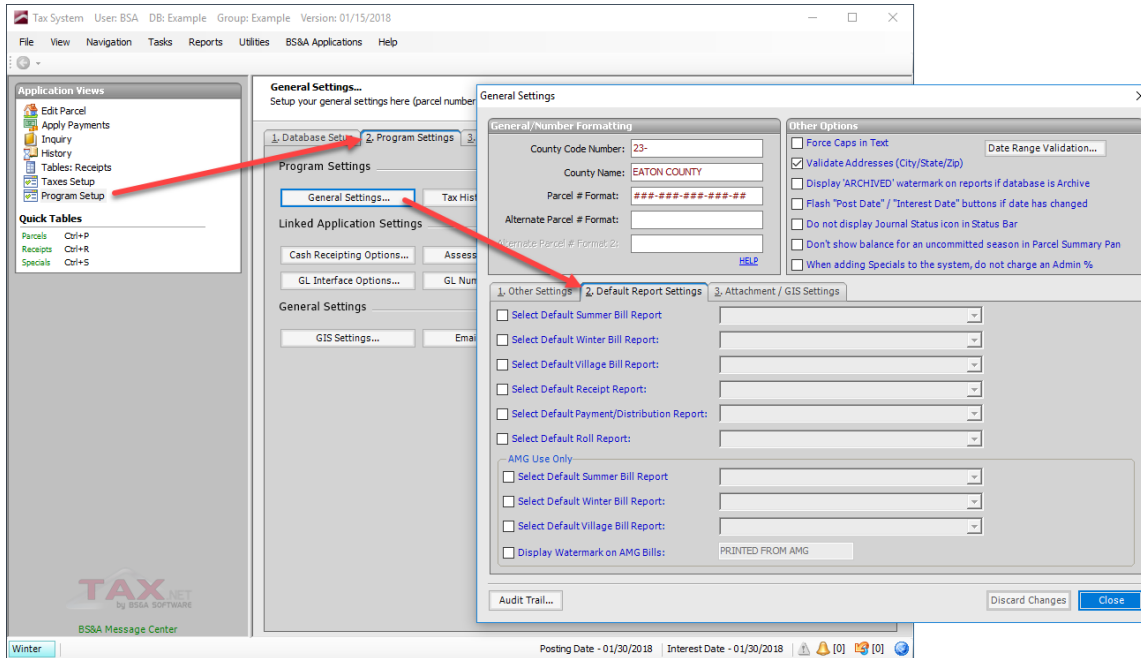


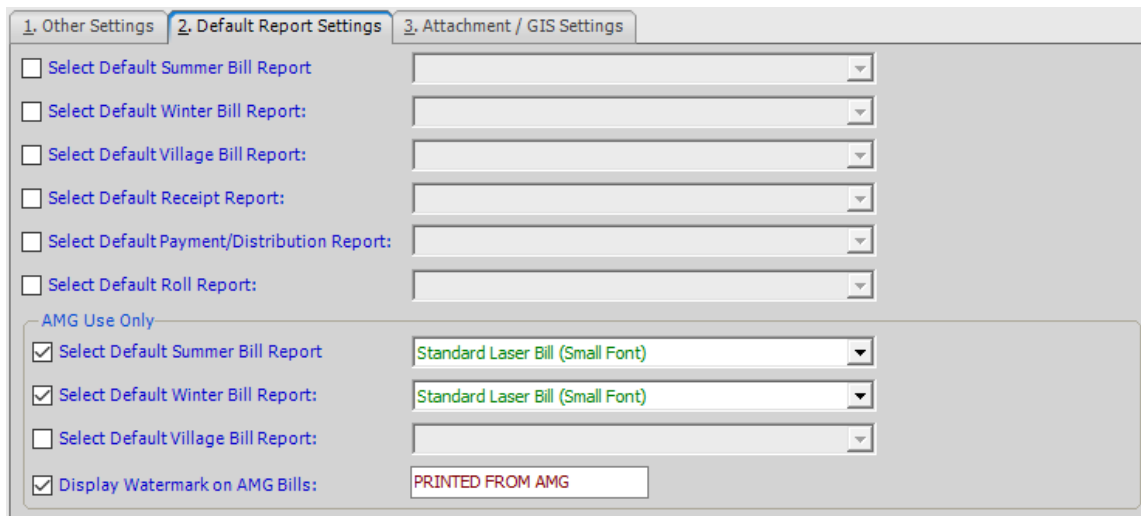
AccessMyGov (AMG) Default Bill Setup

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

1. Open Tax .NET and go to Program Setup>Program Settings.
2. Click the General Settings button, then click the Default Report Settings tab.



3. Under AMG Use Only, check the boxes of the bills for which you want to select a default format, and select the format in the field to the right of the checkbox. If a format is not selected, the Standard Laser Bill – Small Font will be used.
4. If you would like to include a watermark on AMG-printed bills, check the Display Watermark on AMG Bills box. The default message is PRINTED FROM AMG, but you may change this.



5. Click Close when finished.