonline.com/?uid=2689>

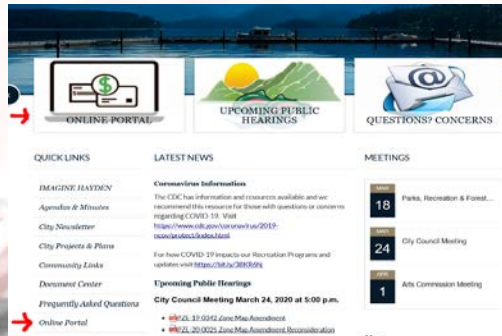
WHY AN ACCOUNT:

- A user account will allow you free access to any property records with which you are associated.
- A user account offers the convenience of quick and easy access to information about your permit (reviews and fees).
- Obtain a copy of your approved documents (permit and plans)
- Access to schedule inspections and view the results. Options are available for the site superintendent to schedule their own inspections.
- Quick and easy on line payment of fees.

STEP 1: FIND THE ON LINE PORTAL:

You can find a link to the On Line Portal on the City web site -

www.cityofhaydenid.us



OR Enter this link into your browser –

<https://www.bsaonline.com/?uid=2689>

STEP 2: HAVE A USER NAME & PASSWORD READY:

Before you start the registration process, prepare a User Name you would like to use. Have a backup User Name in case someone already has the one you want.

Have a password you will remember ready to enter once your User Name is accepted.

STEP 3: START THE PROCESS:

In the upper right hand corner of the screen where it says **Currently not signed in**, select the drop down arrow just to the right of the words.

Now select **Register**

STEP 4 CREATE A NEW ACCOUNT:

Enter your User Name, Email Address and Password.

A screenshot of the 'Create a New Account' form. It includes a 'Create a New Account' heading, a note about browser access, and three main input sections: 'User Name' (with a dropdown arrow), 'My e-mail address is' (with a 'Confirm e-mail' field), and 'Protect your account and information with a password.' (with 'Enter a new Password' and 'Re-enter password' fields).

STEP 5: INFORMATION:

Account Information (Optional) - not required.

Other Information – Enter the information

A screenshot of the 'Account Information (Optional)' and 'Other Information' sections of the registration form. The 'Account Information (Optional)' section has a note about business account requirements. The 'Other Information' section includes a 'How do you learn about us?' dropdown menu, a 'Verify Code' field, a checkbox for 'I'm not a robot', and a 'Create Account' button.