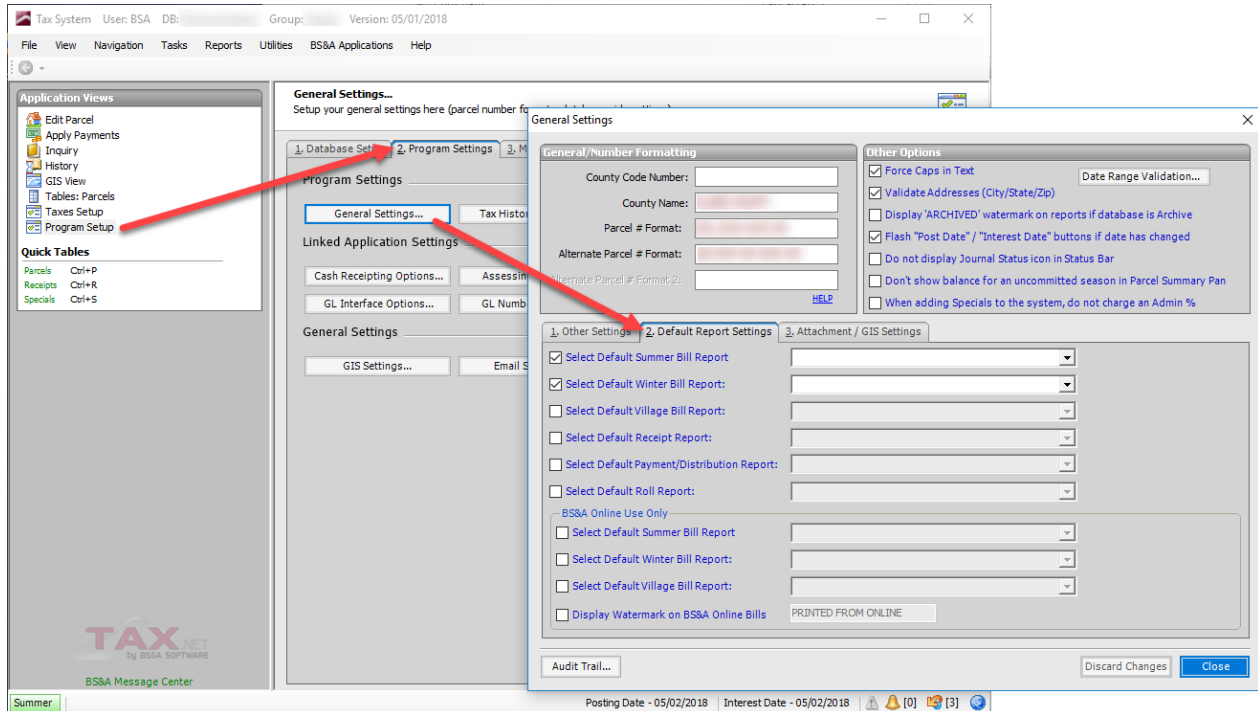


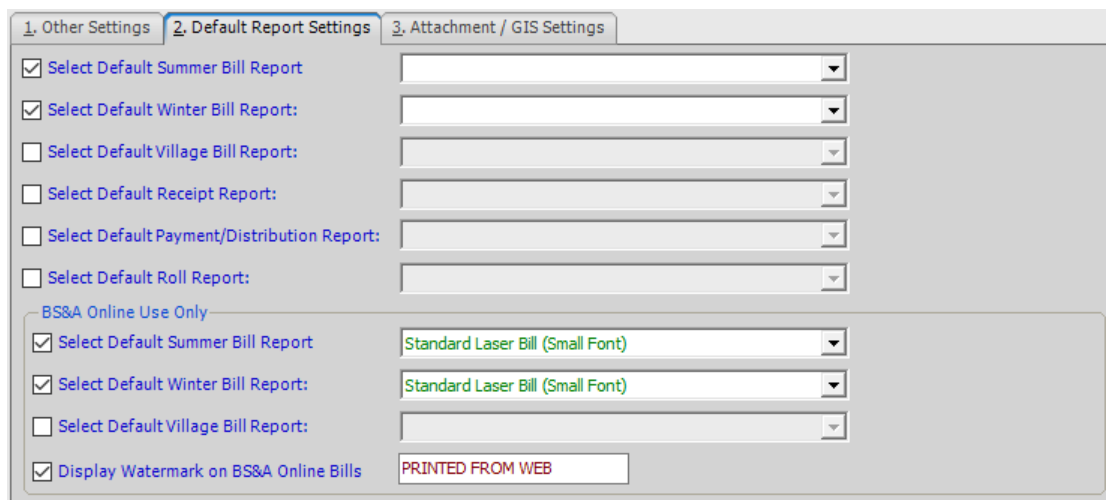
BS&A Online Default Bill Setup

Questions? From within BS&A, 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 team. Questions for our I.T. team may be submitted by phone (same number), or by emailing itsupport@bsasoftware.com.

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



3. Under BS&A Online 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 bills that are printed from BS&A Online, check the Display Watermark on BS&A Online Bills box. You may keep the default watermark text or enter your own.



5. Click Close.